



**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date: November 20, 2014
Place: Lyon County Government Center
Public Health Conference Room
Marshall, Minnesota

Opened: 9:40 am
Adjourned: 11:17 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Thursday, November 20, 2014 at the Lyon County Government Center in the Public Health Conference Room at 607 West Main Street, Suite 200 in Marshall, Minnesota. The meeting was called to order by Chairperson Moline.

Members present: Jeanne Anderson
Rick Anderson
Curt Blumeyer
Ron Boyenga
Joan Jagt
William Johnson
Priscilla Klabunde
Al Kokesch
Gerald Magnus
Butch Miller
Bob Moline
Lois Schmidt
Rodney Stensrud (Lyon County Alternate)
Marvin Tinklenberg

Member(s) absent: Carol Ann Flavhaven
Bob Jarchow
Steve Ritter
Pam VanOverbeke

Guests: Josh Matthies, CIT
Mike Albrecht, CIT
Daren Weier, CIT

Staff present: Mary Ellison
Ardis Henriksen
Diane Holmberg
Theresa Klingbale
Stacey Longtin
Cindy Nelson
Chris Sorensen
Jennifer VanderSchaaf
Nancy Walker
Karri Harvey
Dale Hiland
Hilary Kesteloot
Krista Kopperud
Marie Meyers
Alicia Schmidt
Lori Stai
Sarah Vanderstoep

Chairperson Moline thanked everyone for their willingness to work toward changing the meeting date to accommodate the funeral for Commissioner Giese of Murray County.

O. **Consent Agenda –**

1. Chairperson Moline stated that there were additions to the agenda listed and placed before the Board members. They are as listed: under R. Decisions Items as follows 15. Jeremy Morgan, Information Technology Specialist, Senior, probationary appointment (12 months), \$51,500 annual, effective 11/24/14; 16. Sandy Isaackson, promotional appointment – Social Worker to Social Work Team Leader, 6 month probationary period, \$48,482 annual, effective 12/01/14; and 17. Request for Social Worker. Also the addition of a Closed session to discuss labor negotiations.

2. Chairperson Moline asked if any member of the Board had any conflict of interest to report. Magnus, Klabunde and Stensrud all reported they are on the Board for Western Mental Health Center, who many of the proposed contracts are with. Director Sorensen stated that Resmaa Menakem, with whom there is a proposed contracted to work with the agency on the organizational culture project, is a former colleague of his, but he has completed and turned in a Conflict of Interest form related to that project.

3. Chairperson Moline asked if there were any additions or corrections to the minutes from the October 15, 2014 meeting.

Motion by Jagt and second by Anderson: To approve the Consent Agenda with the changes to the meeting agenda as listed and the identification of conflicts of interest by Magnus, Klabunde, Stensrud and Director Sorensen. The motion carried unanimously.

P. **Financial –**

Chairperson Moline stated that the Financial Report had been presented during the Human Services Board meeting and, by action, forwarded to the Governing Board. He asked if there were any additional questions or comments regarding the report. Motion by Miller and second by Johnson: To approve the Financial Report as forwarded by the Human Services Board. The motion carried unanimously.

Q. **Employee Recognition –**

Chairperson Moline stated that he had asked Magnus to present the Employee Recognition awards this month. Awards were given to Hilary Kesteloot, 1 year, Social Worker; Lori Stai, 1 year, Social Worker; Theresa Klingbile, 1 year, Eligibility Worker; Mary Ellison, 10 years, Public Health Nurse; Diane Holmberg, 10 years, Lead Eligibility Worker, Jennifer Vander Schaaf, 10 years, Social Worker; and Sarah Vanderstoep, 25 years, Public Health Nurse. John O’Neal, 5 years, Eligibility Worker and Cindy Johnson, 25 years, Child Support Officer were not able to attend. After the awards were handed out, Chairperson Moline called for a ten (10) minute break, asking everyone to reconvene at 9:55 am.

R. **Decision Items –**

Chairperson Moline asked Director Sorensen to address Items 1 – 7 together. Director Sorensen reviewed the following requests:

1. Kathy Staniszewski, Lead Eligibility Worker, completion of 6 month probationary period, no salary increase, effective 12/02/14

2. Tara Vander Steen, Lead Eligibility Worker, completion of 6 month probationary period, no salary increase, effective 12/02/14

3. Sarah Kirchner, Collections Officer, probationary appointment (12 months), \$20.00 per hour, effective 11/03/14

4. Rachel Vierra, Public Health Educator, probationary appointment (12 months), \$49,000 annual, effective 11/12/14

5. Dawn Popowski, Social Worker, probationary appointment (12 months), \$45,000 annual, effective 11/24/14

6. Melanie Brand, Social Worker (CPS), Social Worker, probationary appointment (12 months), \$36,588 annual, effective 11/24/14

7. Kristin Lamote, Social Worker (CPS), Social Worker, probationary appointment (12 months), \$36,588 annual, effective 12/01/14

Motion by Blumeyer and second by Magnus: To approve the following personnel requests: Kathy Staniszewski, Lead Eligibility Worker, completion of 6 month probationary period, no salary increase, effective 12/02/14; Tara Vander Steen, Lead Eligibility Worker, completion of 6 month probationary period, no salary increase, effective 12/02/14; Sarah Kirchner, Collections Officer, probationary appointment (12 months), \$20.00 per hour, effective 11/03/14; Rachel Vierra, Public Health Educator, probationary appointment (12 months), \$49,000 annual, effective 11/12/14; Dawn Popowski, Social Worker, probationary appointment (12 months), \$45,000 annual, effective 11/24/14; Melanie Brand, Social Worker (CPS), Social Worker, probationary appointment (12 months), \$36,588 annual, effective 11/24/14; and Kristin Lamote, Social Worker (CPS), Social Worker, probationary appointment (12 months), \$36,588 annual, effective 12/01/14, as requested. The motion carried unanimously.

Chairperson Moline asked Director Sorensen to address Items 8 & 9 together. Director Sorensen asked the Board to approve the following resignations:

8. Cody Arnold, Social Worker, resignation, effective 10/17/14
9. Carla Swenhaugen, Social Worker (CPS), resignation, effective 10/29/14

Motion by Jagt and second by Miller: To approve the resignations of Cody Arnold, Social Worker, effective 10/17/14 and Carla Swenhaugen, Social Worker (CPS), effective 10/29/14 as requested. The motion carried unanimously.

10. Chairperson Sorensen requested authorization to contract with a temporary Office Support Specialist, as we have an extended leave coming up for one of the current OSS staff. Motion by Anderson and second by Boyenga: To authorize staff to hire a temporary Office Support Specialist, in order to cover an extended leave of a current employee. The motion carried unanimously.

11. Director Sorensen stated that he had a meeting with the non-union employees to see if they had anything that they wanted him to bring to the Board as a request. That group agreed to the maximum increase of 4.5%, based on performance. They will be evaluated using the same tool used for those employees governed by the labor contracts. This request does not include the Director. Motion by Miller and second by Blumeyer: To authorize an increase in pay for non-union employees, exclusive of the Director, up to a maximum of 4.5%, fully based on performance and to be effective on January 1, 2015. The motion carried unanimously.

12. Director Sorensen asked if there were any questions about any of the proposed contracts on the list within the meeting packet. He explained that a few years ago the agency had received a Healthy Home grant from MDH but the grant program had been closed out at the state level. The agency has again been awarded funding for a three year period. Motion by Johnson and second by Jagt: To approve the proposed contracts as presented in writing. The motion carried with abstentions from Magnus, Klabunde and Stensrud.

13. Director Sorensen stated that Personnel Policy Number 19 – Medical Leave for Fitness has been revised to allow staff who purchase qualifying items in late December to be able to turn them in for reimbursement from their sick leave. They will have until mid-January to submit their requests. Motion by Moline and second by Miller: To approve the revision to Personnel Policy Number 19 – Medical Leave for Fitness as presented. The motion carried unanimously.

14. Karri Harvey, Management Information Supervisor, introduced Daren Weier, with Computer Integration Technologies (CIT), who had prepared a presentation for the Board about Share Point software. This software was built by Microsoft. The goal of Share Point would be to have better coordination and communication between agency units and with the Board. His presentation showed how the software could be used to share documents and reduce the numbers of the same

document stored on the computer system, at times causing confusion as to whether the most recent version is being used. Share Point would provide a platform where the revisions can be made and accessible to all people working on the project. The upfront cost to this project would be \$45,715, of which \$15,960 would be for the initial build and design of our system, and \$29,755 would cover the cost of licenses. This amount would be due during this calendar year. The quote also covers two (2) more years at \$29,755, the annual license fee. There is money in the 2014 budget for the upfront cost of this project. Motion by Klabunde and second by Magnus: To approve the request to purchase the Share Point software from CIT at an upfront cost of \$45,715 that will cover the designing and building of our unique system and licenses for the first year, and \$29,755 per year for the two (2) following years, as quoted. The motion carried unanimously.

Chairperson Moline asked Director Sorensen to cover items 15 & 16 together. Director Sorensen asked that the Board approve both items as follows:

15. Jeremy Morgan, Information Technology specialist, Senior, probationary appointment (12 months), \$51,500 annual, effective 11/24/14

16. Sandy Isaackson, promotional appointment – Social Worker to Social Work Team leader, 6 month probationary period, \$48,482 annual, effective 12/01/14

Motion by Anderson and second by Blumeyer: To approve the request for Jeremy Morgan, Information Technology specialist, Senior, probationary appointment (12 months), \$51,500 annual, effective 11/24/14 and Sandy Isaackson, promotional appointment – Social Worker to Social Work Team leader, 6 month probationary period, \$48,482 annual, effective 12/01/14. The motion carried unanimously.

17. Director Sorensen requested authorization to begin the process to hire a Social Worker, to fill the vacancy caused by promotion. This particular position is not one that has been identified as mission critical but there is a continued need to have this position filled. Motion by Magnus and second by Johnson: To authorize staff to begin the process to hire a Social Worker. The motion carried unanimously.

S. **Discussion/Information –**
No items on the agenda.

T. **Closed Session – Negotiations –**
Motion by Blumeyer and second by Boyenga: To close the meeting to discuss union negotiations at 10:53 am. The motion carried unanimously.

Chairperson Moline called the meeting out of closed session at 11:16 am.

Chairperson Moline asked if there was anything further to be brought to the Board. Hearing nothing he adjourned the meeting at 11:17 am.

Approved _____ Date

Authorized _____
Chairperson, Governing Board

Recording Secretary, Governing Board

Attest: _____
Director