



**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date: April 20, 2016
Place: Lyon County Government Center
Public Health Conference Rooms 1 & 2
Marshall, Minnesota

Opened: 10:20 am
Adjourned: 11:37 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, April 20, 2016 in Public Health Conference 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 Anderson.

Members present:

- Jeane Anderson
- Rick Anderson
- Ron Boyenga
- Joan Jagt
- Priscilla Klabunde
- Gerald Magnus
- Bob Moline
- Les Nath
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Steve Schulze
- Sherri Thompson
- Mic VanDeVere
- Pam VanOverbeke
- Dan Wildermuth

Members absent: Carol Ann Flahaven

Guest Present:

- Mary Mulder
- Terry Sullivan
- Ashley Wirtz
- Brittany Cadena

Staff present:

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| Jeanne Backer | Jennifer Beek |
| Carol Biren | Chad Cunningham |
| Kristin Deacon | Karla Drown |
| Alicia Eliason | Shannon Gossen |
| Karyn Groenewold | Karri Harvey |
| Ardis Henriksen | Amy Jelen |
| Sherry Marks | Cindy Nelson |
| Ann Orren | Sandy Ourada |

Corey Remiger
Ann Schiller
Karen Stewart
Nancy Walker

Jodi Robinson
Chris Sorensen
Laura Stoks
Jackie Wilson

O. **Consent Agenda –**

Chairperson Anderson asked if there were any additions to the meeting agenda. The additions to the agenda were listed before the Board: Under Decision Items, 22. Contracts: Olmstead County (Rochester, MN) – 05/01/16 to 12/31/17; contract for an International Board Certified Lactation Consultant (IBCLC) for consultation and training activities to support the Peer Breast Feeding Counselor grant program, \$4,480 (NEW); 23. Donations: Sarah Kirchner, Marshall, donated stuffed animals and Gloria Dei Lutheran Church Quilters, Redwood Falls, donated quilts; and 24. Melanie Guetter Leave with pay request. He asked if anyone had a conflict of interest to identify. None were identified. He asked if there were any corrections or additions to the minutes of the March 16, 2016 meeting. None were indicated. Motion by Sanow and second by VanDeVere: To approve the consent agenda with the additions to the meeting agenda. The motion carried unanimously.

P. **Financial –**

Chairperson Anderson asked if there were any further questions or comments about the financial report. Motion by Nath and second by Jagt: To approve the financial report as presented at the Human Services Board meeting and moved forward to the Governing Board. The motion carried unanimously.

Q. **Introduce new staff –**

Chairperson Anderson invited the new staff to come forward to introduce themselves. Jackie Wilson, Office Support Specialist; Laura Stoks, Public Health Nurse; and Shannon Gossen, Nutrition Coordinator told about their background and what their duties with the agency are. The Board welcomed them to the staff.

R. **Employee Recognition –**

Chairperson Anderson had asked Schmidt to present the awards. She presented the following awards: Alicia Eliason, Public Health Nurse, and Jodi Robinson, Human Resource Specialist, each for one (1) year of services; Chad Cunningham, Sanitarian, Karyn Groenewold, Case Aide, and Sandy Ourada, Eligibility Worker, each for ten (10) years of service; Jeanne Backer, Child Support Officer for thirty (30) years of service; and Sherry Marks, Office Support Supervisor, for thirty-five (35) years of service. Chairperson Anderson recessed the meeting for time to have a picture taken of the award recipients and Schmidt. He reconvened the meeting at 10:40 am.

S. **Decision Items –**

Chairperson Anderson asked Director Sorensen to address items 1 – 13 together.

1. Alicia Eliason, Public Health Nurse, completion of 12 month probationary period, 1% salary increase, effective 04/22/16
2. Jodi Robinson, Human Resources Specialist, completion of 12 month probationary period, 1% salary increase, effect 04/27/16
3. Nathaniel Kuhnau, Social Worker, completion of 12 month probationary period, 1% salary increase, effective 04/27/16
4. Joshua Varpness, Child Support Officer, completion of 12 month probationary period, 1% salary increase, effective 05/04/16

5. Rachel Schroeder, Social Worker, completion of 12 month probationary period, 1% salary increase, effective 05/11/16
6. Patricia Mock, Social Worker, completion of 12 month probationary period, 1% salary increase, effective 05/13/16
7. Michael Thompson, Social Worker, probationary appointment (12 months), \$40,660.00 annual, effective 04/19/16
8. Justine Sandbulte, Social Worker, probationary appointment (12 months), \$42,000.00 annual, effective 04/25/16
9. Sheri Hauschild, Social Worker, probationary appointment (12 months), \$40,660.000 annual, effective 05/16/16
10. Amy Lubben, Social Worker (CPS), probationary appointment (12 months), \$40,660.00 annual, effective 04/08/16
11. Laura Bruns, Social Worker (CPS), probationary appointment (12 months), \$40,660.00 annual, effective 04/25/16
12. Katie Hatch, Social Worker (CPS), probationary appointment (12 months), \$40,660.00 annual, effective 05/09/16
13. Katie Schulte, Social Worker (CPS), probationary appointment (12 months), \$40,660.00 annual, effective 04/25/16

Director Sorensen recommended that the Board approve all of the employment requests. Motion by Moline and second by VanDeVere: To approve the completion of the 12 month probationary period with a 1% salary increase for Alicia Eliason, Public Health Nurse, effective 04/22/16; Jodi Robinson, Human Resources Specialist, effective 04/27/16; Nathaniel Kuhnau, Social Worker, effective 04/27/16; Joshua Varpness, Child Support Officer, effective 05/04/16; Rachel Schroeder, Social Worker, effective 05/11/16; and Patricia Mock, Social Worker, effective 05/13/16 and to approve the probationary appointments (12 months) for Michael Thompson, Social Worker, \$40,660.00 annual, effective 04/19/16; Justine Sandbulte, Social Worker, \$42,000.00 annual, effective 04/25/16; Sheri Hauschild, Social Worker, \$40,660.00 annual, effective 05/16/16; Amy Lubben, Social Worker (CPS), \$40,660.00 annual, effective 04/08/16; Laura Bruns, Social Worker (CPS), \$40,660.00 annual, effective 04/25/16; Katie Hatch, Social Worker (CPS), \$40,660.00 annual, effective 05/09/16; and Katie Schulte, Social Worker (CPS), effective 04/25/16. The motion carried unanimously.

Chairperson Anderson asked Director Sorensen to address items 14 and 24 together.

14. Katie Schulte, leave without pay request

24. Melanie Guetter, leave without pay request

Director Sorensen recommended that the Board approve both requests for leave without pay. Motion by Boyenga and second by Magnus: To approve the request for leave without pay for Katie Schulte and Melanie Guetter. The motion carried unanimously.

15 Corey Remiger, promotional appointment - Eligibility Worker to Financial Assistance Supervisor I, 12 month probationary period, \$46,000.00 annual, effective 04/04/16

Director Sorensen recommended that the Board approve this promotion. Motion by Klabunde and second by Nath: To approve the promotional appointment - Eligibility Worker to Financial Assistance Supervisor I, 12 month probationary period, \$46,000.00 annual, effective 04/04/16 for Corey Remiger. The motion carried unanimously.

16. Director Sorensen state that a letter of resignation had been received from Amy Bohnen, Social Worker (CPS) to be effective 05/06/16 and recommended that the Board accept the resignation. Motion by VanDeVere and second by Salfer: To accept the resignation of Amy Bohnen, Social Worker (CPS) to be effective on 05/06/16. The motion carried unanimously.

17. Director Sorensen stated that staff is requesting approval to begin the process to hire an Information Technology Specialist. The IT department is down one person because of the

resignation of the network person, a position they hope to fill soon. They would like to have additional time for coverage at the help desk and to use less contracted time. This position would also help reduce the amount of comp time earned by the IT staff. As the agency grows there are more help desk requests and it is important to have the IT staff to support the work of the agency. Motion by VanDeVere and second by Klabunde: To approve the request to begin the process to hire an Information Technology Specialist, as requested. The motion carried unanimously.

18 Director Sorensen stated Personnel Policy Number 10 – Volunteer for Emergency/Community Services had been revised to change the process of having an organization or activity approved for volunteer hours. The request will be approved or denied by the Executive Committee. After requesting clarification about how meetings of the Executive Committee would be scheduled, Director Sorensen stated that the reference to the Executive Committee is really the staff Executive Committee. It was suggested that the policy should indicate that it is the Staff Executive Committee, rather than the Board Executive Committee. Motion by Klabunde and second by Moline: To approve the revisions to Personnel Policy Number 10 – Volunteer for Emergency/Community Services, with the recommended change to indicate it is the Staff Executive Committee. The motion carried unanimously.

19. Director Sorensen stated Personnel Policy Number 19 – Medical Leave for Fitness has been revised to make further clarification of what is an eligible expense and what is not. Motion by Magnus and second by Nath: To approve the revisions to Personnel Policy Number 19 – Medical Leave for Fitness as presented. The motion carried unanimously.

20. Director Sorensen pointed out that Personnel Policy Number 24 – Vacation Pay Out had been revised to add language for extenuating circumstances. Motion by Salfer and second by Jagt: To approve the revision to Personnel Policy Number 24 – Vacation Pay Out as presented. The motion carried unanimously.

21. Director Sorensen stated that Personnel Policy Number 24 – Employee Referral Program is a new policy that develops a new tool to bring in qualified job applicants. They have been seeing a repetitive pattern from unqualified applicants. With this policy, current staff can make a referral of a qualified individual for any position and if that person is hired the staff member who is designated as the nominee will receive a payment at different times during the first year of employment; ninety days of services, 180 days of services and 365 days of services. Motion by Magnus and second by Sanow: To approve Personnel Policy Number 25 – Employee Referral Program as presented. The motion carried unanimously.

22. Director Sorensen reviewed the contracts as listed, including the contract under the agenda additions. All five (5) contracts are new. Motion by Klabunde and second by Nath: To approve the contracts as listed and reviewed. The motion carried unanimously.

23. Director Sorensen reviewed the list of items that the agency had received as donations, including the items printed on the agenda additions. Motion by Moline and second by Wildermuth: To accept the donations to the agency as listed. The motion carried unanimously.

T. Discussion/Information –

Director Sorensen commented that staff is about ready to submit an application to Harvard for governmental innovations, in the amount of \$100,000. This is based on the work done to develop the agency as the joint powers agency it is now. He stated that he is also going to have a report developed that will show the amount of unlevied monies that comes into the agency.

1. Chairperson Anderson invited Deputy Director Walker to come forward to give her quarterly HR update. She stated that Jodi Robinson, Human Resources Specialist, would be joining her in this update. Deputy Director Walker commented that recruiting is a tough job because it is still an employee's market. The unemployment rate in Southwest Minnesota is low, at 4.8%. The

agency is working very hard to become a destination employer. Jodi reported that the average cost to post an ad in the newspaper is \$200 and for the agency that would be times six (6) for each posting. However, millennials do not look in the paper for job postings but are on their phones doing they search. The agency has started posting openings on Facebook, LinkedIn, Twitter and by using free websites. Recruiting has become more of a marketing activity than ever before. They have been contacting clubs and organizations at colleges in the area to do presentations, supervisors go to colleges to talk before classes and there was a high school group that came into the agency to learn about the types of positions and programs that we have. They are going to do their first job fair next week in Sioux Falls, sponsored by KELOLAND TV. Deputy Director Walker is a member of the MERIT Operations Committees and one (1) things that was heard is that the test for a Social Worker position is not representative of what a potential applicant can do. Their concerns were heard and the test will no longer be a response to situations but an education and certification rating.

2. Director Sorensen asked the Board members if there would be any interest in attending a New Commissioner Orientation. This would not just be for new appointees but a good review for others as well. Carol Biren, Public Health Division Director, stated that they are considering scheduling it on either May 4, 2016 or May 11, 2016 and asked those who had indicated an interest which day would work best for them. After discussion, it was decided that the session would be scheduled for May 4, 2016. Information about time, location and content will be sent out. It was also stated that this session should be open to other county commissioners who would like to attend.

Chairperson Anderson asked if there was anything further to bring to the Board. He adjourned the meeting at 11:37 am.

Approved _____ Date

Authorized _____
Chairperson SWHHS Governing Board

Recording Secretary, SWHHS Governing Board

Attest: _____
Director