



New Member Handbook 2007

Minnesota Social Service Association

...shaping Minnesota communities since 1893.



Minnesota Social Service Association
125 Charles Avenue
St. Paul, MN 55103

www.mnsocialserviceassoc.org

CREATE AND CHANGE PUBLIC POLICY! Looking for the entrance to the legislative process? MSSA and its 2900 members can help you amplify your political clout!

Legislative Process

Each fall MSSA members debate and develop a Legislative Agenda. THIS STARTS WITH YOU!

1. A member wants a change.
Download the Legislative Agenda/Proposal Form at www.mnsocialserviceassoc.org/L-002.doc
(For more information in creating the proposal download the tip sheet www.mnsocialserviceassoc.org/L-001.pdf)
2. Member brings Proposal to the Regional Legislative Chair to be voted on by the Region.
3. All Proposals passed by the regions are sent to the State Office.
4. The Legislative Council reviews all the Proposals; clarify and combine proposals when appropriate; and, vote on all of the proposals (either Recommend Passing, No Recommendation or Do Not Recommend Passing).
 - B. Recommend Passage – needs a second to bring it to the floor of Delegate Assembly
 - C. No Recommendation — needs a motion and a second to bring it to the floor of Delegate Assembly
 - D. Do Not Recommend Passing – needs a motion and a second to bring it to the floor of Delegate Assembly
5. ALL Proposals are posted online for all Delegates to review prior to Delegate Assembly
6. Delegate Assembly debates and votes on the Proposals
7. Delegates vote on the top Priorities of the Proposals
8. MSSA's Executive Director advocates for the MSSA Public Policy Agenda with the help of Legislative Council and Members.

Who are the Delegates and how do I become a Delegate?

Every member of the Board of Directors is a Delegate. Every Agency Member can designate one Delegate. Every Region Chair is automatically a Delegate. Each Region gets 2 delegates + 1 delegate for every 20 members. The Regions elect delegates at the Regional Fall Conferences. **IF YOU ARE INTERESTED IN BEING AN ELECTED DELEGATE, CONTACT YOUR REIONS CHAIR OR REGIONS NOMINATION CHAIR.**

Frequently Asked Questions

How long does my membership run? Your membership is for one year from the month you join.

How can I receive the MSSA Legislative Update and the MSSA Jobs eBulletin? All you have to do is send your email address to MSSA at mssa@mnsocialserviceassoc.org and request to be put on the MSSA Legislative Update and Jobs eBulletin list. Both of these lists are benefits of membership in MSSA and only MSSA members will receive them.

How do I post Job on the Jobs eBulletin? Posting on the Jobs eBulletin is free for Agency members and \$50 for a non agency members. Email the job posting to deb@mnsocialserviceassoc.org. The posting should be no more than 100 words and include contact information. All postings should be submitted by noon on Thursdays to be sent out in the weekly job posting.

How do I claim my CEU's for the MSSA Conference? The CEU certificate is in the back of your conference program. Record each session you attend on the CEU Certificate and retain it for your records. MSSA tracks your conference attendance, not which workshops you attended.

How do I contact MSSA?

Rod Halvorson. Executive Director
Phone: 651-789-4327 **Email:** rod@mnsocialserviceassoc.org

Deb Most, Director of Member Services
Phone: 651-789-4328 **Email:** deb@mnsocialserviceassoc.org

Stephanie Kibler Director Program Development/Communications
Phone: 651-789-4331 **Email:** Stephanie@mnsocialserviceassoc.org

Website: www.mnsocialserviceassoc.org
Conference Website: www.mssaconference.org

General Phone Number: 651-644-0556
Fax: 651-224-6540

Address:
125 Charles Ave
St. Paul, MN 55103

EMBRACE DIVERSITY! MSSA supports the diversity of our members and their clients. The Diversity Council has the responsibility for strategies that assure the inclusion of all persons in the human service field, regardless of race, gender, age, disability, national origin, creed or sexual orientation, in the Board, staff, membership and programs of MSSA. Such strategies shall work toward maximizing our unity in mission.

INTERACTIVE COMMUNICATION SYSTEM offering information on regional and state levels with the MSSA Voice, Inclusion, website and more. The Communications Council has responsibility for the development and implementation of the Annual MSSA Voice. The committee makes editorial decisions regarding the content of the MSSA Bulletin. The committee may also undertake projects and provide oversight for MSSA publicity, media contacts, and other communications with external audiences.

OTHER OPPORTUNITIES FOR MSSA INVOLVEMENT

The Awards Committee is responsible for identifying persons, organizations, and/or projects to receive special recognition from the Association. The Awards Committee shall report their recommendations to the Board. The committee shall include, at a minimum, the Regional Awards chair or regional designee from each region.

The By-laws Committee reviews the by-laws on an ongoing basis. The committee is responsible for recommending technical corrections and ensuring that the by-laws conform to current law and reflect current practices of the Association.

The Finance Committee is chaired by the Treasurer. The Committee assists the Treasurer and staff in developing budget and financial policy recommendations, and shall ensure that an annual audit is conducted by a certified public accountant. The committee includes, at a minimum, the statewide elected officers.

The Membership Committee is chaired by the President-Elect. The Membership Committee develops methods of recruiting new members and retaining existing members. The committee includes, at a minimum, the regional membership chair or regional designee from each region.

The Personnel Committee is chaired by the President or President's designee. The Personnel Committee establishes annual reviews and maintains a personnel manual of the Association subject to approval by the Board.

I don't want to be a delegate but I am still want to get involved in the MSSA Legislative Process?

During the Legislative Session, MSSA's Executive Director will send out legislative updates via email to keep you informed on what is happening in the legislature. Occasionally he will send out an Action Alert on an issue important to MSSA that legislators will be voting on.

Interesting MSSA Fact

MSSA is believed to first have had a paid lobbyist in the 1930s or 40s. A Gertrude Johnson has been identified as working in that capacity. It is also known that MSSA's lobbying was conducted by some very dedicated volunteers for a long period of time. Roger Wolfe and Mary Petee were particularly known for this endeavor. It appears that MSSA resumed having a paid lobbyist with Shirley Hokanson in the early 1970s.

Legislative Successes

MSSA was responsible for passage of the Child Welfare Code in the 1920s. The Code put definitions in law to declare children dependent, neglected or abused. It was the first of its kind in the nation. Child Protection legislation was improved in several ways by MSSA lobby in more recent years.

NETWORK, NETWORK, NETWORK! Peer to peer, or with a future boss—MSSA gives you networking access to the whole human service community. One of the greatest ways to do this is at the Regional Level.

MSSA has thirteen Regions. Each of the Regions have their own activities

- Fall Conferences
- Awards
- Hosting Cabana's at the Annual Training Conference & Expo

There are many opportunities within your region to network, volunteer, lead. Your region is determined by where you work.

Region 1 — consists Kittson, Marshall, Norman, Pennington, Polk, Red Lake and Roseau Counties. Regional Chair: Joseph Boevette, Drj@rural-access.Com

Region 2 — consists Beltrami, Clearwater, Hubbard, Lake of the Woods and Mahnomen Counties. Region 2 is currently inactive and MSSA State office is available to assist with organizing this region.

Region 3 — consists of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake and St. Louis Counties. Regional Chair: Rene Selleck, selleckr@co.st-louis.mn.us

Region 4 — consists of Becker, Clay, Douglas, Grant, Ottertail, Pope, Stevens, Traverse, Wilkin. Regional Chair: Mari Stanislawski, mstanisl@co.ottertail.mn.us and Beth Nelson, beth_b_Nelson@bluecrossmn.com

Region 5 — consists of Cass, Crow Wing, Morrison, Todd and Wadena Counties. Regional Chair: Richard Berg, Richardb@co.Morrison.Mn.Us

Region 6 — consists of Big Stone, Chippewa, Kandiyohi, Lac qui Parle, McLeod, Meeker, Renville, Swift and Yellow Medicine Counties.

Current board members are Patty Benson, Chair Meeker County; Jan Rauenhorst, Treasure Renville County, Sheri Hansen, Secretary from Lac Qui Parle County. Karen Kohler Nelson from McLeod County, Ladonna Klapel, big Stone County, Julie Aalfs from Chippewa County and Amanda Fagen, yellow Medicine County and Val Johannsen, WCI.

If any one is interested in joining region 6 board please feel free to contact Patty Benson, Chair at 320-693-5300 or any other members. Region 6 meets about every month or so depending on the need. They hold a fall conference in October usually in Hutchinson.

Region 7 — consists of Benton, Chisago, Isanti, Kanabec, Mille Lacs, Pine, Sherburne, Stearns and Wright Counties. Regional Chair: Leeann Thimell, leeann.thimell@co.wright.mn.us

Region 8 — consists of Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood and Rock Counties. Regional Chair: Susan VanWatermeal, Sms@lmhs.com

Region 9 — consists of Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca and Watonwan Counties. Contact Ginger McCollum, Le Sueur County, 507-357-2155. Region 9 has a Fall Conference in September. They meet the first Monday of every month at Nichols Office Building, 410 Jackson Street Room 360, Mankato.

Region 10 — consists of Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, and Winona Counties. Regional Chair: Jill Skimland-Peterson, jill.skimland-petersen@co.freeborn.mn.us

Region 11 consists of Anoka, Carver, Dakota, Scott, and Washington counties. Regional Chair: Meeghan Burnevick, meeghan.burnevik@co.anoka.mn.us

Region 12 — consists of Hennepin County. Regional Chair: Terry Gordon, terryl.gordon@co.hennepin.mn.us; **Vice Chair:** Kevin McTigue; **Treasurer:** Kathleen Holland; **Secretary:** Andrea Thompson; **Legislative:** Judy Corrao; **Diversity:** Eileen Banks; **Education:** Don Nikkola

Region 12 events include **Region 12 Open House Meet and Greet**, held in May and November; **Metro Regions Fall Conference**, held in October.

Region 13 — consists of Ramsey county. Regional Chair: Cindy Lindemyer, Cindy.Lindemyer@co.Ramsey.Mn.Us

MSSA also has a number of committees members can participate in. If you are interested in any of these committee, please contact the MSSA office for more information on them.

FACE TO FACE WITH LEGISLATORS & MORE! The Legislative Council develops and advocates a legislative program which reflects the priority concerns of the Association. MSSA regularly hosts various candidate and legislative forums where you can ask questions and share information.

GET YOUR CEUs! Quality education on emerging issues that matter most to you and your clients. The MSSA Conference Council oversees the Annual Training Conference & Expo as well as Education Forums on emerging issues throughout the state of Minnesota. Continuing Education Hours are applied for through the MN Board of Social, MN Board of Marriage & Family Therapy, MN Board of Behavioral Health & Therapy, MN DHS—Adult Protection, MN DHS—Children’s Services, MN Board of Psychology, and the MN Board of Examiners for Nursing Home Administrators.

LEADERSHIP OPPORTUNITIES! Become a leader in a responsive, flexible, inclusive statewide organization. The Nominating Committee solicits nominees for each office. The Nominating Committee includes the regional nominating chairs or designee and other persons as necessary to complete the slate of candidates.

GET SCHOLARSHIPS! MSSA awards education scholarships. The Scholarship Committee is responsible for selecting recipients of the MSSA scholarship, the MSSA Diversity Scholarship and the Marjorie J. Carpenter Scholarship.