



**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

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

Opened: 9:29 am
Adjourned: 10:06 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, November 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
Priscilla Klabunde
Gerald Magnus
Bob Moline
Les Nath
Stephen Ritter
Jim Salfer
Lois Schmidt
Rodney Stensrud
Sherrri Thompson
Mic VanDaVere
Pam VanOverbeke
Dan Wildermuth

Staff present:

Gail Bielen	Carol Biren
Stephanie Bruflat	Kristin Deacon
Cindy DeRycke	Melanie Guetter
Megan Gullickson	Karri Harvey
Ardis Henriksen	Dale Hiland
Amanda Holzapfel	Sarah Kirchner
Jenifer Klein	Krista Kopperud
Stacey Longtin	Jennifer Lundberg
Sherry Marks	Sarah Maurice
Cindy Nelson	Dawn Popowski
Jessica Schmit	Lori Schoer
Ann Schiller	Kasey VanderPlaats
Christine Versaevel	Nancy Walker

O. Consent Agenda –

1. Chairperson Moline asked if there were any deletions or additions to the meeting agenda. He pointed out the list of additions before the members. Under S-Decision Items: 14) Donation

–Avera donated Thanksgiving meals to three families; 16) Amber Berning, promotional appointment – Office Support Specialist to Eligibility Worker, 12 month probationary appointment, \$16.72 per hour, effective 12/07/15; 17) Application for Need Determination – Wear It's At; 18) Application for Need Determination – Advanced Opportunities; 19) Application for Need Determination – Twice Is Nice. Chairperson Moline requested an addition – 20) December meeting.

2. Chairperson Moline asked if any member of the Board had a conflict of interest to report. Magnus stated that he is on the Board for Western Mental Health Center and would abstain from voting on the contracts.

3. Chairperson Moline asked if there were any additions or corrections to the minutes from the October 21, 2015 meeting. There were none.

Motion by VanDeVere and second by Anderson: To approve the Consent Agenda with the additions to the agenda and declaration of conflict. The motion carried unanimously.

P. Financial –

Chairperson Moline asked if there were more questions or comments regarding the financial report as moved forward by the Human Services Board. Motion by Anderson and second by Ritter: To approve the financial report as moved forward by the Human Services Board. The motion carried unanimously.

Q. Introduction of New Staff –

Chairperson Moline invited the new staff at the meeting to come forward and introduce themselves, telling a little about their background. Introduction were made by Jessica Schmit, Social Worker; Stephanie Bruflat, Social Worker (CPS) and Kasey VanderPlaats, Office Support Specialist. The Board welcomed them to the agency.

R. Employee Recognition –

Chairperson Moline asked Jagt to present the awards. Years of Service awards were presented to Melanie Guetter, Social Worker, for 1 year of service; Dawn Popowski, Social Worker, for 1 year of service; Sarah Kirchner, Collections Officer, for 1 year of service; Cindy DeRycke, Accounting Technician, for 10 years of services; Sarah Maurice, Social Worker, for 10 years of service; and Lynn Babcock, Child Support Officer, for 15 years of service. Lisa Przymus, Eligibility Worker, for 30 years of service was not able to attend the meeting.

Chairperson Moline asked all the award recipients to gather in the hallway to have their picture taken. He stated that the meeting was in recess at 9:35 am. The meeting reconvened at 9:44 am.

S. Decision Items –

Chairperson Moline asked that Deputy Director Walker cover items 1 – 7 together.

1. Dawn Popowski, Social Worker Team Leader, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 11/24/15
2. Melanie Guetter, Social Worker (CPS), completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 11/25/15
3. Nicole Henrichs, Social Worker (CPS), probationary appointment (12 months), \$37,320.00 annual, effective 11/02/13
4. Casey Nelson, Social Worker (CPS), probationary appointment (12 months), \$40,000.00 annual, effective 11/02/15

5. Emilie Potter, Social Worker, probationary appointment (12 months), \$39,000.00 annual, effective 11/16/15
6. Jennifer Syverson, reclassification – Social Worker to Social Worker, MSW, Salary \$59,781.00 annual, effective 11/16/15
7. Michael Dahmes, Temporary appointment, \$27.14 per hour, effective 11/23/15

Motion by VanDeVere and second by Klabunde: To approve the following requests: Dawn Popowski, Social Worker Team Leader, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 11/24/15; Melanie Guetter, Social Worker (CPS), completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 11/25/15; Nicole Henrichs, Social Worker (CPS), probationary appointment (12 months), \$37,320.00 annual, effective 11/02/13; Casey Nelson, Social Worker (CPS), probationary appointment (12 months), \$40,000.00 annual, effective 11/02/15; Emilie Potter, Social Worker, probationary appointment (12 months), \$39,000.00 annual, effective 11/16/15; Jennifer Syverson, reclassification – Social Worker to Social Worker, MSW, Salary \$59,781.00 annual, effective 11/16/15; and Michael Dahmes, Temporary appointment, \$27.14 per hour, effective 11/23/15. The motion carried unanimously.

8. Deputy Director Walker stated that the next request is a resignation. Deb Vizecky, Social Worker (CPS), resignation, effective 11/17/15. Motion by Ritter and second by Nath: To accept the resignation of Deb Vizecky, Social Worker (CPS), effective on 11//17/15. The motion carried unanimously,

9. Deputy Director Walker stated that there has been a part-time position within the CIRCLE program, the school liaison. There are enough funds left in the grant and work to do to make the part-time position one that is full-time, as they are hoping to expand the program. She stated that the full-time position has been included in the 2016 budget. Motion by Anderson and second by Boyenga: To approve the request to make the position of the school liaison for the CIRCLE program a full-time position, rather than a part-time position. The motion carried unanimously.

Chairperson Moline asked that Deputy Director Walker address items 10 & 11, both Administrative Policies, together. She stated that the revisions to one policy and the development of the other was done on the recommendation of the audit.

10. Administrative Policy Number 9 – Risk Management and Assessment Plan was revised to reflect how often data backups are done, the change to fifteen character passwords and the use of anti-malware software.

11. Administrative Policy Number 23 – Information Technology Procurement Policy sets up the process to be used when making purchases for technological purposes.

Motion by Magnus and second by VanDeVere: To approve Administrative Policy Number 9 – Risk Management and Assessment Plan as revised and Administrative Policy Number 23 – Information Technology Procurement Policy as presented. The motion carried unanimously.

12. Deputy Director Walker stated that Personnel Policy Number 5 – Use of Vehicles for Agency Business has been revised to reflect that staff will no longer need to get a receipt when using the Wright Express Gas Card because beginning on 12/01/2015 that information will become available by accessing an account report on-line. Staff will still need to obtain an itemized receipt if they purchase gas with personal funds. Motion by Wildermuth and second by Jagt: To

approve the revision to Personnel Policy Number 5 – Use of Vehicles for Agency Business as presented. The motion carried unanimously.

13. Deputy Director Walker reviewed the list of contracts being submitted for approval. She pointed out which contracts were new, were renewals and any rate changes involved. She stated that the Board will see an increase in the number of contracts brought for approval because it is year-end. Motion by Moline and second by Thompson: To approve the contracts as listed and presented to the Board. The motion carried with two (2) abstentions.

14. Deputy Director Walker reviewed the donations that had been made to the agency and our clients. She asked that the Board accept the Thanksgiving meals donated by Avera and an individual family and the personal care suitcases presented by the Pipestone County Lions for foster children. Motion by Jagt and second by Nath: To accept the donations received by the agency for the designated clients. The motion carried unanimously.

15. Deputy Director Walker asked Karri Harvey, Management Information Supervisor, to come forward to address the copier lease. Karri stated that, in working with the sales rep from Marco, she had done a study of the usage of the various color copier/printers in the agency. They had put together a proposal that would reduce the monthly cost of printing in color. The color printer that is located in the Public Health office in Lyon County is very expensive to operate and is used for color brochures for packets. The recommendation is to move the printer in the Lyon County Public Health office to the Ivanhoe office to improve their capacity to produce color documents, move the color copier/printer from the Lyon County Human Services workroom up to the Lyon County Public Health office, and to lease a new, faster color copier/printer for the Lyon County Human Services workroom. She reviewed the usage numbers for the various machines. The monthly cost would go from approximated \$1903 to \$1829.65. Motion by Jagt and second by Salfer: To approve the request to enter into a new lease for color copiers/printers and to locate the equipment in the recommended office spaces. The motion carried unanimously.

15. Deputy Director Walker presented the following promotional appointment; Amber Berning, Office Support Specialist to Eligibility Worker, 12 month probationary appointment, \$16.72 per hour, effective 12/07/15. She asked that the Board approve this promotion. Motion by Ritter and second by Boyenga: To approve the promotional appointment of Amber Berning, Office Support Specialist to Eligibility Worker, 12 month probationary appointment, \$16.72 per hour, effective 12/07/15. The motion carried unanimously.

Chairperson Moline asked if it would be possible to address items 17 – 19 together. Deputy Director Walker asked Dale Hiland, Adult Services Supervisor, to come forward to explain the application for need determination requests. Dale stated that anytime any organization that works with the developmentally disabled (DD) population needs or wants to make a change they must ask the agency to complete an application of need determination to be submitted to the state. Dale reviewed the three (3) requests which had been received.

17. Application for Need Determination – Wear It's At – This is on behalf of Advance Opportunities who has determined that the used clothing store that is operated by them needs to be closed for business. The store will be closing at the end of 2015.

18. Application for Need Determination – Advance Opportunities – They are request an additional eighteen (18) licenses for their clients.

19. Application for Need Determination – Twice Is Nice - This is on behalf of the Hope DAC, who have workshops in both Tyler and Tracy. They have decided that they are going to open a thrift store in Tracy.

Motion by Anderson and second by Jagt: To approve the following requests for application for new determination: Wear It's At; Advance Opportunities; and Twice is Nice. The motion carried unanimously.

20. Chairperson Moline asked if the Board would be interested in ordering some food to be available after the December meeting. After discussion it was decided that a meat & cheese tray, crackers and a fruit plate would be ordered.

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

Chairperson Moline asked if there was anything further to bring to the Board. Hearing nothing he adjourned the meeting at 10:06 am.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Recording Secretary, SWHHS Governing Board

Attest: _____
Director