



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: October 16th, 2019
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 9:55am
Adjourned: 10:41am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, October 16th, 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 Vice Chairperson Jens.

Members present:

Jeane Anderson
Greg Burger
Dave Forkrud
James Jens
Les Nath
Steve Ritter
Jim Salfer
Lois Schmidt
Mic VanDeVere
Dennis Welgraven
Dan Wildermuth

Members absent:

Rick Anderson
Carol Flahaven
Charles Sanow
Steve Schulze
Corey Sik
Sherri Thompson
Pam VanOverbeke

Staff present:

Jennifer Beek	Carol Biren
Stephanie Byers	Monica Christianson
Chelsea Cooreman	Amanda Holzaphel
Sarah Kirchner	Cindy Nelson
Tanlee Noomen	Ann Orren
Amy Peterson	Corey Remiger

Diane Spanier Tara Thapa Magar
Christine Versaervel Nancy Walker
Beth Wilms

Q. Consent Agenda-

Vice Person Chairperson Jens asked if there were any changes to the agenda. Director Wilms, stated there were additions: U. Decision item - 16. 2020 Labor Agreement for Human Services & Public Health; and U. Decision Item – 17. Megan Vangsness temporary part time appointment beginning 11/4/19-12/31/19 \$26.14 per hour. Vice Chairperson Jens asked if there were any conflicts of interests. Motion made by VanDeVere second by Salfer: To approve the agenda with additions. Motion carried unanimously. Vice Chairperson Jens asked if there were any corrections or additions to the minutes of the September 18th, 2019 meeting. Motion made by Salfer second by Nath: To approve the board minutes. The motion carried unanimously.

R. Financials-

Vice Chairperson Jens 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 Burger and second by Ritter: To approve the financial report as forwarded by the Human Services and Community Health Board. The motion carried unanimously.

S. Human Resources Statistics

Vice Chairperson Jens asked if there were any questions regarding the statistics given. There were none.

T.

Discussion/Information Items-

1. Director Wilms, asked if there were any requests to modify the by-laws. This is a reminder that any modifications have to be made 30 days prior to the modification being brought to the Board for approval. This will be a standing discussion item the next couple of meetings.

U. Decision Items-

Vice Chairperson Wildermuth requested items one through five together.

1. Blake Nath, Social Worker, CPS, no change to rate of pay, effective 9/23/2019; 2. Chelsea Cooreman, Social Worker – CPS, probationary appointment (12 months), \$23.59 hourly, effective 9/30/2019; Tara Thapa Magar, Social Worker-CMH, probationary appointment (12 months), \$23.59 hourly, effective 10/07/2019; Tara Baune, Eligibility Worker, probationary appointment (12 months), \$18.28, effective 10/14/2019; Holly Johnson, Social Worker-CAC, CADI, BI, DD, probationary appointment (12 months), \$23.59 hourly, effective 10/28/2019. Motion made by Nath second by VanDeVere: To approve the positions requested. Motion carried unanimously.
6. Carol Biren came forward to ask for a Public Health Nurse, this would be a replacement position. Motion made by VanDeVere second by Welgraven: To approve the Public Health Nurse position. Motion carried unanimously.
7. Deputy Director Walker asked the approval of a stipulation AFSCME Local 1687-4/2398 and Southwest Health and Human Services (SWHHS). There are currently two union contracts

one for Public Health and one for Human Services. The two locals would like to merge into one. Motion made by Salfer second by Wildermuth: To approve the stipulation. Motion carried unanimously.


8. Director Wilms presented the 2020-2021 Minnesota Family Investment Program (MFIP) Biennial Service Agreement. Wilms indicated that Jenn Beek, Eligibility Supervisor, was present for any questions. It was asked if there had been any changes from the previous agreement. No changes noted. Motion made by Wildermuth second by Ritter: To approve the agreement as presented. Motion carried unanimously.
9. Director Wilms informed the Board that Personnel Policy 20 – Cell Phone Allowance Policy would be sunsetted. This policy would no longer apply as the agency is now using company phones. This policy is sunsetted effective 10/16/19. Motion made by Forkrud second by Wildermuth: To approve the termination of Personnel Policy 20. Motion carried unanimously.
10. Director Wilms asked the Board to approve the changes made to Personnel Policy 12 – On-Call for Adult and Children’s Services. Wilms indicated that it is mandatory for the Agency to have Child Protection Services Social Worker on-call, and in addition to that there also must be a Child Protection Supervisor on-call for consult. Director Wilms asked for the Board to approve a stipend of \$15.00 per day and \$30.00 on holidays for those supervisors. This policy revision is effective 10/1/19. Motion made by VanDeVere second by Nath: To approve the stipend. Motion carried unanimously.
11. Directors Wilms asked the Board to approve the changes made to Personnel Policy 3 – Leaves and Holidays. This change would only affect a few staff that were part of the Public Health Collective Bargaining Agreement when the Agency was created. These staff are now exempt from the Union and the Agency is requesting that they still receive their accrued medical leave benefit at time of departure. This policy revision is effective 10/16/19. Motion made by Wildermuth second by Salfer: To approve the extension of this benefit to non-union staff who were prior members of the Public Health Bargaining Unit and were hired prior to July 1st, 2011. Motion carried unanimously.
12. Director Wilms presented the 2019 Civil Rights Plan to the Board. There was a change to add Beth Wilms as director and Nancy Walker as the ADA Coordinator. Motion made by VanDeVere second by Ritter: To approve the 2019 Civil Rights Plan. Motion carried unanimously.
13. Sarah Kirchner, Fiscal Manager, came forward to present the unclaimed property. There were nine checks that were unclaimed from July 1st, 2015 to June 30th, 2016. The amount totaling \$365.10 that will need to be reported to unclaimed funds. Motion made by Forkrud second by Nath: To approve the reporting of unclaimed funds. Motion carried unanimously.
14. Director Wilms informed the Board of the donations received from Grace Lutheran Church of Lake Benton donated 8 child-sized quilts to children in need. Motion by VanDeVere second by Ritter: To graciously accept the donation. Motion carried unanimously.
15. Directors Wilms went over the contracts listed in the Board packets. Motion made by Wildermuth second by Ritter: To approve the contracts as presented. Motion carried unanimously.
16. Deputy Director Walker presented the Board with the 2020 Labor Agreement for Human Services and Public Health. Walker highlighted changes made in Article 11.1 (employees hired after January 1, 2020 will no longer receive a 1% increase), Article 14.1 (updated the cafeteria contributions due to moving to a 4 tier system), Article 15.1 (change to the accrual rate for staff with 3 years of service to 4.33 biweekly and staff can accrue up to 244 hours of vacation) and 15.2 (requires staff to call their supervisor and the front desk when unable to


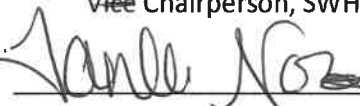
report to work due to illness), Article 19.42 (added language regarding the performance evaluation tool), and Appendix A (pay for performance in 2020 up to a 3.25% increase). This will be a one-year contract. Walker also stated that the Merit COLA of minimums and maximums went up 2.25 percent. Walker requested that if the Agreement was approved today that Chairperson Sanow sign the final copy once changes have been made. Motion made by Salfer second by Nath: To approve the 2020 Labor Agreement. Motion carried unanimously.

17. Director Wilms and Biren requested Megan Vangsness temporary part time appointment beginning 11/4/19-12/31/19 \$26.14 per hour be approved. Vangsness has put in her resignation but agreed to help in the WIC clinic part until the end of the year. Motion made by Wildermuth second by VanDeVere: To approve the appointment as requested. Motion carried unanimously.

Vice Chairperson Jens asked if there were any other questions. Hearing none. He adorned the meeting at meeting was adjourned at 10:41am.

Approved Date 11/20/19

Authorized 
Vice Chairperson, SWHHS Governing Board

Attest:  Director
 Recording Secretary, SWHHS Governing Board