



SOUTHWEST
HEALTH & HUMAN
SERVICES

SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: July 19th, 2017

Place: Lyon County Government Center
Commissioner Room
Marshall, Minnesota

Opened: 9:24am

Adjourned: 9:56am

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

Jeane Anderson
Rick Anderson
Greg Burger
Carol Ann Flahaven
Dave Forkrud
James Jens
Gerald Magnus
Les Nath
Jim Salfer
Charles Sanow
Steve Schulze
Corey Sik
Sherri Thompson
Mic VanDeVere

Members absent:

Ron Boyenga
Lois Schmidt
Pam VanOverbeke
Dan Wildermuth

Staff present:

David Allex	Jennifer Beek
Carol Biren	Monica Christianson
Kristin Deacon	Angela Frisk
Karri Harvey	Dale Hiland
Christopher Hoss	Sandy Isaacson
Jenifer Klein	Stacey Longtin
Marie Meyers	Cindy Nelson

Tanlee Noomen
Nancy Walker
Beth Wilms

Corey Remiger
Deb Werpy

O. Consent Agenda-

Chairperson Anderson asked if there were any changes to the agenda. Nancy Walker, Deputy Director, mentioned the additions of Decision items: 11. Nicole Henrichs, lateral appointment, County Agency Social Worker (Adoption), no rate change, effective 8/7/2017. Motion made by Nath second by Forkrud: To approve the agenda additions to 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 VanDeVere and second by Burger: To approve the financial report as forwarded by the Human Services Board. The motion carried unanimously.

Q. Introduce new staff-

Chairperson Anderson stated that new Director Beth Wilms had introduced herself during the Human Services Board.

R. Employee Recognition-

Chairperson Anderson asked for Commissioner Salfer to present the Years of Service awards. David Alex, 1 year, Information Technology Specialist, Marshall; Angela Frisk, 1 year, Social Worker, Redwood; Christopher Hoss, 1 year, Social Worker, Ivanhoe; Deb Werpy, 1 year, Office Support Specialist, Marshall; Carla Nieuwboer, 1 year, Office Support Specialist, Luverne/Pipestone; Sandy Isaackson, 10 years, Social Workers, Marshall. Staff not present but recognized include: Dawn Hagan; 15 years, Office Support Specialist, Redwood; Dawn Jenniges, 20 years, Registered Nurse, Redwood; Dana Swanson, 20 years, Case Aide, Luverne. Chairperson Anderson requested a small break while the employee got their picture taken.

The meeting reconvened at 9:34 am.

S. Discussion/Information Items-

1. Nancy Walker, Deputy Director, updated the Board members on the Mid-year HR report. With staff being 50% of our budget we like to spend time on recruiting and implant ways to retain our staff. When losing staff we obviously lose productivity and also about 40% of their salary is in the cost of refilling that position. Historically the organization has been at 12% turn over but last year it was 8% but so far this year we are only at 2.5%. The top 3 reasons for staffing leaving has been due to relocating, retiring, and found other positions. Since it has been Southwest Health and Human Services the average stay for an employee has been 8 years. Exit interviews are performed and the staff have indicated things they do like is our flexible schedule, the ability to change positions within the organization, and telecommuting. Another program we offer is the Employee Referral Program which allows our staff to refer people to

open positions. Last year we had 24 referrals and out of those 24 we hired 9. Some of the other benefits that help retain staff would be Medical Leave for Fitness, Medical/Vacation Donation, and several committees that help staff have a say in decision making. Our HR specialist has been working on recruiting to find staff that are qualified for these positions by going to job fairs, career fairs, and also several presentations at SMSU. Chairperson Anderson asked if there were any questions. Hearing none they moved onto the decision items.

T. Decision Items-

Chairperson Anderson asked Deputy Director Walker to address items 1-5 together.

1. Chantelle Mercie, Financial Assistance Specialist, completion of 6 month probationary period, effective 08/13/2017.

2. Andrew Peltz, Circle Specialist, completion of 6 month probationary period, effective 08/14/2017

3. Candace Swenson, County Agency Social Worker, completion of 12 month probationary period, 1% increase effective 08/15/2017

4. Steve Beekman, Health Educator, completion of 12 month probationary period, no increase, effective 08/15/2017

5. Gail Bielen, Social Services Supervisor, completion of 12 month probationary period, no increase, effective 08/15/2017

Motion made by Nath second by VanDeVere: To approve the probationary periods mention in items 1 through 5. Motion carried unanimously.

11. Nicole Henrichs, lateral appointment, County Agency Social Worker (Adoption), no rate change, effective 08/7/2017. Motion made by Burger second by Thompson: To approve the positions change of Nicole Henrichs. Motion carried unanimously.

Chairperson asked that items 6 and 7 be addressed together.

6. Andrea Iverson, resignation, effective 8/31/2017

7. Jamie Goldberg (Baker), resignation, effective 7/27/2017

Motion made by Forkrud second by Magnus: To accept the resignations of Andrea Iverson and Jamie Goldberg (Baker). Motion carried unanimously.


8. Deputy Director Walker asked the Board to approve the update of SWHHS Resolution Signature Authority to add the signature of Director Beth Wilms. Motion made by Sanow second by Burger: To approve adding Director Wilms signature. Motion carried unanimously.

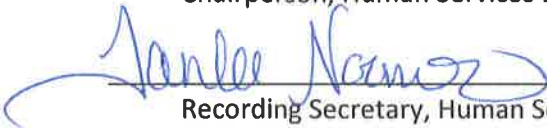
9. Deputy Director Walker asked the Board to accept the donations given to Southwest Health and Human Services. Items donated were Traci McChesney donated 6 new wooden chairs to children in need: 2 boxes of diapers and 1 box of wipes to give to breastfeeding peer clients at support group from Sherry Bingman. Motion made by VanDeVere second by Thompson: To graciously accept the donations mentioned. Motion carried unanimously.

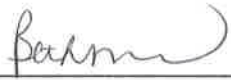
10. Deputy Director Walker reviewed the contract/agreement list. One was an extension for the MDH FAP program to be extended another year. Second was Southwest Initiative Foundation which works with children's dental center. Motion made by Nath second by Thompson: To approve the contracts/agreements listed. Motion carried unanimously.

Commissioner Burger asked Deputy Director Walker if it was necessary for the board to approve the probationary periods. Commissioner Sanow also questioned if resignations needed to be approved by the Board. Chairperson Anderson requested Director Wilms meet with the executive team to find out if these things are necessary for Board approval.
Meeting adjourned at 9:56 am.

Approved Date 8/16/2017

Authorized 
Chairperson, Human Services Board


Recording Secretary, Human Services Board

Attest: 
Director