



**SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD**

**MINUTES**

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

Opened: 9:58 am  
Adjourned: 11:26 am

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

Member(s) absent:

- Priscilla Klabunde
- Marvin Tinklenberg

Staff present:

- Jennifer Beek
- Carol Biren
- Chad Cunningham
- Becky Deterling
- Karen Gerhardson
- Karri Harvey
- Dale Hiland
- Rachel Isder
- Jason Kloss
- Kristin Malin
- Michelle Pick
- Lori Sanderson
- Chris Sorensen
- Kristi Bergeron
- Thomas Carter
- Kristin Deacon
- Karla Drown
- Ann Guttormsson
- Ardis Henriksen
- Amanda Holzapfel
- Jenifer Klein
- Krista Kopperud
- Cindy Nelson
- Patty Reitsma
- Arnold Siyapche
- Nancy Walker

- O. **Consent Agenda –**
  1. Chairperson Moline asked if there were any deletions or additions to the meeting agenda.

He stated that at the time of the Financial Report, there would be discussion about whether to purchase a CD with investment funds or wait for further information on bonds and Board recommendations for the Agency Insurance fund.

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 June 17, 2015 meeting.

Motion by Salfer and second by Nath: To approve the Consent Agenda with the addition of discussion on agency investments and the insurance fund after the P. Financial. The motion carried unanimously.

**P. Financial –**

Chairperson Moline asked if there were any additional questions or comment regarding the financial report. Motion by Anderson and second by Thompson: To approve the financial report as presented. The motion carried unanimously.

Chairperson Moline asked for direction from the Board on how to move forward with the investment funds that are sitting at the Bank, whether to pursue a CD at 2.0% for four (4) years or 2.3% for five (5) years or to wait for information regarding a bond through Wells Fargo until July 30, 2015. He stated that bonds have historically had a higher interest rate. Motion by VanDeVere and second by Nath: To authorize Chairperson Moline to work with Karla Drown, Fiscal Manager, to determine the best type of investment to put the funds into. The motion carried unanimously.

Chairperson Moline reviewed how the Board would need to handle a possible transfer of funds from the General Fund to the Agency Insurance Fund, as laid out by the office of the State Auditor. He asked for comments from the Board. Consensus was reached by the Board to not make a transfer of funds at the time but to continue to closely monitor the insurance Fund.

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

Chairperson Moline asked that the new staff members to be introduced do so from where they are sitting, including a little background and what program they work in. Director Sorensen stated that there were a number of additional new staff who were not listed on the agenda to be introduced at this meeting.

**R. Employee Recognition –**

Chairperson Moline asked Commissioner Thompson to present the Years of Service awards. The following came forward to receive their awards: Michelle Pick, Social Worker, 1 year of service; Rachel Isder, Public Health Nurse, 5 years of service; Becky Deterling, Social Worker, 5 years of service; Lori Sanderson, Social Worker, 10 years of service, Kristin Malin, Social Worker, 10 years of service; Ann Guttormsson, Eligibility Worker, 15 years of service, Karla Drown, Fiscal Manager, 15 years of service; and Patty Reitsma, Eligibility Worker, 20 years of services. Not in attendance were Abbie Stough, Social Worker, 1 year of service, Andrew Peltz, Case Aide, 1 year of service; Lori Everett, Social Worker, 15 years of services.

Chairperson Moline called for a break at 10:15 am. The meeting reconvened at 10:25 am.

**S. Decision Items –**

Chairperson Moline asked Director Sorensen to address items 1 – 5 together. Director Sorensen presented the requests and asked that the Board approve all five (5) of them.

1. Marlene Erickson, Health and Human Services Aide, completion of 6 month probationary period, no salary increase, effective 07/28/15

2. Corrie Weizel (Vollmer), Social Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 07/25/15
3. Arnold Siyapche, Information Technology Specialist, probationary appointment (12 months), \$34,080.00 annual, effective 07/06/15
4. Thomas Carter, Information Technology Specialist, Senior, probationary appointment (12 months), \$50,000.00 annual, effective 07/27/15
5. Dawn Anderson, promotional appointment – Office Support Specialist to Case Aide, 6 month probationary period, \$18.52 per hour, effective 07/27/15

Motion by Wildermuth and second by Jagt: To approve following requests: Marlene Erickson, Health and Human Services Aide, completion of 6 month probationary period, no salary increase, effective 07/28/15; Corrie Weizel (Vollmer), Social Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 07/25/15; Arnold Siyapche, Information Technology Specialist, probationary appointment (12 months), \$34,080.00 annual, effective 07/06/15; Thomas Carter, Information Technology Specialist, Senior, probationary appointment (12 months), \$50,000.00 annual, effective 07/27/15; and Dawn Anderson, promotional appointment – Office Support Specialist to Case Aide, 6 month probationary period, \$18.52 per hour, effective 07/27/15, as presented. The motion carried unanimously.

6. Director Sorensen requested authorization to begin the process to hire a new Social Worker (MN Choices Assessor). It will soon be time to begin the process for reassessments, which will be the primary responsibility of this worker. Motion by Magnus and second by Boyenga: To authorize staff to begin the process to hire a Social Worker (MN Choices Assessor). The motion carried unanimously.

7. Director Sorensen requested authorization to begin the process to hire three (3) Social Workers for Child Protection Services. This request is driven by the actions at the state level and working toward reaching the recommendations put forth by the Governor's Task Force. About 80% of the funding from DHS to hire new positions has been received. DHS does not yet have everything in place to achieve the recommendations. Motion by Anderson and second by VanDeVere: To authorize staff to begin the process to hire three (3) Social Workers for Child Protection Services, as requested. The motion carried unanimously.

8. Director Sorensen reviewed the contracts as listed in the meeting packet. Both contracts are with current vendors, the one that is an addendum to the Family Community Support agreement with Western Mental Health Center is new and the other with Southwestern Mental Health Center for home based family treatment is a renewal. Magnus stated that he would abstain from voting on the motion because he is on the board for Western Mental Health Center. Motion by Ritter and second by Jagt: To approve the contracts as written and reviewed. The motion carried unanimously, with an abstention by Magnus.

9. Chairperson Moline asked Karla Drown, Fiscal Manager, to come forward to address the request for two (2) agency vehicles. Karla stated that the budget for 2015 has four (4) vehicles in it and two (2) have already been purchased, one (1) with a trade-in. She asked for authorization to go out for quotes on two (2) more vehicles, with no trade-ins. These purchases would put the agency fleet at 35 vehicles. Director Sorensen stated that staff had decided to increase the minimum acceptable mileage on the vehicles. It is planned that if this request is approved one (1) of the vehicles would likely be placed in Pipestone County and one (1) in Redwood County. Motion by Jagt and second by Moline: To authorize staff to request quotes on two (2) vehicles with no trade in. The motion carried unanimously.

T. **Discussion/Information –**

1. Chairperson Moline asked Deputy Director Walker to come forward to talk about the Department of Labor proposed rule. She stated that on July 6<sup>th</sup> notification of a proposed change in the rules that govern who can be classified as exempt or non-exempt from overtime pay was put out. The change to the rule would mean that only those that pass both of the tests: a duties test and a salary test could be declared an exempt employee. They propose an increase in the salary level to pass the salary test from \$23,660 to \$50,440. This change would affect the overtime status for many agency staff, making many eligible for overtime pay. Deputy Director Walker stated that the Board would need to decide if they wish to raise salaries of those staff who are currently exempt to the new minimum level or make those staff hourly. There was discussion as to at what number of hours staff who are non-exempt qualify for overtime or comp time and a half. The proposed change in the increase of minimum salary will be open for comment until September 4, 2015. The question was raised as to whether or not a letter from the Board should be drafted and sent to Senators and Representatives. Motion by Ritter and second by Anderson: That a letter of non-support for the new labor rule regarding the increase of the minimum salary level at which an employee can be declared exempt from overtime pay be drafted by staff to be approved and signed by all Board members. The motion carried unanimously.

Chairperson Moline announced that there would be a meeting with both union groups following this meeting.

Chairperson Moline stated that he was open to a motion to go into a closed session for the Director's performance evaluation. Motion by Ritter and second by Boyenga: To approve the "Resolution Closing Board Meeting" (as attached). The motion carried unanimously. The Board went into closed session at 11:00 am.

Motion by Nath and second by Ritter: To come out of closed session at 11:23 am. The motion carried unanimously.

Motion by Ritter and second by VanDeVere: That Director Sorensen be given a 3.5% salary increase, with 2% adjustment to his salary range, effective January 1, 2015. The motion carried unanimously.

Chairperson Moline adjourned the meeting at 11:26 am.

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

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

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

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

Member Stephen Ritter introduced the following Resolution and moved its adoption:

**RESOLUTION CLOSING BOARD MEETING**

WHEREAS, the Minnesota Open Meeting Law, Minn. Stat. § 13D.05, subd. 3(a) states: "A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting."

WHEREAS, the Governing Board of SWHHS seeks to meet and discuss the performance of the Director of Southwest Health and Human Services, Christopher Sorensen, on May 21, 2014;

NOW THEREFORE, BE IT RESOLVED by the Board as follows:

1. The meeting is closed pursuant to Minn. Stat. § 13D.05, subd. 3(a) to evaluate the performance of the Director of Southwest Health and Human Services;
2. The specific subject to be discussed, pursuant to Minn. Stat. § 13D.01, subd. 3, is the performance of the Director of Southwest Health and Human Services.

The motion for the adoption of the foregoing Resolution was duly seconded by Ron Boyenga and upon a vote being taken thereon, the following voted in favor thereof: Mic VanDeVere, Joan Jagt, Stephen Ritter, Rick Anderson, Robert Moline, Gerald Magnus, Les Nath, Dan Wildermuth, Jim Salfer, Sherri Thompson and Ron Boyenga

and the following voted against the same: None

Whereupon said Resolution was declared duly passed and adopted.