



**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date: September 16, 2015
Place: Lyon County Government Center
Commissioners' Rooms 1 & 2
Marshall, Minnesota

Opened: 9:37 am
Adjourned: 11:59 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, September 16, 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
- Mic VanDaVere
- Pam VanOverbeke
- Dan Wildermuth

Member(s) absent: Marv Tinklenberg

Staff present:

Jamie Baker	Carol Biren
Kayla Bigelbach	Wendy Bossuyt
Karla Drown	Karri Harvey
Ardis Henriksen	Amanda Holzapfel
Jason Kloss	Erin Klumper
Krista Kopperud	Cathy Michaels
Heather Moorse	Cindy Nelson
Chris Sorensen	Nancy Walker

O. Consent Agenda –

1. Chairperson Moline asked if there were any deletions or additions to the meeting agenda. He noted that there are additions listed on the agenda revision sheet, additions under Decision Items: S-5 Contracts; additional contract to be added to the list: MDH State Health Improvement Program (SHIP) – 11/01/15 to 10/31/20; Renewal of the SHIP master grant to provide program service that target reducing obesity and tobacco usage in MN; funding for year 1 \$223,325, year 2 \$266,631, year 3-5 \$224,631/yr. (renewal); S-10 Jessica Schmit, Social Worker, probationary appointment (12 months), \$42,000 annual, effective 09/28/15; S-11 Jase Roemeling, Social Worker, probationary appointment (12 months), \$40,000 annual, effective 09/29/15 and under Discussion/Information T-2 MCIT Dividend. Boyenga asked that a discussion on serving rolls at the Board meetings be placed on the agenda. Chairperson Moline placed it

as S-10. Chairperson Moline asked that there be another addition under Discussion/Information, T-3 Closed Session to Discuss Negotiations be added.

2. Chairperson Moline asked if any member of the Board had a conflict of interest to report. Magnus and Klabunde stated that they are on the Board for Western Mental Health

3. Chairperson Anderson asked if there were any additions or corrections to the minutes from the August 19, 2015 meeting.

Motion by Magnus and second by Jagt: To approve the Consent Agenda with the additions to the meeting agenda and the identification of a conflict of interest by two (2) Board members. The motion carried unanimously.

P. Financial –

Chairperson Moline asked if there were any further questions or comments relating to the financial reports presented during the Human Services Board meeting. Motion by Ritter and second by Anderson: To approve the financial report as presented during the Human Services Board meetings and moved forward to the Governing Board. The motion carried unanimously.

Q. Introduction of New Staff Members–

Chairperson Moline invited the new staff members to come forward to meet the Board. He asked them to introduce themselves and tell a little about their background. New staff members introduced were Kayla Bigelbach and Heather Moorse, both Social Workers. The Board welcomed them to the staff.

R. Employee Recognition –

Chairperson Moline asked Wildermuth to present the certificates. The following staff were recognized for one (1) year of service: Jamie Baker, Social Worker; Erin Klumper, Social Worker and Wendy Bossuyt, Eligibility Worker. Not able to attend were Wendy Crawford, Eligibility Worker; and Shirley Hurley, Eligibility Worker. Chairperson Moline stated that there would be a short break, during which a picture of the group would be taken. The break began at 9:45 am. Chairperson Moline reconvened the meeting at 9:55 am.

S. Discussion/Information –

Chairperson Moline asked Director Sorensen to cover items 1,2,10 and 11 together. Director Sorensen reviewed the following items:

1. Shirley Hurley, Eligibility Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement) effective 09/15/15

2. Wendy Bossuyt, Eligibility Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 09/29/15

10. Jessica Schmit, Social Worker, probationary appointment (12 months), \$42,000.00 annual, effective 09/28/15

11. Jase Roemeling, Social Worker, probationary appointment (12 months), \$40,000.00 annual, effective 09/29/15

Motion by Wildermuth and second by VanDeVere: To approve the completion of their 12 month probationary appointment with a 1% salary increase for Shirley Hurley Eligibility, effective 09/15/15 and Wendy Bossuyt, Eligibility Worker, effective 09/19/15, and probationary appointments for Jessica Schmit, Social Worker, \$42,000.00 annual, effective 09/18/15 and Jase Roemeling, Social Worker, \$40,000.00 annual effective 09/29/15 as requested. The motion carried unanimously.

3. Director Sorensen stated that Personnel Policy Number 10 – Volunteer for Emergency/Community Service has been revised to add clarification and to add additional qualifying organizations to the list. Staff are always encouraged to inform their supervisors if they know of another organization to add to the list. Director Sorensen asked that the Board approve the policy as revised. Motion by Boyenga and second by Thompson: To approve the revisions to Personnel Policy Number 10 – Volunteer for Emergency/Community Service as presented. The motion carried unanimously.

4. Director Sorensen stated that a request had been received from the Lyon County Sheriff requesting an early release from their contract with the agency to provide jail health services. A legal opinion had been requested and a copy of the letter received from by Carol Biren, Public Health Division Director, from Wm.

Toulouse, agency counsel, and the letter he sent to Rick Maes, Lyon County Attorney, were included in the meeting packet. Both letters stated that both governing bodies, SWHHS and Lyon County, should approve the early termination of the contract, as requested. Motion by Wildermuth and second by Jagt: To approve the early termination of the contract for the provision of jail health services by SWHHS to the inmates in the Lyon County Jail, as requested by the office of the Lyon County Sheriff, effective as of 10/01/2015. The motion carried unanimously.

5. Director Sorensen reviewed the contracts as listed in the packet and the one added as an addition at the beginning of the meeting. Motion by Moline and second by Nath: To approve the contracts as reviewed and listed. The motion carried with two (2) abstentions.

6. Director Sorensen reviewed the donations received by the agency, one having been given anonymously. Motion by Jagt and second by VanDeVere: To accept the donations to the agency as listed. The motion carried unanimously.

7. Director Sorensen asked Karri Harvey, Management Information Supervisor, to come forward to explain her request to purchase Malwarebytes. Karri explained that one of the newest threats to any computer system is a software that can invade your system and basically take it hostage. Once this happens the only way to retrieve your information is to pay for it. The newest version of this bug is that they can implant child pornography into your system which they can activate if you don't meet their demands. Karri requested authorization to purchase Malwarebytes, a software that can watch for bad code and put out an intrusion alert. Karri requested approval to purchase this software to be loaded on all of the agency computers. It is a business license for a term of three (3) years, with updates included. Motion by Wildermuth and second by Klabunde: To approve the purchase of Malwarebytes software for every agency computer, for a term of three (3) years, to include free upgrades for \$11,333.25. The motion carried unanimously.

8. Director Sorensen requested authorization from the Board to request an increase in credit limit for the agency credit cards. There are four (4) cards that are used for such things as travel and equipment. He asked for approval to increase the limit from \$15,000 to \$25,000. Motion by Thompson and second by Nath: To authorize staff to request an increase in credit limit from \$15,000 to \$25,000 on the agency credit card account with Wells Fargo, to be shared by the four (4) cards held by staff. The motion carried unanimously.

9. Chairperson Moline invited Deputy Director Walker forward to talk about the recommendations of the insurance committee for 2016 insurance. Deputy Director Walker stated that only the first five (5) bullets on the recommendation list were actionable. She stated that there will be an 11% increase in premium and pointed out what the monthly cost for each of the six current plans will be. The committee also recommended that all staff must take at least single coverage. They recommended that the 4th quarter carryover still be included for 2016 but that it be removed for 2017. They recommended that a minimal value plan be added with a \$6,550 deductible for single and a \$12,990 deductible for family coverage. These deductibles being the highest that are legally allowed. The committee also recommended that an additional voluntary vision plan be offered, which is more of a discount plan rather than insurance coverage. Item 6 indicated the employer contributions as they are right now but stated that it is subject to negotiations. Motion by VanDeVere and second by Salfer: To accept the recommendations of the agency insurance committee for items 1 – 5 on the report. The motion carried unanimously.

10. Chairperson Moline opened the floor for discussion on having rolls provided during Board meetings. Motion by VanDeVere and second by Boyenga: That sweet rolls be provided at meetings of the Board. The motion carried unanimously.

T. Discussion/Information –

1. Director Sorensen gave a report on the ISM Conference he had attended in Philadelphia and the demonstration for the Curam software in Washington DC. He stated that the committee he is a member of for the State of Minnesota has been taking a look at the Legacy system, which is currently being used, but will not be available in about five (5) years. Curam is a software product that some states have been using for enrollment for plans that relate to the Affordable Health Care system. Director Sorensen's role on the committee is to help state/county/clients to be better able to navigate the enrollment system.
2. Director Sorensen reported that a notice had been received from MCIT indicating what the agency's dividend will be. SWHHS will receive a dividend of \$26,479. Chairperson Moline asked if it would be

possible to get the amount of the dividend from Southern Prairie Community Care (SPCC). Staff will look into that.

3. Chairperson Moline stated that he was open to a motion to go into closed session to discuss negotiations. Motion by Anderson and second by Nath: To go into closed session for the purpose of discussing negotiations at 10:39 am. The motion carried unanimously. Motion by Wildermuth and second by Salfer: To come out of closed session at 11:58 am. The motion carried unanimously.

Chairperson Moline adjourned the meeting at 11:59 am.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Recording Secretary, SWHHS Governing Board

Attest: _____
Director