



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: February 21, 2018

Place: Lyon County Government Center

Commissioner Room

Marshall, Minnesota

Opened: 10:20am

Adjourned: 11:59am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, February 21, 2018 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 Vice Chairperson Sanow.

Members present:

Jeane Anderson
Rick Anderson
Greg Burger
Carol Ann Flahaven
Dave Forkrud
James Jens
Charles Sanow
Corey Sik
Lois Schmidt
Steve Schulze
Dan Wildermuth

Members absent:

Ron Boyenga
Gerald Magnus
Les Nath
Jim Salfer
Sherri Thompson
Mic VanDeVere
Pam VanOverbeke

Staff present:

Karla Arends	Carol Biren
Michelle Buysse	Zach Gritmacker
Karri Harvey	Sarah Kirchner

Krista Kopperud	Tanlee Noomen
Ann Orren	Jodi Robinson
Christine Versaevel	Nancy Walker
Beth Wilms	

Q. Consent Agenda-

Vice Chairperson Sanow asked if there were any changes to the agenda. Vice Chairperson Sanow asked if there was any conflict of interest hearing none, he asked for the approval of agenda and meetings minutes for January 17th, 2018. Motion made by Anderson second by Nath: To approve the agenda additions and board minutes. The motion carried unanimously.

R. Financials-

Vice Chairperson Sanow 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 Burger and second by Forkrud: To approve the financial report as forwarded by the Human Services Board. The motion carried unanimously.

S. Discussion/Information

1. Nancy Walker, Deputy Director, and Jodi Robinson, Human Resources Specialist, came forward to update the Board on the annual HR Reporting. Jodi went over material given to the Board in their agenda packets. Information included average years of service, exit interview participation, total turnover percentages, and reasons for separation. Walker began by informing the Board of the open positions we have not filled since September 2017. Open positions include 2 Eligibility workers, 1 Adoption Social workers, 1 Adult Services CADI/BI Social Worker, 1 Social Worker for Intake process, 1 Child Support Officer, 2 Child Protection Workers, 1 Social Services Supervisor, 1 Public Health Nurse, 1 Information Technology Specialist. Walker said we would like no more than 50% of staff departures to be to competitors. Walker also mentioned that they are tying up the collective bargaining process with negotiations. They are just working on some verbiage and then voting should take place. Commissioner Burger asked if the open positions were putting strain on staff. Director Wilms and Walker said they are working on creating a tool that will help with a fair and equitable way to bring those positions forward to the Board to fill.

2. Sarah Kirchner, Fiscal Manager, gave an update on the Great Western Credit Cards. There is now 16 card holders instead of 5. With this provider we have the ability to check our accounts online and that is being done once a week to ensure we are getting the receipts we need. Kirchner said to date since we started in October, we have spent \$79,124.00. That equals \$791.00 in our 1% cash back. We have been redeeming that back to the account by \$200.00 increments. By using these credit cards we have been able to eliminate other charge accounts such as Walmart, and Hy-Vee.

3. Carol Biren, Community Health Services Manager, and Krista Kopperud, Health and Human Services Planner, gave the Board updates on the Quality Improvement process. We meet quarterly to look at 8 measures. Those measures will be integrated in our annual report we are creating for the agency. We did a swim lane process on our Staff Development process and really looked at the process and how we can improve it. We also conducted a quality maturity

survey to help identify where the agency is through our staff. We are also going to be doing some staff education through newsletter and unit presentations.

T. Decision Items-

1. Director Wilms asked for the approval of the Engagement Letter for the Office of the State Auditor – 2017 Audit. Commissioner Anderson asked if we could look into switching to an independent auditor. Director Wilms responded by stating Sarah Kirchner and herself would look into that information and bring it forward in the summer. Motion made by Anderson, second by Wildermuth: To approve the Engagement Letter for the Office of the State Auditor – 2017 Audit. Motion carried unanimously.
2. Karri Harvey, Management Information Supervisor, came up to discuss with the Board about a server replacement. Currently our server is at 7.5 years and has reached its life maturity. We do have some money we could use through the SNAP program. Motion made by Wildermuth, second by Burger: To approve the replacement of the server. Motion carried unanimously.
3. Nancy Walker, Deputy Director, came up to request the appointment of a Board member to the Insurance committee. Motion made by Burger, second by Nath: To reappoint Commissioner Salfer to the Insurance Committee. Motion passed unanimously.
4. Director Wilms requested the appointment to the SMAMHS Board. Motion made by Forkrud, second by Nath: To reappoint Commissioner Sanow and Commissioner Wildermuth to the SMAMHS Board. Motion passed unanimously.
5. Director Wilms asked the Board to approve the Quality Council Charter/QI Plan for 2018. Motion made by Forkrud, second by Wildermuth: To approve the Quality Council Charter/QI Plan for 2018.
6. Director Wilms informed the Board of the donation of \$46.00 to the Pipestone office to use for diapers from St. John's Lutheran Church, Ladies Aid of Trosky. Motion made by Anderson, second by Nath: To graciously accept the donation. Motion carried unanimously.
7. Director Wilms reviewed the contract/agreement list. Motion made by Anderson, second by Nath: To approve contract/agreement as listed and reviewed. Motion carried unanimously.
8. Closed Session: Director Performance Review.

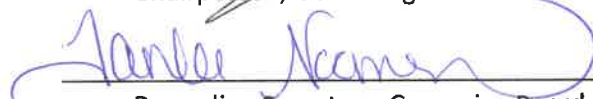
Motion made by Nath, second by Wildermuth: To go into a closed meeting at 11:22am. Motion carried unanimously.


Motion made by Nath, second by Anderson: To come out of a closed meeting at 11:59am. Motion carried unanimously.

Vice Chairperson Sanow adjourned the meeting at 11:59am.

Approved Date 3/21/18

Authorized 
Chairperson, Governing Board


Recording Secretary, Governing Board

Attest: 
Director