



SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD

MINUTES

Date: April 19th, 2017

Place: Lyon County Government Center  
Commissioner Room  
Marshall, Minnesota

Opened: 10:32am

Adjourned: 11:27am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, April 19th, 2017 in the Commissioners room 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:

Rick Anderson  
Ron Boyenga  
Greg Burger  
Carol Ann Flahaven  
Dave Forkrud  
James Jens  
Gerald Magnus  
Les Nath  
Jim Salfer  
Charles Sanow  
Lois Schmidt  
Steve Schulze  
Corey Sik  
Mic VanDeVere  
Pam VanOverbeke  
Dan Wildermuth

Members absent:

Jeane Anderson

Guest Presents:

Joel Flaten

Staff present:

Jennifer Beek	Carol Biren
Laura Bruns	Monica Christianson
Kristin Deacon	Darin Donner
Katie Hatch	Dale Hiland
Amanda Holzapfel	Stacy Jorgensen

Sarah Kirchner	Jenifer Klein
Erin Klumper	Krista Kopperud
Stacey Longtin	Amy Lubben
Jennifer Lundberg	Blake Nath
Cindy Nelson	Tanlee Noomen
Kim Patzlaff	Justine Sandbulte
Katie Schulte	Michael Thompson
Nancy Walker	

**O. Consent Agenda-**

Chairperson Anderson asked if there were any changes to the agenda. Cindy Nelson, Social Services Division Director, indicated the correction of one decision items: T. 6. Correction, Kasey VanderPlaats, County Agency Social Worker, completion of 6-month period, ~~1% salary increase~~, no salary increase effective 04/24/2017. Also one addition of the decision items: 16. Cassandra Hoekstra, Office Support Specialist, probationary appointment (12 months), \$14.00 hourly, effective 05/01/2017. Chairperson Anderson asked if there was any conflict of interest hearing none, he asked for the approval of agenda and meetings minutes. Motion made by Nath second by VanDeVere: To approve the agenda additions, corrections and board minutes. The motion carried unanimously.

**P. Financials-**

Chairperson Anderson asked if there were any questions or comments regarding the financial report as given during the Human Services Board meeting. It was asked if the agency is supposed to keep so many months of funds and hand. Sarah Kirchner replied with yes we keep three to four months on hand but would like to increase that to six to seven months. It was also discussed of receiving quarterly payments instead of bi-early but the expenditures need to be looked at first. Motion made by VanDeVere and second by Nath: To approve the financial report as forwarded by the Human Services Board. The motion carried unanimously.

**Q. Introduce new staff-**

Deputy Director Walker introduced new employee Blake Nath, Social Worker (CPS), Redwood County.

**R. Employee Recognition-**

Chairperson Anderson asked for Commissioner Wildermuth would present the Years of Service awards. Laura Bruns, 1 year, Social Worker (CPS), Redwood; Shannon Gossen, 1 year, Public Health Nurse, Marshall; Amy Lubben, 1 year, Social Worker (CPS), Pipestone; Justine Sandbulte, 1 year, Social Worker (MN Choices), Luverne; Katie Schulte, 1 year, Social Worker (CPS), Luverne; Michael Thompson, 1 year, Social Worker, Marshall; Jennifer Syverson, 15 years, Social Worker (in-home Worker), Slayton; Darin Donner, 25 years, Social Worker(LTC), Redwood. Chairperson Anderson stated that there would be a break, while a picture was taken of the award recipients.

The meeting reconvened at 10:58am.

**S. Discussion/Information Items-**

Deputy Director Walker commended our Fiscal Staff for their performance. DHS sent us a letter regarding the 2016 reporting. All of our 32 reports were filed on time and in perfect order. Deputy Director Walker gave a Congratulations to Sarah Kirchner and her staff.

**T. Decision Items-**

Chairperson Anderson asked that items 1-7 be addressed together.

1. Michael Thompson, County Agency Social Worker, Completion of 12-month probationary period, 1 % salary increase effective 04/19/2017
2. Justine Sandbulte, County Agency Social Worker, completion of 12-month probationary period, 1% salary increase effective 04/25/2017
3. Laura Bruns, County Agency Social Worker (CPS), completion of 12-month probationary period, 1% salary increase effective 04/25/2017
4. Katie Schulte, County Agency Social Worker (CPS), completion of 12-month probationary period, 1% salary increase effective 04/25/2017
5. Katie Hatch, County Agency Social Worker (CPS), completion of 12-month probationary, 1% salary increase effective 05/09/2017
6. Kasey VanderPlaats, County Agency Social Worker, completion of 6-month probationary period, no increase, effective 04/24/2017
7. Erin Klumper, Social Services Supervisor, completion of 12-month probationary period, no salary increase effective 04/25/2017

Motion made by Wildermuth and second by Forkrud: To approve the probationary periods for Michael Thompson, County Agency Social Worker, Completion of 12-month probationary period, 1 % salary increase effective 04/19/2017; Justine Sandbulte, County Agency Social Worker, completion of 12-month probationary period, 1% salary increase effective 04/25/2017; Laura Bruns, County Agency Social Worker, completion of 12-month probationary period, 1% salary increase effective 04/25/2017; Katie Schulte, County Agency Social Worker (CPS), completion of 12-month probationary period, 1% salary increase effective 04/25/2017; Katie Hatch, County Agency Social Worker (CPS), completion of 12-month probationary, 1% salary increase effective 05/09/2017; Kasey VanderPlaats, County Agency Social Worker, completion of 6-month probationary period, no increase, effective 04/24/2017; Erin Klumper, Social Services Supervisor, completion of 12-month probationary period, no salary increase effective 04/25/2017. Motion carried unanimously.

Chairperson Anderson requested items 8, 9 and 16 to be addressed together


8. Tasha Kuehn, promotional appointment, Office Support Specialist to Eligibility Worker, 6-month probationary period, \$17.48 hourly, effective 04/03/2017.
9. Jackie Wilson, promotional appointment, Office Support Specialist to Case Aide, 6-month probationary period, \$17.00 hourly, effective 04/03/2017.
16. Cassandra Hoekstra, Office Support Specialist, probationary appointment (12 months), \$14.00 hourly, effective 05/01/2017

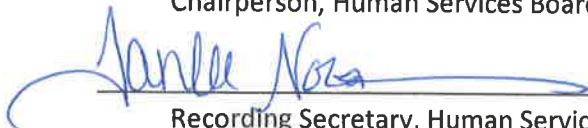
Motion made by VanDeVere second by Thompson: To approve the probationary periods to Tasha Kuehn, promotional appointment, Office Support Specialist to Eligibility Worker, 6-month probationary period, \$17.48 hourly, effective 04/03/2017; Jackie Wilson, promotional appointment, Office Support Specialist to Case Aide, 6-month probationary period, \$17.00

- hourly, effective 04/03/2017; Cassandra Hoekstra, Office Support Specialist, probationary appointment (12 months), \$14.00 hourly, effective 05/01/2017. Motion carried unanimously.
10. Deputy Director Walker asked the board to accept the resignation of Kristin Binsfeld, Adult Mental Health Social Worker, effective 04/21/2017. Motion made by Burger second by Forkrud: To approve the resignation of Kristin Binsfeld. Motion carried unanimously.
  11. Deputy Director Walker requested the addition of 1 Human Resources temporary worker to add to the 3 that were requested during the Human Services meeting. Deputy Director Walker indicated that we will be losing an employee from Human Resources due to maternity leave and she would like to have the intern fill during that leave part time. Motion made by Thompson second by Nath: To approve the request for 4 temporary workers 2 in CP, 1 in adult services and 1 in Human Resources. Motion carried unanimously.
  12. Sarah Kirchner, Fiscal Manager, came forward to talk to the board about PayGOV.US. Sarah explained to the board the struggles of not having a credit/debit card machine. Often clients will ask if we have a credit/debit machine and we direct them to get cash from the ATM but the client rarely returns. There would be no cost to the agency for having the machine but instead it will charge the client 1 dollar for 33 dollars or less or 3% for any money amount over that. Sarah told the board that she would like to try out the process in the Lyon county office first to make sure it works properly. The trial amount they are looking for would be approximately 90 days. The motion made by Wildermuth second by Sanow: To approve the trail period of 90 to the Lyon county office to use PayGOV.US. Motion carried unanimously.
  13. Chairperson asked if there were any questions regarding the contracts. Deputy Director pointed out the increase on the renewal of the last contract listed: Service Enterprises In (Redwood, Mn) was increased to 7%. Motion made by Nath second by Thompson: to approve the signature of the contracts as listed and reviewed. Motion carried unanimously.
  14. Deputy Director Walker asked the board to approve the roll-out of the Marco Papercut System to the rest of the counties. This system has been running for several months in the Lyon county office and it is designed to help with the data privacy. Motion made by Burger second by Anderson: To approve the roll out of the Marco Papercut System to the other 5 counties. Motion approved unanimously
  15. Deputy Director Walker reviewed the list of donations received by the agency during the last month, asking the Board to accept the items. Motion by Salfer second by VanDevere: To accept the items donated to the agency with a show of appreciation. The motion carried unanimously.

Chairperson Anderson asked if there was any questions. Hearing none he adjourned the meeting at 11:27am.

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

Authorized  \_\_\_\_\_  
 Chairperson, Human Services Board

 \_\_\_\_\_  
 Recording Secretary, Human Services Board

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