



**SOUTHWEST HEALTH AND HUMAN  
SERVICES  
GOVERNING BOARD**

**MINUTES**

Date: April 15, 2015  
Place: Lyon County Government Center  
Commissioners' Rooms 1 & 2  
Marshall, Minnesota

Opened: 10:20 am  
Adjourned: 11:20 am

The monthly meeting of the Community Health Board for Southwest Health and Human Services was held on Wednesday, April 15, 2015 in Commissioners' Rooms 1 & 2 of the Lyon County Government Center at 607 West Main Street, Suite 200 in Marshall, Minnesota. The meeting was called to order by Chairperson Moline.

Members present:

Jeane Anderson  
Ron Boyenga  
Paul Graupman  
Joan Jagt  
Priscilla Klabunde  
Gerald Magnus  
Bob Moline  
Les Nath  
Stephen Ritter  
Jim Salfer  
Lois Schmidt  
Marvin Tinklenberg  
Mic VanDaVere  
Pam VanOverbeke  
Dan Wildermuth

Member(s) absent:

Rick Anderson  
Carol Ann Flahaven  
Sherri Thompson

Guests:

Steven Meister, MD  
Marissa Mann  
Mary Mulder

Rachel Schroeder  
Mariah McCloud  
Terry Sullivan

Staff present:

Tiffany Bailey  
Carol Biren  
Karla Drown  
Karri Harvey  
Andrea Iverson  
Jenifer Klein  
Sherry Marks  
Kara Miller  
Michelle Salfer  
Stacy Strand  
Nancy Walker

Stephanie Bengtson  
Kay Dardis  
Kristin Deacon  
Ardis Henriksen  
Tasha Kuehn  
Stacey Longtin  
Marie Meyers  
Cindy Nelson  
Chris Sorensen  
Angie Stephens

O. **Consent Agenda –**

1. Chairperson Moline asked if there were any corrections or additions to the meeting agenda. The following additions were listed under Decision Items: Brandi Westphal, Social Worker (CPS), probationary appointment (12 months), \$37,320.00 annual, effective 04/14/15; Kayla Wolfe, Social Worker (CPS), probationary appointment (12 months), \$39,500.00 annual, effective 06/01/15; Nathaniel Kuhnau, Social Worker, probationary appointment (12 months), \$37,320.00 annual, effective 04/27/15; Joshua Varpness, Child Support Officer, probationary appointment (12 months), \$16.72 per hour, effective 05/04/15; and Jean Callens, temporary appointment, \$22.00 per hour, effective 05/04/15

2. Chairperson Moline asked if any member of the Board had a conflict of interest to report. None were identified.

3. Chairperson Moline asked if there were any additions or corrections to the minutes from the March 18, 2015 meeting.

Motion by Ritter and second by Jagt: To approve the Consent Agenda with the additions to the meeting agenda. The motion carried unanimously.

P. **Financial –**

Chairperson Moline stated that the Financial Report was forwarded by the Human Services Board for final approval by the Governing Board. He asked if there were any additional comments or questions relating to the report. Motion by Nath and second by Klabunde: To approve the Financial Report as presented and forwarded by the Human Services Board. The motion carried unanimously.

Q. **Introduce New Staff –**

Chairperson Moline invited the new members of staff to come forward to introduce themselves to the Board. Tiffany Bailey, Accounting Technician, and Tasha Kuehn, Office Support Specialist, introduced themselves and gave a brief statement of their background. The Board welcomed them to the agency.

R. **Employee Recognition –**

Chairperson Moline asked Klabunde to present the recognition certificates. Years of Service certificates were presented to Stephanie Bengtson, Social Worker; Mary Jo Bose, Registered Nurse; and Kay Dardis, Office Support Specialist, for one (1) year of service, to Andrea Iverson and Stacy Strand, both Social Workers, for five (5) years of service and to Michelle Salfer, Health Services Program Specialist, for fifteen (15) years of service. After the awards were presented Chairperson Moline moved the meeting into recess at 10:25 am, asking the award recipients to join Klabunde in the hallway for a picture.

Chairperson Moline reconvened the meeting at 10:35 am.

S. **Decision Items –**

Chairperson Moline asked Director Sorensen to address items 1 – 8 and the additions to the agenda together. Director Sorensen reviewed the requests as follows: Stephanie Bengtson, Social Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 04/14/15; Kay Dardis, Office Support Specialist, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 04/15/15; Mary Jo Bose, Registered Nurse, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 04/21/15; Christine Versaavel, Social Services Supervisor, completion of 12 month probationary period, no salary increase, effective 05/05/15; Alicia

Eliason, Public Health Nurse (CTC Coordinator), probationary appointment (12 months) \$23.00 per hour, effective 04/22/15; Jodi Robinson, Human Resources Specialist I, probationary appointment (12 months), \$42,000.00 annual, effective 04/27/15; Ann Orren, Promotional appointment – Circle Coordinator to Community Public Health Supervisor, 6 month probationary period, salary - \$56,000.00 annual, effective 04/15/15; Karyn Groenewod, promotional appointment – Accounting Technician to Case Aide, 6 month probationary period, salary - \$22.67 per hour, effective 04/20/15; Brandi Westphal, Social Worker (CPS), probationary appointment (12 months), \$37,320.00 annual, effective 04/14/15; Kayla Wolfe, Social Worker (CPS), probationary appointment (12 months), \$39,500.00 annual, effective 06/01/15; Nathaniel Kuhnau, Social Worker, probationary appointment (12 months), \$37,320.00 annual, effective 04/27/15; Joshua Varpness, Child Support Officer, probationary appointment (12 months), \$16.72 per hour, effective 05/04/15; and Jean Callens, temporary appointment, \$22.00 per hour, effective 05/04/15.

Motion by Boyenga and second by Nath: To approve all appointment requests as presented: Stephanie Bengtson, Social Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 04/14/15; Kay Dardis, Office Support Specialist, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 04/15/15; Mary Jo Bose, Registered Nurse, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 04/21/15; Christine Versaevel, Social Services Supervisor, completion of 12 month probationary period, no salary increase, effective 05/05/15; Alicia Eliason, Public Health Nurse (CTC Coordinator), probationary appointment (12 months) \$23.00 per hour, effective 04/22/15; Jodi Robinson, Human Resources Specialist I, probationary appointment (12 months), \$42,000.00 annual, effective 04/27/15; Ann Orren, Promotional appointment – Circle Coordinator to Community Public Health Supervisor, 6 month probationary period, salary - \$56,000.00 annual, effective 04/15/15; Karyn Groenewod, promotional appointment – Accounting Technician to Case Aide, 6 month probationary period, salary - \$22.67 per hour, effective 04/20/15; Brandi Westphal, Social Worker (CPS), probationary appointment (12 months), \$37,320.00 annual, effective 04/14/15; Kayla Wolfe, Social Worker (CPS), probationary appointment (12 months), \$39,500.00 annual, effective 06/01/15; Nathaniel Kuhnau, Social Worker, probationary appointment (12 months), \$37,320.00 annual, effective 04/27/15; Joshua Varpness, Child Support Officer, probationary appointment (12 months), \$16.72 per hour, effective 05/04/15; and Jean Callens, temporary appointment, \$22.00 per hour, effective 05/04/15. The motion carried unanimously.

9. Director Sorensen stated that a request for leave without pay had been received from Kelyn Meyeraan, Eligibility Worker. He explained that he has the authority to approve leave time up to 37.5 hours but that this request is for more than that amount. He asked that the Board approve the request. Motion by VanDaVere and second by Ritter: To approve leave without pay for Kelyn Meyeraan, Eligibility Worker. The motion carried unanimously.

Chairperson Moline asked that Director Sorensen address items 10 – 13 together. Director Sorensen stated that letters of resignation had been received from the following: Casie DeVos, Social Worker, effective 04/04/15; Rebecca McMahon, Eligibility Worker, effective 04/09/15; Tara Sundberg-Jensen, Social Worker, effective 04/16/2015; and Kristin Lamote, Social Worker (CPS), effective 04/22/15. Motion by Wildermuth and second by Graupmann: To accept the resignations as requested by Casie DeVos, Social Worker, effective 04/04/15; Rebecca McMahon, Eligibility Worker, effective 04/09/15; Tara Sundberg-Jensen, Social Worker, effective 04/16/2015; and Kristin Lamote, Social Worker (CPS), effective 04/22/15. The motion carried unanimously.

Chairperson Moline asked that Director Sorensen address items 14 – 17 together. Director Sorensen stated that staff is requesting approval to begin the hiring process for the following positions: Social Workers (2 positions) and Eligibility Worker because of resignation; CIRCLE Coordinator because of promotion; and Information Technology Specialist which is a new position that is needed to cover the workload of the IT department. All of these position will be posted internally first, per the labor agreements. Motion by Nath and second by Salfer: To authorize staff to begin the process to hire two (2) Social Workers, an Eligibility Worker, a CIRCLE Coordinator and an Information Technology Specialist as requested. The motion carried unanimously.

18. Director Sorensen stated that staff currently brings requests to begin the process to hire to the Board for all positions that have not been designated as mission critical, which delays the process of filling vacancies. He requested an extension to fill all vacant positions, which would be brought to the Board for final approval, through 12/31/15. Before the process is begun, for any position, staff assesses the need to refill. Motion by Boyenga and second by Wildermuth: To authorize staff to move forward with refilling vacant positions without preauthorization from the Board, after the need for said position is assessed, through 12/31/15. The motion carried unanimously.

19. Director Sorensen reviewed the renewal contract with Doherty Staffing and asked the Board to approve it. Motion by Ritter and second by Jagt: To approve the contract with Doherty Staffing as reviewed. The motion carried unanimously

20. Director Sorensen reviewed the unanimous donation of holiday gifts for a family and asked the Board to accept the donation. Motion by Nath and second by Graupmann: To accept the donation to provide holiday gifts for a family by a unanimous donator. The motion carried unanimously.

21. Karla Drown, Accounting Supervisor, stated that four (4) vehicles were figured into the 2015 budget and she is asking for approval to go out for quotes on two (2) vehicles at this time. Karla asked Deputy Director Walker to review the specs that will be asked for. The source of the quotes is not identified when the information is presented to the Board, which the dealers are appreciative of. Motion by Wildermuth and second by VanDaVere: To authorize staff to go out requesting quotes on the purchase of two (2) vehicles. The motion carried unanimously.

22. Director Sorensen reviewed the quote by Indigital to complete the second phase of the project to scan the closed Public Health files in Lyon County. The proposed cost is \$10,803. Motion by Wildermuth and second by Graupmann: To approve the quote from Indigital to complete the second phase of scanning closed Public Health files in Lyon County at the proposed cost of \$10,803, including taxes. The motion carried unanimously.

23. Director Sorensen asked that the Board approve the bids to complete some remodeling of agency office space on second floor in Marshall. This part of the remodel will consist mainly of paint and furniture, with a minimal amount of construction. The work will cover the updating of the two (2) second floor conference rooms and the changing of a former storage area into an office for the Public Health Educators. The bids are for furniture from Davis Typewriter Company in the amount of \$15,638.04 including taxes and wall decals from Lifewall in the amount of \$773.10 including taxes. Motion by VanDaVere and second by Nath: To approve the

bids for the second floor remodel from Davis Typewriter Company for \$15,638.04 and Lifewall for \$773.10, as presented. The motion carried unanimously.

**T. Discussion/Information –**

1. Deputy Director Walker came forward to give a quarterly HR report. The agency is in the process of restructuring the HR work done within the agency. She pointed out that about half of the agency's annual budget is given to personnel costs. She reviewed information on staff retention that she has been compiling since 2011. She reviewed the number of staff separations YTD and the reasons for the resignations. She stated that we are now functioning in an employee's market where there are about 10 jobs for every applicant. Therefore, the agency needs to look at our starting salaries and what we are doing to retain staff. We need to be able to recognize what employees want.

Chairperson Moline asked if there would be someone to represent all counties at the Executive meeting with the labor unions. That meeting will begin at 1:00 pm in the PH conference room. He asked if there was anything further to be brought to the Board. Motion by Ritter and second by Moline: To adjourn at 11:20 am. The motion carried unanimously.

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

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

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

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