

**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date:	September 17, 2014	Opened:	9:30 am
Place:	Lyon County Government Center Commissioners Rooms 1 & 2 Marshall, Minnesota	Adjourned:	10:45 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, September 17, 2014 at the Lyon County Government Center, Commissioners' Rooms 1 & 2 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 Flavhaven
- Joan Jagt
- Bob Jarchow
- William Johnson
- Priscilla Klabunde
- Al Kokesch
- Gerald Magnus
- Butch Miller
- Bob Moline
- Stephen Ritter
- Lois Schmidt
- Pam VanOverbeke

Member(s) absent: Marvin Tinklenberg

Guests: Amy Diedrich
Ron Coyle

Staff present:

Sara Brandt	Kristin Deacon
Connie Einck	Stacy Fier
Karri Harvey	Ardis Henriksen
Krista Kopperud	Amy Lueck
Cindy Nelson	Ann Schiller
Chris Sorensen	Diane Spanier
Nancy Walker	Lori Wentzel
Craig Wilson	Deb Ziebarth

O. Consent Agenda –

1. Chairperson Moline asked if there were any corrections or additions to the meeting agenda. He pointed out that there are two additions, as printed on the page by each member's chair: R-22 Jason Lenz, Information Technology Specialist, Senior, resignation, effective 10/03/2014; and R-23 Request for Information Technology Specialist, Senior.
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 August 20, 2014 meeting. Chairperson Moline asked that the name for the Vice-Chair be added to the first paragraph of the minutes.

Motion by Blumeyer and second by Johnson: To approve the Consent Agenda with the noted additions and corrections. The motion carried unanimously.

P. Financial –

The Financial Report had been heard during the Human Services Board meeting and forwarded to the Governing Board for approval. Motion by Ritter and second by Jarchow: To approve the Financial Report as presented during the Human Services Board meeting and forwarded for approval. The motion carried unanimously.

Q. Employee Recognition -

Chairperson Moline stated that he had asked Commissioner Johnson to present the Years of Service awards to staff. The following awards were given: Sara Brandt, Accounting Technician, for 1 year; Connie Einck, Health Services Program Aide, for 1 year; Lori Wentzel, Public Health Nurse, for 1 year; Craig Wilson, Social Worker, for 1 year; Diane Spanier, Eligibility Worker, for 10 years; Amy Lueck, Public Health Nurse, for 20 years; Ann Schiller, Child Support Supervisor, for 25 years; and Deb Ziebarth, Eligibility Worker, for 30 years. After the presentation of the awards, Chairperson Moline called for a ten (10) minute break, asking that people return to reconvene at 9:43 am.

R. Decision Items –

Chairperson Moline asked that Director Sorensen address items 1 – 12 together. Director Sorensen reviewed the following requests:

1. Craig Wilson, Social Worker, completion of 12 month probationary period, no salary increase, effective 09/16/2014.
2. Holly Louwagie, Social Worker, completion of 12 month probationary period, no salary increase, effective 09/23/2014.
3. Lori Wentzel, Public Health Nurse, completion of 12 month probationary period, no salary increase, effective 09/23/2014.
4. Hilary Kesteloot, Social Worker, completion of 12 month probationary period, no salary increase, effective 10/01/2014.
5. Connie Einck, Health Services Program Aide, completion of 12 month probationary period, no salary increase, effective 10/03/2014.
6. Lori Stai, Social Worker, completion of 12 month probationary period, no salary increase, effective 10/08/2014.
7. Lisa Schardin, Social Worker, probationary appointment (12 months), \$44,000.00 annual, effective 08/25/2014.
8. Jamie Baker, Social Worker, probationary appointment (12 months), \$36,588.00 annual, effective 09/02/2014.
9. Wendy Crawford, Eligibility Worker, probationary appointment (12 months), \$16.39 per hour, effective 09/08/2014.
10. Shirley Hurley, Eligibility Worker, probationary appointment (12 months), \$21.00 per hour, effective 09/15/2014.
11. Wendy Bossuyt, Eligibility Worker, probationary appointment (12 months), \$16.39 per hour, effective 09/29/2014.
12. Abbie Stough, Social Worker, probationary appointment, no salary change, effective 09/08/2014.

Director Sorensen asked that the Board approved all twelve (12) requests. Motion by Magnus and second by Jagt: To approve the following staff requests as reviewed: Craig Wilson, Social Worker, completion of 12 month probationary period, no salary increase, effective 09/16/2014; Holly Louwagie, Social Worker, completion of 12 month probationary period, no salary increase, effective 09/23/2014; Lori Wentzel, Public Health Nurse, completion of 12 month probationary period, no salary increase, effective

09/23/2014; Hilary Kesteloot, Social Worker, completion of 12 month probationary period, no salary increase, effective 10/01/2014; Connie Einck, Health Services Program Aide, completion of 12 month probationary period, no salary increase, effective 10/03/2014; Lori Stai, Social Worker, completion of 12 month probationary period, no salary increase, effective 10/08/2014; Lisa Schardin, Social Worker, probationary appointment (12 months), \$44,000.00 annual, effective 08/25/2014; Jamie Baker, Social Worker, probationary appointment (12 months), \$36,588.00 annual, effective 09/02/2014; Wendy Crawford, Eligibility Worker, probationary appointment (12 months), \$16.39 per hour, effective 09/08/2014; Shirley Hurley, Eligibility Worker, probationary appointment (12 months), \$21.00 per hour, effective 09/15/2014; Wendy Bossuyt, Eligibility Worker, probationary appointment (12 months), \$16.39 per hour, effective 09/29/2014; and Abbie Stough, Social Worker, probationary appointment, no salary change, effective 09/08/2014. The motion carried unanimously.

13. Director Sorensen asked that the Board accept the resignation of Deena Okebiro, Social Worker, effective on 09/05/2014. Motion by Ritter and second by Miller: To accept the resignation of Deena Okebiro, Social Worker, effective on 09/05/2014. The motion carried unanimously.

14. Director Sorensen asked that the Board authorize that staff begin the process to hire a Social Worker to fill the position vacated by resignation. Motion by Anderson and second by Blumeyer: To authorize staff to begin the process to hire a Social Worker. The motion carried unanimously.

15. Director Sorensen asked that the Board authorize staff to begin the process to hire a Registered Dietitian/Public Health Nurse/Nutrition Coordinator. This is a request to broaden the scope of the staff search, authorization had previously been given to try to hire a Registered Dietician but there had been no applications received so staff is asking to expand the search to applicants in any of the three (3) classifications. Motion by Ritter and second by Klabunde: To authorize staff to broaden the scope of the position to hire a Registered Dietician, a Public Health Nurse or a Nutrition Coordinator, as requested. The motion carried unanimously.

16. Director Sorensen stated that Personnel Policy Number 2 – Conditions of Employment had been revised to change the method by which staff will be notified in the case that adverse weather conditions would make it necessary to close any or all of the Southwest Health and Human Services offices. If this happens the Director, or his designee, would initiate the Dial My Calls program. Staff will be asked to keep the agency up to date with their current contact information so that they can receive notifications through Dial My Calls. Motion by Johnson and second by Kokesch: To approve the revisions to Personnel Policy Number 2 – Conditions of Employment to change the method to be used to notify staff if any of the agency offices are closed due to bad weather conditions. The motion carried unanimously.

17. Director Sorensen reviewed the list of items that had been donated to the agency by various groups and, where applicable, indicated what the donor had requested the items be used for. Motion by Klabunde and second by Anderson: To accept the donations to the agency as listed and reviewed. The motion carried unanimously.

18. Director Sorensen invited Deputy Director Walker forward to give an explanation for the request to lease a different copier in Marshall. She stated that there is a copy machine in the Pipestone office which was purchased by Pipestone County that is not meeting the needs of the office. Also, with the move of the Child Support Unit to the second floor office in Marshall the use of the copier in that office has increased to the point that the agency is paying substantial amounts for overage fees and there is still three (3) years left on that particular machine. In talking with the sales rep for the company that holds the lease, he has put together a proposal that would put a new and faster machine in the office on second floor and move the one that is currently there to the Pipestone office. The leasing company would also be willing to remove the old machine from the office in Pipestone. Miller asked that Deputy Director Walker check with Sharon Hanson, Pipestone County Administrator, to see if the county could use that machine in a different location. The new lease amount would be \$471.08 per month but we would not be continuing a maintenance contract of \$200.00 per month for the old machine currently in Pipestone giving a savings of \$150.00 per month. Motion by Miller and second by Boyenga: To authorize the agency to enter a lease for a new, faster, copier in the agency office on second floor in Marshall and to have the one currently in the Health Services office area moved to the Pipestone agency office with the new lease amount \$471.08 per month, not continuing a maintenance contract of \$200.00 per month on the old Pipestone County machine for a savings of \$150.00 per month. The motion carried unanimously.

19. Deputy Director Walker requested that the Board make three corrections to the quote list that had been placed before them earlier in the day. She asked that options #9 and #10 be changed from new vehicles to used ones and that item #12 be changed from a 2013 model to a 2014 model. She then pointed out that items 7 – 10 were outside of the requested specs, with higher mileage. There are two vehicles currently in the agency fleet, both with over 200,000 miles on them, which she had requested a trade-in value for. She pointed out that it appears the items #5 and #6 have the best price and trade-in amount. The Chrysler Touring 200 is a slightly smaller car than most of the other cars in the fleet but in checking had been told that the vehicles are of sufficient size for individuals and small groups. She also stated that items #3 and #4, Chevy Impalas, were probably the best value, being larger and heavier vehicles. All of the vehicles come with a three (3) year, 36,000 mile warranty on them. Motion by Boyenga and second by Miller: To authorize the purchase of items #5 and #6, both 2014 Chrysler Touring 200 models at the price of \$16,550.00 plus tax, title and license, along with trading in the 2005 Buick Century and 1998 Grand AM. The motion carried unanimously.

20. Chairperson Moline invited Amy Diedrich, with Marsh & McLennan Agency, to come forward to address the 2015 health insurance renewal. Ms. Diedrich stated that over the first year on the new insurance program the following things happened: we were looking for more transparency and received it; there were more high cases than had been expected and that the current reserves seem to be right on target. There were many things that were explained during the agency insurance meeting and it appears that staff, who are on the committee, have appreciated the education they received. Anderson asked Ms. Diedrich how much she felt that the agency should maintain in reserve. She stated that she felt that because there would still be outstanding claims the agency should have enough in reserves to run out at least three (3) months. Deputy Director Walker then reviewed the recommendations which had been made by the insurance committee. The first four (4) items relate to the health insurance coverage so Chairperson Moline stated that action would be taken on them as a unit. The recommendations were as follows: 1) to not support a tiered model and set the rates for 2015, with a 12.74% increase, at \$1200 single at \$862.00; \$2400 family at \$2,095.00; \$2600 single at \$719.00; \$5200 family at \$1,748.00; \$5000 single at \$570.00; and \$10,000 family at \$1,384.00, all monthly fees, 2) that all staff must take at least single coverage, 3) that the 2015 VEBA contributions will decrease by ½ the current amount resulting in the VEBA contributions at \$25 for \$1,200 single; \$37.50 for \$2,400 family, \$65.00 for \$2,600 single; \$83.50 for \$5,200 family; \$50.00 for \$5,000 single; and \$75.00 for \$10,000 family and 4) that premiums be paid in the current month rather than a month ahead, resulting in no insurance deductions in December 2014. Motion by Boyenga and second by Ritter: To approve the recommendations, items 1 – 4, from the insurance committee: 1) to not support a tiered model and set the rates for 2015, with a 12.74% increase, at \$1200 single at \$862.00; \$2400 family at \$2,095.00; \$2600 single at \$719.00; \$5200 family at \$1,748.00; \$5000 single at \$570.00; and \$10,000 family at \$1,384.00, all monthly fees, 2) that all staff must take at least single coverage, 3) that the 2015 VEBA contributions will decrease by ½ the current amount resulting in the VEBA contributions at \$25 for \$1,200 single; \$37.50 for \$2,400 family, \$65.00 for \$2,600 single; \$83.50 for \$5,200 family; \$50.00 for \$5,000 single; and \$75.00 for \$10,000 family and 4) that premiums be paid in the current month rather than a month ahead, resulting in no insurance deductions in December 2014. The motion carried unanimously. Item #5 was to recommend that staff be offered, at a cost to them, an additional voluntary coverage for identity theft/life event legal plan. Motion by Magnus and second by Blumeyer: To approve recommendation #5 from the insurance committee to offer, at a cost to the employee, an additional voluntary coverage for identity theft and life event legal plan. The motion carried unanimously.

21. Director Sorensen invited Karri Harvey, Management Information Supervisor, to come forward to review and explain the request for scanning equipment. Karri stated that the majority of the proposed cost is for licensing. The Captiva software would simplify scanning for the front desk staff when they scan documents because they can simply scan the document and the software helps categorize the information. This should be the end of the scanning purchases and the total cost will come in under what had originally been proposed. Public Health is looking into the possibility of using scanning as a way to clean up closed charts but Karri stated that she had been informed that the project could be done with no additional cost to the agency. If at a later date it is decided that we need more licenses they can be purchased as needed. Motion by Jagt and second by Ritter: To authorize staff to move forward in purchasing the proposed scanning licenses and equipment at the cost of \$112,284.00, excluding sales tax. The motion carried unanimously.

22. Director Sorensen stated that a letter of resignation had been received from Jason Lenz, Information Technology Specialist, Senior, effective on 10/03/2014. Motion by Blumeyer and second by Johnson: To accept the resignation of Jason Lenz, Information Technology specialist, Senior, to be effective on 10/03/2014. The motion carried unanimously.

23. Director Sorensen requested authorization to begin the process to hire an Information Technology Specialist, Senior to fill the position vacated by resignation. Motion by Anderson and second by Ritter: To authorize staff to begin the process to hire an Information Technology Specialist, Senior. The motion carried unanimously.

S. **Discussion/Information –**
Nothing on the agenda

Chairperson Blumeyer asked if there was anything further to be brought to the Board. He stated that in December there will be five (5) commissioners who will leave the Board due to retirement and he would like to see a small celebration for them at the December meeting. Staff will work on such a celebration. Motion by Ritter and second by Blumeyer: To adjourn the meeting at 10:45 am. The motion carried unanimously.

Approved _____ Date

Authorized _____
Chairperson, Governing Board

Recording Secretary, Governing Board

Attest: _____
Director