



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: July 17th, 2019

Place: Lyon County Government Center
Commissioner Room
Marshall, Minnesota

Opened: 9:39am

Adjourned: 10:30am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, July 17th, 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
Carol Flahaven
Dave Forkrud
James Jens
Les Nath
Jim Salfer
Charles Sanow
Lois Schmidt
Sherri Thompson
Mic VanDeVere
Dennis Welgraven
Dan Wildermuth

Members absent:

Corey Sik
Steve Schulze
Pam VanOverbeke

Guest Present:

Jim Muchlinski

Staff present:

Carol Biren	Chris Cauwels
Monica Christianson	Marlene Erickson
Sarah Kirchner	Cindy Nelson
Ann Orren	Julie Schuelke

Q. Consent Agenda-

Chairperson Sanow asked if there were any changes to the agenda. Conflict of interest. None stated. Sanow also asked if there were any changes or concerns with the June 19th, 2019 board minutes. There were none. Motion made by Nath second by VanDeVere: To approve board minutes. The motion carried unanimously.

R. Financials-

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

S. Human Resources Statistics

No comments.

T. Discussion/Information Items-

1. Deputy Director Nancy Walker came forward to answer any questions pertaining to the Notice of Pay Equity Compliance. Per statute this is done every three years. The purpose of this is providing all of our classifications and the minimums/maximums. Also it includes how many males/females are in each classification. The document provided to the Board in the packet shows that Southwest Health and Human Services is in compliance.

U. Decision Items-

1. Deputy Director Walker introduced the request for a Child Support officer position. This position would be a replacement position from an employee leaving the agency. Motion made by Wildermuth second by Thompson: To approve the position as requested. Motion carried unanimously.

2. Walker reviewed the changes made to Personnel Policy 5 – Use of Vehicles for Agency Business. Ann Orren, Health Educator Supervisor, and Lauren Mellenthin, Public Health Educator, spoke of the process used for the modifications of this policy. The changes are derived from the new hands free law coming into effect August 1st, 2019. Also, there were some changes in any employees transporting children with a car seat will need to take a car seat safety course. There was discussion on staff being able use their phone at all in agency vehicles. Chairperson Sanow tabled the changes until next month's Board meeting. The Agency was asked to consider all the discussion items and weigh the hindrance no cell phone use would have on the employees.

3. Walker explained the changes made to Personnel Policy 26 – Phased Retirement Option. The sunset date is removed and also updated the number of hours per year and employee could work. Motion made by VanDeVere second by Nath: To approve the changes made to Personnel Policy 26 – Phased Retirement Option. Motion carried unanimously.

4. Walker informed the Board that AFSCME Council 65 have turned in the Notice of Desire to Negotiate. No motion needed.

Recess: 10:08 am

Reconvened: 10:16

5. Sarah Kirchner came forward to discuss the changes made to Social Services Policy 26 – Fees for 24-Hour Out-of-Home Care. The changes were on page two, four, and five. These changes clarified the process already in use for Out-Of-Home placements. Motion made by Forkrud second by Jens: To approve the changes made to Social Services Policy 26 – Fees for 24-Hour Out-Of-Home Care. Motion carried unanimously.

6. Chris Cauwels, Network Systems Administrator, requested the Board to approve a software memory upgrade. Cauwels presented the Board with two quotes. One from Morris Electronics and the other from the Computer Man. Motion made by Burger second by Welgraven: To approve the quote from Morris Electronics. Motion carried unanimously.

7. Carol Biren, Public Health Director, came forward to explain the invoice from Survey Systems. Motion made by VanDeVere second by Forkrud: To approve the invoice. Motion carried unanimously.

8. Director Wilms went over the contracts listed in the Board packet. Motion made by Wildermuth second by Nath: To approve the contracts listed in the Board packet. Motion carried unanimously.

Chairperson Sanow asked if there were any questions. None stated. The meeting adjourned at 10:30 pm.

Approved Date

8/21/19

Authorized

Charles Sanow

Chairperson, Governing Board

Attest:

Beckmire

Director

Nath

Recording Secretary, Governing Board