



**SOUTHWEST HEALTH AND HUMAN SERVICES
SWHHS GOVERNING BOARD**

MINUTES

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

Opened: 10:15 am
Adjourned: 10:40 am

The monthly meeting of the SWHHS Governing Board for Southwest Health and Human Services was held on Wednesday, July 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
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
Priscilla Klabunde

Guest: Cris Gilb
Steve Fisher
Phuong Thuy Pham

Staff present: David Alex
Heather Bruse
Lauren Geurts (intern)
Ardis Henriksen
Stacy Jorgensen
Krista Kopperud
Nicole Longtin
Marie Meyers
Ann Orren
Chris Sorensen
Nancy Walker

Carol Biren
Kristin Deacon
Karri Harvey
Kathy Herding
Sarah Kirchner
James Kponyoh
Holly Louwagie
Cindy Nelson
Arnold Siyapche
Corrie Vollmer

O. **Consent Agenda –**

Chairperson Anderson asked if there were any additions to the meeting agenda. He pointed out the additions that had been placed by each place: 11. Gail Bielen, promotional appointment – Social Worker to Social Services Supervisor, \$57,170.00 annual, Effective 08/15/16; 12. Antivirus renewal. #11 will be addressed along with #7 on the original agenda. Chairperson Anderson 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 June 15, 2016 meeting. There were none. Motion by VanDeVere and second by Nath: To approve the consent agenda with the additions to the agenda. The motion carried unanimously.

P. **Financial –**

The financial report had been heard and moved by the Human Services Board to the Governing Board for final approval. Chairperson Anderson asked if there were an additional questions or comments. Motion by Thompson and second by Jagt: To approve the financial report as presented during the Human Services Board meeting and moved forward to the Governing Board. The motion carried unanimously.

Q. **Employee Recognition –**

Chairperson Anderson asked Moline to present the Years of Service awards. Awards were presented to Arnold Siyapche, Information Technology Specialist for one year of service and Jessica Hieronimus, Child Support Officer, for ten years of service. After the awards were handed out Chairperson Anderson called for a break, asking the award recipients to meet in the lobby to have a picture taken with Moline.

The meeting reconvened at 10:30 am.

R. **Decision Items –**

Chairperson Anderson asked Director Sorensen to address items 1 – 6 together.

1. Matt Carlson, Social Worker (CPS), completion of 12 month probationary period, 1% salary increase, effective 08/03/16
2. Stephanie Koenen, Social Worker (CPS), completion of 12 month probationary period, 1% salary increase, effective 08/01/16
3. David Alex, Information Technology Specialist, probationary appointment (12 months), \$23.00 per hour. Effective 07/11/16
4. Carla Nieuwboer, Office Support Specialist, probationary appointment (12 months), \$12.72 per hour, effective 07/11/16
5. Debra Werpy, Office Support Specialist, probationary appointment (12 months), \$12.72 per hour, effective 07/12/16
6. Christopher Hoss, Social Worker (CPS), probationary appointment (12 months), \$40,660.00 annual, effective 07/19/16

Director Sorensen asked that the Board approve all of the reviewed personnel requests. Motion by Moline and second by Boyenga: To approve the completion of a 12 month probationary period, with a 1% salary increase for Matt Carlson, effective 08/03/16 and Stephanie Koenen, effective 08/01/16, both Social Worker (CPS) positions and the 12 month probationary appointments of the following: David Alex, Information technology Specialist, \$23.00 per hour, effective 07/11/16; Carla Nieuwboer, Office Support Specialist, \$12.72 per hour, effective 7/11/16; Debra Werpy, Office Support Specialist, \$12.72 per hour, effective 07/12/16; and Christopher Hoss, Social Worker (CPS), \$40,66.00 annual, effective 07/19/16. The motion carried unanimously.

Chairperson Anderson asked Director Sorensen to address items 7 and 11 together. Director Sorensen reviewed the two (2) job changes, asking the Board to approve both of them.

7. Clara Sik, Eligibility Worker to Case Aide, no salary change, effective 07/01/16

11. Gail Bielen, promotional appointment – Social Worker to Social Services Supervisor, \$57,170.00 annual, effective 08/15/16

Motion by VanDeVere and second by Salfer: To approve the change for Clara Sik, from Eligibility Worker to Case Aide, no salary change, effective 07/01/16 and the promotional appointment of Gail Bielen, Social Worker to Social Services Supervisor, \$57,170.00 annual, effective 08/15/16 as recommended. The motion carried unanimously.

8. Director Sorensen stated that Administrative Policy Number 6 – Equal Opportunity in Services Delivery has been revised to provided clarification of the language and make it compliant with state requirements. He recommended that the Board approve the revisions to the document. Motion by Nath and second by Moline: To approve Administrative Policy Number 6 – Equal Opportunity in Services Delivery as revised and presented. The motion carried unanimously.

9. Director Sorensen reviewed the contracts as listed in the meeting packet, including the request to renew the 260 antivirus licenses, at the cost of \$10,837.13. The contract with Carver County is a collaboration of six (6) counties, with Carver as the fiscal host. This collaboration makes it possible to purchase the needed licenses at the rate of \$27 per rather than \$365. Motion by Jagt and second by VanDeVere: To approve the contracts as listed and reviewed, inclusive of the request to renew the antivirus licenses. The motion carried unanimously.

10. Director Sorensen reviewed the list of items donated to the agency. Motion by Wildermuth and second by Thompson: To accept the items donated to the agency with a show of appreciation. The motion carried unanimously.

S. **Discussion/Information –**
None on the agenda.

Chairperson Anderson asked if there was anything further to bring to the Board. Director Sorensen stated that he had the documents for his evaluation to handout, he asked the members of the Board to complete them and return them in the provided envelope to Sherry Marks, Office Support Supervisor. The responses will be reviewed and discussed during the Executive Committee meeting. Boyenga asked Director Sorensen if he could provide a brief indication of what is being considered for county tax levy. Director Sorensen stated that right now they are running the budget with a 3% increase, but this is still a working number.

Motion by VanDeVere and second by Nath: To adjourn the meeting at 10:40 am. The motion carried unanimously.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Recording Secretary, SWHHS Governing Board

Attest: _____
Director