



SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD

MINUTES

Date: October 17th, 2018  
Place: Lyon County Government Center  
Commissioner Room  
Marshall, Minnesota

Opened: 9:23am  
Adjourned: 10:22am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, October 17th, 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:

- Rick Anderson
- Greg Burger
- Carol Flahaven
- Dave Forkrud
- James Jens
- Gerald Magnus
- Les Nath
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Steve Schulze
- Corey Sik
- Sherri Thompson
- Mic VanDeVere
- Dan Wildermuth

Members absent:

- Jeane Anderson
- Pam VanOverbeke

Guests present:

- Melody Caron

Staff present:

Carol Biren	Jessica Bosma
Sara Brandt	Michelle Buysse
Stephanie Byers	Monica Christianson

Wendy Davis	Kristin Deacon
Amanda Holzapfel	Sarah Kirchner
Krista Kopperud	Stacey Longtin
Cindy Nelson	Tanlee Noomen
Ann Orren	Clara Sik
Nancy Walker	Beth Wilms
Craig Wilson	

**Q. Consent Agenda-**

Chairperson Magnus asked if there were any changes to the agenda. Director Wilms indicated that there would be additions 13. Donations: American Reformed Church in Luverne donated \$600 in Wal-Mart cards to the Rock County foster families to use for foster children for school supplies, Christmas gifts, etc.; 14. Lyon County Space. He asked if there was a conflict of interest. None were stated. Approval of the September 19<sup>th</sup>, 2018 Board minutes. Motion made by Nath second by Wildermuth: To approve the agenda additions and board minutes. The motion carried unanimously.

**R. 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 Thompson second by Sanow: To approve financials as forwarded in the Human Services board. Motion carried unanimously.

**S. Human Resource Statistics**

Director Wilms indicated that Southwest Health and Human Services did have one separation in September of 2018. The Board was also given the number of employees employed by SWHHS in August of 2017 which was 255. In August of 2018, we had 238 employees staffed at SWHHS.

**T. Discussion/Information Items-**

1. Director Wilms began the discussion on the MN Healthcare Access Fund and requested that Carol Biren, Community Health Services Manager, accompany her with that discussion. They began by explaining when the MN Healthcare Access Fund began and what it provides for that organization. This access fund is scheduled to sunset December of 2019. This could cause the agency to see significant cost shifts to local counties. If there are any question please reach out to Director Wilms or Carol Biren.

**U. Decision Items-**

Chairperson Magnus requested that decision items 1-3 be addressed together.

1. Director Wilms had asked the Board to approve the hiring of Stephanie Byers, County Agency Social Worker, CPS, probationary appointment (12 months), and \$23.01 hourly, effective 10/01/2018.

2. Mary Jo Bose, reclassification, Registered Nurse to Public Health Nurse, 6-month probationary period, \$26.24 hourly, effective 10/01/2018.
3. Nicole Slegers, Office Support Specialist to Collections Officer, 6-month probationary period, \$17.34 hourly, effective 10/15/2018. Motion made by Wildermuth second by Anders: To approve the hiring of Stephanie Byers, reclassification of Mary Jo Bose, and position transfer of Nicole Slegers. Motion carried unanimously.
4. Phased Retirement Option (PRO) requests for Jeanne Backer, Marge Pankonen, Jane Evans, and Patti Peterson were brought forward by Deputy Director Walker. Deputy Directors Wilms recommended the approval of a one year application for Jeanne Backer, Marge Pankonen, and Patti Peterson; six month recommendation for Jane Evans. Motion made by Wildermuth second by Forkrud: To approve the recommendations given by Deputy Director Walker for the listed Phased Retirement Option requests.
5. Sarah Kirchner, Fiscal Supervisor, and Director Wilms informed the Board of the changes made to Administrative Policy #2 – Gasby 34 Compliancy Related Policy. These changes are the recommendations from the Office of State Auditors (OSA). In section nine the OSA provided us with some verbiage changes. They also pointed out that there had been verbiage changes to construction contracts, this is not something that we do but we are required to have language in our policy acknowledging it. There was also a change in major purchase language also given to us from the OSA. Motion made by Salfer second by Wildermuth: To approve the changes provided in the Administrative Policy #2 – Gasby 34 Compliancy Related Policy. Motion carried unanimously.
6. Kirchner and Director Wilms also went over the changes in Administrative Policy #5 – Credit Card Policy. In section 4C the change was made to request receipts to be turned into the accounting department within one week of purchase. In section 4E the amount was changed to \$3000.00 from \$1000.00 for the amount that will have to be brought to the Board for approval. Also there was section 4G added to assure that when a card holder does separate from the company it is their responsibility to hand that card back in to the fiscal manager. In section 5A there was an addition added to ensure safeguarding of the agency credit card, no credit card information shall be saved to any website. In section 6C was another addition of the disciplinary actions that will be received if there is any misuse of the company credit card. Lastly there were two separations of employees that were credit card holders that are no longer on the list. Motion made by Wildermuth second by Forkrud: To approve the changes described on Administrative Policy #5 – Credit Card Policy. Motion carried by majority vote. VanDeVere and Anderson opposed.
7. Deputy Walker came forward to request the position of a replacement Eligibility Worker for the Luverne office. This request is caused from a separation. Motion made by Forkrud second by Wildermuth: To approve the Eligibility Worker request. Motion carried unanimously.
8. Cindy Nelson, Social Services Division Director, came forward to request a Social Worker position in the Community Alternative (CAC), Community Access for Disability Inclusion (CADI), and Brain Injury (BI) Unit. This position is request is resulted from a separation. Motion made by Burger second by VanDeVere: To approve the Social Worker position. Motion carried unanimously.
9. Carol Biren, Community Health Services Manager, came forward to request the Public Health Nurse position for the Murray County office. This is due to a separation. Motion made by Wildermuth second by Thompson: To approve the Public Health Nurse position. Motion carried unanimously.
10. Carol Biren, Community Health Services Manager, came forward with the request of a Public Health Educator that would work with the Planning and Implementation Grant work being done

in Pipestone. This position is being requested because of a separation and it will also be 100 percent grant funded. Motion made by Wildermuth second by Nath: To approve the Public Health Educator position. Motion carried unanimously.

11. Kirchner came forward again to report on the unclaimed property we have to report to the state. There were seven checks totaling an amount of 200.77. Motion made by Burger second by Nath: To approve the reporting of the unclaimed property request.

12. Director Wilms went through the donations that SWHHS received in the month of October. Four packages of diapers size 1 and 2 to families/infants in need from Ashley Kunz. Motion made by Anderson second by VanDeVere: To graciously accept the donations listed. Motion carried unanimously.

13. Director Wilms explained the contracts listed in the Board packet. Motion made by Nath second by VanDeVere: To approve the contracts listed.

14. Director Wilms talked about giving back some of the Lyon County space SWHHS is occupying to help with the agencies cost saving efforts. The accounting unit is going to moved back into the offices that SWHHS currently use, also SWHHS would like to give back SWHHS conference rooms one and two. Director Wilms indicated that there would be an initial cost savings over a three year period of \$55,860.00 for the 1,960 square feet. Motion made by Sanow second by Anderson: To approve vacating the Lyon County space as described by Director Wilms. Motion carried unanimously.

Chairperson Magnus asked if there was any questions. Hearing none he adjourned the meeting at 10:22am.

Approved Date 11/28/18

Authorized   
Chairperson, Governing Board

Attest:   
Director

  
Recording Secretary, Governing Board