



**SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD**

**MINUTES**

Date: August 19, 2015  
Place: Lyon County Government Center  
Commissioners' Rooms 1 & 2  
Marshall, Minnesota

Opened: 10:10 am  
Adjourned: 12:30 pm

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, August 19, 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
- Rick Anderson
- Ron Boyenga
- Joan Jagt
- Priscilla Klabunde
- Gerald Magnus
- Bob Moline
- Les Nath
- Stephen Ritter
- Jim Salfer
- Lois Schmidt
- Sherri Thompson
- Marvin Tinklenberg
- Mic VanDaVere
- Pam VanOverbeke
- Dan Wildermuth

Member(s) absent: Carol Ann Flahaven

Guests present: Melody Caron  
E.J. Moberg

Staff present:

- Jennifer Beek
- Ardis Henriksen
- Stacy Jorgensen
- Rebecca Kleinhuizen
- Tammy Markus
- Cindy Nelson
- Chris Sorensen
- Nancy Walker
- Karla Drown
- Rachel Higgins
- Jenifer Klein
- Krista Kopperud
- Marie Meyers
- Lisa Schardin
- Corrie Vollmer

**O. Consent Agenda –**

1. Chairperson Moline asked if there were any deletions or additions to the meeting agenda. Director Sorensen asked that the following be added under Discussion/Information: S-2 Report from State Auditor and S-3 Closed Session to Discuss Negotiations.
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 July 15, 2015 meeting. Tinklenberg will be taken from the present list and placed on the absent list. The change will be made before signature.

Motion by Jagt and second by Thompson: To approve the Consent Agenda, with the addition to the agenda and the correction to the minutes of the July 15, 2015 meeting. The motion carried unanimously.

**P. Financial –**

Chairperson Moline asked that the Board make a decision regarding investments, based on the information provided by E.J. Moberg the fiscal agent for the agency. There was discussion about the advantages of the various investment options available. After discussion, motion by Nath and second by Ritter: To purchase the two (2) callable CDs for five (5) years at 2% interest, \$245,000 on the one (1) year callable and the rest on the six (6) month callable. The motion carried unanimously.

Chairperson Moline asked if there were any questions or comments on the financial report, as presented during the Human Services Board meeting. Motion by Anderson and second by Ritter: To approve the financial report as presented and moved forward by the Human Services Board. The motion carried unanimously.

Chairperson asked if anyone objected to moving the S-2 Report from State Auditor forward because the representative from the State Auditor's office was present. There was consensus to do so. He invited Melody Caron, auditor, to come forward to give her report. Ms. Caron stated that the audit done of the 2014 financial records of the agency had been a single audit, with an unmodified opinion. All of the findings and recommendations were printed in the report which was sent out to all Board members. They had also completed a Minnesota Legal Compliance Audit and had found no issues of noncompliance. Melody reviewed a number of charts that represent the findings of the audit, specific detail is included in the written report. Motion by Wildermuth and second by Moline: To accept the report of the 2014 audit as presented. The motion carried unanimously.

**Q. Employee Recognition –**

Chairperson Moline stated that he had asked VanDeVere to present the Employee Recognition awards. The following received Years of Service certificates: Rachel Higgins for 1 year of service; Tammy Markus for 1 year of service; Lisa Schardin for 1 year of service; Corrie Vollmer for 1 year of service; and Rebecca Kleinhuizen for 5 years of service.

After the certificates were presented Chairperson Moline stated that there would be a short break, asking everyone to return at approximately 10 minutes. He reconvened the meeting at 10:35 am.

**R. Decision Items –**

Chairperson Moline asked that items 1 – 14 be considered together because they are all requests for completion of probationary period, promotional appointments or probationary appointments.

1. Rachel Higgins, Social Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 08/18/15
2. Lisa Schardin, Social Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 08/25/15
3. Tammy Markus, Social Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 08/26/15
4. Jamie Baker, Social Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 09/02/15
5. Erin Klumper, Social Worker (CPS), completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 09/02/15
6. Wendy Crawford, Eligibility Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 09/08/15
7. Megan Gullickson, promotional appointment – Social Worker to CIRCLE Coordinator, 6 month probationary period, \$42,552.00 annual, effective 07/20/15

8. Matthew Carlson, Social Worker (CPS), probationary appointment (12 months), \$37,320.00 annual, effective 08/03/15
9. Stephanie Bruflat, Social Worker (CPS), probationary appointment (12 months), \$37,320.00 annual, effective 08/10/15
10. Marianne Anderson-Balk, Social Worker (CPS), probationary appointment (12 months), \$63,000.00 annual, effective 08/17/15
11. Heather Moore, Social Worker (CPS), probationary appointment (12 months), \$37,320.00 annual, effective 08/19/15
12. Jessica Kruk, Eligibility Worker, probationary appointment (12 months), \$16.72 per hour, effective 08/24/15
13. Cassandra VanderPlaats, Office Support Specialist, probationary appointment (12 months), \$11.43 per hour, effective 08/31/15
14. Tori VanOverbeke, Eligibility Worker, probationary appointment (12 months), \$16.72 per hour, effective 09/01/15

Motion by Magnus and second by Nath: To approve the following completion of probationary period: Rachel Higgins, Social Worker, 1% salary increase (per labor agreement), effective 08/18/15; Lisa Schardin, Social Worker, 1% salary increase (per labor agreement), effective 08/25/15; Tammy Markus, Social Worker, 1% salary increase (per labor agreement), effective 08/26/15; Jamie Baker, Social Worker, 1% salary increase (per labor agreement), effective 09/02/15; Erin Klumper, Social Worker (CPS), 1% salary increase (per labor agreement), effective 09/02/15; Wendy Crawford, Eligibility Worker, 1% salary increase (per labor agreement), effective 09/08/15; a promotional appointment for Megan Gullickson, Social Worker to CIRCLE Coordinator, 6 month probationary period, \$42,552.00 annual, effective 07/20/15; and probationary appointments (12 months) for Matthew Carlson, Social Worker (CPS), \$37,320.00 annual, effective 08/03/15; Stephanie Bruflat, Social Worker (CPS), \$37,320.00 annual, effective 08/10/15; Marianne Anderson-Balk, Social Worker (CPS), \$63,000.00 annual, effective 08/17/15; Heather Moore, Social Worker (CPS), \$37,320.00 annual, effective 08/19/15; Jessica Kruk, Eligibility Worker, \$16.72 per hour, effective 08/24/15; Cassandra VanderPlaats, Office Support Specialist, \$11.43 per hour, effective 08/31/15 and Tori VanOverbeke, Eligibility Worker, \$16.72 per hour, effective 09/01/15, as were printed on the agenda. The motion carried unanimously.

15. Jean Callens, Temporary appointment, \$22.00 per hour, effective approximately mid-November to mid-February. Director Sorensen stated that this is an hourly contract with no benefits attached. Motion by Salfer and second by Ritter: To approve the temporary appointment of Jean Callens, to be effective from approximately mid-November through mid-February, at an hourly rate of \$22.00 per hour. The motion carried unanimously.

Chairperson Moline asked that items 16 & 17, both resignations, be handled together.

16. Kate Wessel, Social Worker (CPS), resignation, effective 08/07/15
17. Kayla Hall, Social Worker (CPS), resignation, effective 08/27/15

Motion by Jagt and second by Anderson: To accept the resignations from Kate Wessel, Social Worker (CPS), effective 08/07/15 and Kayla Hall, Social Worker (CPS), effective 08/27/15, as requested. The motion carried unanimously.

Chairperson Moline asked that items 18 & 19, both retirements, be handled together.

18. Michael Dahmes, Social Worker, retirement, effective 09/18/15
20. Vicky Henderson, Social Worker, retirement, effective 09/30/15

Motion by Klabunde and second by Thompson: To accept the notice of retirement from Michael Dahmes, Social Worker, effective 09/18/15 and Vicky Henderson, Social Worker, effective 09/30/15 as listed on the agenda. The motion carried unanimously.

20. Director Sorensen requested that authorization be given to begin the process to hire a Social Services Supervisor for Children's Services. The hire would help the agency obtain the supervisor to staff ratio that is recommended by the state. Motion by Jagt and second by Moline: To authorize staff to begin the process to hire a Social Services Supervisor to work in the Children's Services area, as requested. The motion carried unanimously.

21. Director Sorensen asked Deputy Director Walker to come forward to give the detail about the Memorandum of Understanding – Trainee positions. She stated that this is a way that recruiting of new hires would be done only if internal postings and merit listings have been exhausted. The trainee position would be for one (1) year at 90% of the minimum end of the salary range. The individual would be considered a trainee for one (1) year and if the person had fulfilled the requirements of the job the position would go to a one (1) year probationary status. The person's seniority would begin at the start of their probationary status. This option would be used in the situation where a candidate is favorable but may find it difficult to take and pass the merit test. The trainee position would be used in lieu of the merit test. Motion by Klabunde and second by Anderson: To approve the Memorandum of Understanding – Trainee positions with the labor union units. The motion carried unanimously.

22. Director Sorensen stated the Safety Policy Number 2 – Infection/Exposure Control Program has been revised to reflect an additional authority and language added as required by that authority. He asked that the Board approve the revision as presented. Motion by VanDeVere and second by Wildermuth: To approve Safety Policy Number 2 – Infection/Exposure Control Program as revised. The motion carried unanimously.

23. Director Sorensen stated that Administrative Policy Number 13 – Equal Employment Opportunity and Affirmative Action has been revised to be in compliance with a bulletin issued by DHS. He asked the Board to approve the policy as revised. Motion by Magnus and second by Boyenga: To approve Administrative Policy Number 13 – Equal Employment Opportunity and Affirmative Action as revised. The motion carried unanimously.

24. Director Sorensen reviewed the contracts before the Board, as listed in the meeting packet, asking the Board to approve the contracts as listed. Motion by Ritter and second by VanDeVere: To approve the contracts as listed in the packet and reviewed. The motion carried unanimously.

25. Director Sorensen reviewed the donation received by the agency, asking for acceptance by the Board. Motion by Wildermuth and second by Thompson: To accept the donation as received by the agency and reported in the meeting packet. The motion carried unanimously.

26. Chairperson Moline asked Karla Drown, Fiscal Manager, to come forward to present the quotes received for two (2) agency vehicles. Karla handed out a copy of the list of quoted vehicles, announcing that #3 is no longer available and should be crossed off the list. She reported that one dealer did not quote a specific vehicle and some quotes were received after the deadline. Karla stated that it is her understanding that the Chevy Spark is a very small vehicle. The members of the Board agreed and by consensus #5 – 2014 Chevy Spark was removed from the list because it does not meet agency needs. Motion by Klabunde and second by Ritter: To approve the purchase of vehicle #2, 2014 Buick Verano for \$21,645.00, and vehicle #4, 2014 Chevy Malibu for \$19,593.00. Both vehicles at quoted price plus tax, title and license. The motion carried unanimously.

27. Director Sorensen stated that, as directed by the Board at the July 2015 meeting, a letter of disagreement with the new regulations by the US Department of Labor concerning the minimum salary threshold to be classified as an exempt employee was drafted. The draft of the letter is in the meeting packet for approval by the Board. Staff is asking for authorization to have Chairperson Moline sign the letter before mailing it in. Deputy Director Walker stated, for the Board's information, that the letter would be posted on the Department of Labor's website along with all other comments they received. Motion by Anderson and second by Jagt: To authorize Chairperson Moline to sign the letter of

disagreement to the Department of Labor on behalf of the whole Board. The motion carried unanimously.

28. Director Sorensen asked Deputy Director Walker to come forward to give detail about the quote for apprise, a vehicle for open enrollment for staff benefits. This product will produce reports for accounting, insurance providers and flex account providers. Currently the agency uses this system for open enrollment one time during the year. With this purchase the one time per year usage will be gone and the system will be available all the time. With this service the agency will also have the capacity to produce the additional tax documents for staff that will be needed for Affordable Health Care Act reporting. This is information that staff and the agency will need to report to the IRS along with their tax return. A payroll interface will not be part of this package. Motion by Klabunde and second by Wildermuth: To approve the purchase of the apprise system, paying for the setup fee plus \$3 per month per employee, as quoted. The motion carried unanimously.

29. Director Sorensen stated that he had been contacted by some of the agency counties informing him that they had received a dividend from Southern Prairie Community Care (SPCC), some of which should have been given to the agency. Five (5) of the agency counties are part of SPCC. The county staff were asking how the agency wished to have this handled. The agency needs to request those funds from the counties. Motion by Anderson and second by Ritter: To authorize staff to send a letter to each agency county, which is a member of SPCC, to request that the appropriate amount for the dividend received be sent to SWHHS. The motion carried unanimously.

30. Director Sorensen reported that the budgets before the Board reflects a 4% tax levy increase for the Human Services budget. Boyenga commented that he would not be able to vote in favor of a 4% tax levy increase. After discussion by the Board, motion by Boyenga and second by Ritter: To set the county tax levy request at 2.9% with the rest of the needed funds coming from reserves or budget reductions. The motion failed by a vote of six (6) in favor and six (6) opposed. It was decided to table further discussion and action on the budget until after a report by Deputy Director Walker on insurance.

**S. Discussion/Information –**

1. Chairperson Moline invited Deputy Director Walker to come forward to report on insurance. She stated that there had been a renewal meeting with representatives from Marsh & McLennan Agency. At that time they reported that the agency's health insurance rate would increase 11% if plans were kept as they are and the Board decided to fund at expected. Deputy Director Walker reviewed some of the options that they looked at with Marsh & McLennan Agency of different ways to possibly lower the hit to the agency or staff. With the increase in premium there would no longer be an insurance policy option that would be fully covered for single coverage. The next insurance meeting is scheduled for September 3, 2015 and the committee will look at a number of possibilities, such as a tier option; the possibility of eliminating spousal coverage; the addition of a 4<sup>th</sup> plan which would have a \$6000 single deductible; and the possible addition of \$500 to all current deductible levels. Salfer requested that the detail received at the insurance committee meeting be sent out to all members of the Board before the next meeting.

**R. Decision Items – Return to the budget discussion.**

30. Return to the budget discussion. Motion by Anderson and second by Magnus: To approve the Human Service county tax levy at 4%, with hopes of a reduction by the final budget, for a total tax levy of \$9,546,442.00 and the Health Services budget with a total tax levy of \$782,396.00. The motion carried by decision. (see attached county breakdown tables)

**S. Discussion/Information –**

3. Chairperson Moline stated that he was open to a motion to close the meeting to discuss negotiations. Motion by Ritter and second by Anderson: To go into closed session at 12:05 pm to discuss negotiations. The motion carried unanimously.

Motion by Nath and second by Moline: To come out of closed session at 12:25 pm. Chairperson Moline reconvened the meeting.

Motion by Klabunde: To offer employees who are over the top end of the range, the choice to have the dollars from their increase, over and above the range, go into a NSA account, VEBA account or be given a lump sum in cash. The motion failed for lack of a second. No action was taken.

Chairperson Moline adjourned the meeting at 12:30 pm.

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

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

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

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

County	Blat Tax Capacity	%	Population	%	SEAGIS	%	30 Day Per Month
Leah	\$ 41,674,632	23.17%	25,877	13.17%	\$ 8,766,076	21.21%	33,276
Maury	\$ 24,082,622	13.42%	8,143	4.22%	\$ 3,271,724	8.34%	13,368
Madison	\$ 43,268,336	23.88%	16,074	8.27%	\$ 5,974,667	15.21%	22,278
Warren	\$ 11,167,177	6.17%	3,308	1.68%	\$ 1,478,066	3.80%	7,658
Scott	\$ 27,449,255	14.97%	8,287	4.25%	\$ 2,781,477	7.12%	22,828
Prentiss	\$ 20,079,471	11.18%	3,328	1.69%	\$ 1,827,463	4.62%	13,492
Total	\$ 181,752,102	100.00%	197,124	100.00%	\$ 22,386,540	100.00%	300,000

LAST THREE YEARS OF SEAGIS DATA

County	2012	2013	2014	Totals
Leah	\$ 2,824,527	\$ 2,824,527	\$ 2,824,527	\$ 8,473,581
Maury	\$ 1,081,974	\$ 1,081,974	\$ 1,081,974	\$ 3,245,922
Madison	\$ 2,272,424	\$ 2,272,424	\$ 2,272,424	\$ 6,817,272
Warren	\$ 387,176	\$ 387,176	\$ 387,176	\$ 1,171,528
Scott	\$ 1,844,644	\$ 1,844,644	\$ 1,844,644	\$ 5,533,932
Prentiss	\$ 593,289	\$ 593,289	\$ 593,289	\$ 1,780,867

County	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Leah	\$ 2,824,527	\$ 2,824,527	\$ 2,824,527	\$ 2,824,527	\$ 2,824,527	\$ 2,824,527	\$ 2,824,527	\$ 2,824,527	\$ 2,824,527	\$ 2,824,527	\$ 2,824,527	\$ 2,824,527	\$ 2,824,527	\$ 2,824,527	\$ 2,824,527	\$ 2,824,527	\$ 2,824,527
Maury	\$ 1,081,974	\$ 1,081,974	\$ 1,081,974	\$ 1,081,974	\$ 1,081,974	\$ 1,081,974	\$ 1,081,974	\$ 1,081,974	\$ 1,081,974	\$ 1,081,974	\$ 1,081,974	\$ 1,081,974	\$ 1,081,974	\$ 1,081,974	\$ 1,081,974	\$ 1,081,974	\$ 1,081,974
Madison	\$ 2,272,424	\$ 2,272,424	\$ 2,272,424	\$ 2,272,424	\$ 2,272,424	\$ 2,272,424	\$ 2,272,424	\$ 2,272,424	\$ 2,272,424	\$ 2,272,424	\$ 2,272,424	\$ 2,272,424	\$ 2,272,424	\$ 2,272,424	\$ 2,272,424	\$ 2,272,424	\$ 2,272,424
Warren	\$ 387,176	\$ 387,176	\$ 387,176	\$ 387,176	\$ 387,176	\$ 387,176	\$ 387,176	\$ 387,176	\$ 387,176	\$ 387,176	\$ 387,176	\$ 387,176	\$ 387,176	\$ 387,176	\$ 387,176	\$ 387,176	\$ 387,176
Scott	\$ 1,844,644	\$ 1,844,644	\$ 1,844,644	\$ 1,844,644	\$ 1,844,644	\$ 1,844,644	\$ 1,844,644	\$ 1,844,644	\$ 1,844,644	\$ 1,844,644	\$ 1,844,644	\$ 1,844,644	\$ 1,844,644	\$ 1,844,644	\$ 1,844,644	\$ 1,844,644	\$ 1,844,644
Prentiss	\$ 593,289	\$ 593,289	\$ 593,289	\$ 593,289	\$ 593,289	\$ 593,289	\$ 593,289	\$ 593,289	\$ 593,289	\$ 593,289	\$ 593,289	\$ 593,289	\$ 593,289	\$ 593,289	\$ 593,289	\$ 593,289	\$ 593,289
Total	\$ 8,213,971	\$ 8,213,971	\$ 8,213,971	\$ 8,213,971	\$ 8,213,971	\$ 8,213,971	\$ 8,213,971	\$ 8,213,971	\$ 8,213,971	\$ 8,213,971	\$ 8,213,971	\$ 8,213,971	\$ 8,213,971	\$ 8,213,971	\$ 8,213,971	\$ 8,213,971	\$ 8,213,971

County	Population	2015 Per Capita	2015 Tax Levy	2016 Per Capita	Amount Change	Difference	2016 Tax Levy
Lyon	25,857	\$7.25	\$187,463	\$8.50	\$1.25	\$97,179	\$284,643
Murray	8,725	\$7.25	\$63,256	\$8.50	\$1.25	\$10,908	\$74,164
Redwood	16,059	\$16.52	\$265,286	\$13.05	-\$3.47	-\$55,725	\$209,570
Lincoln	5,896	\$7.25	\$42,746	\$8.50	\$1.25	\$7,878	\$50,624
Rock	9,687	\$7.25	\$70,231	\$8.50	\$1.25	\$13,091	\$83,322
Pipestone	9,780	\$7.25	\$69,571	\$8.50	\$1.25	\$11,985	\$81,556
<b>Total</b>	<b>75,920</b>		<b>\$698,562</b>			<b>\$83,833</b>	<b>\$782,395</b>

Population 16,059      2015 Per Capita \$16.52      2015 Tax Levy \$265,286      Downward Pressure \$9,761      Increase to 2016 Levying      2016 Per Capita \$13.05  
 Dec:      Proposed 2016 Tax Levy      2015 Tax Levy Payable      \$208,534      \$11,790      \$13,05

Lyon      \$      215,788      \$      204,683