



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: May 16th, 2018
Place: Lyon County Government Center
Commissioner Room
Marshall, Minnesota

Opened: 10:10am
Adjourned: 11:00am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, May 16th, 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
- Rick Anderson
- Greg Burger
- Dave Forkrud
- James Jens
- Gerald Magnus
- Les Nath
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Corey Sik
- Mic VanDeVere

Members absent:

- Carol Ann Flahaven
- Steve Schulze
- Sherri Thompson
- Pam VanOverbeke
- Dan Wildermuth

Staff present:

Jennifer Beek	Steve Beekman
Kristal Berentson	Carol Biren
Monica Christianson	Stacy DeBates
Loni Eilers	Marlene Erickson
Karri Harvey	Kathy Herding

Stacy Jorgensen	Krista Kopperud
Stacey Longtin	Cindy Nelson
Tanlee Noomen	John O'Neal
Ann Orren	Danielle Ossefoort
Patti Peterson	Nancy Walker
Beth Wilms	

R. Consent Agenda-

Chairperson Magnus asked if there were any changes to the agenda. Director Wilms indicated the Discussion Item T. 2. SPCC/PrimeWest update should also include South Country. Motion made by Nath second by Jens: To approve the agenda additions and board minutes. The motion carried unanimously.

S. Financials-

Chairperson Magnus stated the financials were discussed in the Health Board and asked if there were any further questions. None were stated.
Motion made by VanDeVere second by Nath: To approve financials as forwarded in the Human Services board. Motion carried unanimously.

T. Discussion/Information Items-

1. Carol Biren, Community Health Services Manager, and Karri Harvey, Management Information Supervisor, informed the Board of HIPAA, and Data Privacy and Security assessment. There were 12 risks identified and all but a few will be mitigated within the policies that are to follow. Biren then briefly highlighted the language changes and updates on policies in decision items 2 & 5. Harvey then briefly updated the language changes in decision items 3 & 4. These changes were also just updates to language to reflect our current process.

2. Director Wilms welcomed Board members to speak as many of them are on the Southern Prairie Community Care Board (SPCC). There has been some discussion moving forward as to what direction it should go. Originally SPCC was going to be a County Based purchasing entity but instead worked on the IHP. Director Wilms stated that it is time to look at being a County Based purchased entity. Pipestone is already working with Prime West and have a good experience with them. There is also South Country Alliance and they are a County Based Purchasing entity as well. Itasca County has its own County Based Purchasing entity. Director Wilms then listed some options such as creating our own County Based Purchasing Entity which only allows 16-18 months to complete; team up with either Prime West or South Country Alliance. There will be a meeting with South Country Alliance June 1st and the Health and Human Services Directors as well as the SPCC Board members have been invited to attend. There will be a meeting with Prime West on June 4th. Commissioner Anderson added that this will have to be an individual County decision. It is his hopes that for our June 22nd, 2018 Board meeting for SPCC, that the executive committee will have a recommendation and cost associated with it.

U. Decision Items-

1. Director Wilms talked about the possibility of holding a County Commissioner/Administrators/Executive Team meeting recommendation that was discussed during the April 25th, 2018 Board meeting. After speaking with SWHHS executive team our recommendation would be to not hold a County wide meeting but instead visit each County

individually. Commissioner VanDeVere requested that Lincoln County be added to our schedule to visit. Motion made by Jens second by Anderson: To accept the recommendation of the SWHHS Executive Team to meet with Counties individually. Motion carried unanimously.

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

2. Carol Biren, Community Health Services Manager came forward again to answer any question the Board had on Administrative Policy 1 – Data Privacy Policy and Procedure; 3. Administrative Policy 8 – Disaster Recovery Plan; 4. Administrative Policy 9 – Physical and Technical Safeguards; 5. Administrative Policy 14 – HIPAA. Commissioner Anderson questioned the verbiage on Policy #1 section 6.3. Biren indicated that is stated in law to include that exact verbiage. Motion made by Sanow second by Nath: To approve the updates on the Administrative Policies listed. Motion carried unanimously.

Chairperson Magnus requested that items 6-8 be addressed together.

6. Director Wilms stated that Nursing Policy 1 – Jail Nursing Policy; 7. Nursing Policy 2 – Family Home Visiting Policy; 8. Nursing Policy 3 – Child and Teen Check-up Outreach Policy; are all out dated and requested for them to be repealed. Motion made by Jens second by Sanow: To repeal Nursing Policies 1, 2, and 3. Motion carried unanimously.

9. Nancy Walker, Deputy Director, addressed the Board on the updated Administrative Policy 13 – Equal Employment Opportunity and Affirmative Action. This is the updated 2018 – 2020 plan in which every entity has to have one of these types of plans under Minnesota Rule. We have a couple choices. We can either adopt the one sent to us in the Bulletin or we can make our own. We have decided to adopt the one from the Bulletin. Motion made by Forkrud second by Burger: To adopt the Policy presented. Motion carried unanimously.

10. Carol Biren presented the Board with our Work Force Development Plan (WFDP) and asked for the approval. It is best practice to have a WFDP that defines our training plan and ties to our budget and Strategic Plan. There was an assessment done in our Public Health unit that ties to our Core Competencies of Public Health which goes with our 6 areas of responsibilities passed down through state statute. We identified where our gaps and developed this WFDP. This is making a training schedule for our Public Health such as online trainings, and trainings during our Public Health meetings. Motion made by VanDeVere second by Nath: To approve the Work Force Development Plan. Motion carried unanimously.


11. Karri Harvey, Management Information Supervisor, came forward to request to sell 15 laptops that we don't need anymore. We request that we sell them on an online public auction site. Harvey stated that last time we sold them the Board had requested to send a notice to the County offices first which she was willing to do again. It was requested that Harvey would send out a notice to the Counties before adding them to a public auction. Motion made by Nath second by Anderson: To approve the request sell our obsolete computers on an online public auction site.

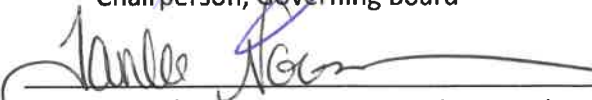
12. Director Wilms let the Board know about the donation from the Milroy Lions Club of a duffle bag for a child going into foster care. Motion made by VanDeVere second by Sanow: To graciously accept the donation listed.

13. Director Wilms went over the contract listed in the Board packet. She indicated that there was an amendment of a decrease of \$1085.00. Motion made by Burger second by Forkrud: To approve contracts as listed.

Chairperson Magnus asked if there was any questions. Hearing none he adjourned the meeting at 11:00 am.

Approved Date 6/20/18

Authorized 
Chairperson, Governing Board


Recording Secretary, Governing Board

Attest: 
Director