



**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

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

Opened: 9:57 am
Adjourned: 11:42 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, January 20, 2016 in the 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
- Priscilla Klabunde
- Bob Moline
- Les Nath
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Steve Schulze
- Sherri Thompson
- Mic VanDeVere
- Pam VanOverbeke

Members absent: Dan Wildermuth

Guest Present: Wong Nystrom

Staff present:

Jennifer Beek	Carol Biren
Karla Drown	Amber Groen
Karri Harvey	Ardis Henriksen
Dale Hiland	Amanda Holzapfel
Stacy Jorgensen	Jenifer Klein
Krista Kopperud	Stacy Longtin
Marie Meyers	James Muller (intern)
Cindy Nelson	Corey Remiger
Chris Sorensen	Hannalora VanNevel (intern)
Christine Versaevel	Nancy Walker

Q Election of Officers

Elections were held during the Human Services Board meetings. Rick Anderson was elected Chairperson and Priscilla Klabunde was elected Vice-Chair.

R. **Consent Agenda –**

Chairperson Anderson stated that he would be making one revision to the meeting agenda: moving item U-12 up to follow Financial. There were additions to the meeting agenda before each Board member as follows: Under Decision Items: 11. Contracts, add Adult Mental Health Grants, \$325,451 – 01/01/16 – 12/31/16 and 16. Ashley VanOverbeke, Eligibility Worker, probationary appointment (12 months), \$17.14 per hour, effective 02/08/16. Motion by VanDeVere and second by Nath: To approve the consent agenda has presented. Boyenga asked for clarification on the item in the minutes from the 12/16/15 meeting related to the action taken to transfer money to the Agency Insurance Fund, as to why it does not state when the funds need to be returned or repaid to the general fund. It was stated that there was no deadline set for the length of the transfer but was purposely left open ended with further action regarding the repayment left to the Board. The motion carried unanimously.

S. **Financial –**

The financial report had been moved forward by the Human Services Board. Chairperson Anderson asked if there were any additional questions or comment about the financial report. Boyenga asked for a review of why the decision was made to move to self-insurance rather than staying with the SW/WC Service Coop. Deputy Director Walker stated that under the Service Coop there had been no transparency in how rates were established or how member shares were determined. Motion by Moline and second by Salfer: To approve the financial report as forwarded to the Governing Board by the Human Services Board. The motion carried unanimously.

U. **Decision Item –**

12. Chairperson Anderson invited Mr. Wong Nystrom, with Enterprise Fleet Management, to come forward to present his proposal. Director Sorensen stated that he and Karla Drown, Fiscal Manager, had talked about how to better manage the agency fleet, which consists of thirty-three vehicles. They asked Mr. Nystrom to put together a proposal. He reviewed the statistics on the current fleet, where twenty-two of thirty-three cars are 2010 or older models or have high mileage of 100,000 miles or more. Enterprise is proposing to replace these twenty-two cars with a new 2016 Malibu or 2016 Grand Caravan. Enterprise would take the old vehicles and sell them, giving the agency the determined equity. The cars would be a lease and not a purchase. The program would cover maintenance, applied equity and taxes. This would be an agreement and not a contract with language setting length of term, but could be discontinued at any time. Director Sorensen asked that the Board approve entering into the agreement for \$97,000 annual, including maintenance, applied equity and taxes. Karla reviewed the comments she had received while doing reference checks. After further discussion and not receiving a motion to move forward, Chairperson Anderson asked if the Board would be ok with the Executive Committee working with Director Sorensen to look at other options. They were in agreement with that suggestion.

T. **Employee Recognition –**

Chairperson Anderson asked VanOverbeke to present the Years of Service awards. Awards were presented to: Elaine Ladwig, Social Worker, for 1 year; Corey Remiger, Eligibility Worker, for 10 years and Amber Groen, Social Worker, for 20 years. Tammy Groen, Social Worker, and Becky Sietsema, Social Worker, were not in attendance. Chairperson Anderson stated that there would be a break, while a picture was taken of the award recipients.

The meeting reconvened at 11:10 am.

U. **Decision Items –**

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

1. Tammy Groen, Social Worker (CPS), completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 01/20/16
2. Megan Gullickson, CIRCLE Coordinator, completion of 6 month probationary period, no salary increase, effective 01/20/16
3. Dawn Anderson, Case Aide, completion of 6 month probationary period, no salary increase, effective 01/27/16
4. Tasha Kuehn, Office Support Specialist, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 02/09/16
5. Brittany Schwagel, Social Worker (CPS), probationary appointment (12 months), \$40,660.00 annual, effective 01/19/16
16. Ashley VanOverbeke, Eligibility Worker, probationary appointment (12 months), \$17.14 per hour, effective 02/08/16

Motion by Moline and second by Thompson: To approve the completion of their 12 month probationary period, with a 1% salary increase, for Tammy Groen, Social Worker (CPS), effective on 01/20/16 and Tasha Kuehn, Office Support Specialist, on 02/09/16; the completion of a 6 month probationary period, with no salary increase, for Megan Gullickson, CIRCLE Coordinator, effective on 01/20/16 and Dawn Anderson, Case Aide, on 01/27/16; and the probationary appointments of Brittany Schwagel, Social Worker (CPS), \$40,660 annual, effective on 01/19/16 and Ashley VanOverbeke, Eligibility Worker, \$17.14 per hour, effective on 02/08/16. The motion carried unanimously.

6. Director Sorensen stated that a letter of resignation had been received from Chrissy Archbold, Public Health Nurse, to be effective 01/20/16. Motion by VanDeVere and second by Boyenga: To accept the resignation of Chrissy Archbold, Public Health Nurse, effective on 01/20/16. The motion carried unanimously.

7. Director Sorensen stated that a request for leave without pay had been received from Emilie Potter, Social Worker. He stated that administration can approve any leave up to 37.5 hours but a request for more than that must be brought to the Board for approval. Motion by Klabunde and second by Moline: To approve the request for leave without pay for Emilie Potter, Social Worker. The motion carried unanimously.

8. Director Sorensen requested authorization from the Board to begin the process to hire three (3) Social Workers, these are new positions and have been included in the 2016 budget. One (1) Social Worker would be for child protection and the other two (2) would be for MNChoices, relating to the program needs as reported during the Human Services and Community Health Board meetings earlier in the day. Motion by Nath and second by Jagt: To authorize staff to begin the process to hire three (3) Social Workers, one (1) for child protection and two (2) to work in the MNChoices program. The motion carried unanimously.

9. Director Sorensen requested authorization from the Board to begin the process to hire one (1) Public Health Nurse to work in the MNChoices program, relating to the need as reported during the Community Health Board meeting earlier in the day. This position has been included in the budget for 2016. Motion by Salfer and second by VanDeVere: To authorize staff to begin the process to hire one (1) Public Health Nurse to work in the MNChoices program. The motion carried unanimously.

10. Director Sorensen stated that each year staff requests approval from the Board to refill vacant positions as they come up. This approval would help expedite the filling of vacant positions, allowing the Executive Team to start the process if there need to refill the position is determined. Then any proposed appointment is always brought to the Board for final approval. Motion by Boyenga and second by Nath: To approve the request to refill vacant position, upon determination of need, during 2016. The motion carried unanimously.

11. Chairperson Anderson asked if there were any questions about the listed contracts, plus the one (1) added to the agenda. Klabunde and Moline stated that they were on the Board for Western Mental Health and would abstain from voting. Motion by VanDeVere and second by Thompson: To approve all contracts as listed and reviewed. The motion carried with 2 abstentions.

13. Chairperson Anderson asked Karri Harvey, Information Systems Manager, to come forward to address the purchase of the server for the Redwood County office. Karri stated that the old server has been problematic and we were starting to see communications failures. The cost of a new server was just over the amount administration has authority to authorize but It was decided that it was an emergency so a new server was purchased She and Director Sorensen requested post approval on the purchase of the new equipment in the amount of \$5,070.09. Motion by VanDeVere and second by Nath: To approve the purchase of a new server for the Redwood office, at the cost of \$5,070.09. The motion carried unanimously.

14. Director Sorensen stated that it is that time of year when a letter of engagement is received from the office of the State Auditor. This is for the audit of the agency's 2015 financial records. Motion by Klabunde and second by Jagt: To approve the signature of the engagement letter from the Office of the State Auditor for the 2015 audit. The motion carried unanimously.

15. Director Sorensen stated that Bill Toulouse, from the office of Quarnstrom & Doering, P.A., has been the legal counsel for the agency for many years. Mr. Toulouse will be present at the February meeting to give a report on the work he did for the agency during 2015. They have requested an increase of \$3,000 for their services. Director Sorensen asked that the Board approve continuing the Memorandum of Understanding with Quarnstrom & Doering for 2016. Motion by Jagt and second by Klabunde: To approve the continuation of the Memorandum of Understanding with Quarnstrom & Doering for the provision of Legal Counsel with an annual increase of \$3,000. The motion carried unanimously.

V. Discussion/Information –

1. Director Sorensen pointed out the Certificate of Excellence from MCIT in recognition of Outstanding Experience in Workers' Compensation for plan years 2010 – 2014. There have been no significant work lose claims by staff. Deputy Director Walker stated that she has seen a decrease in the number of "1st reports of injury".

2. Chairperson Anderson asked Deputy Director Walker to give her report on Human Resources. She stated that in 2015 there were twenty-seven separations from the agency, the largest number of which were retirements. There was a turnover rate of 12%. She listed the strategies that have been used by the agency to improve staff retention.

Chairperson Anderson reminded the Board that when there is a break in the meeting they need to remember that this is a working office area and to keep the noise to a minimum. He asked if there was anything further to bring to the Board. Motion by Nath and second by Thompson: To adjourn the meeting at 11:42 am. The motion carried unanimously. Chairperson Anderson declared the meeting adjourned.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Recording Secretary, SWHHS Governing Board

Attest: _____
Director