



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: December 20th, 2017
Place: Lyon County Government Center
Commissioner Room
Marshall, Minnesota

Opened: 10:17am
Adjourned: 11:52am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, December 20th, 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
- Dave Forkrud
- James Jens
- Gerald Magnus
- Les Nath
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Steve Schulze
- Sherri Thompson
- Mic VanDeVere
- Pam VanOverbeke
- Dan Wildermuth

Members absent:

- Ron Boyenga
- Greg Burger
- Carol Flahaven
- Corey Sik

Staff present:

Jennifer Beek	Gail Bilen
Carol Biren	JoAnne Brisk
Michelle Buysse	Monica Christianson
Kristin Deacon	Karyn Groenewold
Dale Hiland	Stacy Jorgensen
Sarah Kirchner	Jenifer Klein

Krista Kopperud	Stacey Longtin
Marie Meyers	Cindy Nelson
Tanlee Noomen	Danielle Ogren
Ann Orren	Michelle Salfer
Michelle Schuelke	Nancy Walker
Beth Wilms	

Q. Consent Agenda-

Chairperson Anderson asked if there were any changes to the agenda. Director Wilms indicated 2 additions to the Decision items. 15. Personnel Policy 5 – Use of Vehicles for Agency Business, 16. Addition to Contract Listing: Olmstead County (Rochester, MN) – 01/01/2018 to 12/31/2020; contract for an International Board Certified lactation Consultant (IBCLC) for consultation and training activities to support the Peer Breast Feeding Counselor grant Program, 2018 @ \$76/hr. with a cap of \$4408. 2019 at \$78/hr. with a cap of \$4524 and 2020 at \$80/hr. with a cap of \$4640 (renewal). Any conflict of interest. There were none. Approval of the November 15th, 2017 Board minutes. Chairperson Anderson asked recording secretary to make a correction to November Minutes removing Vice Chairperson Magnus name in call to order and replace it with Chairperson Anderson. Motion made by Sanow second by Wildermuth: To approve the agenda additions to meeting agenda and board minutes with the correction. The motion carried unanimously.

R. 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 VanDeVere and second by Nath: To approve the financial report as forwarded by the Human Services Board. The motion carried unanimously.

Meeting went into a short recess at 10:19 am.
Chairperson Anderson reconvened the meeting at 10:37am.

S. Discussion/Information Items-

None

T. Decision Items-

Chairperson Anderson requested items 1-3 be addressed together.

1. Administrative Policy #4 – Administrative General Policies – 2018 Board per Diem.
2. Administrative Policy #10 – LAN Email Internet Access. Staff will no longer be able to access emails from personal phones unless reimbursed by agency for the phone.
3. Administrative Policy #26 – Performance Management Policy. This is a new policy associated with the accreditation process. It applies across the agency instead of just public health. Outlines the responsibility of the implantation of how data will be measure and reported and also presented to this Board.

Motion made by Magnus second by VanDeVere: To accept Administrative Policies #4, #10, and #26. Motion carried unanimously

Chairperson Anderson requested items 4-6 and addition of 15.

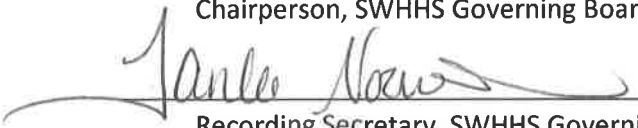
4. Personnel Policy #16 – Employee Recognition Policy. When employee receives one year years of service Award there will be a frame and certificate, every award thereafter will only have certificate and employee can reuse same frame.
5. Personnel Policy #19 – Medical Leave for Fitness. Change made in amount an employee can cash out in a year from \$2000 to \$1000.
6. Personnel Policy #20 – Cell Phone Allowance Policy. Second page, section 5. A. – verbiage change to ensure only cell phones being reimbursed can download the agency network. This still has to be given approval by Director.
15. Personnel Policy #5 – Use of Vehicles for Agency Business. Reimbursement rate for use of employee vehicle will be 0.23 if agency car is available.
Motion made by Nath second by Forkrud: To accept items 4-6 and 15. Motion carried unanimously.
7. Designated Depositories for 2018. No change from 2017. Motion made by VanDeVere second by Sanow: To approve designated depositories for 2018. Motion carried unanimously.
8. Resolution of Signature Authorities for 2018. Addition of Beth Wilms is only change. Motion made by Jens second by Salfer: To approve with the addition of Beth Wilms. Motion carried unanimously.
9. Accounting Policies and Procedures Handbook. Sarah Kirchner, Fiscal Manager, stated there is one correction. Page 14 under Mileage and Per Diem Expense. The first sentence should state: When there are no agency vehicles for use it will be current IRS rate for mileage reimbursement. Motion made by VanDeVere second by Nath: To approve the Accounting Policies and Procedures Handbook with correction. Motion carried unanimously.
10. Chairperson Anderson stated we will look at the By-laws annually but certainly changes could be made at any time. Motion made by VanDeVere second by Thompson: To accept the By-laws. Motion carried unanimously.
Upon further discussion of the by-laws Anderson made a motion second by VanDeVere: To establish a finance committee from the by-laws. Motion passed unanimously. The Finance committee will be Commissioner Sanow, Commissioner Burger, and Commission Forkrud.
11. Director Wilms requested the Board approve the 2018 budget. The Human Services budget is \$10,127,818. Motion made by Nath second by Sanow: To approve the Human Services budget for 2018. Motion carried unanimously. The Community Health budget is \$928,795. Motion made by VanDeVere second by Salfer: To approve the Community Health budget for 2018. Motion carried unanimously.
12. Director Wilms asked the Board to consider a letter of support for the Innovation grant for SMAMHC. Motion made by Magnus second by Forkrud: To approve the letter of support for the Innovation Grant. Motion carried unanimously.
13. Director Wilms listed donations received in the month of November. Monetary donations to purchase car seats and provide car seat education in Pipestone County- Anonymous donor; Monsanto in Redwood Falls donating Christmas gifts to children in foster care/children in need; Handmade quilts for children in need donated to Redwood Falls from Gloria Dei Lutheran Church Mission quilters; \$40 donation from Milroy Lions Club for children entering foster care placement; size 5 shoes from Jennifer Grogan for anybody needing shoes; Berdena Buys donated 1 quilt to a family in need; Trinity Lutheran Church in Slayton donated diapers to families in need; Avera Marshall donated Christmas gifts for 41 families that are in need this holiday season. Motion made by Wildermuth second by Forkrud: To graciously accept donations listed. Motion carried unanimously.

14. Director Wilms requested the Board approve the following contracts: DHS Child & Teen Check Up, Otto Bremer Trust, ARCH Language Network Inc. (St. Paul, MN), Avera Marshall d/b/a Avera Marshall Regional Medical Center (Marshall, MN), Brown County Evaluation Center Inc (New Ulm, MN), Bud's Bus Service (Reading, MN), Jean Callens (Taunton, MN), Client Community Services Inc. (Worthington, MN), Computer Professionals Unlimited Inc., DHS Child Welfare/Juvenile Justice Screening Grant, DHS Mental Health Crisis Response Services Grant for Adult & Children's (Lincoln, Lyon, Murray, Redwood and Yellow Medicine Counties), Divine House Inc. (Willmar, MN), Fanny S. Gilfillan Memorial Inc., Greater MN Family Services (Willmar, Mn), Hoffman & Brobst – Marlene Verdoes CPA, Representative (Marshall, MN), Meg Jakubiec (New Ulm, MN), Paula Koch (Walnut Grove, MN), Lincoln County (IT Services), Lutheran Social Services of MN (St. Paul, MN), Murray County (Slayton, MN), New Horizons Crisis Center (Marshall, Slayton, Redwood locations), New Life Treatment Center (Woodstock, MN), Payee Central Diversified Inc. (Alexandria, MN), PH Steven T Meister & Community Health Board (Marshall, MN), Jana Piotter (Jeffers, MN), Pipestone County (Pipestone, MN), Pipestone County (Pipestone, MN), Pipestone County Sheriff, PrimeWest Health (Pipestone, MN), Progress Inc. (Pipestone, MN), Rock County Opportunities Inc. (Luverne, MN), Sanford Health Network d/b/a Sanford Luverne Medical Center (Luverne, MN). Southwestern Mental Health Center Inc. (Pipestone & Luverne Locations), Southwestern Mental Health Center Inc. (Pipestone & Luverne locations), Southwestern Mental Health Center Inc. (Pipestone & Luverne locations), Southwestern Mental Health Center Inc. (Pipestone & Luverne locations), Southwestern Youth Services (Magnolia, MN), Southwest Crisis Center (Luverne, MN), Woodland Centers (various locations). Motion made by Magnus second by Sanow: To accept contracts as listed. Motion carried unanimously. Western Mental Health Center Inc. (Various locations), Western Mental Health Center Inc. (various locations, Western Mental Health Center Inc. (various locations, Western Mental Health Center Inc. (various locations, Western Mental Health (Marshall, Mn), Western Mental Health Center (Marshall, MN). Motion made by Nath second by VanDeVere: To accept contracts as listed. Motion carried unanimously with the abstentions of Thompson, Magnus, and Salfer.

Chairperson Anderson asked if there was anything else to add. Hearing nothing he adjourned the meeting at 11:15am.

Approved Date 1-17-2018

Authorized 
 Chairperson, SWHHS Governing Board


 Recording Secretary, SWHHS Governing Board

Attest: 
 Director