



**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date: December 16, 2015
Place: Lyon County Government Center
Commissioners' Rooms 1 & 2
Marshall, Minnesota

Opened: 10:12 am
Adjourned: 11.04 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, December 16, 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: Rick Anderson
Carol Ann Flahaven
Joan Jagt
Priscilla Klabunde
Gerald Magnus
Bob Moline
Les Nath
Stephen Ritter
Jim Salfer
Lois Schmidt
Steve Schulze
Mic VanDeVere
Dan Wildermuth

Members absent: Jeane Anderson
Ron Boyenga
Sherri Thompson
Pam VanOverbeke

Staff present: Jennifer Beek
Carol Biren
Karla Drown
Ardis Henriksen
Krista Kopperud
Cindy Nelson
Nancy Walker
Kristi Bergeron
Michelle Buysse
Megan Gullickson
Amber Kinner
Kristofer Lee
Andrew Peltz

O. Consent Agenda –

1. Chairperson Moline asked if there were any deletions or additions to the meeting agenda. Deputy Director Walker stated that Mr. Nystrom, with Enterprise Fleet Management would not be driving out from the Metro for the meeting because of weather and she was wondering if the Board would like to listen to his presentation via conference call. The Board decided that they would prefer a face-to-face presentation so R-15 was deleted from the agenda. Additions to the agenda were printed and placed before the members; under Financial add Self-insurance fund transfer and under S. Decision Items add: R-14 Donation (addition to the list) Monsanto in

Redwood Falls donated Christmas gift to foster children and R-22 Betsy Plotz, Registered Dietitian, resignation, effective 01/08/16.

2. Chairperson Moline asked if any member of the Board had a conflict of interest to report. Magnus and Klabunde stated that they are on the board for Western Mental Health and will abstain from voting on the contracts.

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

Motion by Jagt and second by Magnus: To approve the Consent Agenda with the changes to the meeting agenda and the identification of conflict. The motion carried unanimously.

P. Financial –

Chairperson Moline asked if there were any more questions or comments regarding the financial report given during the Human Services Board meeting. Motion by VanDeVere and second by Nath: To approve the financial report as presented during the Human Services Board meeting and moved forward for approval. The motion carried unanimously.

Deputy Director Walker asked that the Board take action on the self-insurance fund transfer. After discussion about the amount that would be needed to bring the fund to a zero (0) balance on 12/31/2015, motion by Wildermuth and second by VanDeVere: On 12/31/2015, to transfer the funds needed from the agency general fund, up to a maximum of \$350,000 at a 0% interest rate, to bring the self-insurance fund to a zero (0) balance. The motion carried unanimously. Staff was asked to send an email to the members of the Board on 12/31/2015 informing them of the amount of the transfer.

Q. Employee Recognition –

Chairperson Moline asked Magnus to present the Years of Service awards to the staff. Awards were given to Kristi Bergeron, Eligibility Worker, for one (1) year and Kristofer Lee, Child Support Officer, for one (1) year. Those not present were: Betsy Plotz, Registered Dietitian, for one (1) year; Corey Remiger, Eligibility Worker, for ten (10) years; and Lisa Przymus, Eligibility Worker, for thirty (30) years. Chairperson Moline asked the staff to meet with Magnus to have a picture taken. He called for a break at 10:25 am.

The meeting reconvened at 10:47 am.

R. Decision Items –

Chairperson Moline requested that Deputy Director Walker address items 1 – 6 together.

1. Kristi Bergeron, Eligibility Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 12/15/15

2. Kristofer Lee, Child Support Officer, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 12/21/15

3. Betsy Plotz, Registered Dietitian, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 12/24/15

4. Elaine Ladwig, Social Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 01/13/16

5. Stacy Fier, promotional appointment – Social worker to Social Worker Team Leader, 6 month probationary period, \$46,709.36 annual, effective 11/30/15

6. Amber Kinner-Alahakoon, Community Based Program Facilitator (Circle Specialist), probationary appointment (12 months), \$20.00 per hour, effective 12/14/15

Motion by Jagt and second by Nath: To approve the completion of a 12 month probationary period with a 1% salary increase for Kristi Bergeron, Eligibility Worker, effective 12/15/15;

Kristofer Lee, Child Support Officer, effective 12/21/15; Betsy Plotz, Registered Dietitian, effective 12/24/15; and Elaine Ladwig, Social Worker, effective 01/13/16; a promotional appointment for Stacy Fier, from Social Worker to Social Worker Team Leader, \$46,709.36 annual, effective 11/30/15 and probationary appointment for Amber Kinner-Alahakoon, Community Based Program Facilitator (Circle Specialist), \$20.00 per hour, effective 12/14/15. The motion carried unanimously.

7. Amber Kinner-Alahakoon, leave without pay request. This is for ninety (90) hours to cover an event already planned at the time of her hire. Motion by Wildermuth and second by Salfer: To approve the request for leave without pay for Amber Kinner-Alahakoon, Community Based Program Facilitator (Circle Specialist). The motion carried unanimously.

8. Carol Biren, reclassification - Community Health Manager to Division Director, no salary change, effective 01/01/16. This reclassification of her job title is to make her title consistent with her job duties and description under the Merit system. Motion by Magnus and second by VanDeVere: To approve the reclassification of Carol Biren's job title to Division Director from Community Health Manager, effective on 01/01/16. The motion carried unanimously.

Chairperson Moline asked that items 9, 10 and 22 be addressed together.

9. Tammy Markus, Social Worker, resignation, effective 01/08/16

10. Cindi Pavlis, Case Aide, retirement, effective 12/31/15

22. Betsy Plotz, Registered Dietitian, resignation, 01/08/16

Motion by Anderson and second by Ritter: To accept the resignations of Tammy Markus, Social Worker, and Betsy Plotz, Registered Dietitian, effective 01/08/16, and the retirement of Cindi Pavlis, Case Aide, effective 12/31/15 as requested. The motion carried unanimously.

11. Deputy Director Walker requested authorization to begin the process to hire a Social Worker to take over the Adult Social Services intake responsibilities that had been done by Cindi Pavlis, Case Aide. This same switch to a Social Worker for intake was done when there was a change in the Children's Social Services area because of the need for the intake person to have a broader understanding of the types for Social Services responsibilities needed by referrals. Motion by Klabunde and second by Ritter: To approve the request for staff to begin the process to hire a Social Worker to be responsible for Adult Social Services intake. The motion carried unanimously.

12. Deputy Director Walker stated that the Accounting Policies and Procedures Handbook has been revised to clean up the lines between the policies and the procedures. The language pertinent to GASB 68 has been added, as well as the use of credit cards. Motion by Anderson and second by Jagt: To approve the Accounting Policies and Procedures Handbook as revised. The motion carried unanimously.

13. Deputy Director Walker asked if there were any questions relating to the contracts on the list included in the meeting packet. Motion by Moline and second by VanDeVere: To approve all contracts as listed. The motion carried with two (2) abstentions.

14. Deputy Director Walker reviewed the items donated to the agency, including the item added to the original list. Motion by Wildermuth and second by Klabunde: To accept the donations as listed and reviewed. The motion carried unanimously.

15. Deleted from the agenda.

16. Chairperson Moline pointed out the schedule for the Board meetings during 2016. All meetings will be held in the conference rooms within the Public Health office in Marshall. Motion by VanDeVere and second by Nath: To approve the schedule for the 2016 Board meetings as printed. The motion carried unanimously.

17. Deputy Director Walker stated that the Resolution to Designate Depositories for 2016 gives authorization to the fiscal agent for the agency as to which financial institutions can be used for all financial activities. Motion by Magnus and second by Nath: To approve the Resolution to

Designate Depositories and Authorize Lyon County Auditor/Treasurer to Make Investments as presented. The motion carried unanimously.

18. Deputy Director Walker stated that each year the Board is asked to pass a resolution giving the Director, Deputy Director and the Division Directors authority to sign contracts and forms to carry out the business of the agency. The Human Services and Community Health Boards had taken action to have their respective Chairpersons sign the resolution and she asked that the Governing Board do the same. Motion by Anderson and second by Salfer: To approve the Resolution of Signature Authority, authorizing Chairperson Moline to sign on behalf of the Governing Board. The motion carried unanimously.

19. Deputy Director Walker and Cindy Nelson, Social Services Division Director, explained that the Minnesota Judicial System is moving forward with their plan to make court records and documents available electronically. These documents will only be available electronically to established partners. The Board was asked to approve the resolution which would set up the process to make the agency a subscriber agency. Motion by Jagt and second by Wildermuth: To approve the resolution authorize Cindy Nelson, Social Services Division Director, to sign the Master Subscriber Agreement and New Minnesota Government Access request form to make SWHHS a subscriber agency for remote access to court records and documents. The motion carried unanimously.

20. Chairperson Moline stated that the Board needs to set their per diems for 2016. They currently receive \$50 for a single meeting or \$75 for multiple meetings or a full day meeting. Motion by Jagt and second by Anderson: To establish the 2016 per diems at the same rate as 2015, \$50 for a single meeting or \$75 for multiple meetings or a full day meeting. The motion carried unanimously.

21. Chairperson Moline stated that the program budgets for 2016 were approved by their respective Boards and asked if there were any additional questions or comments which needed to be brought forward. Motion by VanDeVere and second by Ritter: To approve the Human Services 2016 budget of \$24,851,748 with \$9,546,442 in county contributions and the Health Services 2016 budget of \$3,607,773 with \$782,298 in county contributions, as approved by the respective program Boards. The motion carried unanimously.

S. Discussion/Information –
No items on agenda.

Chairperson Moline stated that this would be his last meeting as Chairperson and thanked the Board members and staff for the work that has been done during his time as Chairperson. He asked if there was anything further to bring to the Board. Chairperson Anderson adjourned the meeting at 10:12 am.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Recording Secretary, SWHHS Governing Board

Attest: _____
Director