



**SOUTHWEST  
HEALTH & HUMAN  
SERVICES**

**SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD**

**MINUTES**

Date: April <sup>25 TU</sup> 24<sup>th</sup>, 2018  
Place: Lyon County Government Center  
Commissioner Room  
Marshall, Minnesota

Opened: 10:12am  
Adjourned: 1:02pm

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, April <sup>25 TU</sup> 24<sup>th</sup>, 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 Chairperson Magnus.

**Members present:**

Jeane Anderson  
Greg Burger  
Carol Ann Flahaven  
Dave Forkrud  
James Jens  
Gerald Magnus  
Les Nath  
Lois Schmidt  
Steve Schulze  
Corey Sik  
Mic VanDeVere  
Pam VanOverbeke  
Dan Wildermuth

**Members absent:**

Rick Anderson  
Jim Salfer  
Charles Sanow

**Guest Presents:**

Vicki Knobloch

**Staff present:**

Jennifer Beek	Carol Biren
Heather Bruse	Monica Christianson
Karri Harvey	Amanda Holzapfel
Sarah Kirchner	Erin Klumper
Krista Kopperud	Stacey Longtin

Holly Louwagie	Kristin Malin
Jane Mellenthin	Cindy Nelson
Tanlee Noomen	Ann Orren
Deb Seidel	Jennifer Stratton
Cindi Tisue	Nancy Walker
Beth Wilms	

Meeting went in to recess at 10:12am

Meeting reconvened at 10:30am

**O. Consent Agenda-**

Chairperson Magnus asked if there were any changes to the agenda. Chairperson Magnus stated that they would be adding a closed session at the end for Beth Wilms, Director, for her nine month evaluation. Commissioner VanDeVere requested a discussion item for an all-County, all Commissioners meeting. Sarah Kirchner, Fiscal Manager, asked to add an item to the decision section of a MFIP/DWIP funding request. Chairperson Magnus said Beth Wilms Evaluation will be T. 16; Decision item for the MFIP/DWIP funding T. 15 Discussion item of all Commissioner meeting will be S. 3. Chairperson Magnus asked if there was any conflict of interest hearing none, he asked for the approval of agenda and meetings minutes for the March 21<sup>st</sup>, 2018 meetings. The motion would also include the amended December 20<sup>th</sup>, 2017 meeting minutes. Motion made by Nath second by Jens: To approve the agenda additions, corrections and board minutes for both December 20<sup>th</sup>, 2017 and March 21<sup>st</sup>, 2018 meetings. The motion carried unanimously.

**P. Financials-**

Chairperson Magnus announced that the Finance Committee that was to be held after this meeting will be postponed to a date that Commissioner Sanow could attend. Chairperson Magnus asked Kirchner to give the attorney rates as requested from the Board in March 2018 meeting. Kirchner stated that outside of our monthly retainer rate we pay our attorney \$225/hour. Upon researching what we have paid in the past outside of our monthly retainer rate was once in November 2016 of \$1100.00, nothing in 2017, and two in 2018 with a total of \$492. Suggestion was made to look at other options in 2019. Chairperson Magnus asked if there were any questions or comments regarding the financial report as given during the Human Services Board meeting. Motion made by VanDeVere and second by Nath: To approve the financial report as forwarded by the Human Services Board. The motion carried unanimously. Commissioner Thompson requested to task the Finance Committee with looking into how much each County is costing the agency in services such as out of home placements. She suggested having those ratios as another part of the formula when figuring out the levy amounts.

**S. Discussion/Information Items-**

1. Director Wilms stated that it was requested that she provide the Board with mandated versus non-mandated services that Southwest Health and Human Services provides. Wilms stated she could give Board members a 100 page document of statutes that outlines all of those

programs were there mandated and what the expectations are. Wilms requested that we have a more informative meeting about these programs with staff that are more educated on the services. She stated it is hard to understand the return on investment on some of these non-mandated services so we don't need to use our mandated services down the road.

3. Commissioner VanDeVere said he would like to have a meeting to gather all six counties and all of their commissioners. Commissioner Burger recommended having the County Administrator be a part of that meeting. Commissioner Thompson suggested that the Board needs to task themselves with better understanding the agency so they can better respond to questions asked by the other Commissioner and Administrators. Commissioner Wildermuth asked if it was possible to use the tele-commuting areas in the Southwest Health and Human Services County conference room. Wilms said she would meet with the Southwest Health and Human Services executive team and bring back recommendations at the May 2018 meeting.

2. Director Wilms talked to the Board about our Annual reporting process. It is part of our Joint Powers Agreement to have an Annual Planning meeting. We would like to get suggestions from the Board if they would like it after one of our scheduled monthly Board meetings or another day. Deputy Director Nancy Walker informed the Board that during this meeting they will also be reviewing current policies, strategic plan, in addition to planning for the 2019 year. She also stated this will be the first meeting since adopting our By-Laws that happened in 2017.

Chairperson requested a Director Wilms to do a Doodle Pole and schedule a meeting after either May 2018 meeting or even June 2018 meeting.

**T. Decision Items-**

Nancy Walker provided Board information on decision items 1-9

1. Request for leave without pay for Karen Gerhardson. Walker let the Board know that she has submitted appropriate medical documents. Motion made by Wildermuth second by VanDeVere: To approve leave without pay for Karen Gerhardson. Motion carried unanimously.

2. Request for leave without pay for Jessica Hieronimus. Walker mention she has also provided the appropriate medical documentations and that she has only requested intermittent time off from now and May 31<sup>st</sup>. Motion made by Nath second by Thompson: To approve request for leave without pay for Jessica Hieronimus. Motion carried unanimously.

3. Request for leave without pay for Kelyn Meyeraan. Walker stated that this employee has used their 37.5 hours of administrative time that Director Wilms, and Deputy Director Walker can approve. Walker explained that this was for some inclement weather, some bereavement time for a family member not included in our bereavement policy. Walker recommended the Board approve 31 hours for what she is currently short and not the full 42 hours as requested. Motion made by Nath second by Wildermuth: To approve 31 hours of leave without pay for Kelyn Meyeraan.

4. Deputy Director Walker presented the 2018/2019 Collective Bargaining Agreement AFSCME 2398 Human Services and 1687 Community Health. Walker highlighted some of the changes made to the agreement. Motion made by Nath second by Wildermuth: To Approve the 2018/2019 Collective Bargaining Agreement for AFSCME 2398 Human Services and 1687 Community Health. Motion carried unanimously.

Chairperson Magnus requested 5-9 to be presented together.

5. Walker request that the Board allow wage increases for non-union employee members to receive the same wage increase as the union members. Walker described that this has historically been done at the same time as our contract agreements. Motion made by

VanDeVere second by Sik: To approve the increase in wages for non-union employee members for the year of 2018.

6. Deputy Director Walker informed the Board that the changes to Personnel Policy 2 – Conditions of Employment were the result of the union contract that was previously highlighted in item 4.

7. Deputy Director Walker this Personnel Policy 3 - Leave and Holidays was updating names on who can approve time off if current supervisor is unavailable.

8. Deputy Director Walker mentioned the changes in Personnel Policy 6 – Meal Reimbursement Lodging and Other Expenses. These changes are just changing the sums to be paid out to one lump amount instead of putting them into slots of breakfast, dinner, and supper.

9. Deputy Director Walker stated that the changes to Personnel Policy 19 – Medical Leave for Fitness was adding bike mounting devices to the list of allowances.

Motion made by VanDeVere second by Nath: To approve decision items 5-9 as presented. Motion carried unanimously.

10. Deputy Director Walker informed the Board of the change in our Income Maintenance 4 – LEP Plan. The change to this plan was updated the names and eliminating the names of workers that are no longer with the agency. Motion made by Thompson second by Nath: To approve the changes to the Income Maintenance 4 – LEP Plan. Motion carried unanimously.

11. Karri Harvey, Management Information Supervisor, came forward to address the Board about the Iseries server. This was purchased by Lyon County and we would be buying into this equipment. This server would be housing our account software. Harvey explained the funding for this would come from \$10,000 Lyon County owes us for a server we purchased and an additional \$4,000 we received from selling equipment on an online public auction. Motion made by Forkrud second by VanDeVere: To approve the purchase of the Iseries server. Motion carried unanimously.

12. Director Wilms asked the Board for a letter of support for the Mental Health Consortium. This would be to hire a consultant to come in and this request would be from the Consortium legislative workgroup. They would like to pursue a foundation Grant that would be 50/50 match with a 50% coming from the Grant and 50% coming from the Counties with in the Consortium. The consultant would come in and develop a plan to help close gaps that the Counties are currently paying for. Commissioner Wildermuth added that Commissioner Sanow and he represent Southwest Health and Human Services on the Mental Health Consortium Board. It was discussed if each County would act on their own or come in as Southwest Health and Human Services Agency. It was Wildermuths recommendation that we act as the agency. Commissioner Burger asked if this money was included in 2018 budget. Director Wilms indicated it was not. Wildermuth added that if this consultant could avoid additional stays at a mental health facility, the position would pay for itself. Motion made by Wildermuth second by VanDeVere: To approve the letter of support for the Mental Health Consortium. Motion carried all in favor with the exception of Commissioner Burger.

13. Director Wilms informed the Board of the donations received of 2 boxes of 160 count, size 2 diapers from Nakia Tellinghuisen; Brad Deutsch Memorial Fund donated a bean bag, floor car mat with 2 cars, books and Melissa and Doug toys to the Luverne office visitation room. Motion made by Nath second by Jens: To graciously accept the donations as presented. Motion carried unanimously.

14. Director Wilms reviewed the contract/agreement list. Motion made by VanDeVere second by Forkrud: To approve the contract/agreement as listed. Motion carried unanimously.

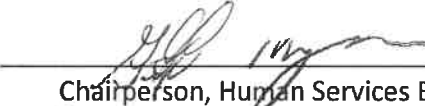
15. Sarah Kirchner, Fiscal Manager, requested that the Board approve a request from Chippewa County Family Services. This request was for additional MFIP/DWIP funding. They are the fiscal


host for nine counties. This request is for \$30,390.00 for them to continue to provide these services and pay the bills associated with these services. The last time we gave them funds would have been in 2013. If we decide to not give them this money we would be taking on the bills for these services ourselves. Jennifer Beek, Financial Assistance Supervisor, explained that MFIP/DWI are cash programs we provide to help families with children or pregnant women. Connected to the requirements for those programs are the clients to work with employment services. The employment services then has cost centers associated with working with those clients and Chippewa administers those dollars as needed. It was requested from the Board that we get a representative from Chippewa to present at the next Board meeting to better explain the request. Item tabled for May 2018 Board meeting.


Motion by Nath: by consensus the meeting went into closed session at 12:06pm  
Motion by Wildermuth: By consensus the meeting came out of closed session at 1:01pm

Commissioner VanDeVere adjourned the meeting at 1:02pm.

Approved Date 5-16-2018

Authorized   
Chairperson, Human Services Board

  
Recording Secretary, Human Services Board

Attest:   
Director