



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: August 16th, 2017
Place: Lyon County Government Center
Commissioner Room
Marshall, Minnesota

Opened: 10:16am
Adjourned: 11:03am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, August 16th, 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:

- Jeane Anderson
- Rick Anderson
- Ron Boyenga
- Dave Forkrud
- James Jens
- Gerald Magnus
- Les Nath
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Steve Schulze
- Corey Sik
- Sherri Thompson
- Pam VanOverbeke
- Mic VanDeVere
- Dan Wildermuth

Members absent:

- Greg Burger
- Carol Flahaven

Staff present:

Jennifer Beek	Steve Beekman
Carol Biren	Bethany Blegen
Michelle Buysse	Monica Christianson
Kristin Deacon	Mikaela DuFrane
Karri Harvey	Kelly Kaare
Dawn Jenniges	Sarah Kirchner
Jenifer Klein	Krista Kopperud

Stacey Longtin	Marie Meyers
Kara Miller	Cindy Nelson
Tanlee Noomen	Corey Remiger
Ann Schiller	Jenny VanderPlaats
Nancy Walker	Beth Wilms
Craig Wilson	

O. Consent Agenda-

Chairperson Anderson asked if there were any changes to the agenda. Director Wilms added S.- 2 Notice of Desire to Negotiate and addition of T – 5 donation by St. Lucas Lutheran Church donating 5-60x80 quilts for children and families in need. Also the addition of T. – 8 Mikaela DuFrane, County Agency Social Worker, CP, probationary appointment (12 months), \$22.56 hourly, effective 08/21/2017. Chairperson Anderson asked if there were any corrections or additions to the minutes of the July 19th, 2017 meeting. Motion made by VanDeVere second by Salfer: To approve the agenda additions to meeting agenda 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. There were none. Motion made by Nath and second by Magnus: To approve the financial report as forwarded by the Human Services Board. The motion carried unanimously.

Q. Introduce new staff-

Director Wilms introduced new staff member Kelly Kaare, Social Worker (LTC), Redwood Falls to the Board members.

R. Employee Recognition-

Chairperson Anderson asked for Commissioner Forkrud to present the Years of Service awards. Steve Beekman, 1 year, Public Educator, Pipestone; Bethany Blegen, 1 year, Social Worker, Marshall; Angela Hulzebos, 1 year, Collections Officer; Candace Swenson, 1 year, Social Worker, Luverne; Dawn Jenniges, 20 years, Registered Nurse, Redwood Falls; Jennifer VanderPlaats, 25 years, Fiscal Officer, Pipestone. Chairperson Anderson stated that the meeting would go into recess and pictures would be taken.

Chairperson Anderson reconvened the meeting at 10:30am.

S. Discussion/Information Items-

1. Director Wilms informed the Board the MCIT dividend notice at \$31,000.00 which has been consistent.
2. Nancy Walker, Deputy Director, came forward to discuss with the Board the notice of desire to negotiation. Deputy Director Walker had been given notice of negotiations from the labor unions and received two dates that would work for the first meeting September 11th or September 14th. It was requested to the labor unions to have a list or proposals, one will not be

given until the first meeting. The meeting would last one and one half hours. It was questioned if the Executive Committee would be in on that meeting. Chairperson Anderson requested the consent from the Board members for the Executive Committee to be involved in the negotiations. Consent was given. Chairperson Anderson requested that after the negotiations if another meeting could be held to start prepping by-laws. It was agreed the meetings would take place on September 11th, 2017 at 8:00am.

T. Decision Items-

Chairperson Anderson asked Director Wilms to address item 1 and the addition of item 8 together.

1. Jennifer Nelson, Public Health Educator, probationary appointment (12 months), \$23.00 hourly, effective 08/21/2017.

8. Mikaela DuFrane, County Agency Social Worker, CP, probationary appointment (12 months), \$22.56 hourly, effective 08/21/2017. Motion made by Nath second by Jens: To approve completion of a 12 month probationary period, for Jennifer Nelson, Public Health Educator, \$23.00 hourly, effective 8/21/2017; MiKaela DuFrane, County Agency Social Worker, CP, \$22.56 hourly, effective 8/21/2017. The motion carried unanimously.

Director Wilms informed the Board per last month's discussion they will receive notification of resignations, exit interviews, and bi-monthly summaries. If trends should arise the board requested those be addressed with Board members. Resignations will no longer be listed in decision items.

2. Director Wilms asked the Board to approve the request by Brittney Lembcke – leave without pay. Deputy Director Walker added that the time requested was two weeks. Motion made by Forkud second by Wildermuth: To approve the leave without pay request of two weeks.

3. Director Wilms asked that Sarah Kirchner, Fiscal Supervisor to come forward and go over the new Administrative Policy #5 – Credit Card Policy. Chairperson Anderson expressed a couple concerns with the policy. First one being the \$75,000 credit limit which Sarah addressed was in hopes to use the cards for paying bills more to utilize the 1% cash back benefits. Second, the amount of staff added to the cardholder list. Sarah explained that most of the additions are people that are in the field and need to purchase items for families in need or for environmental hazards. There were also a few added that do a lot of purchasing for the organization for program supplies and reservations. Chairperson added he would also like the Policy to state that the Fiscal Manager has the ability to cancel a card immediately if they deem fit after which they would need to contact the Board Chair and Director. Sarah asked if the Board would like the Policy to be brought forward at the next meeting for review after changes would be made. Chairperson Anderson requested Administrative Policy #5 – Credit Card Policy be tabled and brought back after changes were made. It was also requested that the cardholder list be narrowed if at all possible.

4. Director Wilms presented the Resolution for Record Retention. Motion made by Salfer second by Thompson: To approve the resolution of record retention. Motion carried unanimously.

5. Director Wilms informed the Board of donations made to the organization: Traci McChesney 30 new wooden chairs for children in need as well as 3 sets of 20 scrapbooking kits from Creative Memories for Likebooks. Anonymous donation of children's clothing to families in need. Motion made by Nath second by Forkrud: To graciously accept the donations listed. Motion carried unanimously.

6. Director Wilms reviewed the contracts as listed including one new one with the University of Mn Extension and the amendment of a current contract with EarthBend LLC. Motion made by Nath second by Forkrud: To approve contracts listed and reviewed. Motion carried unanimously.

7. Chairperson Anderson stated that the program Boards had both reviewed and moved their proposed 2018 budgets to the Governing Board. He asked if there were any additional questions or comments regarding the 2018 budget for Human Services, which was 3% increase in tax levy; 2018 budget for Community Services, which was \$1.50 increase per capita. Motion made by Sanow second by Nath: To approve the preliminary budget for 2018 for Human Services with a 3% increase in tax levy, amounting \$10,127,821.00. The motion carried by majority.

Motion made by VanDeVere second by Salfer: To approve 2018 budget for Community Services with a \$1.50 increase per capita, or a total of \$928,795.00. Motion carried unanimously.

Chairperson Anderson asked if there were any other questions. Hearing none the meeting was adjourned at 11:03am.

Approved Date 9/20/17

Authorized [Signature]

Chairperson, Human Services Board

[Signature]
Recording Secretary, Human Services Board

Attest: [Signature]
Director