



**SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD**

**MINUTES**

Date: February 17, 2016  
Place: Lyon County Government Center  
Public Health Conference Rooms 1 & 2  
Marshall, Minnesota

Opened: 10:10 am  
Adjourned: 12:05 Pm

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, February 17, 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  
Carol Ann Flahaven  
Joan Jagt  
James Jens  
Priscilla Klabunde  
Bob Moline  
Les Nath  
Jim Salfer  
Charles Sanow  
Lois Schmidt  
Steve Schulze  
Sherri Thompson  
Mic VanDeVere

Members absent: Gerald Magnus  
Pam VanOverbeke

Guest Present: Bill Toulouse

Staff present: Carol Biren  
Karla Drown  
Ardis Henriksen  
Tasha Kuehn  
Stacey Longtin  
Cindy Nelson  
Becky Sietsema  
Nancy Walker  
Kristin Deacon  
Scott Gilsrud  
Krista Kopperud  
Tamara Logan (intern)  
Sherry Marks  
Ann Orren  
Chris Sorensen

**O. Consent Agenda –**

Chairperson Anderson asked if there were any additions or corrections to the consent agenda. He pointed out the additions before each Board member, under S. Decision Items: 12. Addition to contracts – MDH Emergency Preparedness – 07/01/13 – 06/30/17; Amendment to contract for a

budget change in funding for the state fiscal year 2015/16, \$13,385 increase from \$117,300 to \$130,685 (amendment); 16. Laura Stoks, Public Health Nurse, probationary appointment (12 months), \$24.50 per hour, effective 03/09/16; 17. Marianne Anderson-Balk, Social Worker (CPS), resignation, effective 02/26/16; 18. Donation – Jackie Lovald, Tracy, MN donated staffed animals and small blankets; 19. Appointment to Southwest 18 Adult Mental Health Consortium for 2016. Director Sorensen asked to have the following addition: 20. Marco Phone System. Bob Moline asked that appointment of the representative to the Family Project be included under 19, along with the appointment to the Southwest 18 Adult Mental Health Consortium. Motion by Nath 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 questions or comments regarding the financial report given during the Human Services Board meeting. Motion by Moline and second by Wildermuth: To approve the financial report as moved forward by the Human Services Board. The motion carried unanimously.

**Q. Legal Counsel–**

Chairperson Anderson invited Bill Toulouse, Legal Counsel, to come forward to report on his activity for the agency during 2015. Mr. Toulouse stated that all of the ongoing litigation from 2014 has been resolved. The biggest change that has been seen is in client needs, because of the continued growth of the agency. Child support cases are generally handled by the county attorney but his firm will work with them on issues that they need assistance with. Director Sorensen stated that two (2) of the attorneys on staff at the firm have served as county attorneys in the past so they understand the needs. Mr. Toulouse stated that the firm had received no increase in their payment for three (3) years and their request for an increase had been based on the increase in the amount of basic work they do advising employees on program issues.

**R. Employee Recognition –**

Chairperson Anderson stated that he had asked Jeane Anderson to present the Years of Service awards at this meeting. Awards were presented to Tasha Kuehn, Office Support, for one (1) year of service and Becky Sietsema, Social Worker, for ten (10) years of service. Tammy Groen, Social Worker, who would have received an award for one (1) of service, was not in attendance. Chairperson Anderson recessed the meeting for a break. He asked everyone to gather to reconvene at 10:35 am.

**L. Decision Items –**

1. Chairperson Anderson stated that action needed to be taken to establish the Executive Committee for 2016. When they had met to discuss the possible leasing of the car they had called together the Chairperson and Vice-Chair of each of the Board, which meant a representative from each county. Motion by Nath and second by Jagt: To approve the appointment of Mic VanDeVere, Rick Anderson, Gerald Magnus, Les Nath, Priscilla Klabunde and Sherry Thompson to serve as the 2016 Executive Committee for the Governing Board. The motion carried unanimously.

Chairperson Anderson asked that Director Sorensen address items 1 – 5 and 16 together.

2. Angela Beyenhof, Office Support Specialist, probationary appointment (12 months), \$12.72 per hour, effective 02/04/16

3. Kayla Kruger, Social Worker, probationary appointment (12 month), \$40,660.00 annual, effective 02/22/16

4. Shannon Gossen, Nutrition Coordinator, probationary appointment (12 month), \$24.00 per hour, effective 03/07/16

5. Diana Meaden, promotional appointment – Office Support Specialist to Social Worker, \$40,660.00 annual, effective 02/29/16

16. Laura Stoks, Public Health Nurse, probationary appointment (12 months), \$24.50 per hour, effective 03/09/16

Motion by VanDeVere and second by Klabunde: To approve the 12 month probationary appointments of Angela Beyenhof, Office Support Specialist, at \$12.72 per hour effective on 02/04/16; Kayla Kruger, Social Worker at \$40,660 annual effective 02/22/16; Shannon Gossen, Nutrition Coordinator at \$24.00 per hour effective 3/07/16; Laura Stoks, Public Health Nurse, at \$24.50 per hour effective 03/09/02; and a promotional appointment for Diana Meaden from Office Support Specialist to Social Worker at \$40,660 annual effective 02/29/16. The motion carried unanimously.

17. Director Sorensen stated that a letter of resignation had been received from Marianne Anderson-Balk, Social Worker (CPS) to be effective on 02/26/16. Motion by Jagt and second by Salfer: To accept the resignation of Marianne Anderson-Balk, Social Worker (CPS) effective on 02/26/16

6. Director Sorensen stated that he is requesting that Amanda Holzapfel, Children's Social Services Supervisor, had started working for SWHHS before Redwood County joined the organization. When other staff had become agency employees before their county joined the joint powers they had brought their accrued time with them. This had not been done when Amanda started at the agency, so he asked that the accrued leave time that she had when she came into the agency be restored to her. Motion by VanDeVere and second by Wildermuth: To adjust the accrued leave time for Amanda Holzapfel, Children's Social Services Supervisor, to reflect the accrued time she had with Redwood County at the time she began employment at SWHHS. The motion carried unanimously.

7. Director Sorensen requested that staff be given authorization to begin the process to recruit and hire an additional Social Worker for Adult Protection. The reason for the request is the increase in workload that is resulting from the new state referral program. This position has been included in the 2016 budget. Motion by Moline and second by Nath: To authorize staff to begin the process to recruit and hire an Adult Protection Social Worker, as requested. The motion carried unanimously.

8. Director Sorensen asked that the Board authorize staff to begin the process to recruit and hire a third Financial Assistance Supervisor. The current two (2) supervisors have a large number of staff reporting to them. This position has been in the plan for some time and has been included in the 2016 budget. Motion by Jagt and second by Thompson: To authorize staff to begin the process to recruit and hire a Financial Assistance Supervisor, as requested. The motion carried unanimously.

9. Director Sorensen reported that Administrative Policy Number 24 – Equipment Disposal Policy is a new policy that sets the procedures to be used in the disposal of any electronic equipment that is past usability. The policy is very prescriptive for how disposal will be handled. He asked that the Board approve the policy. Motion by Wildermuth and second by Sanow: To approve Administrative Policy Number 24 – Equipment Disposal Policy as presented. The motion carried unanimously.

Chairperson Anderson asked that Director Sorensen address items 10 and 11 together, both revisions to current policies.

10. Director Sorensen stated that Personnel Policy Number 3 – Leaves and Holidays was revised to add daughter/son in law and stepparents to the Section 8 – Bereavement Leave clause.

11. Personnel Policy Number 23 – Voluntary Donation of Vacation/Medical was revised to describe the eligibility guidelines to be in line with what is allowed by state statute. Director Sorensen asked that the revisions to both policies be approved. Motion by Moline and second by Nath: To approve the revisions to Personnel Policy Number 3 – Leaves and Holidays and Personnel Policy Number 23 – Voluntary Donation of Vacation/Medical as reviewed. The motion carried unanimously.
12. Director Sorensen reviewed the contract/agreement list, including the contract that was added to the agenda. Carol Biren, Public Health Division Director, explained that MHD had awarded the agency additional funds for the PHEP grant, in the amount of \$13,385. Motion by Boyenga and second by Thompson: To approve the contracts/agreements as listed and reviewed. The motion carried unanimously.
18. Director Sorensen stated that a donation of stuffed animals and blankets had been received from Jackie Lovald. He asked the Board to accept the donation. Motion by Jagt and second by Moline: To accept the donation, by Jackie Lovald, of stuffed animals and blankets. The motion carried unanimously.
13. Director Sorensen asked that the Board approve a request to increase the number of ApplicationXtender licenses. It has been found that we need more licenses to provide the necessary access for staff. With the current number of licenses there have been days when staff has been denied access to the system because use has peaked. This purchase would be for one (1) year. The IT department is requesting that an additional 15 licenses be purchased, at the total cost of \$27,900.00. Motion by VanDeVere and second by Nath: To authorize staff to purchase three (3) license packs (of 5 licenses per) at the cost of \$27,900.00 if the expenditure is included in the budget and allows staff to improve their ability to do their work. The motion carried.
14. Director Sorensen invited Karla Drown, Fiscal Manager, to address the proposal to lease agency vehicles. Karla stated that the Board had requested that she consider another option for leasing vehicles, other than Enterprise. She presented a comparison between Enterprise, the state contract and Kruse Motors. She had contacted two (2) local dealers to see if they would be willing to set up a lease program for the agency and Kruse Motors was the only dealer willing to do so. There was lengthy discussion regarding the points of the three (3) leasing programs listed. Enterprise was the one that would be able to spread the business out to all of our locations, the state contracts would only allow for purchasing from designated locations (all our of our service area) and Kruse would be local but to only one county. Motion by Jagt and second by Sanow: To approve entering into an agreement with Enterprise Fleet, leasing twenty-two (22) vehicles, all one model and that a fund be established with the money received from the sale of our current vehicles , the money to be reserved to purchase cars in the future, if such a purchase is necessary. The motion carried unanimously.
15. Director Sorensen invited Deputy Director Walker to come forward to give an update on the pay equity report. Deputy Director Walker stated that the agency is required to complete this report every three (3) years. This is an analysis of the salary structure for the agency. One of the things that the report is used for is to check for any indication of sexual discrimination. The reports only the salary ranges by classification, not specific salaries for individuals. She has not received a written acceptance of the report but has received an unofficial notification that the report has passed. She asked the Board to accept the report. Motion by VanDeVere and second by Nath: To authorize Chairperson Anderson to sign the report, to be posted. The motion carried unanimously.

19. Chairperson Anderson stated that the Board needs to make appointments for members to sit on the Southwest 18 Adult Mental Health Consortium. This does not require an individual from each county but one from each cluster. Moline, Wildermuth and Sanow stated that they would be willing to serve on the consortium. The consortium meets at 9:30 am on the second Friday of the month. Motion by Jagt and second by VanDeVere: To approve the appointment of Moline, Wildermuth and Sanow to represent SWHHS on the Southwest 18 Adult Mental Health Consortium. The motion carried unanimously. Chairperson Anderson stated that the Board also needs to appoint a member to serve on the board of The Family Project, which serves Lyon and Murray Counties. Moline stated that he has been on that board and would be willing to do so again. Motion by Jagt and second by Wildermuth: To reappoint Moline to serve as the representative on the board for The Family Project. The motion carried unanimously.

20. Director Sorensen stated that staff has not been satisfied with the quality of customer service that has been received from SDN for the current telephone system. They are recommending that we move our business to Marco, who handles essentially the same product. There would be an increase of \$3000. Marco's video option is more reliable than SDN. The cost with the new provider would be \$15,942. Motion by Nath and second by Salfer: To approve the request to switch the agency telephone provider to Marco, at the annual cost of \$15,942. The motion carried unanimously.

**M. Discussion/Information –**

1. Director Sorensen stated that the agency is looking into information from an Electronic Document Management Software (EDMS) provider. At this point we have answered questions about our agency numbers and after the provider has looked at this information they will do a product presentation. If the product that they present appears to be a viable option for document management there will be conversations with the Board. He stated that he has asked Jen Beek, Financial Assistance Supervisor, to attend the meeting to check out the information for the agency.

Chairperson Anderson asked if there was anything further to bring to the Board. Hearing nothing he adjourned the meeting at 12:05 pm.

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

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

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

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