



**SOUTHWEST HEALTH AND HUMAN
SERVICES
GOVERNING BOARD**

MINUTES

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

Opened: 9:20 am
Adjourned: 10:37am

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

Member(s) absent:

- Priscilla Klabunde
- Pam VanOverbeke

Guests:

- Erin Simmons

Staff present:

Jennifer Beek	Carol Biren
Chad Cunningham	Kristin Deacon
Karla Drown	Karri Harvey
Kelly Hengel	Ardis Henriksen
Dale Hiland	Stacy Jorgensen
Jenifer Klein	Stacey Longtin
Cindy Nelson	Lori Sanderson
Chris Sorensen	Christine Versaevel
Nancy Walker	

O. Consent Agenda –

1. Chairperson Moline asked if there were any corrections or additions to the meeting agenda. There was a list of additions at each place before the Board, as follows: Under R-12 Contracts - DHS Employee Interchange Agreement for New Eligibility System Advisor – 04/01/15 –

12/31/15; An agreement for a SWHHS employee to work with DHS to be an advisor on the New Eligibility System (NES) and participate in the development and improvement of the system; under R-13 Donations – Rolling Plains Mennonite Church (Ward SD) donated 4 baby layette bundles; R-16 Dawn Popowski, promotional appointment – Social Worker to Social Worker Team Leader, probationary appointment, \$48,850.00 annual, effective 04/06/15; R-17 Request for Social Worker; R-18 Request for Eligibility Worker; R-19 Administrative Policy Number 4 – Administrative General Policies; R-20 2015 per diems for Commissioners.

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 February 18, 2014 meeting. He asked that under S-21 the minutes be changed to state “Chairperson Moline” rather than “Chairperson Sorensen”

Motion by Wildermuth and second by Jagt: To approve the Consent Agenda with the additions to the agenda and correction to the minutes of the February 18, 2015 minutes as requested. The motion carried unanimously.

P. Financial –

Chairperson Moline asked if there were any additional questions or comments about the Financial Report that was given during the Human Services Board meeting. Motion by Anderson and second by Nath: To approve the Financial Report as moved forward by the Human Services Board. The motion carried unanimously.

Q. Employee Recognition –

Chairperson Moline stated that he would present the awards for Years of Service. Awards were given to Kristin Deacon, Nursing Supervisor, for ten (10) years of services and to Kelly Hengel, Social Worker, for twenty-five (25) years of service. Melissa Novosad, Social Worker, was not able to attend the meeting to receive an award for ten (10) years of services. Chairperson Moline declared the meeting in recess.

Chairperson Moline reconvened the meeting at 9:30 am.

Chairperson Moline turned the meeting back over to Chairperson Anderson of the Community Health Board. Chairperson Anderson invited Erin Simmons, with the American Lung Association, and Carol Biren, Public Health Division Director, to come forward to present for the tobacco program. Ms. Simmons stated that the tobacco industry is working very hard to attract our young people through their marketing of their new products. She talked about the tremendous use of electronic cigarettes by both adults and youth. Samples of the various kinds of e-cigs were passed around for everyone to look at. There had been no regulations in place for the use of e-cigs, until legislation was passed to restrict the use of thme in governmental buildings. Beginning on 7/1/15 retailers will need to be licensed to sale e-cigarettes. E-juice, the liquid added to the e-cigs for flavor, comes in over 7,000 flavors. The containers that e-juice comes in do not have child safe caps and as little a third of a dropper full can be fatal if consumed by a child. Youth surveys show that more young children are trying e-cigs than regular cigarettes. One way that is being used to get people interested in using e-cigs is the establishments of sampling lounges, which is one way the industry is getting around regulations. Ms. Simmons stated that counties have the opportunity to get ahead of the possibility of having sampling lounges in our community by passing policies against them. In answer to a question about the legalization of medical marijuana, Ms. Simmons stated that housing units and employers can limit the use of medical marijuana by their residents and employees. A variety of tobacco products were shown, pointing out how they are geared toward appealing to youth.

Chairperson Anderson thanked Ms. Simmons and Carol for their presentation. He then turned the meeting back over to Chairperson Moline of the SWHHS Governing Board.

L. Decision Items –

1. Director Sorensen stated that the position of Accounting Technician was offered to Tiffany Bailey. He asked that the Board approve a probationary appointment (12 months) at an hourly rate of \$16.50 to be effective on 03/23/15. Motion by Magnus and second by Anderson: To approve the appointment of Tiffany Bailey, Accounting Technician, probationary appointment (12 months), \$16.50 per hour, effective 03/23/15. The motion carried unanimously.

2. Director Sorensen asked the Board to approve a temporary appointment for Sue Versaevel at an hourly rate of \$20.00, effective on 03/16/15. Motion by Nath and second by Anderson: To approved the temporary appointment of Sue Versaevel at \$20.00 per hour beginning on 03/16/15. The motion carried unanimously.

3. Director Sorensen asked the Board to authorize a leave without pay for Betsy Plotz, Registered Dietician. This was talked about as part of the job interview in relation to a already scheduled event. Motion by Moline and second by Jagt: To approve the request for leave without pay for Betsy Plotz, Registered Dietician. The motion carried unanimously.

Chairperson Moline asked Director Sorensen to address items 4 and 5 together.

4-5. Director Sorensen stated the resignations had been received from Rachel Vierra, Public Health Educator, effective 03/04/15 and Melissa Novosad, Social Worker (MSW), effective 03/20/15. He asked that the Board accept both resignations. Motion by Wildermuth and second by Ritter: To accept the resignation of Rachel Vierra, Public Health Educator, effective 03/04/15 and the resignation of Melissa Novosad, Social Worker (MSW), effective 03/20/15. The motion carried unanimously.

6. Director Sorensen stated that a notice of retirement had been received from Sharon Fried, Case Aide, to be effective 03/31/15. Motion by Salfer and second by Nath: To accept the notice of retirement from Sharon Fried, Case Aide, effective on 03/31/15. The motion carried unanimously.

7-9 & 17. Director Sorensen requested that the Board authorize staff to begin the process to hire individuals to fill the following positions: Public Health Educator, Case Aide and a Social Workers. The hiring of these positions will fill positions vacated by resignation or promotion. Motion by Wildermuth and second by Jagt: To authorize staff to begin the process to hire individuals to fill the positions of Public Health Educator, Case Aide and Social Worker. It was asked if items 17 & 18, request to hire a Social Worker and an Eligibility Worker could be added to this motion. After discussion it was decided that item 18, a request for an Eligibility Worker, was for a new position and should be considered on its own. Agreement by Wildermuth and Jagt to change the motion to include a second Social Worker, change the motion to: To authorize staff to begin the process to hire individuals to fill the positions of Public Health Educator, Case Aide and two (2) Social Workers. The motion carried unanimously.

18. Chairperson Moline asked that Director Sorensen address the request to hire an Eligibility Worker at this time. Director Sorensen stated that staff is requesting authorization to begin the process to hire a new Eligibility Worker, which will help to cover the workload for the Worker that would be sent to work at the DHS office on the interchange program for the MNSure system. Motion by Wildermuth and second by Anderson: To authorize staff to begin the process to hire an Eligibility Worker. The motion carried unanimously.

10. Director Sorensen stated that the revisions to Personnel Policy Number 3 – Leaves and Holidays were done to clean up language, changing the allowed Parenting Leave to 12 weeks, from 6 weeks. Motion by Salfer and second by Nath: To approve the revision of Personnel Policy Number 3 – Leaves and Holidays as presented. The motion carried unanimously.

11. Director Sorensen stated that Personnel Policy Number 19 – Medical Leave for Fitness has been revised to increase the maximum payout to \$1,500 (gross pay). He explained to the Board that this payout from accrued sick leave for employee expenses for fitness items has been increased in increments to this new level, which is what has been the target amount since the beginning of the program. He asked that the Board approve the revision. Motion by Ritter and second by VanDeVere: To approve the revisions to Personnel Policy Number 19 – Medical Leave for Fitness as presented. The motion carried unanimously.

12. Director Sorensen reported that the agency had been offered a short timeline contract by DHS to send one of the Eligibility Workers from the agency to work at the DHS office in St. Paul, working with state staff on the MNSure system. This would be to help the state staff to understand the problems being experienced at the local level with the system and the local staff person to be trained by DHS to be the agency's expert in working with MNSure. Anderson asked who had written the contract. Director Sorensen stated that it had been presented by DHS and checked to make sure that it met all of the benchmarks that the agency requires. Anderson then asked if the contract had been reviewed by legal counsel, to which Director Sorensen had comment no. Motion by Anderson and second by Jagt: To approve the DHS Employee Interchange Agreement for New Eligibility System Advisor, with the approval of legal counsel. The motion carried unanimously.

Chairperson Moline asked if there were any questions or comments about the contracts on the Contract List presented in the meeting packet. He asked Deputy Director Walker to explain the contract with Marsh and McLennan Agency. She stated that this contract is not the agreement for them to serve as our agent of record but a collaborative agreement for them to work with Blue Cross/Blue Shield for a confidential release of information to be used for a new medical claims analysis to see what is driving our insurance costs. There is no cost attached to this agreement. Motion by Boyenga and second by Ritter: To approve all the proposed contracts as presented on the Contract List in the meeting packet. The motion carried unanimously.

13. Director Sorensen reviewed the items that were donated to the agency from various organizations and individuals. Motion by Wildermuth and second by Moline: To accept all donations made to the agency as listed in the meeting packet and the additions to the agenda. The motion carried unanimously.

14. Director Sorensen reported that the request for imaging is from the Child Support Services Unit to do bulk imaging of their old files. This is the same process that was used at the end of 2014 for the closed files for Public Health. Motion by Magnus and second by Ritter: To approve the request from the Child Support Services Unit to have Indigital, Inc. scan their old files at an estimated cost of \$5,861.00. The motion carried unanimously.

15. Director Sorensen invited Karri Harvey, Management Information Supervisor, to come forward to explain the request to purchase two (2) new servers. Karri stated that recently the hard drive in the Slayton office had gone down and there had been a mad rush to get the system back up and running with all the information available. The servers in both Slayton and Ivanhoe were purchased seven (7) years ago and with Slayton already having problems and Ivanhoe possibly close to that. She requested authorization to purchase new servers for both locations. Slayton would receive theirs first, hopefully during the month of April and Ivanhoe during the month of May. The quoted cost for both servers and software licenses will total \$12,691.26. Motion by Ritter and second by Nath: To authorize the purchase of two (2) servers and licenses at the price of \$12,691.26. The motion carried unanimously.

16. Director Sorensen asked that the Board approve the promotional appointment of Dawn Popowski, Social Worker, to Social Worker Team Leader at an annual salary of \$48,850.00 beginning on 04/06/15. Motion by Jagt and second by VanDeVere: To approve the promotional appointment of Dawn Popowski to Social Worker Team Leader, from Social Worker, at an

annual salary of \$48,850.00 beginning the new position on 04/06/15. The motion carried unanimously.

19. Director Sorensen asked that the Board approve the revision to Administrative Policy Number 4 – Administrative General Policies, updating the language relating to per diem rates paid to the Board members and having those changes recorded in the minutes for the meeting. Motion by Magnus and second by Anderson: To approve the revision of Administrative Policy Number 4 – Administrative General Policies as presented. The motion carried unanimously.

20. Director Sorensen asked that the Board again set the per diem rates for 2015, to be in line with the revision just approved for Administrative Policy Number 4 – Administrative General Policies. Motion by Anderson and second by Ritter: To establish the 2015 Board per diems at the rate of \$50 for one (1) meeting and \$75 for multiple meetings during one (1) day, with mileage paid at the current IRS tax free rate and the Chairperson of the Governing Board to receive an additional administrative per diem of \$50 per month.. The motion carried unanimously.

M. **Discussion/Information –**
No items on the agenda.

Chairperson Moline remarked that there would be an Executive Committee at 1:00 pm in Public Health Conference Room 1 to meet with the bargaining units. He asked if there was anything further to be brought to the Board. Hearing nothing he adjourned the meeting at 10:37 am.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Recording Secretary, SWHHS Governing Board

Attest: _____
Director