



**SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD  
MINUTES**

Date: May 20, 2015  
Place: Lyon County Government Center  
Commissioners' Rooms 1 & 2  
Marshall, Minnesota

Opened: 10:10 am  
Adjourned: 11:00 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, May 20, 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	Nancy Boeck
Michelle Buysse	Kristin Deacon
Karla Drown	Alicia Eliason
Ardis Henriksen	Dale Hiland
Stacy Jorgensen	Jenifer Klein
Troy Knakmuhs	Stacey Longtin
Sherry Marks	Marie Meyers
Cindy Nelson	Jodi Robinson
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 item S-2 Abigail Stough, Social Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 06/09/15 be deleted from the agenda. Chairperson Moline stated that the other additions are printed and before each Board member. They are as follows: under S-Decision Items are 16 Contract - Safe Assure (Willmar, MN) – 05/08/15 to 05/07/16; Consulting services for required employee training of specific OSHA standard requirements (ie: AWAIR, general safety, blood borne pathogens, etc.);

\$3719 (new); 17 Donation - Winds of the Prairie donated baby supplies (diapers, wipes, clothes); 19 Deb Moon, Eligibility Worker, resignation, effective 05/29/15; 20 Jeremy Morgan, Information Technology Specialist, Senior, separation, effective 05/19/15

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 April 15, 2015 meeting. Magnus asked if the starting time for the meeting was correctly stated on the minutes. It was not and would be corrected to reflect the right time before signature. Motion by Ritter and second by Nath: To approve the Consent Agenda with correction to the meeting minutes. The motion carried unanimously.

**P. Financial –**

The Financial Report had been moved forward to the Governing Board by action of the Human Services Board. Chairperson Moline asked if there were any more questions or comments regarding the Financial Report. Motion by Anderson and second by Thompson: To approve the Financial Report as moved forward by the Human Services Board. The motion carried unanimously.

**Q. Introduction of New Staff -**

Director Sorensen invited the new staff members to come forward to introduce themselves to the Board. Jodi Robinson, Human Resources Specialist, and Alicia Eliason, Public Health Nurse (C&TC Coordinator) gave a brief statement of what programs they are working with and what their background is. The Board welcomed them to the agency.

**R. Employee Recognition –**

Chairperson Moline asked Ritter to present the Years of Service awards to staff. Awards were presented to the following staff: Nancy Boeck, 10 years, Office Support Specialist, Slayton; Michelle Buysse, 15 years, Social Services Supervisor, Marshall; and Troy Knakmuhs, 20 years, Accounting Technician, Marshall. Chairperson Moline stated that the meeting would go into recess.

Chairperson Moline reconvened the meeting at 10:25 am.

**S. Decision Items –**

Chairperson Moline asked Director Sorensen to address items 1 and 3 – 10 together. Director Sorensen reviewed the following personnel requests and asked that they be approved:

1. Sandy Isaackson, Social Worker Team Leader, completion of 6 months probationary period, no salary increase, effective 06/01/15

2. Deleted from agenda

3. Lisa Luckhardt, Social Worker, probationary appointment (12 months), \$44,500.00 annual, effective 05/11/15

4. Patricia Mock, Social Worker, probationary appointment (12) months, \$37,320.00 annual, effective 05/11/15

5. Rachel Schroeder, Social Worker, probationary appointment (12 months), \$37,320.00 annual, effective 05/11/15

6. Louise Smith, Eligibility Worker, probationary appointment (12 months), \$16.72 per hour, effective 05/18/15

7. Karen Gerhardson, Eligibility Worker, probationary appointment (12 months), \$22.50 per hour, effective 05/18/15

8. Amy Jelen, Public Health Educator (Tobacco Control and Policy Coordinator), probationary appointment (12 months), \$20.50 per hour, effective 05/26/15

9. Anna Snyder, Public Health Educator, probationary appointment (12 months), \$18.28 per hour, effective 05/26/15

10. Amber Carlson, Office Support Specialist, probationary appointment (12 months), \$14.00 per hour, effective 05/26/15

Motion by Jagt and second by Nath: To approve the following requests regarding probationary appointments: completion of 6 month probationary period with no salary increase for Sandy Isaackson, Social Worker Team Leader, to be effective 06/01/15; approval of a 12 month probationary appointment for Lisa Luckhardt, Social Worker, at \$44,500.00 annual, effective 05/11/15; Patricia Mock, Social Worker, \$37,320.00 annual, effective 05/11/15; Rachel Schroeder, Social Worker, \$37,320.00 annual, effective 05/11/15; Louise Smith, Eligibility Worker, \$16.72 per hour, effective 05/18/15; Karen Gerhardson, Eligibility Worker, \$22.50 per hour, effective 05/18/15; Amy Jelen, Public Health Educator (Tobacco Control and Policy Coordinator), \$20.50 per hour, effective 05/26/15; Anna Snyder, Public Health Educator, \$18.28 per hour, effective 05/26/15; and Amber Carlson, Office Support Specialist, \$14.00 per hour, effective 05/26/15. The motion carried unanimously.

Chairperson Moline asked that Director Sorensen address agenda items 11-13 and 19-20 together. Director Sorensen reviewed the following personnel requests and asked that they be approved:

11. Anita Van Veldhuizen, Office Support Specialist, resignation, effective 05/01/15

12. Leah Bjerke, Social Worker (CPS), resignation, effective 05/07/15

13. Gayle Chandler, Social Worker (CPS), resignation, effective 07/31/15

19. Deb Moon, Eligibility Worker, resignation, effective 05/29/15

20. Jeremy Morgan, Information Technology Specialist, Senior, separation, effective 05/19/15

Motion by VanDeVere and second by Ritter: To accept the following resignations - Anita Van Veldhuizen, Office Support Specialist, effective 05/01/15; Leah Bjerke, Social Worker (CPS), effective 05/07/15; Gayle Chandler, Social Worker (CPS), effective 07/31/15; Deb Moon, Eligibility Worker, effective 05/29/15; and the separation of Jeremy Morgan, Information Technology Specialist, Senior, effective 05/19/15. The motion carried unanimously.

14. Director Sorensen stated that staff is requesting authorization to begin the hiring process for a Case Aide. This person would work primary in the southern counties. Motion by Magnus and second by Anderson: To authorize staff to begin the process to hire a Case Aide. The motion carried unanimously.

15. Director Sorensen pointed out that the revision made to Personnel Policy Number 2 – Conditions of Employment was to add a statement indicating that when an agency employee is promoted to a supervisory position they will need to complete a twelve (12) month probationary period. This revision is to make policy consistent with practice. Motion by Moline and second by VanDeVere: To approve Personnel Policy Number 2 – Conditions of Employment as revised. The motion carried unanimously.

16. Director Sorensen reviewed the proposed contract with SafeAssure out of Willmar, MN. They would become the agency's provider of safety training, which will free up time for Jason Kloss, Environmental Manager, who has been providing that training in each county. The contracts listed in the meeting packet were reviewed, as well. Motion by Ritter and second by Nath: To approve all the contracts as listed and reviewed. The motion carried unanimously.

16 & 17. Director Sorensen reviewed the donations that had been made to the agency from various individuals and organizations and asked that the Board accept these donations. Motion

by Ritter and second by Boyenga: To accept all the donations of supplies given to the agency as listed, with thanks. The motion carried unanimously.

18. Chairperson Moline asked Karla Drown, Accounting Supervisor, to come forward to present the quotes for new agency vehicles. Karla gave the Board members a copy of the table detailing the quotes received. She asked that they strike out vehicles 1 and 6, as these vehicles are no longer available. She also pointed out that vehicle #6 does not meet the specs requested, with high mileage. She had asked them to quote vehicles with and without a trade-in amount for the 2001 Chevy Lumina. After discussion about the various vehicles listed, motion by Jagt and second by Boyenga: To authorize the purchase of vehicle #2 without the trade-in for \$15,600.00 plus tax, title and license, and vehicle #3 with the trade-in for \$17,890.00 plus tax, title and license. The motion carried unanimously.

**T. Discussion/Information –**

1. Chairperson Moline invited Deputy Director Walker to come forward to give an update on insurance. The agency's insurance committee had their first meeting for this year and it appears that there is an overall general satisfaction with the current plans that are available through the agency. As of the end of March the agency had no high claims, which means a claim over \$50,000. The Board could legally increase the stop loss to \$75,000 but that would mean more risk for the agency. Under the Health Management Strategy with Preferred One people who are insured under one of the agency plans and has been diagnosed with a chronic condition will receive a phone call from a person at Preferred One to discuss management of their condition. This is a voluntary service. Deputy Director Walker reported that in the year 2018, if any of the agency plans surpass the plan set by congress there will be an excise tax assessed. Every plan offered by the agency would fall into that class and would be taxed. This would place an increased workload on the HR staff because it would be necessary to file more reports. Medical flex plans could also be charged the excise tax, but that is not a surety yet. The next insurance committee meeting is scheduled for June 11, 2015.

Chairperson Moline asked if there would be a representative from each county at the meeting with the union groups that is scheduled for just after this meeting. He received confirmation that each county would have someone in attendance.

Motion by Ritter and second by Thompson: To adjourn the meeting at 11:00 am. The motion carried unanimously.

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

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

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

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