



**SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD**

**MINUTES**

Date: January 21, 2015  
Place: Lyon County Government Center  
Commissioners' Rooms 1 & 2  
Marshall, Minnesota

Opened: 9:39 am  
Adjourned: 10:44 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, January 21, 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
- Priscilla Klabunde
- Gerald Magnus
- Bob Moline
- Les Nath
- Stephen Ritter
- Jim Salfer
- Lois Schmidt
- Sherri Thompson
- Marvin Tinklenberg
- Mic VanDaVere
- Pam VanOverbeke
- Dan Wildermuth

Staff present:

Carol Biren	Kristin Deacon
Juanita Guetter	Karri Harvey
Ardis Henriksen	Rachel Higgins
Dale Hiland	Krista Kopperud
Kristofer Lee	Stacey Longtin
Sherry Marks	Marie Meyers
Jeremy Morgan	Betsy Plotz
Lisa Schardin	Chris Sorensen
Christine Versaevel	Nancy Walker

**R. Election of Executive Committee –**

Chairperson Moline stated that the Executive Committee is made up of one representative from each of the six (6) member counties. In past years it has been the Chairperson from each Board and appointees from the other counties, however, there are two (2) Chairpersons from Murray County this year. Magnus deferred to Chairperson Moline since he is the chair of the Governing Board. Chairperson Moline polled the members from the other counties: Lincoln will be Jagt; Lyon will be Anderson; Murray will be Moline; Pipestone will be Nath; Redwood will be Klabunde; and Rock will be Boyenga. Motion by Magnus and second by Ritter: To accept the membership of the Executive Committee to be Jagt, Anderson, Moline, Nath, Klabunde and Boyenga. The motion carried unanimously.

**S. Consent Agenda –**

1. Chairperson Moline asked if there were any corrections or additions to the meeting agenda. There were none.

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 December 17, 2014 meeting. Ardis Henriksen, Executive Assistant, pointed out that the names of two (2) Board members, Anderson and Flahaven, had been spelled incorrectly on the drafts sent out but had been corrected for signature.

Motion by Jagt and second by Anderson: To approve the Consent Agenda with the corrections to the minutes of the December 17, 2014 minutes. The motion carried unanimously.

**T. Financial –**

Chairperson Moline asked if there were any additional comments or questions regarding the Financial Report given during the Human Services Board meeting. Motion by Boyenga and second by Nath: To accept the Financial Report, ending December 31, 2014, as presented. The motion carried unanimously.

**U. Introduction of New Staff Members -**

Chairperson Moline invited the new staff members to come forward to introduce themselves, tell a little about their background and what programs they will be working in. Introductions were made by Kistofer Lee, Child Support Officer; Rachel Higgins, Social Worker for CADL, CAC and BI; Lisa Schardin, Social Worker for LTC under the age of 65; Betsy Plotz, Register Dietician working with SHIP and WIC; and Jeremy Morgan, Information Technology Specialist, Sr. Chairperson Moline welcomed them all to the agency.

**V. Employee Recognition –**

Chairperson Moline asked Juanita Guetter, Office Support Specialist, to come forward to receive recognition for 40 years of services. After the presentation, Chairperson Moline called for a ten (10) minute break. The meeting reconvened at 9:52 am.

**W. Decision Items –**

Chairperson Moline asked Director Sorensen to address items 1 & 2 together. Director Sorensen reviewed the following two (2) personnel requests:

1. Elaine Ladwig, Social Worker, probationary appointment (12 months), \$37,320.00 annual, effective 01/13/15

2. Tammy Groen, Social Worker (CPS), probationary appointment (12 months), \$40,000.00 annual, effective 01/20/15

He stated that the Board has given authorization to begin the hiring process for those positions that have been listed as "mission critical" and that the request for final approval be brought to the Board for action. All new hires have a 12 month probation period and internal promotions a 6 month probation period.

Motion by Jagt and second by Klabunde: To approve the appointments of Elaine Ladwig, Social Worker, probationary appointment (12 months), \$37,320.00 annual, effective 01/13/15 and Tammy Groen, Social Worker (CPS), probationary appointment (12 months), \$40,000.00 annual, effective 01/20/15 as reviewed. The motion carried unanimously.

3. Director Sorensen stated that a notice of retirement had been received from Dianna Tomlinson, Accounting Technician, to be effective on 02/28/15. He asked the Board to accept her retirement notice. Motion by Boyenga and second by Nath: To accept the notice of retirement from Dianna Tomlinson, Accounting Technician, effective 02/28/15. The motion carried unanimously.

4. Director Sorensen asked that the Board approve the request from staff to hire a Human Resources Specialist I. This would be a new position. The person hired to fill this position would be a generalist. Anderson raised some questions about the job description for the position, asking why this HR person would not be at all interviews, check references or be at all exit interviews, stating that he would like to see this position separated from other positions. Deputy Director Walker commented that this person would be working closely with her and would attend all interviews that she was not able to attend. It was asked if the job description could be studied again and revised if needed. Klabunde stated that from a mentorship standpoint the proposed job description is a good place to start. Motion by Anderson and second by Klabunde: To authorize staff to begin the process of advertising for and hiring a Human Resources Specialist I. The motion carried unanimously.

5. Director Sorensen stated that the position of a Public Health Nurse to be the CTC Coordinator was written into the 2015 budget for Health Services. Motion by Magnus and second by Wildermuth: To authorize staff to begin the process of advertising for and hiring a Public Health Nurse to act as the CTC Coordinator for the agency. The motion carried unanimously.

Chairperson Moline asked Director Sorensen to address items 6 – 8 together.

6. Director Sorensen stated that Personnel Policy Number 8 – Employee Resignation had been revised by inserting the statement that a four (4) week notice of resignation is preferred and to add the Division Directors as recipients of resignation letters. Motion by Klabunde: To approve the revision to Personnel Policy Number 8 – Employee Resignation as presented. She withdrew her motion to hear the explanation of items 7 & 8.

7. Director Sorensen reviewed the proposed revisions to Personnel Policy Number 16 – Employee Recognition. Stating that the policy has been changed to allow for the selection of a retirement gift of the retiree's choice, except in the case that less than two (2) notice is given for which they will receive a clock as their recognition item. All gifts will have the agency's logo or wording to indicate it is from the agency and why.

8. Director Sorensen stated that Personnel Policy Number 22 – Social Media Policy is a new policy. This policy will help keep the communications being sent out from the agency and its staff appropriate and respectful to customers and co-workers. The agency's Facebook page is not set up as an avenue for conversational exchange.

Motion by Klabunde and second by Wildermuth: To approve the revisions to Personnel Policy Number 8 – Employee Resignation and Personnel Policy Number 16 – Employee Recognition and approve Personnel Policy Number 22 – Social Media Policy as presented. The motion carried unanimously.

9. Director Sorensen reviewed the proposed contracts for signature. Klabunde asked if the agency had any concerns or problems in working with Computer Professionals Unlimited. Deputy Director Walker stated that we had not experienced any problems and that the company had been very responsive to issues that have come up. Chairperson Moline asked that Dr. Meister's title be included in the contract and stated that it must be time for him to make his annual report to the Boards. There was a comment about the cost for the different transportation services being different. Director Sorensen stated that it is part of the negotiation process with each contract. Motion by Thompson and second by Ritter: To approve the contracts as listed and reviewed. The motion carried unanimously.

10. Director Sorensen reviewed the list of donations given to the agency, to be shared with agency customers. Motion by Jagt and second by Klabunde: To accept the donations as listed and reviewed. The motion carried unanimously.

11. Director Sorensen asked Karri Harvey, Management Information Supervisor, and Jeremy Morgan, Information Technology Specialist, Senior, to come forward to explain the IT request. Karri stated that there is a budget for IT costs. We are currently utilizing VMtools that are freeware that don't give us the ability to manage our virtual servers. The purchase of licenses would allow the IT staff the power to allocate hardware. The SAN Dual Controller will allow staff to put servers on the network that are no longer dependent on a physical machine. They were asked what type of backup or security is used for the system. Karri stated that we are using tape backups, which are move offsite once a week. It was pointed out that the quote for the SAN Dual Controller does not give a sales taxes figure. It was pointed out that there is a statement on the bottom of the quote that indicates that sales tax will be charged when applicable. Motion by Jagt and second by Thompson: To approve the purchase of the VMWare Essentials Plus Kit with 3 year production support for \$7,975.40, tax included, and the SAN Dual Controller plus a 5 year maintenance agreement, necessary cable and server adapter for \$29,531.83 plus sales tax. The motion carried unanimously.

12. Chairperson Moline stated that the Board needs to set their per diem for 2015. The per diem is currently set at \$50 for one (1) meeting and \$75 for multiple meetings. He asked what the Board wished to set for 2015. Motion by Jagt and second by Boyenga: To keep the 2015 Board per diems at the current amount of \$50 for one (1) meeting and \$75 for multiple meetings. The motion carried unanimously.

13. Director Sorensen asked that the Board approve the Memorandum of Understanding (MOU) with both labor unions to allow that individuals who are at the top of their pay range receive their recommended pay increase in the form of a lump sum payment. Those staff members who are just under the pay range maximum would have their base pay increased to the maximum and the remaining amount in a lump sum check. There was discussion about this process to clarify how it would be done. Deputy

Director Walker stated that this would only affect a few members of the staff. Motion by Klabunde and second by Ritter: To approve the Memorandum of Understanding to pay a lump sum for staff over the top of the maximum pay range. The motion carried unanimously.

X. **Discussion/Information –**

1. Director Sorensen announced that a New Commissioner training is being planned and staff is tentatively considering either 02/04/15 or 02/11/15. This training is to make the new members of the Board aware of agency programs. After polling the new members of the Board it was decided to set the date for 02/04/15 at 1:00 pm. A notice will be sent out to all members of the Board and any member is welcome to attend.
2. Chairperson Moline asked for input from members of the Board as to whether the agency could dispense with mailing out meeting packets and go strictly to emailing all materials. After hearing that some members of the Board cannot depend on their email services to work consistently, it was decided to continue with using the postal service to mail out meeting materials.

Chairperson Moline asked if there was anything further to be brought to the Board. Hearing nothing he adjourned the meeting at 10:44 am.

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

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

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

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