



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: November 20th, 2019
Place: Lyon County Government Center
Commissioner Room
Marshall, Minnesota

Opened: 10:38am
Adjourned: 12:16am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, November 20th, 2019 in the Commissioner 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
- Les Nath
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Corey Sik
- Sherri Thompson
- Mic VanDeVere
- Dennis Welgraven
- Dan Wildermuth

Members absent:

- Greg Burger
- Carol Flahaven
- James Jens
- Steve Schulze

Staff present:

Tara Baune	Jennifer Beek
Gail Bilen	Carol Biren
Chris Cauwels	Monica Christianson
Kristin Deacon	Emily Filzen
Melanie Guetter	Amanda Holzapfel
Cindy Johnson	Stacey Longtin
Jennifer Lundberg	Lauren Mellenthin

Marie Meyers Cindy Nelson
Tanlee Noomen Ann Orren
Dawn Popowski Jodi Robinson
Ann Schiller Stacy Strand
Jennifer Vander Schaaf Nancy Walker
Beth Wilms

Meeting went into recess at 10:39am.
Meeting Reconvened at 10:50am.

Q. Consent Agenda-

Chairperson Sanow asked if there were any addition to the consent agenda. Director Wilms stated that U. Decision Items – 20. Request for County Agency Social Worker (AMH) would be added. Any conflict of interest. There were none. Approval of the October 16th, 2019 Board minutes. Motion made by Thompson second by Wildermuth: To approve the agenda addition to the agenda and board minutes. The motion carried unanimously.

R. Financials-

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

S. Human Resources Statistics-

The Board asked if 255 FEU was the staffing high.

T. Discussion/Information Items-

1. Director Wilms stated that the staff have been doing annual evaluations and felt her position should be done at the same time. Chairperson Sanow indicated there was an evaluation sheet in their packets, requested those be filled out, and send back to him. There will be a closed session at the end of December's meeting. Wilms stated she would fill out her self-evaluation and send that on to Chairperson Sanow as well.
2. Directors Wilms went over the changes that were made to the by-laws. Page two had changes to the Finance Committee; Page three section 4.3 has a strike-out in verbiage; Page 4 section 4.5 another strike-out; Page ten section 7.12 had a change in verbiage; Page 12 strike out of the word assumptions; Section 9.6 clarification to the Personnel Committee. These changes will be brought to the January Board for approval.
3. Chris Cauwels, Network Systems Administrator, came forward to give an update on the IT unit, and changes being made to software. Cauwels presented the Board with a visual of what the firewall blocks out of our software every day. There has been an extensive inventory check of all counties. The team has been working very hard to keep the information that we have in our systems as secure as possible.
4. Director Wilms stated that as the Agency continues to look at ways to be more cost effective, there has been talk about possibly getting away from the Merit system. Jodi Robinson, Human Resource Specialist, and Nancy Walker, Deputy Director, came forward to talk about the Merit System. Walker stated that this topic has come up numerous times in the past and most recently in the strategic plan, with both supervisors and staff. Several colleagues in the region, if

able, have made the move away from the Merit System as well. They gave an informational presentation to the Board. Walker also mentioned that the Personnel Committee has also had two meetings regarding the topic. It was decided at the last meeting to open the discussion to Board. Robinson explained the Merit System is used mainly to ensure the Agency is compliant with Federal and State laws. However, most of these regulations are already being managed by Policies and Processes the Agency has in place. Walker stated they provide us with a register, but the interviews are done by Agency staff. The cost to use the Merit System has been continuously increasing. For the year 2020, the cost will be slightly over \$36,000.00. Robinson stated that after numerous discussions they would support getting out of the Merit System and create the Agency's own Civil Service System internally. Robinson explained to the Board the lengthy and time-consuming application process for the applicant and the Agency while using the Merit System. After the application process, the Agency only receives 15 names, which has to be exhausted before the Agency can receive another list. The Agency has recently decided to try a dual process, which has the applicant directly send the Agency their application as well as entering in Merit. The HR department has noticed a loss in potential employees from the lengthy wait to hear back from the Agency due to Merit's timeline. Walker explained the Agency would still have the same guiding principles as the Merit System, but now would be internal within our entity. Walker explained to the Board the cost and process the Agency would need to do to be released from Merit System. Walker stated that the Agency would not need to hire new staff during the process. It would take a full year for Merit System to release the Agency, and there would have to be a letter submitted by the end of 2019 to be released for the year 2021. The Board asked if the HR department felt they would have enough capacity to handle the process. Robinson and Walker have conversed and feel the Agency's HR department can take on this task.

U. Decision Items-

Motion made by VanDeVere second by Anderson: To give written notice to Merit System asking for the Agency's release. Motion carried. Thompson opposed.

1. Nicole Enemark, Social Worker, CPS, probationary appointment (12 months), \$23.59 hourly, effective 10/30/2019; 2. Madison Getz, Child Support Office, probationary appointment (12 months), \$18.82 hourly, effective 12/02/2019; 3. Emily Filzen, Social Worker, CPS, probationary appointment (12 months), \$23.59 hourly, effective 11/18/2019; 4. Andrea Fuestenberg, Social Worker, CPS, probationary appointment (12 months), \$23.59 hourly, effective 11/25/2019; 5. Cassandra Hoefs, Public Health Nurse, no charge to rate of pay, effective 01/02/2020. Motion made by Sik second by Nath: To approve the employee requested listed. Motion carried unanimously.

6. Cindy Nelson, Social Services Division Director, came forward to ask for the approval of County Agency Social Worker/Mn Choices position. Motion made by Wildermuth second by Sik: To approve the position as requested. Motion carried unanimously.

7. Director Wilms explained the purposed reallocation of the Network Systems Administrator. This would mean the supervision of the IT department and an increase in wage of approximately \$5,000.00. Motion made by VanDeVere second by Nath: To approve the position changes as requested. Motion carried unanimously.

8. Carol Biren, Community Health Division Director, requested the approval a replacement Public Health Nurse. Motion made by Forkrud second by Wildermuth: To approve the position as request. Motion carried unanimously.

9. Director Wilms asked for the approval of the 2020 Budget approved by the Human Services Board, and Community Health Board. Motion made by Anderson second by Forkrud: To

approve the 2020 Human Services total budget of \$28,204,937.00 with a 5 percent levy increase for a total levy of \$11,378,603.00 and the 2020 Community Health total budget of \$3,788,178.00 with a one-dollar per capita increase for a total levy of \$1,042,525.00. Motion carried unanimously.

10. Director Wilms stated Administrative Policy 28 – Physical Access to Workplace outlined the process used to keep information and staff safe. This is a new policy but are practices the Agency have been using for security reasons. It came from our risk assessment and FTI audit that the Agency should create an official policy. Motion made by Wildermuth second by Nath: To approve Administrative Policy 28 – Physical Access to Workplace. Motion carried unanimously.

11. Deputy Director Walker asked for the Board to approve Personnel Policy 2 – Conditions of Employment. Walker stated there had been two changes made to the policy and would be effective 01/01/2020. Page 2 under temporary or intermittent employees: added those employees will not be getting vacation or medical leave. Page six there is a strike out eluding to the number of pay periods salary checks are divided by. Motion made by Forkrud second by Wildermuth: To approve Personnel Policy 2 – Conditions of Employment.

12. Walker requested the approval of changes made to Personnel Policy 16 - Employee Recognition Policy. When an employee retires, they receive a gift. Previously we have spent up to \$75.00 and are requesting that amount be increased to up to \$100.00. Motion made by VanDeVere second by Nath: To approve the increase in Personnel Policy 16. Motion carried unanimously.

13. Director Wilms explained there was a request to increase MCIT CyberOne and Data Compromise coverage. Currently it is at \$50,000.00, with a request to increase to \$100,000.00 with a fiscal note of approximately \$645.00 a year. Motion made by Anderson second by VanDeVere: To approve the requested increase amount of \$100,000.00. Motion carried unanimously.

14. Deputy Director Walker requested that the non-union staff have the same pay increase as union staff. Union staff received up to 3.25 percent on pay for performance. Motion made by Anderson second by Sik: To approve the same pay increase for non-union staff. Motion carried unanimously.

15. Walker explained the Internal Revenue System (IRS) have increased the Flex rate to \$2750.00. The Agency requested to allow the same Flex amount of \$2750.00 to follow the IRS increase. Motion made by Wildermuth second by Sik: To approve the increase requested. Motion carried unanimously.

16. Deputy Walker explained the changes with the AFSCME Memorandum of Understand. This is following the changes that were made in Personnel Policy 2, which removes verbiage regarding 26 or 27 pay periods. Motion made by Salfer second by Forkrud: To approve the changes listed. Motion carried unanimously.

17. Director Wilms asked for the approval to allow us to work collaboratively with Murray County in regards to the Murray County All-Hazard Mitigation Plan Resolution. Lauren Mellenthin had discussed this plan the Community Health Board meeting. Motion made by Nath second by Walgraven: To approve the Murray County All-Hazard Mitigation Plan Resolution. Motion carried unanimously.

18. Director Wilms asked Ann Schiller, Child Support/Fraud Supervisor, to come forward to speak about the Fraud Prevention Investigation Grant Expansion. Schiller asked the Board for permission to make application to the for grant expansion. Motion made by VanDeVere second by Nath: To approve the Fraud Prevention Investigation Grant Expansion. Motion carried unanimously.

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

20. Cindy Nelson, Human Services Division Director, came forward to request the position of County Agency Social Worker (AMH). This is a replacement position request. Motion made by Thompson second by Nath: To approve the position as requested. Motion carried unanimously.

Chairperson Sanow asked if there was anything else to add. Hearing nothing, he adjourned the meeting at 12:16 pm.

Approved Date 12/18/19 _____ Charles Sanow
Authorized _____
Chairperson, SWHHS Governing Board
Janice [Signature]
Recording Secretary, SWHHS Governing Board
Attest: [Signature]
Director