



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: November 28th, 2018

Opened: 10:27am

Place: Lyon County Government Center

Adjourned: 11:31am

Southwest Health and Human Services Conference room 1 & 2
Marshall, Minnesota

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, November 28th, 2018 in the Southwest Health and Human Services Conference rooms 1 & 2 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:

Greg Burger
Dave Forkrud
Les Nath
Steve Ritter
Jim Salfer
Charles Sanow
Lois Schmidt
Corey Sik
Sherri Thompson
Mic VanDeVere

Members absent:

Jeane Anderson
Rick Anderson
Carol Flahaven
James Jens
Gerald Magnus
Steve Schulze
Pam VanOverbeke
Dan Wildermuth

Guest Present:

C.J. Moberg

Staff present:

Carol Biren
Chris Hansen

Monica Christianson
Nicole Henrichs

Amanda Holzapfel
Tanlee Noomen
Beth Wilms

Krista Kopperud
Nancy Walker

Q. Consent Agenda-

Vice Chairperson Sanow stated there were five additions to the agenda, added under Decision Items. Item 10c. Gloria Dei Mission quilters – Redwood Falls, donating various quilts for children/families in need; 10d. Anonymous donation of 10 certificates for turkeys for families in need in Rock County; Justine Heinis, County Agency Social Worker, change from Child Protection to Adult Services, no rate of pay change, 6-month probationary period, effective 12/10/2018; 13. Request for County Agency Social Worker; 14. Dale Hileland, temporary position, County Agency Social Worker, 25 hours per week, \$30.00 hourly, effective 1/7/2019. Any conflict of interest. There were none. Approval of the October 17th, 2018 Board minutes. Motion made by Ritter second by Salfer: To approve the agenda additions to meeting agenda 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 Ritter and second by Burger: To approve the financial report as forwarded by the Human Services Board. The motion carried unanimously.

S. Human Resources Statistics-

Ritter questioned what the Agencies highest full time employee numbers was. Deputy Director Walker replied that it was 255. No further discussion.

T. Discussion/Information Items-

1. Director Wilms, Deputy Director Walker, and E.J. Moberg, Lyon County Auditor/Treasurer, informed the Board on the progress updates on using a different auditor than the Office of the State Auditor (OSA). Upon the Boards request the Agency did submit a letter of intent stating the Agency would be looking for other providers. The Agency received a letter back stating they did not think the Agency had the legal authority in order to withdraw from the Office of the State Auditor. The Agency reached out to Ann Goering, she was pivotal in helping create our Joint Powers Agreement. Goering wrote a letter on our behalf to the state requesting our release. The OSA sent a letter back stating they still would not release the Agency. Moberg then provided the Board with some information regarding cost savings and benefits for pursuing a private auditor. Moberg and Walker then gave the Board our options going forward: Send in the engagement letter; Hire an attorney and file a petition and motion in court for a Declaratory Judgement to be released from the OSA; Wait until the first of the year and meet with the new State Auditor.

U. Decision Items-

1. Discussed in the above discussion items. Motion made by Ritter second by VanDeVere: To table this discussion until January: the Agency has set a meeting with the new State Auditor; Do not to sign the engagement letter. Motion carried unanimously.
2. Deputy Director Walker informed the Board of the Southwest Health & Human Services Flexible Benefits Plan. This document is required for us as the Agency provides health care, employee dollars, it also effects our pre-tax. Motion made by Ritter second by Salfer: To approve the document provided. Motion carried unanimously.
3. Walker also talked with the Board about the Collective Bargaining Memorandum of Agreement. It was requested by the union for the Board to consider offering to employees an option to be on a single plan or family plan if they are related. For example a married couple or parent and dependent child. Currently our staff are required to take at the very least single coverage. There are no current negotiations happening with the Union. Motion made by VanDeVere second by Salfer: To approve the Memorandum of Agreement effective until December 31st, 2019. Motion carried. Ritter Opposed.
4. Holli Hoffbeck, Eligibility Worker, probationary appointment (12 months), \$17.83 hourly, effective 11/19/2018. Motion made by Salfer second by Ritter: To approve the new employee request. Motion carried unanimously.
5. Director Wilms requested the approval of having a SWHHS Personnel Committee that would consist of Director, Deputy Director, Human Resource Specialist, and the Chairpersons of each of the Boards. Motion made by Burger second by Forkrud: To approve the creation of the SWHHS Personnel Committee. Motion carried unanimously.
6. Director Wilms requested that the non-union workers would receive the same pay increase as the union workers would receive. Motion made by Ritter second by VanDeVere: To approve the pay increase for non-union workers. Motion carried unanimously.
7. Director Wilms, and Deputy Director Walker, requested the change of Personnel Policy 3 – Leave and Holidays. The only change in section ten would be leave without pay. They requested that the employee’s direct supervisor could make the decision of the first 37.5 hours of leave without pay. Also any hours after that could be approved by that employee’s supervisor, division’s supervisor, deputy director, and director. Motion made by Burger second by Ritter: To approve the changes requested on the basis that 3 board chairpersons would also be involved in the process. Motion carried unanimously.
8. Director Wilms requested the purchase of Child and Teen Check-up material. This material will be covered 100 percent by the C&TC Grant. Also the material being requested only comes from these particular vendors, as they are very program specific. Motion made by VanDeVere second by Salfer: To Approve purchase of the requested material.
9. Director Wilms asked for the approval of the 2019 Budget approved by the Human Services Board, and Community Health Board. Motion made by Ritter second by Thompson: To approve the 2019 Human Services total budget of \$27,681,763.00, and the 2019 Community Health total budget of \$3,655,784.00. Motion carried unanimously.
10. Director Wilms gave the Board the list of donations made to SWHHS.
 - A. Grace Lutheran Church donated 3 children’s quilts and 7 larger quilts for the use of children and adults in need with in Pipestone County
 - B. Avera Marshall donated Christmas gifts for 44 families in need throughout the six counties
 - C. Gloria Dei Mission quilters – Redwood Falls, donating various quilts for children/families in need
 - D. Anonymous donation of 10 certificates for turkeys for families in need in Rock County

Motion made by VanDeVere second by Ritter: To graciously accept the donation and request a letter of appreciation. Motion carried unanimously.

12. Justine Heinis, County Agency Social Worker, change from Child Protection to adult Services, no rate of pay change, 6-month probationary period, and effective 12/10/2018. Motion made by Ritter second by Salfer: To approve the position requested. Motion carried unanimously.

13. Director Wilms requested the position for a County Agency Social Worker. Motion made by VanDeVere second by Forkrud: To approve the request for a County Agency Social Worker. Motion carried unanimously.

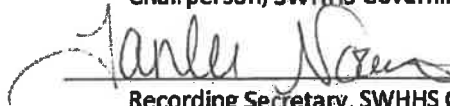
14. Director Wilms requested the hiring of Dale Hiland, as a temporary position, County Agency Social Worker, 25 hours per week, \$30.00 hourly, effective 1/7/2019. This request is coming because of some FLMA leaves that will overlap leaving the Agency short on staff. The temporary position would only last approximately 12 weeks. Motion made by Ritter second by Burger: To approve the hiring of Dale Hiland as requested for approximately 12 weeks. Motion carried unanimously.

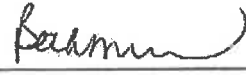
10. Director Wilms went over the contracts that were listed in the Board packet. Motion made Forkrud second by Ritter: To approve the contracts as listed.

Vice Chairperson Sanow asked if there was anything else to add. Hearing nothing he adjourned the meeting at 11:31am.

Approved Date 12/19/18

Authorized 
Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest: 
Director