



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: June 19th, 2019
Place: Lyon County Government Center
Commissioner Room
Marshall, Minnesota

Opened: 9:22am
Adjourned: 10:51am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, June 19th, 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
- Dave Forkrud
- James Jens
- Les Nath
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Corey Sik
- Sherri Thompson
- Mic VanDeVere
- Dennis Welgraven
- Dan Wildermuth

Members absent:

- Greg Burger
- Carol Flahaven
- Steve Schulze
- Pam VanOverbeke

Staff present:

Jennifer Beek	Carol Biren
Monica Christianson	Kelsie Fuoss
Deb Horejsi	Sandy Isaackson
Joshua Kirchner	Sarah Kirchner
Chantelle Mercie	Cindy Nelson

Tanlee Noomen	Brin Pauley
Corey Remiger	Biraj Shrestha
Christine Versaevel	Kaitlin Vos
Nancy Walker	Beth Wilms

Q. Consent Agenda-

Chairperson Sanow asked if there were any changes to the agenda. Director Wilms stated there was an addition to the contracts listed in U. Decision Items IEA Inc. (Marshall, MN) – 06/14/19-07/31/19; Provide an IAQ 9(indoor air quality) assessment for the Luverne office; \$1,5500 fee (NEW). Conflict of interest. None stated. Motion made by Jens second by Thompson: To approve the agenda with addition. Motion carried unanimously. Sanow also asked if there were any changes or concerns with the May 15th, 2019 board minutes. There were none Motion made by VanDeVere second by Salfer: To approve board minutes. The motion carried unanimously.

R. Financials-

Chairperson Sanow stated the financials were discussed in the Health Board and asked if there were any further questions. None were stated. Motion made by Nath 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. Director Wilms stated that there two nursing home closures recently. The first was in Balaton, the Colonial Manor, which has already closed. The second is in Slayton, the Slayton Rehabilitation and Healthcare Center, will be closing shortly as soon as they are done relocating. Wilms indicated that these two closing were handled in two separate ways due to how they are owned. Balaton being owned by the city and Slayton being privately owned. Human Services involvement with the closures is very minimal. The Agency receives a letter indicating they are closing and they ask our assistance in relocating those residents. The Agency's responsibility is that there is a letter sent out to the ombudsman for long term care, disability services, and mental health. Also there is a letter sent out to a representative from the Minnesota Department of Health (MDH), and Minnesota Department of Human Services (DHS). In 2002 - 2003 there was a gap analysis done which indicated, per capita, Minnesota had more nursing home beds than any other state. The recommendation was for nursing homes to start decertifying beds and close. At the time a large number of counties closed their nursing homes. During that time there was not any statutes that guided the process of relocating. When employees started to learn nursing homes may start closing they got other jobs, leaving the facilities short staffed. A statute was then created alleviate that from happening. One other result from this statute is the Agency is under a gag order once the letter is received. Director Wilms stated even within the Agency it was only herself and two other staff, who help with

relocation, were able to discuss the closures and relocations. Once the relocation plan is approved generally the facility will meet with the staff and residents in separate meetings, but on the same day, to give them information regarding the closure. Regarding Balaton's nursing home being it was publicly owned they were able to discuss it in a public meeting. This does not mean that the Agency can discuss any information we are still held to the gag order. After the closure it is the Agency's responsibility to reach out to those residents after 30 days. There was then a discussion on why the facilities decided to close. The financial burden and being short staffed were the two biggest factors. There was also a discussion on the opportunities this may create to update these older facilities.

2. Director Wilms requested that the Annual Board meeting be held on July 17th, 2019. There was a request from Rock County to look into the funding formula. Commissioner Sanow requested a Commissioner from each County should come together and review the current funding formula. Commissioner Sik, Forkrud, Wildermuth, Walgraven, Burger, and Sanow will attend that meeting set for August 21st, 2019 directly after the monthly Board meeting. The Annual Board meeting will be held on July 17th, 2019 at 1:00 pm.

U. Decision Items-

Chairperson Sanow asked to combine items 1-9 together.

1. Courtney Lundy, County Agency Social Worker CPS, probationary appointment (12 months), \$23.59 hourly, effective 4/22/2019; 2. Hayley Ruschen, County Agency Social Worker CPS, probationary (12 months), \$23.59 hourly, effective 4/22/2019; 3. Kelsie Fuoss, County Agency Social Worker, probationary appointment (12 months), \$23.59 hourly, effective 4/30/2019; 4. Biraj Shrestha, Information Technology Specialist, probationary appointment (12 months), \$20.10 hourly, effective 5/20/2019; 5. Kaitlin Vos, Office Support Specialist, probationary appointment (12 months), effective 5/28/2019; 6. Joshua Kirchner, Accounting Technician, probationary appointment (12 months), \$16.73 hourly, effective 5/28/2019; 7. Emily Ellefson, Eligibility Worker, probationary appointment (12 months), \$18.28 hourly, effective 6/10/2019; 8. Brittney Meyer, Office Support Specialist to Eligibility Worker, probationary appointment (6 months), \$18.28 hourly, effective 6/24/2019; 9. Amy Marks, Eligibility Worker to Child Support Officer, probationary appointment (6 months), \$19.45 hourly, effective 6/24/2019. Motion made by Wildermuth second by VanDeVere: To approve the new positions and probationary period. Motion carried unanimously.

10. Deputy Director Walker, came forward to ask for the replacement positions of two Eligibility Workers. Motion made by Anderson second by Sik: To approve the back fill of the Eligibility Worker positions. Motion carried unanimously.

11. Biren came forward to request the replace an Office Support Position in the Marshall office. Motion made by Wildermuth second by VanDeVere: To approve the request to back fill the Office Support Position. Motion carried unanimously.

12. Cindy Nelson, Social Services Division Director, for the replacement of two Social Workers one for Adoptions and the other for Community Alternative Care (CAC), Community Access for Disability Inclusion (CADI), and Brain Injury (BI). Motion made by VanDeVere second by the Nath: To approve the replacement positions of two Social Workers as requested. Motion carried unanimously.

13. Deputy Director Walker requested an extension of 7/1/2019 to 12/31/2019 to Jane Evans Phased Retirement Program. This employee had an initial request of six months and they are now requesting another six months. Motion made by Wildermuth second by Forkrud: To approve the extension requested. Motion carried unanimously.

14. Walker presented the Board with two quotes from Bswift and benefitsCONNECT. These quotes are for a system that would help our Human Resource department with an electronic enrollment system. Motion made by Wildermuth second by Thompson: To accept the request

of benefitsCONNECT of \$1.75 approximate per employee per month cost without EDI carrier. Motion carried unanimously.

Recess 10:16 am

Reconvened 10:23 am.

15. Walker requested the approval of Administrative Policy 27-Agency Health Insurance Funding. This is a new policy that was recommended by our Agent of Record. In the past there were not significant reserves to need a policy but now there has been an increase in the reserves to justify needing this policy. The main premise of the policy is it is the Agency's goal to carry equal to 50% of the expected annual claims in reserves at all times. At this time the goal would be 1.3 million. This could change each year depending on our total cost. Motion made by Anderson second by Nath: To approve the Administrative Policy 27 – Agency Health Insurance Funding. Motion carried unanimously.

16. Director Wilms listed the donations given to the Agency. Rolling Pains Sewing Circle donated layette bundles to children/families in need; First Presbyterian Church, Redwood Falls, donated 9 family passes to the aquatic center; Bethany Lutheran Church – Arco and Bethany Elim Church in Ivanhoe donated diapers and blankets for Lincoln County families/infants in need. Motion made by Wildermuth second by VanDeVere: To graciously accept the donations. Motion carried unanimously.

17. Director Wilms went over the contracts listed in the Board packet with the addition. Motion made by Wildermuth second by Forkrud: To approve the first four contracts listed in the Board packet. Motion carried unanimously. Discussion on the additional contract from IEA Inc. Walker came forward as the site manager for the Luverne office. This contract is for the Luverne office for IEA Inc. to provide an indoor air quality assessment for the office. There have been several incidents of the roof leaking this spring that caused significant damage to parts of the office. These events have resulted in employee first report of injury claims with concerns regarding mold. The Agency is responsible for the well-being of our employees and has been working with our work comp carrier MCIT. If the results show any concerns that require building maintenance, it is expected that Rock County who owns the building would be responsible for mitigation. Motion made by Forkrud second by Wildermuth: To accept IEA Inc. contract with and assessment only. Motion carried unanimously.

Chairperson Sanow asked if there were any questions. None stated. Motion made by Nath second by Thompson: To adjourn the meeting at 10:51 pm.

Approved Date _____

Authorized Charles Sanow
Chairperson, Governing Board

Janice No
Recording Secretary, Governing Board

Attest: Beckman
Director