



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: May 17th, 2017

Opened: 9:18am

Place: Lyon County Government Center
Commissioner Room
Marshall, Minnesota

Adjourned: 10:31am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, May 17th, 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
Corey Sik
Sherri Thompson
Mic VanDeVere
Pam VanOverbeke
Dan Wildermuth

Staff present:

Jennifer Beek	Carol Biren
Bill Caven	Monica Christianson
Kari Harvey	Katie Hatch
Justine Heinis	Cassandra Hoekstra
Melissa Kidrowski	Sarah Kirchner
Jenifer Klein	Vicki Knobloch

Krista Kopperud	Stacey Longtin
Marie Meyers	Cindy Nelson
Tanlee Noomen	Kayla Placsencia
Nicole Slegers	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, 15. Additions to contracts: Amendment for Local Collaborative Time Study Contract, Southwest Health and Human Services DHS Interagency Agreement and Minnesota Department of Health Community Health Board Grant Project Agreement. 16. Loni Eilers, County Agency Social Worker, probationary appointment (12 months), \$23.00 hourly, effective 05/30/2017. Commissioner Salfer requested we add County levy amounts to discussion items. 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 to agenda and board minutes. The motion carried unanimously.

P. Financials-

Chairperson Anderson stated that he had talked with some other County Commissioners and executive teams on how they worked with their director on budgets. There has been a steady down cline and a large increase in employees. There was 30 new employees in the last year however, ten of them were mandated from the state with only a 70% reimbursement. Motion made by Burger to freeze any new hires or replacements positions and also any capital expenditures. Wildermuth asked if the motion could be broken down instead of combining all freezes together. Burger amended his motion to freeze any hiring until the budget is in better standings can't put a date on it. It was discussed if this would include replacement positions, temporary position, Division Director, and Communications Officer. Deputy Director Walker informed the board that currently we have two positions as place holder both social workers that have had no interviews or offers. There is one replacement currently for a social worker, we have had interviews but no offer. We also have a Health Educator position that has had interviews but no offers. The temporary positions that were approved by board last month have been interviewed, offers went out, and accepted already. Chairperson Anderson made a recommendation to start the hiring freeze after this board meeting. Chairperson Anderson asked for the motion to be repeated. Tanlee Noomen, Health and Human Services Aide, recited the motion made from Burger as reported in minutes. Motion made by Burger to freeze all hiring until budget was in good standing no date attached. Chairperson Anderson requested roll call on the motion: Wildermuth-No; Sik-No; Sanow-No; Magnus-No; Nath-No; VanDeVere-No; Jens-Yes; Thompson-Yes; Burger-Yes; Salfer-Yes; Forkrud-Yes; Anderson-No. Motion off the table with a 7-5 roll call.

Motion made by Wildermuth second by VanDeVere: To postpone the hiring of the Division Director and Communication Officer until the new Director is hired, the positions will then have to be brought back to board for approval. Motion carried unanimously.

Motion made by Burger second by Forkrud: To freeze capital expenditures in any amount over \$5,000 second by Forkrud. Motion carried 11-1.

Chairperson Anderson thanked the board for the discussion. Commissioner Burger stated in no way was this about how they felt about the staff, he commented Southwest Health and Human Services staff on a job well done. Burger mentioned that the board was not looking into any layoffs but rather getting our budget in line for decisions or possible cuts made in legislature. Motion made by Nath second by Sanow: To approve financials as forwarded in the Human Services board. Motion carried unanimously.

Q. Introduce new staff-

Deputy Director Walker introduced new employees: Nicole Slegers, Office Support Specialist, Pipestone; Kayla Placsencia, Eligibility Worker, Marshall; Casi Hoekstra, Office Support Specialist, Marshall.

R. Employee Recognition-

Chairperson Anderson asked for Commissioner Jens to present the Years of Service awards. Katie Hatch, 1 year, Social Worker (CPS), Redwood; Justine Heinis, 1 year, Social Worker (CPS), Pipestone; Melissa Kidrowski, 1 year, Public Health Nurse, Marshall; Stacey Longtin, 20 years, Social Services Supervisor (APS/LTC), Marshall; William Caven, 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 10:07am.

S. Discussion/Information Items-

1. Salfer informed the board that is was brought to his attention that only two out of the six counties are actually paying the full levy amount. It was explained to him that the other counties pay what they have collected and if delinquent taxes do come in then they pay the remainder of the levy. He asked the board to consider that all counties pay consistently. Commissioner Anderson recommended that we should talk with the 6 county auditor/treasurers and come up with an action to mandate all counties pay the same.

T. Decision Items-

Chairperson Anderson asked that items 1-3 be addressed together.

1. Jeffery Mayfield, Human Resources Assistant, temporary appointment, \$15.00 hourly, effective 05/17/2017-09/30/2017.
2. Mikaela DuFrane, County Agency Social Worker, temporary appointment, \$22.56 hourly, effective 05/08/2017-10/31/2017
3. Molly Verhelst, County Agency Social Worker, temporary appointment, \$22.56 hourly, effective 05/08/2017-10/31/2017

Deputy Director Walker informed the board that the temporary workers are not eligible for benefits. Motion made by Magnus second by Nath: To approve items 1-3. Motion carried unanimously.

4. Bill Caven, lateral appointment, County Agency Social Worker (MN Choice), no rate change, effective 05/08/2017.

Motion made by Salfer second by VanDeVere: To approve decision item 4. Motion carried unanimously.

Chairperson Anderson asked items 5-11 and 16 be addressed together.

5. Brittney Meyer, Office Support Specialist, probationary appointment (12 months), \$14.00 hourly, effective 05/15/2017
6. Melissa Kidrowski, Public Health Nurse, completion of 12 month probationary period, 1% increase effective 05/16/2017
7. Sheri Hauschild, County Agency Social Worker, completion of 12 month probationary period, 1% increase effective 05/31/2017
8. Justine Heinis, County Agency Social Worker- CPS, completion of 12 month probationary period, 1% increase effective 05/31/2017
9. Sarah Kirchner, Fiscal Manager, completion of 12 month probationary period, no salary increase, effective 05/31/2017
10. Nicole Berry, County Agency Social Worker – CPS, completion of 12 month probationary period, 1% increase effective 06/06/2017
11. James Kponyoh, Information Technology Specialist, completion of 12 month probationary period, 1% increase effective 06/21/2017
16. Loni Eilers, County Agency Social Worker, probationary appointment (12 months), \$23.00 hourly, effective 05/30/2017

Motion by Wildermuth second by Thompson: To approve decision items 5-11 and 16. Motion carried unanimously.


12. Deputy Director Walker asked the board to accept the resignation of Judy Pitzl, effective 05/12/2017. Motion made by Wildermuth second by Nath: To approve the acceptance of Judy Pitzl resignation, effective 05/12/2017. Motion carried unanimously.
13. Deputy Director Walker informed the board of the changes made to Personnel Policy Number 19 – Medical Leave for fitness. First change was the maximum amount to be requested from \$1500 to \$2000. The reason for the increase is that there has been an increase in cost of exercise equipment. There was also change in verbiage to staff that have submitted notice of resignation/retirement are not eligible for this program. Lastly, there was a change that makes it possible for staff to resubmit a expense receipt more than once a year in the even that they would not have enough money saved up at the beginning of the year they could resubmit when more was built up. Motion made by VanDeVere second by Magnus: To approve the changes to Personnel Policy Number 19. Motion carried unanimously.
14. Deputy Director Walker told board we had received several donations in the last month. Lions donated bags and toiletries for families in need. Winds of the Prairie did a baby drive in memory of Ardis Henricksen; from that they are donation 6 boxes of baby items (one for each county) for families in need as well as \$20 cash to purchase baby items. Jackie Lovald donated blankets and stuffed toys to families in need. Deputy Director also added that Thank You card will be sent to all that donate. Motion made by Nath second by Thompson: To graciously accept the donation. Motion carried unanimously.
15. Deputy Director Walker highlighted that the Southern Prairie Community Care (SPCC) contract was a renewal; MN Dept of Revenue – Revenue Recapture was a renewal; The Evangelical Lutheran Good Samaritan Society is a new contract. Plus the addition of 16. Amendment for Local Collaborative Time Study Contract. Chairperson Anderson requested for a financial note to be put on the contracts when preparing the board packets. Motion made by Sanow second by Magnus: To Approve contracts listed. Motion carried unanimously.

Chairperson Anderson asked if there was any questions. Hearing none he adjourned the meeting at 10:31 am.

Approved Date 6/21/17

Authorized 

Chairperson, Human Services Board


Recording Secretary, Human Services Board

Attest: 
Deputy Director