



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

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

Opened: 10:32am
Adjourned: 12:12pm

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, September 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
- Ron Boyenga
- Greg Burger
- Carol Flahaven
- Dave Forkrud
- James Jens
- Gerald Magnus
- Les Nath
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Corey Sik
- Sherri Thompson
- Pam VanOverbeke
- Mic VanDeVere
- Dan Wildermuth

Members absent:

- Rick Anderson
- Steve Schulze

Staff present:

Carol Biren	Monica Christianson
Kristin Deacon	Karri Harvey
Amanda Holzaphel	Sarah Kirchner
Jason Kloss	Krista Kopperud
Stacey Longtin	Marie Meyers
Cindy Nelson	Tanlee Noomen
Michelle Salfer	Candace Swenson

Staff present:

Nancy Walker

Beth Wilms

O. Consent Agenda-

Vice Chairperson Magnus asked if there were any changes to the agenda. Director Wilms added 9. Continuation of temporary appointment, Jeffery Mayfield, 10 hours per week, \$15.00 hourly ending 12/15/2017, to the Decision items. Motion made by Nath second by Sanow: To approve the agenda addition to meeting agenda and board minutes from the August 16th, 2017 board meeting. The motion carried unanimously.

P. Financials-

Vice Chairperson Magnus 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 Salfer: To approve the financial report as forwarded by the Human Services Board. The motion carried unanimously.

Q. Introduce new staff-

Director Wilms stated there were none to introduce.

R. Employee Recognition-

Vice Chairperson Magnus asked for Commissioner Sik to present the Years of Service awards. Candace Swenson, 1 year, Social Worker, Luverne; Amanda Holzaphel, 5 years, Social Services Supervisor, Redwood; Nancy Walker, 25 years, Deputy Director, Luverne. Not present Sue Sik, 25 years, Social Worker, Marshall. Vice Chairperson Magnus stated that the meeting would go into recess and pictures would be taken.

Chairperson Anderson reconvened the meeting at 10:47am.

S. Discussion/Information Items-

1. Carol Biren, Community Health Services Manager, Dale Hiland, Social Services Supervisor, and Karri Harvey, Management Information Supervisor came forward to update the Board on HIPAA, Data Privacy and Security. We had a consultant come in and help us review our current practices and policies. The consultant has really helped with getting a grasp of what to expect with a HIPAA evaluation. The first year we had our evaluation there were four pages of findings this year we only six findings that were easy fixes. The team has went through each office and taken steps to ensure privacy of clients information such as: Shredding bins with lock covers, tags for our backpacks, Follow Me print, and making sure computer screens are faced in the right direction. Karri stated that most data breaches are not due to IT hacking. She explained that we have 2,668 client cases and each record would cost us \$442 a piece resulting a 1.17 million dollar cost if there were to be a breach. We have educated our staff by sending out emails regarding best practices, also there is training on SharePoint. Karri stated that they also check the analysis logs once a month to make sure people are not logging into systems when they are not supposed to be.

2. Melody Caron from the State Auditor's Office provided an update to the 2015 audit. Caron states the audit went well, and the deadline was met as the audit was completed on time.

3. Directors Wilms and Sarah Kirchner, Fiscal Manager, addressed the Board on the Cost of Space analysis for 2018.

T. Decision Items-

Chairperson Anderson asked Director Wilms to address item 1 and 2 together.

1. Becca Baumann, County Agency Social Worker – Child Welfare, probationary appointment (12 months), \$22.56, effective 09/07/2017

2. Sandra Ourada, Lead Eligibility Worker, promotional probationary appointment (6months), \$22.53, effective 09/11/2017

Motion made by Nath second by Forkrud: To approve the probationary appointments as listed above. Motion carried unanimously.

3. Nancy Walker, Deputy Director, updated the Board on the changes to Safety Policy #6 – Workplace Violence Prevention. After talking with local law enforcement and MCIT, it was decided to include on the policy that mace/pepper spray would not be allowed in the workplace. In addition, there was some added verbiage regarding scenario training. Motion made by Burger second by VanDeVere: To approve changes made to Safety Policy #6 – Workplace Violence Prevention. Motion passed unanimously.

4. Sarah Kirchner, Fiscal Manager, brought forward the changes made to Administrative Policy #5 – Credit Card Policy. The changes made to the policy are a reflection of requests made at the August 16th, 2017 Board meeting. Motion made by Burger second by Nath: To approve changes made to Administrative Policy #5 – Credit Card Policy. Motion carried unanimously.

5. Walker stated that our health insurance premiums are at a 0% increase for 2018. Dental insurance coverage is change to Sun Life Assurant for 2018 and 2019. Rates would match current rates for 2018 with a second year cap at a 7% increase for 2019. Staying with Avesis for vision in 2018 with a 9% increase. No rate changes for Short Term Disability, Life, Long Term Disability, Identity Theft, or Legal Shield. Our stop loss is currently set at \$50,000, the agent of record, recommended we raise that to \$60,000. By doing this there would be a cost savings of approximately \$80,000 to the plan. Motion made by Burger second by Sanow: To approve the 2018 insurance updates and the increase of our stop loss to 60 thousand. Motion carried unanimously.

6. Karri Harvey, Management Information Supervisor, presented the Board with the estimate from Morris Electronics to purchase a new email Server. Motion made by VanDeVere second by Wildermuth: To approve the purchase of the email server presented before them. Motion approve unanimously.

7. Director Wilms asked for the acceptance of a donation made by Mary Larson of a new crib for the foster care program. Motion made by Wildermuth second by VanDeVere to graciously accept the donation. Motion carried unanimously.

8. Director Wilms reviewed the list the contracts as listed. First contract was new the second was just an amendment to a current contract. Motion made by Wildermuth second by Thompson : To approve the contracts as listed and reviewed. Motion carried unanimously.

9. Additional decision item of the continuation of temporary appointment, Jeffery Mayfield, 10 hours per week, \$15.00 hourly ending 12/15/2017. Motion made by Nath second by Burger: To approve to continuation of Jeffery Mayfields temporary appointment as listed above. Motion carried unanimously.

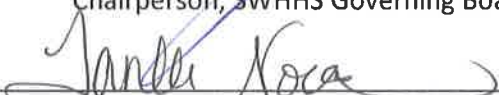
Vice Chairperson Magnus states the meeting will need to go into closed session for personnel discussion. Motion by Nath second by VanDeVere. The meeting went into closed session at 11:47.

Motion by Nath and second by VanDeVere: To come out of the closed session at 12:12. Motion carried unanimously. No action.

Approved Date 10-18-2017

Authorized 

Chairperson, SWHHS Governing Board



Recording Secretary, SWHHS Governing Board

Attest: 

Director