

**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date:	October 15, 2014	Opened:	9:24 am
Place:	Rock County Health and Human Services Building Community Room Luverne, Minnesota	Adjourned:	10:16 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, October 15, 2014 at the Rock County Health and Human Services in the Community Room at 2 Roundwind Road in Luverne, Minnesota. The meeting was called to order by Chairperson Moline.

Members present:

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

Member(s) absent: Pam VanOverbeke

Guests: Cris Gilb

Staff present:

- Carol Biren
- Karla Drown
- Ardis Henriksen
- Stacy Jorgensen
- Nancy Lange
- Cindy Nelson
- Chris Sorensen

O. Consent Agenda –

1. Chairperson Moline asked if there were any corrections or additions to the meeting agenda. There was one addition to the contract list: Booth Law Group LLC (Minnetonka, MN) – 10/15/14 to 10/14/15; an agreement to provide legal services regarding wage and hour review, \$225/hour for attorney fees plus staff service costs (new).
2. Chairperson Moline asked if any member of the Board had any conflict of interest to report. None were identified.
3. Chairperson Moline asked if there were any additions or corrections to the minutes from the September 17, 2014 meeting.
Motion by Miller and second by Ritter: To approve the Consent Agenda with the addition to the meeting agenda. The motion carried unanimously.

P Financial –

Motion by Jarchow and second by Anderson: To approve the financial report as moved forward from the Human Services Board. The motion carried unanimously.

Q. Employee Recognition -

Chairperson Moline stated that he had asked Jarchow to present the Years of Services awards. The following award was presented: Carol Biren, Public Health Division Director, for 5 years. The following were not able to attend the meeting: Hilary Kesteloot, Social Worker, for 1 year; Lori Stai, Social Worker, for 1 year; and John O'Neal, Eligibility Worker, for 5 years.

R. Decision Items –

Chairperson Moline asked Director Sorensen to address Items 1 – 4 together.

1. Theresa Klingbile, Eligibility Worker, completion of 12 month probationary period, no salary increase, effective 11/04/14;
2. Jennifer Beek, Financial Assistance Supervisor, completion of 12 month probationary period, no salary increase, effective 11/04/14;
3. Karri Harvey, Management Information Supervisor, completion of 12 month probationary period, no salary increase, effective 11/12/14; and
4. Kate Wessel, Social worker (CPS), probationary appointment (12 months), \$36,588.00 annual, effective 10/20/14.

Director Sorensen asked that all of the requests be approved as presented. Motion by Blumeyer and second by Ritter: To approve the requests as reviewed: Theresa Klingbile, Eligibility Worker, completion of 12 month probationary period, no salary increase, effective 11/04/14; Jennifer Beek, Financial Assistance Supervisor, completion of 12 month probationary period, no salary increase, effective 11/04/14; Karri Harvey, Management Information Supervisor, completion of 12 month probationary period, no salary increase, effective 11/12/14; and Kate Wessel, Social worker (CPS), probationary appointment (12 months), \$36,588.00 annual, effective 10/20/14. The motion carried unanimously.

5. Director Sorensen stated that the request for an Office Support Specialist is based on a couple of points: the first being that with documents being scanning on receipt there will be a greater need for support and this area has been generally low in coverage. The supervisors have held back on hiring the two (2) Eligibility Workers that were approved, waiting to see the level of need, but hiring an additional Office Support Specialist would fulfill one (1) of those open positions. Motion by Ritter and second by Boyenga: To authorize staff to begin the process to hire an Office Support Specialist, as requested. The motion carried unanimously.
6. Director Sorensen requested that the Board give consideration to hiring a person to fill a Southern Prairie Community Care (SPCC) position. In filling this position, we would be creating a champion in our system to support SPCC. This position would be a lead or champion but would be without supervisory duties. The funding for the position will be provided by SPCC from their grant funds. Motion by Magnus and second by Klabunde: To authorize staff to begin the process to hire a person to be either a Social Worker Team Leader or a Nursing Team Leader, working with Southern Prairie Community Care with funding provided by them. The motion carried unanimously.
7. Director Sorensen reviewed the items on the contract list, stating that the contracts on the list that was mailed with the meeting packets relate to ongoing partnerships that the agency is already part of. He stated that the addition to the list is with a law firm who will work with the agency on the method used to designate staff as either exempt or non-exempt, in relationship to the Merit System. We will be looking to this group to make a recommendation to the Board for how those designations are made. The agreement with the Families Project is an updated interagency agreement to add the RTR Schools to the collaborative. Motion by Jagt and second by Kokesch: To approve the contracts as listed and reviewed. The motion carried unanimously.
8. Director Sorensen reviewed the donations that have been received by the agency and asked the Board to accept them. Motion by Blumeyer and second by Ritter: To accept the donations as listed. The motion carried unanimously.

9. Director Sorensen invited Stacy Jorgensen, Social Services Supervisor, to come forward to explain the Resolution Assigning and Approving "Designated Agency". Stacy stated that at this time the court system will not recognize either the Buffalo Ridge Community Treatment Team (BRCT) or Southwinds Assertive Community Treatment Team (SWACT) and will not accept court reports from them. The agency no longer provides adult mental health case management and only maintains an open file to monitor commitment requirements. This resolution will designate both BRCT and SWACT as agencies who will be responsible for court commitment activities and filing reports with the court system. Without the designation SWHHS remains the agency with the responsibility for signing off on reports prepared by the two (2) treatment teams and filing reports with the court system. Motion by Ritter and second by Jagt: To approve the Resolution Assigning and Approving "Designated Agency" Status to BRCT and SWACT. The motion carried unanimously. (document attached)
10. Karla Drown, Accounting Supervisor, reported to the Board that the agency has five (5) unclaimed funds, through a timeframe ending June 30, 2011 in the amount of \$1,409.34. She requested a recommendation from the Board to send a check in the amount of \$1,409.34 along with a list of those unclaimed funds to the MN Department of Commerce. Motion by Johnson and second by Blumeyer: To authorize agency staff to submit warrant and a list of unclaimed funds to the MN Department of Commerce. The motion carried unanimously.

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

T. Closed Session – union negotiations –
Motion by Ritter and second by Kokesch: To close the meeting to discuss union negotiations at 9:49 am. The motion carried unanimously.

The next mediation session is scheduled for October 30, 2014.

Motion by Blumeyer and second by Miller: To come out of closed session at 10:15 am. The motion carried unanimously.

Chairperson Moline adjourned the meeting at 10:16 am.

Approved _____ Date

Authorized _____
Chairperson, Governing Board

Recording Secretary, Governing Board

Attest: _____
Director

RESOLUTION ASSIGNING AND APPROVING "DESIGNATED AGENCY" STATUS TO BRACT AND SWACT

WHEREAS, Minnesota Statute 253B.12, Subd. 1, (d) that states, "if the patient has been provisionally discharged from a treatment facility, the report shall be filed by the designated agency, which may submit the discharge report as part of its report."; and

WHEREAS, Presently, only Southwest Health and Human Services (SWHHS or "Agency") is designated as a designated Agency; and

WHEREAS, The Agency makes referrals to Buffalo Ridge Community Treatment Team (BRACT) and Southwinds Assertive Community Treatment Team (SWACT) with the understanding that said programs take on full responsibility for adult mental health case management services; and

WHEREAS, Upon a patient being accepted into either BRACT or SWACT, the Agency no longer provides adult mental health case management, SWHHS only maintains an open file to monitor commitment requirements; and

WHEREAS, Without assigning said "Designated Agency" status to BRACT and SWACT our Agency continues to be responsible for court commitment activities, including the submission of reports to the court and follow up with the court; and

WHEREAS, Without the granting of "Designated Agency" status to BRACT and SWACT, our Agency remains responsible in filing reports with the court on adult mental health cases serviced by BRACT or SWACT.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of Southwest Health and Human Services as follows:

1. That "Designated Agency" status be granted and assigned to BRACT and SWACT for the consumers serviced through these agencies, the specific purpose of filing reports under Minnesota Statute 253B.12, Subd. 1, (d).
2. That the Agency shall retain responsibilities related to the commitment process including, but not limited to maintaining a copy of any and all submitted reports on all persons committed that are the financial responsibility of SWHHS.

The motion for the adoption of the foregoing Resolution was made by Stephen Ritter and duly seconded by Joan Jagt and upon a vote being taken thereon, the following voted in favor of the motion: Blick Anderson, Curt Blumeyer, Ron Bovenka, Joan Jagt, Bob Jarchow, William Johnson, Priscilla Klabunde, Al Kokesch, Gerald Magnus, Butch Miller, Bob Moline, and Stephen Ritter and the following voted against the motion: None

Whereupon said Resolution was declared duly passed and adopted.

Attested by:


SWHHS Director