



**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date: February 18, 2015
Place: Lyon County Government Center
Commissioners' Rooms 1 & 2
Marshall, Minnesota

Opened: 10:14 am
Adjourned: 11:40 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, February 18, 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
- Carol Ann Flahaven
- Joan Jagt
- James Jens (alternate)
- Priscilla Klabunde
- Bob Moline
- Les Nath
- Stephen Ritter
- Jim Salfer
- Lois Schmidt
- Sherri Thompson
- Marvin Tinklenberg
- Mic VanDaVere
- Dan Wildermuth

Member(s) absent:

- Gerald Magnus
- Pam VanOverbeke

Guests:

Rachel Schroeder	Tom Hogan, MDH
Steven Diaz, MDH	William Toulouse
Kristi Eisenbraun	Marie Grengs

Staff present:

Jamie Baker	Jennifer Beek
Carol Biren	Melanie Brand
Michelle Buysse	Karri Harvey
Ardis Henriksen	Kathy Herding
Dale Hiland	Jamie Hoffman
Amanda Holzapfel	Jason Kloss
Krista Kopperud	Kristin Lamote
Stacey Longtin	Kelly Meyeraan
Cindy Nelson	Michelle Salfer
Chris Sorensen	Amy Surprenant
Christine Versaevel	Nancy Walker

O. Consent Agenda –

1. Chairperson Moline asked if there were any corrections or additions to the meeting agenda. Chairperson Moline asked that the following be added under S-19 Appointment of Commissioner for the Insurance Joint Powers Board and under T-1 Update on Visit from Dr. Meister, Medical Consultant. He stated that there was a list of additions under S. Decision Items before each Board Member: Alicia Schmidt, Public Health Educator, resignation, effective 02/27/15; Mary Stanton, Child Support Officer, retirement, effective 03/31/15; Request for Public Health Educator; and Request for Child Support Officer
2. Chairperson Moline asked if any member of the Board had any conflict of interest to report. None were identified.
3. Chairperson Moline if there were any additions or corrections to the minutes from the January 21, 2015 meeting.
Motion by Nath and second by Jagt: To approve the Consent Agenda with the requested changes to the meeting agenda. The motion carried unanimously.

P. Financial –

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

Q. Introduce New Staff Members -

Director Sorensen invited the new staff members; Jamie Baker, Social Worker, Melanie Brand, Social Worker (CPS); Kristin Lamote, Social Worker (CPS). Each staff member introduced themselves and told what program area they work with.

R. Employee Recognition –

Chairperson Moline asked Boyenga to present this month's awards. Awards were presented to Amy Surprenant, Social Worker (CPS) in Redwood County for 1 year; Kelly Meyeraan, Eligibility Worker in Lyon County for 1 year; Jamie Hoffman, Eligibility Worker in Lyon County for 5 years; and Kathy Herding, Financial Assistance Supervisor in Murray County for 30 years. Not present at the meeting was Keri Petersen, Lead Eligibility Worker in Rock County for 5 years. At the completion of the presentations Chairperson Moline declared the meeting in recess.

Chairperson Moline reconvened the meeting at 10:30 am.

S. Decision Items –

Chairperson Moline asked Director Sorensen to address items 1 – 6 together.

1. Jennifer Stratton, Social Worker, completion of 6 month probationary period, no salary increase, effective 2/25/15
2. Shannon Leyson, Child Support Officer, completion of 6 month probationary period, no salary increase, effective 3/02/15
3. Amy Surprenant, Social Worker (CPS), completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 2/18/15
4. Kelyn Meyeraan, Eligibility Worker, completion of 12 month probationary period, 1 % salary increase (per labor agreement), effective 2/25/15
5. Tasha Kuehn, Office Support specialist, probationary appoint (12 months), \$11.43 per hour, effective 2/09/15
6. Marlene Erickson, reclassification – Case Aide to Health and Human Services Administrative Aide, 6 month probationary period, \$21.01 per hour, effective 1/28/15

Director Sorensen asked that the Board approve all the requests as presented. Motion by Salfer and second by Ritter: To approve the personnel requests as presented: Jennifer Stratton, Social Worker, completion of 6 month probationary period, no salary increase, effective 2/25/15; Shannon Leyson, Child Support Officer, completion of 6 month probationary period, no salary increase, effective 3/02/15; Amy Surprenant, Social Worker (CPS), completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 2/18/15; Kelyn Meyeraan, Eligibility Worker, completion of 12 month probationary period, 1 % salary increase (per labor agreement), effective 2/25/15; Tasha Kuehn, Office Support specialist, probationary appoint (12 months), \$11.43 per hour, effective 2/09/15; and Marlene Erickson, reclassification – Case Aide to Health and Human Services Administrative Aide, 6 month probationary period, \$21.01 per hour, effective 1/28/15. The motion carried unanimously

Chairperson Moline asked Director Sorensen to address items 7 – 9 together. Director Sorensen reviewed the following requests:

7. Request for Social Worker (CPS) – Redwood Falls
8. Request for Social Worker Team Leader – Adult Services
9. Request for Health Educator Supervisor

Director Sorensen explained the rationale behind each request, stating that these positions will help move the agency's service forward. Motion by Wildermuth and second by Nath: To approve the hiring of individuals to fill the positions of Social Worker (CPS) in Redwood Falls, Social Worker Team Leader-Adult Services, and Health Educator Supervisor as requested. The motion carried unanimously.

10. Director Sorensen stated that Personnel Policy Number 2 – Conditions of Employment has been revised to include two (2) additional fringe benefits available to staff: Short Term Disability and Identity Theft Protection/Legal Shield. Motion by Boyenga and second by Anderson: To approve Personnel Policy Number 2 – Conditions of Employment as revised. The motion carried unanimously.

11. Director Sorensen explained that Administrative Policy Number 4 – Administrative General Policies has been revised to increase the dollar threshold at which the agency needs to go out for bids. The additional amount paid monthly to the Board Chairperson was deleted from the policy. Motion by Thompson and second by Nath: To approve Administrative Policy Number 4 – Administrative General Policies as revised and reviewed. The motion carried unanimously.

12. Director Sorensen talked about all of the processes and projects that have been worked on during our transition into a six-county agency. Staff has now decided that we should work with a contractor, with expertise in the area of workplace culture, to make sure that the agency moves forward together. This project would help to define why we do what we do. This would be a multi-year project, for which the first year would cost \$42,500, working with an organization called Sovereign Systems, which is out of Mankato, Minnesota. The purpose of this project would be to have the staff and Board aligned to provide the best product to our customers. Motion by Anderson and second by Nath: To authorize entering into a three (3) year contract with Sovereign Systems with the cost to not go over \$50,000 during 2015. The motion carried unanimously.

13. Director Sorensen reviewed the list of proposed contracts. It was pointed out that the Delegation Agreement had already been acted on and should be pulled from this list. Motion by Boyenga and second by Klabunde: To approve the contracts as listed and reviewed, with the exception of the MDH Food, Pools and Lodging (FPL) contract with MDH. The motion carried unanimously.

14. Director Sorensen reported on the donation of quilts received by the agency. Motion by Wildermuth and second by Thompson: To accept the donation to the agency as reported. The motion carried unanimously.

15. Director Sorensen reported that he has received a request to purchase equipment to improve the work area in the front office on second floor in Marshall. He reviewed the components that would make up the new work surface. The quote is from Davis Typewriter Company, Inc. in the amount of \$5,421.40, which includes delivery and installation. He asked that the Board authorize the request which was brought to them because it is over the \$5,000 threshold for purchases without Board approval. Motion by Klabunde and second by Jagt: To authorize the purchase from Davis Typewriter Company, Inc. of the quoted components for a new work surface in the front office in the second floor office in Marshall in the amount of \$5,421.40 including delivery and installation. The motion carried unanimously.

16. Director Sorensen stated that the Consortium Joint Powers Executive Commissioner Board, which addresses mental health issues, has asked that two (2) commissioners be appointed. One (1) to represent Rock County and one (1) to represent Lincoln, Lyon and Murray Counties are required by the group's bylaws. Klabunde is representing Redwood County and Wildermuth is representing Pipestone County. In polling the members of the Board Boyenga volunteered to represent Rock County, with Thompson as alternate, and Moline volunteered to represent Lincoln, Lyon and Murray Counties with Anderson as the alternate. Motion by Jagt and second by Wildermuth: To approve the appointment of Boyenga to represent Rock County, with Thompson as alternate, and Moline to represent Lincoln, Lyon and Murray Counties with Anderson as the alternate. The motion carried unanimously.

17. Chairperson Moline invited Krista Kopperud, Health and Human Services Planner, and Carol Biren, Public Health Division Director, to come forward to present the Quality Improvement report and 2015 plan. Krista stated that Carol had to attend the meeting with the Environmental Health staff from MDH so would not be presenting with her. Krista pointed out the list of both formal and informal projects that had been completed during 2014. The 2014 Quality Improvement Report gives a more detailed description of the formal projects and what the status of each was at the end of the year. Krista stated that a checklist had been received from MDH to help insure that the agency's Quality Improvement Plan is aligned with the accreditation process. The plan document was revised to fit that checklist, removing some information about areas that are not necessarily considered Quality Improvement projects. Motion by Ritter and second by Boyenga: To approve the 2015 Quality Improvement Plan as revised and presented. The motion carried unanimously.

18. Director Sorensen stated that the proposed Administration Reorganization Proposal is one adaptation or possibility that is being considered for the agency. What this proposal does is change the supervision for the Operations, IT and Support Services units of the agency. After some discussion it was asked if it would be best to hold off on the reorganization until the Organizational/Cultural change project is complete. The Board reached a consensus to move forward with the work on the administration reorganization.

19. Chairperson Moline stated that there is a need to appoint a commissioner to represent the agency on the insurance collaborative. There will be three (3) more meetings this year, May 4th, August 3rd and November 2nd. Jagt agreed to represent the agency on that collaboration. Motion by Boyenga and second by Ritter: To approve the appointment of Jagt to represent SWHHS on the Insurance Collaborative Board. The motion carried unanimously.

20. Director Sorensen stated that a letter of resignation had been received from Alicia Schmidt, Public Health Educator to be effective on 02/27/15 and a letter of retirement from Mary Stanton, Child Support Officer, to be effective on 03/31/15. He asked that the Board accept both letters. Motion by Ritter and second by Moline: To accept the letter of resignation from Alicia Schmidt, Public Health Educator to be effective on 02/27/15 and the letter of retirement

from Mary Stanton, Child Support Officer, to be effective on 03/31/15. The motion carried unanimously.

21. Chairperson Moline asked that the Board authorize staff to begin the process to hire a Public Health Educator and a Child Support Officer. Supervisory staff had reviewed the workload and determined that the positions are necessary. Motion by Wildermuth and second by Anderson: To authorize staff to begin the process to hire a Public Health Educator and a Child Support Officer. The motion carried unanimously.

T. Discussion/Information –

1. Chairperson Moline reminded the members for the Executive Committee that they would be meeting at 1:00 pm in the Social Services Conference Room with representatives of the bargaining units.

Chairperson Moline asked if there was anything further to be brought to the Board. Hearing nothing he adjourned the meeting at 11:40 am.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Recording Secretary, SWHHS Governing Board

Attest: _____
Director