



**SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD**

**MINUTES**

**Date:** May 18, 2016  
**Place:** Lyon County Government Center  
Public Health Conference Rooms 1 & 2  
Marshall, Minnesota

**Opened:** 10:00 am  
**Adjourned:** 10:46 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, May 18, 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
- Priscilla Klabunde
- Gerald Magnus
- Bob Moline
- Les Nath
- Jim Salfer
- Charles Sanow
- Steve Schulze
- Sherri Thompson
- Mic VanDeVere
- Pam VanOverbeke
- Dan Wildermuth

**Members absent:** Lois Schmidt

**Guest Present:** Lori Ross  
Steve Meister, MD

**Staff present:**

Jamie Baker	Jennifer Beek
Amber Berning	Carol Biren
Laura Bruns	Kristin Deacon
Karla Drown	Karen Gerhardson
Katie Hatch	Karri Harvey
Ardis Henriksen	Dale Hiland
Amanda Holzapfel	Jackie Johnson
Jenifer Klein	Krista Kopperud
Nathaniel Kuhnau	Lisa Luckhardt
Kristin Malin	Marie Meyers
Cathy Michaels	Patrica Mock

Rachel Schroeder  
Alyssa Sorensen  
Christine Versaevel

Louise Smith  
Chris Sorensen  
Nancy Walker

**O. Consent Agenda –**

Chairperson Anderson asked if there were any additions to the meeting agenda. Director Sorensen asked that R-23 Change in Labor Law – Salaried Employees be added to the meeting 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 April 20, 2016 meeting. Motion by Jagt and second by Moline: To approve the consent agenda with the addition to the meeting agenda. The motion carried unanimously.

**P. Financial –**

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

**Q. Employee Recognition –**

Chairperson Anderson asked Schulze to present the Years of Service awards to staff. The following received recognition for one (1) year of service: Nathaniel Kuhnau, Social Worker; Lisa Luckhardt, Social Worker; Patricia Mock, Social Worker; Rachel Schroeder, Social Worker; Louise Smith, Eligibility Worker; Amber Berning, Eligibility Worker, Karen Gerhardson, Eligibility; and Josh Varpness, Child Support Officer. Alyssa Sorensen, Office Support Specialist, was recognized for five (5) years of service. For ten (10) years of service, Cathy Michaels, Social Worker, and Jennifer Beek, Financial Assistance Supervisor, were recognized. Jackie Johnson, Social Worker, was recognized for fifteen (15) years of service. Chairperson Anderson stated that the meeting would go into recess to allow staff being recognized to gather for a picture.

The meeting reconvened at 10:22 am.

**R. Decision Items –**

Chairperson Anderson asked that items 1 – 11 be addressed together. Director Sorensen reviewed the following requests:

1. Stacy Fier, Social Worker Team Leader, completion of 6 month probationary period, no salary increase, effective 05/30/16
2. Louise Smith, Eligibility Worker, completion of 12 month probationary period, 1% salary increase, effective 05/18/16
3. Karen Gerhardson, Eligibility Worker, completion of 12 month probationary period, 1% salary increase, effective 05/18/16
4. Anna Snyder, Public Health Educator, completion of 12 month probationary period, 1% salary increase, effective 05/26/16
5. Connie Seaman, Accounting Technician, completion of 12 month probationary period, 1% salary increase, effective 06/01/16
6. Mariah McCloud, Social Worker (CPS), completion of 12 month probationary period, 1% salary increase, effective 06/01/16
7. Jill Toering, Social Worker, completion of 12 month probationary period, 1% salary increase, effective 06/09/16

8. Shannon Leysen, Lateral transfer – Child Support Officer to Eligibility Worker, no salary change, effective 05/30/16
9. Erin Klumper, promotional appointment – Social Worker (CPS) to Social Services Supervisor, 12 month probationary period, \$55,510.00 annual, effective 04/25/16
10. Angela Voss, promotional appointment – Office Support Specialist to Case Aide, 6 month probationary period, \$22.62 per hour, effective 05/16/16
11. Melissa Kidrowski, Registered Nurse, probationary appointment (12 months), \$24.00 per hour, effective 05/16/16

Director Sorensen asked that the Board approve the personnel requests as reviewed. Motion by Boyenga and second by Jagt; To approve the completion of a 6 month probationary period for Stacy Fier, with no salary increase, effective 05/30/16; approve the completion of the 12 month probationary period, with a 1% salary increase, for Louise Smith, Eligibility Worker effective 05/18/16; Karen Gerhardson, Eligibility Worker, effective 05/18/16; Anna Snyder, Public Health Educator, effective 05/26/16; Connie Seaman, Accounting Technician, effective 06/01/16; Mariah McCloud, Social Worker (CPS), effective 06/01/16; . Jill Toering, Social Worker, effective 06/09/16; a lateral transfer for Shannon Leyson from Child Support Officer to Eligibility Worker, effective 05/30/16, with no salary increase; promotional appointments for Erin Klumper from Social Worker (CPS) to Social Services Supervisor, 12 month probationary period, \$55,510 annual, effective 04/25/16 and Angela Voss from Office Support Specialist to Case Aide, 6 month probationary period, \$22.62 per hour, effective 05/16/16; and the 12 month probationary appointment of Melissa Kidrowski, Registered Nurse, \$24.00 per hour, effective 05/16/16. The motion carried unanimously.

Chairperson Anderson asked Director Sorensen to address both items 12 and 13. Director Sorensen stated that, per agency policy, any time a request for leave without pay is for more than 37.5 hours it is brought to the Board.

12. Melissa Kidrowski, leave without pay request

13. Jessica Kruk, leave without pay request

Director Sorensen asked that the Board approve both requests. Motion by Magnus and second by Nath: To approve the requests for leave without pay as received from Melissa Kidrowski and Jessica Kruk. The motion carried unanimously.

Chairperson Anderson asked Director Sorensen to cover items 14 – 17 together.

14. Kayla Bigelbach, Social Worker (CPS), resignation, effective 05/20/16

15. Amy Jelen, Public Health Educator, resignation, effective 05/26/16

16. Theresa Klingbile, Eligibility Worker, resignation, effective 06/03/16

17. Karla Drown, Fiscal Manager, resignation, effective 06/03/16

Director Sorensen requested that the Board accept all the resignations. Motion by VanDeVere and second by Thompson: To accept the resignation of Kayla Bigelbach, Social Worker (CPS), effective 05/20/16; Amy Jelen, Public Health Educator, effective 05/26/16; Theresa Klingbile, Eligibility Worker, effective 06/03/16; and Karla Drown, Fiscal Manager, effective 06/03/16. The motion carried unanimously.

18. Director Sorensen asked for authorization from the Board to begin the process to hire a Public Health Educator. This individual would work on the planning and implementation of alcohol, tobacco and other drug prevention project grant in the Pipestone Area School District. Motion by Jagt and second by Nath: To authorize staff to begin the process to interview and hire a Public Health Educator to work with the grant for drug prevention in the Pipestone Area Schools district. The motion carried unanimously.

19. Director Sorensen stated that when any facility for Developmental Delay clients wants or needs to make a change to their facility they must submit a Determination of Need request to the agency. This request is from Progress Inc. in Edgerton and they are submitting a Determination of Need because they are moving to a new location in Edgerton. Motion by Klabunde and second by Moline: To approve the Determination of Need for Progress Inc. of Edgerton, MN. The motion carried unanimously.

20. Chairperson Anderson invited Karri Harvey, Management Information Supervisor, to come forward to present her request for routine computer replacements. Karri stated that there are a number of agency computers that are slated to be replaced because of age. She requested authorization to place an order for thirty new computers from HP under the state purchasing contract for a total of \$33,745.20. The order is for thirty but only a few will be received at a time, giving staff time to set up the systems in groups. Motion by Nath and second by Magnus: To approve the request to purchase thirty (30) replacement computers to switch out older units per the rotation schedule at the cost of \$33,745.20. The motion carried unanimously.

21. Director Sorensen reviewed the three (3) contracts that were up for renewal, all for continuation of a service. He asked that the Board approve the contracts as presented. Motion by Klabunde and second by VanDeVere: To approve the signature of the contracts as listed and reviewed. The motion carried unanimously.

22. Director Sorensen reviewed the list of donations received by the agency during the last month, asking the Board to accept the items. Motion by Wildermuth and second by Jagt: To accept the donations to the agency as listed and reviewed. The motion carried unanimously.

23. Chairperson Anderson invited Deputy Director Walker to come forward to report on the Department of Labor changes. She commented that when the executive order increasing the salary threshold at which employees can be designated as exempt was first announced the Board had directed staff to draft a letter of comment to send to the Department of Labor. The final determination has now been made setting that salary threshold at \$47,476 annual. The amount will be adjusted every three (3) years. Employers must implement the new classifications by 12/01/2016. Deputy Director Walker stated that this would affect some of the Social Workers, who are currently classified as exempt but fall under the new threshold level. There is a labor management meeting scheduled with the Human Services bargaining group, at which this ruling will be discussed.

**M. Discussion/Information –**

1. Chairperson Anderson asked Wildermuth to address the idea of rotating the Board meetings between the counties. Wildermuth stated that he wanted a discussion of the pros and cons of rotating meetings and stated that he did not have strong feelings either way. This idea came for when the agency held a new commissioner training in Pipestone. Board members commented on why the change had been made to schedule all of the meetings in Marshall and what their opinions were about the current practice. Consensus was reached to continue holding all Board meetings in the Lyon County location. It was asked if future trainings could be scheduled in different locations, giving all Board members the opportunity to see the agency facilities in the other places. Staff will work on scheduling events at other locations in the future.

Chairperson Anderson asked if there was anything further to bring before the Board, hearing nothing he adjourned the meeting at 10:46 am.

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

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

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

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