



**SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD**

**MINUTES**

Date: October 21, 2015  
Place: Lyon County Government Center  
Commissioners' Rooms 1 & 2  
Marshall, Minnesota

Opened: 10.04 am  
Adjourned: 11:10 am

The monthly meeting of the SWHHS Governing Board for Southwest Health and Human Services was held on Wednesday, October 21, 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  
Priscilla Klabunde  
Gerald Magnus  
Bob Moline  
Les Nath  
Jim Salfer  
Lois Schmidt  
Rodney Stensrud  
Sherri Thompson  
Mic VanDaVere  
Dan Wildermuth

Member(s) absent: Joan Jagt  
Stephen Ritter  
Pam VanOverbeke

Guest: Alyssa Overman

Staff present: Carol Biren  
Karla Drown  
Ardis Henriksen  
Rachel Isder  
Mike Kennedy  
Krista Kopperud  
Cindy Nelson  
Chris Sorensen  
Nancy Walker  
Wendy Crawford  
Kathy Herding  
Dale Hiland  
Stacy Jorgensen  
Jason Kloss  
Stacey Longtin  
Michelle Salfer  
Diana Voss

Chairperson Moline welcomed Rodney Stensrud to the meeting, as the alternate for Stephen Ritter. He then asked everyone to observe a moment of silent in honor of former Board member, Marvin Tinklenberg, who passed away on September 26, 2015.

**O. Consent Agenda –**

1. Chairperson Moline asked if there were any deletions or additions to the meeting agenda. There were none.
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 September 16, 2015 meeting.

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

**P. Financial –**

Chairperson Moline stated that the financial report had been presented during the Human Services Board meeting and moved forward to the Governing Board. He asked if there were any additional questions or comments regarding the report. Motion by Anderson and second by Nath: To approve the financial report as presented and moved forward by the Human Services Board. The motion carried unanimously.

**Q. Introduction of New Staff –**

Chairperson Moline invited the new employees to come forward to meet the Board, asking them to introduce themselves and tell a little about their background. Tori VanOverBeke and Jessica Kruk, both Eligibility Workers, were introduced and welcomed to the agency.

**R. Employee Recognition –**

Chairperson Moline asked Wildermuth to present the Years of Service awards. Awards were given to Wendy Crawford, Eligibility Worker, for 1 year of service; Deb Drost, Social Worker, for 10 years of service; Stacy Fier, Social Worker, for 10 years of services; and Mike Kennedy, Lead Eligibility Worker, for 20 years of services. Sarah Maurice, Social Worker, was not able to attend the meeting. Chairperson Moline called for a break, at 10:10 am, asking the award recipients and Wildermuth to gather in the hallway to have their picture taken. Chairperson Moline reconvened the meeting at 10:20 am

**S. Decision Items –**

Chairperson Moline asked Director Sorensen to address items 1 – 4 together.

1. Ann Orren, Community Public Health Supervisor, completion of 6 month probationary period, no salary increase, effective 10/15/15
2. Karyn Groenewold, Case Aide, completion of 6 month probationary period, no salary increase, effective 10/20/15
3. Sarah Kirchner, Collections Officer, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 11/03/15
4. Kristin Malin, promotional appointment – Social Worker Team Leader to Social Services Supervisor, 12 month probationary period, \$52,020.00, effective 10/12/15

Motion by VanDeVere and second by Magnus: To approve the following personnel requests: Ann Orren, Community Public Health Supervisor, completion of month probationary period, no salary increase, effective 10/15/15; Karyn Groenewold, Case Aide, completion of 6 month probationary period, no salary increase, effective 10/20/15; Sarah Kirchner, Collections Officer, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 11/03/15; and Kristin Malin, promotional appointment – Social Worker Team Leader to Social Services Supervisor, 12 month probationary period, \$52,020.00, effective 10/12/15, as presented. The motion carried unanimously.

5. Director Sorensen requested that the Board approve a request from Kelyn Meyeraan, Eligibility Worker, for leave without pay. This request is for more than the 37.5 hours that can be approved by him. Motion by Anderson and second by Salfer: To approve the request for leave without pay from Kelyn Meyeraan, Eligibility Worker. The motion carried unanimously.

Chairperson Moline asked Director Sorensen to address items 6 – 8 together.

6. Karen Allen, Eligibility Worker, retirement, effective 10/31/15
7. JoEllen Benson, Eligibility Worker, retirement, effective 12/31/15
8. Elaine Lacek, Office Support Specialist, retirement, effective 12/31/15

Motion by Wildermuth and second by Thompson: To accept the retirement notifications from the following staff: Karen Allen, Eligibility Worker, retirement, effective 10/31/15; JoEllen Benson, Eligibility Worker, retirement, effective 12/31/15; and Elaine Lacek, Office Support Specialist, retirement, effective 12/31/15. The motion carried unanimously.

9. Director Sorensen stated that he is requesting that the Board approve an increase to the minimum and maximum for non-union salaries. Minnesota Merit has approved an increase of 2.5% to the Merit pay scale. This would not increase the individual staff salaries, only the bottom of the scale and the top of the scale. Motion by Anderson and second by Nath: To approve the request to increase the minimum/maximum salary ranges for non-union employees by 2.5%. The motion carried unanimously.

Chairperson Moline asked Director Sorensen to review items 10 – 17 and he would call for one motion to approve all of the policies, unless he received a request to pull one policy out of the group.

10. Director Sorensen stated that Administrative Policy Number 5 – Credit Card Policy had been revised to authorize that the Health Education Supervisor have a credit card because of the need to frequently purchase program related items.

11. Administrative Policy Number 22 – County Self Insurance Funding is the policy that sets up the details on how a loan to the insurance fund would be repaid to the general fund. Director Sorensen recommended that funds be moved in December but only to bring the Agency Insurance Fund to a zero balance.

12. Personnel Policy Number 2 – Conditions of Employment was revised to make the language consistent for non-union staff with union staff.

13. Personnel Policy Number 3 – Leaves and Holidays was revised to clarify language, mimicking the union contract.

14. Personnel Policy Number 8 – Employee Resignation was revised to clean up language regarding payroll cutoff and final payroll receipt.

15. Personnel Policy Number 20 – Remote Access Allowance Policy was revised to increase the cellphone allowances for individuals who use their personal phones for work assignments.

16. Personnel Policy Number 23 – Voluntary Donation of Vacation/Medical is a new policy. This policy lays out the procedure for both donating time to the bank and requesting time from the bank. This is agreeable with the labor union units.

17. Personnel Policy Number 24 – Vacation Pay Out is a new policy. This policy develops an incentive for staff to take their vacation time. Staff can request, at least sixty (60) days in advance, to be paid out for 37.5 hours when taking 37.5 hours for paid vacation. This can be done once during the year and the staff member must retain a minimum of 37.5 hours on the books.

Motion by Moline and second by VanDeVere: To approve the revisions to the following current policies: Administrative Policy Number 5 – Credit Card Policy; Personnel Policy Number 2 – Conditions of Employment; Personnel Policy Number 3 – Leaves and Holidays; Personnel Policy Number 8 – Employee Resignation; and Personnel Policy Number 20 – Remote Access Allowance Policy and to approve the following new policies: Administrative Policy Number 22 – County Self Insurance Funding; Personnel Policy Number 23 – Voluntary Donation of Vacation/Medical; and Personnel Policy Number 24 – Vacation Pay Out. The motion carried unanimously.

18. Director Sorensen stated that the agency needs to complete a risk analysis of our HIPAA policies and procedures. There are members of the staff who work with HIPAA but they are not experts in that area. It was decided that it would be best to contract with an organization that specializes in that area. After looking at the options staff decided to request approval of a contract with TriPoint Healthcare Solutions to do the risk analysis and train the staff. The cost of the suggested option would be \$8,000 and Director Sorensen recommended using part of the dividend money received from SPCC. This contract would cover a one-time training of staff. Motion by Magnus and second by Nath: To approve the request to contract with TriPoint Healthcare Solutions to complete a HIPAA Risk Analysis and develop a training for all the agency staff, in the amount of \$8,000. The motion carried unanimously.

19. Director Sorensen reviewed the agreements and contracts as listed. Wildermuth stated that he is on the Board for SW MN Opportunity Council so would abstain from voting on this motion. Motion by Klabunde and a second by VanDeVere: To approve the agreements and contracts as listed and reviewed. The motion carried with one (1) abstention.

20. Director Sorensen reviewed the items that had been donated to various agency programs. Motion by Moline and second by Boyenga: To accept all items donated to the agency by various individuals and organizations. The motion carried unanimously.

21. Director Sorensen stated that the Vulnerable Children and Adults Act (VCA) Services Plan had been published for community input as required. He asked that the Board approve the plan as presented. Motion by Anderson and second by Salfer: To approve the Vulnerable Children and Adults Act (VCA) Services Plan as presented. The motion carried unanimously.

22. Chairperson Moline called for a motion to consider the labor agreements with the Public Health unit and Human Services unit separately. Motion by Anderson and second by Wildermuth: To review and take action on the labor contracts for the two (2) bargaining units individually. The motion carried unanimously. Director Sorensen thanked the Board for putting in all of their time to complete what he feels is a good two (2) year contract. Chairperson Moline thanked both the Board and agency staff for how they handled the process to reach this agreement. Motion by Klabunde and second by VanDeVere: To approve the Labor Agreement between SWHHS and AFSCME Public Health employees as presented. The motion carried unanimously. Director Sorensen stated that the Labor Agreement with the Human Services unit is essentially the same as the one with Public Health and recommended that the Board approve this agreement too. Motion by Anderson and second by Nath: To approve the Labor Agreement between SWHHS and AFSCME Human Services employees as presented. The motion carried unanimously.

**T. Discussion/Information –**

1. Chairperson Moline invited Karla Drown, Fiscal Manager, to come forward to report on unclaimed funds. Karla stated that there were a total of eleven (11) separate checks to eight (8) vendors that had not be cashed. The accounting staff had sent out the required number of affidavits in an effort to clear the disbursements. For the timeframe of July 2011 through June 2012 there was \$597.14 of unclaimed funds. This amount was sent to the Minnesota Department of Revenue as required.

2. Chairperson Moline invited Krista Kopperud, Health and Human Services Planner, to come forward to give an update on the work done regarding an outreach site in Walnut Grove. Krista reported that while working on improving customer service she had pulled data to look at barrier to service access. She discovered that the Walnut Grove – Tracy area is in a high need area where residents need to travel some distance to access services, having little or no access to public transportation. There had been a possible location in Walnut Grove for an outreach center that could be staffed by different programs on different days to improve accessibility for residents in that area but that opportunity is no longer available but there is a school in Tracy that is interested in renting space to the agency and are willing to fix up to meet the agency's needs. The Board will be kept informed as this possibility is worked through.

Chairperson Moline reviewed the upcoming meetings dates. Director Sorensen stated that beginning in January 2016 the meetings will be held in the large conference room within the Public Health office. Chairperson Moline asked if there was anything further to bring to the Board. Hearing nothing he adjourned the meeting at 11:10 am.

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

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

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

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