



SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD

MINUTES

Date: June 21st, 2017  
Place: Lyon County Government Center  
Commissioner Room  
Marshall, Minnesota

Opened: 9:52am  
Adjourned: 11:01am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, June 21st, 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  
Greg Burger  
Carol Ann Flahaven  
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:

Corey Sik

Guest present:

Cathleen Amick

Staff present:

Jennifer Beek  
Carol Biren  
Nikki Berry  
JoAnne Brisk

Cindy Buchert	Monica Christianson
Kelly Donner	Loni Eilers
Karri Harvey	Sheri Hauschild
Kathy Herding	Dale Hiland
Stacy Jorgensen	Jenifer Klein
Krista Kopperud	Stacey Longtin
Donna Lothert	Chantelle Mercie
Brittney Meyer	Marie Meyers
Cindy Nelson	Tanlee Noomen
Ann Orren	Tara VanderSteen
Christine Versaevel	Nancy Walker

**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. Additions to contracts: Contract for Southwest Initiative Foundation; 12. Nicole Mattison, County Agency Social Worker, Redwood Falls, temporary appointment, \$22.56 hourly, effective 07/10/2017-10/31/2017. Chairperson Anderson asked if there was any conflict of interest hearing none, he asked for the approval of agenda and meetings minutes. Commissioner Thompson requested the minutes to be amended to reflect her presents at the meeting Motion made by Salfer second by Nath: 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 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 employees: Brittney Meyer, Office Support Specialist, Marshall; Loni Eilers, Social Worker, Marshall

**R. Employee Recognition-**

Chairperson Anderson asked for Commissioner Burger to present the Years of Service awards. Sheri Hauschild, 1 year, Social Worker (APS), Ivanhoe; Nicole Berry, 1 year, Social Worker (CPS), Redwood; James Kponyoh, 1 year, Information Technology, Marshall; Angela Schmiesing-Doyle, 10 years, Social Worker, Redwood; Cindy Buchert, 35 years, Information Systems Specialist, Marshall; Donna Lothert, 45 years, Lead Eligibility Worker, Redwood. Chairperson Anderson requested a small break while the employee got their picture taken.

The meeting reconvened at 10:09am.

**S. Discussion/Information Items-**

1. Sarah Kirchner, Fiscal Manager, came forward and informed the board of different financial expenses we cut. The Caseworks Pilot that was approved by the board with no longer be used instead we will just keep our current imaging system for the time being. Our contract with Sovereign Systems will be coming to an end and will not be using them in the future. Instead we will just go through with the Organizational Culture on our own. Sarah asked if the Board was ok with getting their Board packets via email. Chairperson Anderson requested next month to email the packets to those that had email addresses. Sarah stated that right now our Verizon wireless bill is at about \$3000. IT has looked into some of our tablets and based on usage they are going to eliminate some of them. It was also discussed that we would be eliminating some phones lines, hotspots, and laptop lines. Chairperson Anderson added that during their meeting in Luverne last month that also discussed ways to improve our budget. We will be cutting some of the cost on our SEED program by not providing the lunches and also finding free space to host the meetings. The Marshall Independent parking lot that we have been using during renovation should be coming to an end soon. The Tracy/Walnut Grove office planning has been put on hold until possibly 2018. There are a lot of expenses in vehicle mileage the staff has been encouraged to do more carpooling and it's ok to bump people off cars if their trip is longer than the one booked. It has also been discussed with staff to try and skype more of their interoffice meetings if available. The social service department will be doing 100% time reporting and this will help us see an income and assisting in managing the budget. Deputy Director Walker also mentioned that this has all been conveyed to the staff and they have been invited to help us come up with ideas as well. The first round of 2018 budget planning has begun.

2. Chairperson Anderson stated the new Director Beth Wilms starts next month and within the first couple weeks they would like to plan a Board retreat with some staff possibly in hopes to create some bylaws. These bylaws will help govern this organization as we are still growing and with the new Director coming in it seems to be the right time to get them done. The legal team will help guide the team and they will be run by the County Attorneys as well.

**T. Decision Items-**

1. Deputy Director Walker asked the board to accept Molly Verhelst, resignation effective 05/23/2017. Molly was one of the temporary workers and she had found full time employment. Motion made by Nath second by Thompson: To accept the resignation of Molly Verhelst, effective 05/23/2017.

Chairperson Anderson asked that items 2-5 be addressed together.

2. Angela Frisk, County Agency Social Worker, completion of 12 month probationary period, 1% increase effective 07/11/2017

3. Carla Nieuwboar, Office Support Specialist, completion of 12 month probationary period, 1% increase effective 07/11/2017

4. Deb Werpy, Office Support Specialist, completion of 12 month probationary period, 1% increase effective 07/12/2017

5. Christopher Hoss, County Agency Social Worker, completion of 12 month probationary period, 1% increase effective 07/19/2017

Motion made by VanDeVere second by Wildermuth: To approve the completions of the 12 month probationary periods. Motion carried unanimously.

Chairperson Anderson requested that item 6. And the addition of item 12. Be addressed together.

6. Kelly Kaare, County Agency Social Worker, probationary appointment (12 months), \$22.56 hourly, effective 07/10/2017

12. Nicole Mattison, County Agency Social Worker, Redwood Falls, temporary appointment, \$22.56 hourly, effective 07/10/2017-10/31/2017

Motion made by Forkrud second by Anderson: To approve Kelly Kaare, County Agency Social Worker, probationary appointment (12 months), \$22.56 hourly, effective 07/10/2017; and Nicole Mattison, County Agency Social Worker, Redwood Falls, temporary appointment, \$22.56 hourly, effective 07/10/2017-10/31/2017. Motion carried unanimously.

7. Deputy Director Walker discussed changes and updates in the personnel Policy #20 – Cell Phone Allowance Policy. There is verbiage changes and also the allowance that was set at \$40-\$65 will now be \$35 straight across the board. Motion made by Nath second by Sanow: To approve the changes in Personnel Policy #20 – Cell Phone Allowance Policy

8. Deputy Director Walker talked to the board about the changes in Administrative Policy #25 – Funeral Expense Policy. The State is stepping in and giving us some guidance to what reasonable expenses are regarding funeral expenses. This policy is a new one and for the most part follows what the State suggested with the exception of Section 2 part (d) where some maximums were created in stone markers and engravings.

9. Sarah Kirchner returned to address the board again about the Collateral CD versus a saving accounts for the Agency credit cards. The CD would be at 1-1.5% rate which are below market. Great Western wants \$75,000 down for collateral for us to get our agency credit cards. Motion made by VanDeVere second by Nath: To approve the transfer of \$75,000 to a Great Western savings account. Motion carried unanimously.

10. Deputy Director Walker informed the board of the donation of baby blankets for children/families in need from Luanna White. Motion made by Wildermuth second by Sanow: To graciously accept the donations received.

11. Deputy Director Walker reviewed the contract/agreement list, including the contract that was added to the agenda- Contract for Southwest Initiative Foundation. Motion made by Thompson second by Sanow: To approve the contracts/agreements listed. Motion carried unanimously.

Chairperson Anderson informed that the new Director Beth Wilms was here was very excited to be joining the team. Chairperson Anderson asked if there was any questions. Hearing none he adjourned the meeting at 11:01 am.

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

Authorized \_\_\_\_\_

  
Chairperson, Human Services Board

  
Recording Secretary, Human Services Board

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

  
Director