



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: February 28, 2019
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 9:39am
Adjourned: 11:31am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Thursday, February 28th 2019 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 Sanow.

Members present:

- Jeane Anderson
- Rick Anderson
- Greg Burger
- James Jens
- Les Nath
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Corey Sik
- Mic VanDeVere
- Dennis Welgraven
- Dan Wildermuth

Members absent:

- Carol Flahaven
- Dave Forkrud
- Steve Schulze
- Sherri Thompson
- Pam VanOverbeke

Staff present:

Jennifer Beek	Gail Bielen
Carol Biren	Monica Christianson
Melanie Gacke	Stacy Jorgensen
Sarah Kirchner	Kelyn Meyeraan
Cindy Nelson	Tanlee Noomen
Corey Remiger	Deb Seidel
Tiffany Viger	Nancy Walker

Beth Wilms

Guest present: Bill Toulouse

P. Consent Agenda –

Chairperson Sanow asked if there were any additions to the meeting agenda. Wilms indicated there was an addition to T. Discussion/Information Items - #4 Bill Toulouse – Quarnstrom & Doering PA; #5. Resignation of Krista Kopperud. Motion made by Burger second by Wildermuth: To accept the agenda as presented with the addition items. Chairperson Sanow asked if anyone had a conflict of interest to identify. None were identified. Sanow asked for if there were any corrections that need to be made to the January 16th, 2019 meeting minutes. Motion by VanDeVere and second by Salfer: To approve the additions to the agenda and meeting minutes as presented. The motion carried unanimously.

Chairperson Sanow recessed the meeting at 9:40am.

Chairperson Sanow reconvened the meeting at 9:53am.

R. Financial –

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 VanDeVere and second by Nath: To approve the financial report as forwarded by the Human Services Board. The motion carried unanimously.

S. Human Resource Statistics.

Chairperson Sanow asked if there were any questions regarding the statistics given. Beth indicated the agency had one separation last month.

T. Discussion/Information Items –

1. Director Wilms asked the Board if they would be willing to attend a Commissioner Orientation following the Board meeting in March 20th, 2019. Multiple Commissioners indicated they would like to attend. Director Wilms asked the Commissioner that would like to attend to please RSVP to Monica Christianson, Office Support Supervisor.

2. Carol Biren, Community Health Services Manager, came forward to discuss the 2018-2019 Performance Measures that were given in their Board packets. Biren explained that the agency will be keeping the same measure for 2019 with the addition of Public Health time reporting with 100 percent accuracy, Latent Tuberculosis tracking, and finally in Human Resources, looking at number of days between Board approval of a position to receiving an acceptance letter. There was a short discussion on performance percentages.

3. Director Wilms updated the Board on the meeting that Director Wilms, Deputy Director Walker, Sarah Kirchner, Fiscal Manager, and Commissioner Sanow had with the Officer of State Auditor, Julie Blaha. Upon multiple discussions it was decided that the Board would move this topic to decision item #13.

4. Bill Toulouse, attorney for Quarnstrom & Doering PA, came to go over the Memorandum of Understanding with council, and recap the happenings of the previous year. He indicated that the law firm requested their retainer would increase from \$2400.00 to \$2667.00 monthly. Toulouse explained the retainer had not been increased for several years and in discussion with Director Wilms they would try to keep a small increase annually instead of a larger one every few years. He talked about a few cases that came up during the year that had been different than the past. He explained there had been changes in the laws that have complicated filings. There has been a number of appeals in the last year and an increase in information requests and subpoenas.

5. Director Wilms informed the Board the Agency Planner, Krista Kopperud, had turned in her resignation. She explained to the Board that the Executive Team would not be requesting her position to be filled. The team would assess the position and come to the Board with a request as they felt would best compliment the needs of the Agency.

U. Decision Items –

1. Director Wilms asked for the approval of Ashley VanOverbeke, Lead Eligibility Worker, probationary appointment (6 months), and \$20.91 hourly, effective 2/18/19. Motion made by Salfer second by VanDeVere: To approve the position as described. Motion carried unanimously.
2. Director Wilms asked for the approval of Melissa Kidrowski, Public Health Nurse, no pay change, effective 3/4/201. Motion made by Wildermuth second by Sik: To approve the position as described. Motion carried unanimously.
3. Director Wilms asked for the approval of Christopher Hoss, County Agency Social Worker, CPS, no pay change, effective 1/28/2019. Motion made by Nath second by Burger: To approve the position as described. Motion carried unanimously.
4. Director Wilms asked the Board to accept the changes to the Income Maintenance Policy 2 – Emergency Assistance, Emergency General Assistance and MSA Special Needs Guidelines. Wilms indicated that the changes were to clarify some verbiage in the names of organizations and also personal needs allowance. Motion made by VanDeVere second by Burger: To approve the changes listed. Motion carried unanimously. Commissioner Burger abstained.
5. Jennifer Beek, Financial Assistance Supervisor, came forward to ask the Board to accept Income Maintenance Policy 5 – Drug Felon/Random Testing. Beek explained this is a new policy for the agency but has always been in the Income Maintenance Combined Form Policy Manual. It is coming forward now due to the growth of the number of cases requiring a drug test to be done. This policy is drafted from the Combined Form Policy Manual and the statute that is associated with it as well. Motion made by Wildermuth second by Sik: To approve the policy as described. Motion carried unanimously.
6. Director Wilms explained the changes made to Personnel Policy Number 3 – Leaves and Holidays. Wilms pointed out on page 2 there was changes made to comply with state statutes. Motion made by Burger second by Nath: To approve the changes made. Motion carried unanimously.
7. Biren came forward to request the replacement position be filled of a Public Health Nurse. Motion made by VanDeVere and second by Nath: To approve the position of Public Health Nurse be filled. Motion carried unanimously.

8. Jenifer Klein, Social Services Supervisor, came forward to request the replacement of a County Agency Social Worker – Chemical Dependency Services. The request asked for an overlap in the current staff employment and the new hire, to allow time for cross training. Motion made by Burger second by Wildermuth: To approve hiring the replacements and also allows an overlap in employment. Motion carried unanimously.

9. Director Wilms asked for the replacement of an Information Technology Specialist. Wilms indicated the Agency used to have an IT unit of five and is currently down to two staff. Motion made by VanDeVere second by Nath: To approve the position requested.

10. Deb Seidel, Information Specialist, came forward to request the Board's approval of updating some of the agency's computers. Director Wilms indicated that in 2018 there was 90 computers that were set to be out of warranty but the agency decided to hold off due to financial stability. In 2019 we have 99 that will be out of warranty which makes total of 198 computers. In the 2019 budget there was \$50,000 set aside for replacement computers that the agency would like to utilize. The Board was presented with two quotes, one from HP and the other from Morris Electronics. Motion made by Wildermuth second by Jens: To approve the purchase of 32 computers or up to \$50,000 and also the approval to use the HP quote. Motion carried unanimously.

11. Deputy Director Walker, presented the Board with the 2018 Pay Equity Report that was given to them in their board packets. This is required to be presented every three years. Motion made by VanDeVere second by Wildermuth: To approve Chairperson Sanow to sign off on the report. Motion carried unanimously.

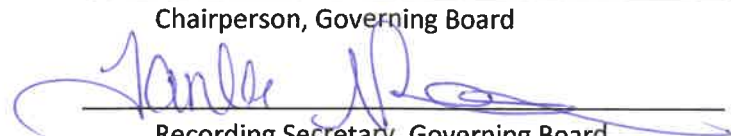
12. Director Wilms went over the contracts listed in the Board packet. Motion made by Burger second by Nath: To accept the contracts presented. Motion carried unanimously.


13. Director Wilms asked for a recommendation from the Board on the next steps that should be taken for the 2019 audit. Motion made by VanDeVere second by Wildermuth: To sign letter of engagement with the Auditor of State contingent on legal approval. Also, continue working with legal counsel on filing a suit to release the Agency from being audited by the State Auditor. Motion carried unanimously.

Motion by Wildermuth second by Sik: To adjourn the meeting. The meeting was adjourned at 11:31 am.

Approved Date 3/20/2019

Authorized 
Chairperson, Governing Board


Recording Secretary, Governing Board

Attest: 
Director