



**SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD**

**MINUTES**

Date: June 17, 2015  
Place: Lyon County Government Center  
Commissioners' Rooms 1 & 2  
Marshall, Minnesota

Opened: 10:40 am  
Adjourned: 11:50 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, June 17, 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:

Jennifer Beek	Carol Biren
Stephanie Busjahn	Kristin Deacon
Becky Deterling	Karla Drown
Ardis Henriksen	Dale Hiland
Amanda Holzapfel	Amy Jelen
Stacy Jorgensen	Krista Kopperud
Nicole Longtin	Stacey Longtin
Chantelle Mercie	Marie Meyers
Patricia Mock	Cindy Nelson
Danielle Ossefoort	Judy Pitzl
Roxanne Rose	Rachel Schroeder
Michelle Schutz	Connie Seaman
Chris Sorensen	Nancy Walker

**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 to Contracts: S-23: change the amount of the grant award for Clearway Minnesota to \$149,905, from \$149,902; add MDH Public Health

Preparedness (PHEP) – 07/01/13 to 06/30/17 amendment for the budget period of July 2015 through June 2016; amended amount \$117,300 + previous grant amount (new).

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 May 20, 2015 meeting.

Motion by Wildermuth and second by Boyenga: To approve the Consent Agenda as amended. The motion carried unanimously.

**P. Financial –**

Chairperson Moline stated that the Financial Report had been forwarded to the Governing Board by action of the Human Services Board. He asked if there were any additional questions or comments about the report. Motion by Anderson and second by Boyenga: To approve the Financial Report as presented and moved forward. The motion carried unanimously.

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

Chairperson Moline asked the new staff members to come forward and introduce themselves to the Board. The following staff introduced themselves giving a brief statement about their background and what program they are working with. Those introduced were Connie Seaman, Accounting Technician, Patricia Mock and Rachel Schroeder, Social Workers and Amy Jelen, Tobacco Control and Policy Coordinator. The Board welcomed them to the agency.

**R. Employee Recognition –**

Chairperson Moline asked Commissioner Nath to present the Years of Services awards. The following came forward to receive their award: Stephanie Busjahn, 1 year, Social Worker; Chantelle Mercie, 1 year, Eligibility Worker; Michelle Schutz, 1 year, Eligibility Worker; and Roxanne Rose, 25 years, Case Aid. Not in attendance were Abbie Stough, 1 year, Social Worker; Andrew Peltz, 1 year, Case Aide; Kristin Malin, 10 years, Social Worker; Lori Everett, 15 years, Social Worker; and Ann Guttormsson, 15 years, Lead Eligibility Worker. There was a short pause in the meeting to allow the recognized staff and Nath to gather for a picture.

**S. Decision Items –**

Chairperson Moline asked Director Sorensen to address items 1 – 12 together. Director Sorensen presented the following requests:

1. Danielle Ossefoort, Social Worker, completion of 6 month probationary period, no salary increase, effective 06/22/15
2. Stephanie Busjahn, Social Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 06/16/15
3. Chantelle Mercie, Eligibility Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 06/16/15
4. Michelle Pick, Social Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 06/18/15
5. Michelle Schutz, Eligibility Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 06/24/15
6. Andrew Peltz, Case Aide (Circle School Liaison), completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 06/30/15
7. Abigail Stough, Social Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 07/06/15
8. Diana Meaden, Office Support Specialist, probationary appointment (12 months), \$16.00 per hour, effective 06/01/15
9. Connie Seaman, Accounting Technician, probationary appointment (12 months), \$15.00 per

hour, effective 06/01/15

10. Mariah McCloud, Social Worker (CPS), probationary appointment (12 months), \$37,320.00 annual, effective 06/01/15

11. Jill Toering, Social Worker, probationary appointment (12 months), \$45,000.00 annual, effective 06/08/15

12. Karla Drown, reclassification – Fiscal Supervisor II to Fiscal Manager, \$64,750.00 annual, effective 06/01/15

Motion by Nath and second by VanDeVere: To approve the following requests as presented: Danielle Ossefoort, Social Worker, completion of 6 month probationary period, no salary increase, effective 06/22/15; Stephanie Busjahn, Social Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 06/16/15; Chantelle Mercie, Eligibility Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 06/16/15; Michelle Pick, Social Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 06/18/15; Michelle Schutz, Eligibility Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 06/24/15; Andrew Peltz, Case Aide (Circle School Liaison), completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 06/30/15; Abigail Stough, Social Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 07/06/15; Diana Meaden, Office Support Specialist, probationary appointment (12 months), \$16.00 per hour, effective 06/01/15; Connie Seaman, Accounting Technician, probationary appointment (12 months), \$15.00 per hour, effective 06/01/15; Mariah McCloud, Social Worker (CPS), probationary appointment (12 months), \$37,320.00 annual, effective 06/01/15; Jill Toering, Social Worker, probationary appointment (12 months), \$45,000.00 annual, effective 06/08/15; and Karla Drown, reclassification – Fiscal Supervisor II to Fiscal Manager, \$64,750.00 annual, effective 06/01/15. The motion carried unanimously.

Chairperson Moline asked that Director Sorensen address items 13 and 14 together, both requests for leave without pay. Director Sorensen reviewed the requests as follows:

13. Alyssa Sorensen, Office Support Specialist, leave without pay request

14. Lisa Luckhardt, Social Worker, leave without pay request

Director Sorensen stated that he, as the director, can approve up to 37.5 hours of leave without pay but anything over that needs to be approved by the Board. He asked that the Board approve the leave without pay for both Alyssa and Lisa. Motion by Ritter and second by Boyenga: To approve leave without pay for Alyssa Sorensen, Office Support Specialist, and Lisa Luckhardt, Social Worker, as requested. The motion carried unanimously.

Chairperson Moline asked that Director Sorensen address items 15 and 16 together, both resignations. Director Sorensen reviewed the resignations as follows:

15. Brandi Westphal, Social Worker (CPS), resignation, effective 06/05/15

16. Nicole DeBiase-Mertens, Eligibility Worker, resignation, effective 06/16/15

Motion by Wildermuth and second by Jagt: to accept the resignations of Brandi Westphal, Social Worker (CPS), effective 06/05/15 and Nicole DeBiase-Mertens, Eligibility Worker, effective 06/16/15 as reviewed. The motion carried unanimously.

Chairperson Moline asked that Director Sorensen address the two (2) Administrative Policies together, items 17 and 18. Director Sorensen stated that item 17. Administrative Policy Number 20 – Auxiliary Aids is a new policy that resulted from a notice received from the U.S. Department of Health and Human Services indicating that we need to have this policy and procedure in place for providing services to persons with disabilities. Item 18. Administrative

Policy Number 21 – Electronic Signature Policy is a new policy to develop the process to use an electronic signature unit to shorten the time to move information and data between agency programs. Deputy Director Walker showed a signature pad that would be used in the agency. Director Sorensen asked that the Board approve both of the new Administrative Policies. Motion by Anderson and second by Nath: To approve Administrative Policy Number 20 – Auxiliary Aids and Administrative Policy Number 21 – Electronic Signature Policy as presented and reviewed. The motion carried unanimously.

Chairperson Moline asked Director Sorensen to address all of the Personnel Policies together, items 19 - 21. Director Sorensen stated that item 19. Personnel Policy Number 2 – Conditions of Employment and item 20. Personnel Policy Number 3 – Leaves and Holidays have both had language added to make the policy consistent with the union contracts. Item 21. Personnel Policy Number 5 – Use of Vehicles for Agency Business has an added statement related to the use of the Wright Express Gas Card, which is found in all agency vehicles, and the submission of a receipt for a purchase with this card. This is to help with the reconciliation of the bill and approval for payment. He asked that the Board approve the revisions to all three (3) policies, as reviewed. Motion by Magnus and second by VanDeVere: To approve Personnel Policy Number 2 – Conditions of Employment, Personnel Policy Number 3 – Leaves and Holidays, and Personnel Policy Number 5 – Use of Vehicles for Agency Business as revised. The motion carried unanimously.

22. Director Sorensen asked Marie Meyers, Nursing Supervisor, to come forward to give an update on the status of the jail contracts. Marie stated that she can report that Sheriff Hanson of Redwood County has a proposal in place and has had meetings with a couple of vendors. Sheriff Mather has made no plans, at this time, but has talked to possible providers. Director Sorensen and Marie requested that the Board take action on the jail contract at this time, in order to aid in the budgeting process for both the agency and the counties. Motion by Jagt and second by Boyenga: To terminate the jail contracts in place with the Lyon County Sheriff's Department and the Redwood County Sheriff's Department as of 12/31/2015. The motion carried unanimously.

23. Director Sorensen reviewed the contracts before the Board for approval. He pointed out that the amount of the agreement with Clearway Minnesota is \$149,905. That the contract that was added to the agenda is amendment the MDH Public Health Emergency Preparedness grant in the amount of \$117,300. The agreement with the Children's Home Society is a renewal and the one with Heartland Industries Inc. is a new agreement, with an established vendor. He asked the Board to approve the contracts as reviewed. Motion by Ritter and second by Salfer: To approve the contracts as listed and reviewed. The motion carried unanimously.

24. Director Sorensen asked the Board to accept the donation from Winds of the Prairie Ministry of baby/children's items. Motion by Wildermuth and second by Jagt: To accept the donation as listed in the meeting packet. The motion carried unanimously.

25. Director Sorensen asked Karri Harvey, Management Information Supervisor, to come forward to explain her request for addition licenses from Bomgar. Karri said that, as the agency grows, the Bomgar system makes it possible to remotely monitor vendor activity in the agency's computer system. Bomgar is currently offering a promotion where you can get three (3) licenses for the price of two (2). She asked that the Board approve the purchase for \$6,431.76, tax included. Motion by Moline and second by Nath: To approve the purchase of additional licenses from Bomgar, on the 3 for 2 promotion, at the cost of \$6,431.76, tax included. The motion carried unanimously.

T. **Discussion/Information –**

1. Director Sorensen gave a report on the status of the various construction/upgrade activities that have happened within the agency offices on second floor in Marshall, where one of the store rooms was cleaned out to make room to set up an office area for the Health Education team. The conference rooms, a shared office and the break room within the Public Health office were refreshed with a new paint job. The signage projects in a couple of the other offices are nearly complete. Ritter and Anderson reported that there may possibly be new space made available for the agency during the upcoming construction phase of the Lyon County Government Center.

Chairperson Moline announced that there would be a meeting with both union group after the meeting and asked if all counties would have representation. Pipestone County would not be able to stay because of a meeting conflict.

Chairperson Moline stated that he was open to a motion to go into a closed session for the Director's evaluation. Motion by Ritter and second by Thompson: To approve the "Resolution Closing Board Meeting" (as attached). The motion carried unanimously. The Board went into closed session at 11:24 am.

Motion by Ritter and second by Anderson: To come out of closed session at 11:50 am. The motion carried unanimously. Motion by VanDeVere and second by Thompson: To have another closed session during the July 2015 meeting. The motion carried unanimously.

Director Sorensen asked for approval to bring an additional item before the Board, which had not been added to the agenda. Notification had been received from Computer Integration Technologies (CIT), the company on contract to set up the Sharepoint system for the agency, informing that twenty-four (24) additional sites and around thirty (30) libraries needed to be set up. This would require 220 hours to complete, above and beyond what was already agreed to, at a cost of \$30,000. Director Sorensen asked the Board to approve this additional work and cost. Motion by Klabunde and second by Jagt: To approve the request from Computer Integration Technologies (CIT) to do the additional work required to complete the setup of sites and libraries at the cost of \$30,000, which would cover the addition 220 work hours. The motion carried unanimously.

Motion by Ritter and second by Moline: To adjourn the meeting at approximately 12:00 noon. The motion carried unanimously.

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 Sherri Thompson and upon a vote being taken thereon, the following voted in favor thereof: Mic VanDeVere, Joan Jagt, Steve Ritter, Rick Anderson, Robert Moline, Gerald Magnus, Les Nath, Dan Wildermuth, Jim Salfer, Priscilla Klabunde, Sherri Thompson and Ron Boyenga

and the following voted against the same: None

Whereupon said Resolution was declared duly passed and adopted.