



SOUTHWEST
HEALTH & HUMAN
SERVICES

**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date: February 21, 2024
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 9:48 a.m.
Adjourned: 10:14 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, February 21st, 2024 in the Commissioners Room in the Lyon County Government Center Marshall, Minnesota. The meeting was called to order by Vice Chairperson Crowley.

Members present:	Gary Crowley	Les Nath
	Steve Hauswedell	Doug Nagel
	Maydra Maas	Rick Wakefield
	Mic Vandever	Dennis Welgraven
	Jim Salfer	Lois Schmidt

Members absent:	Joan Jagt	Jeane Anderson
	Jackie Meier	Todd Draper
	Suanne Ohme	Greg Burger
	Dan Wildermuth	Gary Overgaard

Staff present:	Carol Biren	Chantelle Fogelson
	Nancy Walker	Beth Wilms
	Lisa DeBoer	Chris Cauwels

P. Call to Order

Q. Consent Agenda-

Vice Chairperson Crowley asked if there were any changes to the agenda. There was one addition to the agenda for a decision item. The one decision item, was requesting an additional position in Public Health. Vice Chairperson Crowley asked if anyone had a conflict of interest to identify. None were identified. He asked if there were any corrections or additions to the minutes of the January 17, 2024 meeting. None were identified. Motion by Commissioner

Wakefield, second by Commissioner Nagel to approve the agenda and the board minutes as presented with the change. The motion carried unanimously.

R. Financials-

Vice Chairperson Crowley asked if there were any questions or comments regarding the financial report as given during the Human Services Board meeting. There were none. Motion by Commissioner VanDeVere, second by Commissioner Welgraven to approve the financial report as brought forward by the Human Services and Community Health Boards. The motion carried unanimously.

S. Human Resources Statistics

Deputy Director Nancy Walker stated there were changes to the statistics that were provided, with some positions being hired. Interviews are scheduled for the Emergency Preparedness Planner and Communications Specialist. The Social Work Children's Intake position has an offer out as well as an offer out for the Child Welfare CW position. There are two additional openings which are the Lead Child Support Officer and Social Worker in our CADI/BI department.

T. Discussion/Information Items-

U. Decision Items-

1. Amy Marks, Lead Child Support Officer, probationary appointment (6 months), \$26.50 hourly, effective 1/29/2024- Marshall Office
2. Maleah Roiger, County Agency Social Worker- Child Protection, probationary appointment (6 months), \$28.46 hourly, effective 2/12/2024- Redwood Falls Office
3. Deann Holland, reclassification from Public Health Educator to Emergency Preparedness Planner, probationary appointment (6 months), no change in rate of pay- Marshall Office
4. Joshua Flink, County Agency Social Worker- Adult Mental Health, probationary appointment (12 months), \$28.00 hourly, effective 2/26/2024- Redwood Falls Office.

Motion by Commissioner Vandevere second by Commissioner Hauswedell to approve the probationary appointments as presented. The Motion carried unanimously.

5. Public Health Aide Position

Public Health Director Carol Biren came forward to request an additional Public Health Aide Position. Biren stated that this position would replace the current retirement of the OSS Sr. on the 2nd floor. This position will help with WIC phone calls and the whole customer service experience. This also will help with the separation of duties when WIC appointments are conducted to eliminate the extra interruptions during the appointment. The cost will shift from Human Services to Public Health and Biren will be able to capture more of the funds from grants. Motion by Commissioner Welgraven second by Commissioner Wakefield to approve the new Public Health Aide Position. The Motion carried unanimously.

6. 2023 Single Audit Engagement Letter

Director Beth Wilms came forward to present the Audit Engagement Letter; this letter states that SWHHS is entering an agreement with the state auditor for audit services related to the past year. It is anticipated the audit will be completed this summer and have results back in September.

7. **Personnel Policy 06 Reimbursement Lodging and Other Expenses**
Deputy Director Nancy Walker came forward with some changes to Personnel Policy #6. Walker stated the change she is requesting has to do with the daily per diem for meals when staff are traveling. Staff are not eligible for meal reimbursements when they are traveling within the six counties. Walker would like the \$35.00 per diem per day changed to \$50.00 per diem per day for meals effective March 1, 2024. Motion by Commissioner Salfer second by Commissioner Hauswedell to approve the increase in meals per diem. The Motion carried unanimously.
8. **Personnel Policy 10 Volunteer for Emergency Community Services**
Deputy Director Nancy Walker came forward with changes to Personnel Policy 10. Walker stated this topic also came out of the union management meeting last year. Walker explained that this policy has to do volunteer emergency community service hours. We have allotted six hours currently for these calls however would like to propose a change to decrease the number of hours per month to three. Walker explained we support the volunteering but we also need our staff at the office. If someone were to be out more than the three hours they can utilize their personal time. The other change is that our community service volunteer locations will no longer be listed in the policy and can be found on SharePoint. Motion by Commissioner Nagel second by Commissioner Vandever to approve the decrease of volunteer emergency hours from six to three and remove the listing of volunteer opportunities in the policy. The Motion carried unanimously.
9. **Request to move AS400/iSeries Data**
Director of IT Chris Cauwels came to request we move off of the Lyon County iSeries and move our data to our own host. Cauwels stated we are currently paying Lyon County \$300.00 a month to host our iSeries and we did pay half of the equipment costs more than five years ago. If we move to our own iSeries there is a onetime set up fee of \$250.00 and then a monthly payment of \$464.00. Motion approved by Commissioner Wakefield second by Commissioner Hauswedell to approve the move to AS400/iSeries data. The motion carried unanimously.
10. **Request for Backup Storage**
Director of IT Chris Cauwels came forward to request more backup storage. Cauwels had two quotes, one from Morris Electronics for \$ 5,363.22 and the other one is from CBWG and their quote was \$5,373.90. With Morris Electronics coming in cheaper and same hardware Cauwels is requesting to move forward with Morris Electronics. Motion approved by Commissioner Vandever second by Nagel to approve the purchase of backup storage from Morris Electronics. The motion carried unanimously.
11. **Donations**
 - Anonymous donation of three fleece blankets to foster children in need.Motion by Commissioner VanDeVere second by Commissioner Crowley to accept the donation and send thank you note for the donations. The Motion carried unanimously.
12. **Contracts**
 - **DHS Children's Mental Health Respite Care Grant – 01/01/20 to 12/31/24;**
Amendment and extension of grant agreement to provide funds to support children's mental health respite care services through 12/31/24 and establish BP5

for \$23,545; (renewal). *Fiscal Note: SFY 2024, \$47,090; 2023 \$47,090; 2022 \$47,090; 2021 - \$71,133*

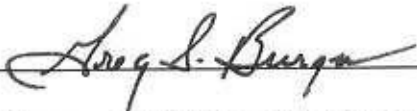
- **DHS IV-D Cooperative Agreement (DHS)** – 01/01/24 to 12/31/25; Agreement with all 6 counties and DHS; County Attorney contract reimbursement amount will be \$80,749 per year and County Sheriff Process Service fee amount will be \$7,400 per year across the six counties (no change) (renewal). *Fiscal Note: child support reimbursement*
- **Greater MN Family Services (Willmar, MN)** – 01/01/24 to 12/31/24; MH Family Based Services and Counseling, provide 4,578 service hours at \$71.92/hour and diagnostic assessments at \$101.56/unit, \$75,000 max for 3.5 FTE (3% increase) (renewal). *Fiscal Note: 2023 \$5,230; 2022 \$10,130; 2021 \$31,257; 2020 \$67,742; 2019 \$61,105*
- **Jason Anderson Consulting (Grand Rapids, MN)** – 04/01/24 to 06/30/24; contract for strengths finders introductory and advanced workshop, \$3,500, maximum (New) *Fiscal Note: COVID funding will be utilized*
- **Lamar Companies (Sioux Falls, SD)** – 03/11/24 to 03/09/25; advertising agreement for billboard posters promoting alcohol and drug prevention, Drug Free Communities grant monies of \$5070 (\$20 decrease)(renewal). *Fiscal Note: 2023 \$5079; 2022 \$4797; 2021 \$5,733; 2020 \$5,560; 2019 \$8,300*
- **Lincoln County (IT Services)** - 02/01/24 to 12/31/24; Information technology services, \$95/hour plus mileage (\$30/hour increase) (renewal). *Fiscal Note: IT Revenue 2023 \$41,119; 2022 \$21,198.52; 2021 \$20,981; 2020 \$22,556; 2019 \$20,091*
- **Murray County (Slayton, MN)** – 01/01/24 to 12/31/24; office lease agreement, \$8,000/month, utilities included (no increase) (renewal). *Fiscal Note:*
- **Prime West Health (Pipestone, MN)** – 01/01/24 to 12/31/24; Amendment to the Behavioral Health participation agreement to provide targeted case management services to clients; \$1009/mo for children (\$742/2023) and \$608/mo for adults (\$437/2023) (renewal). *Fiscal Note:*
- **See Moua-Leske (Marshall, MN)** – 02/21/24 to ongoing; contract to have a poverty simulation trainer locally for agency's annual use; \$1700 for certification costs (New). *Fiscal Note: Health Equity Grant will be utilized.*
- **Blue Cross Blue Shield of Minnesota** – 01/01/24 to 12/31/24; financial renewal and terms amendment to the administrative service agreement to sponsor and administer the agency's healthcare coverage plans (renewal).

Motion by Commissioner Nagel second by Commissioner Hauswedell to approve the contracts as listed. The motion carried unanimously.

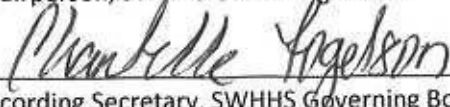
V. Adjournment

Vice Chairperson Crowley asked if there were any other questions. Hearing none, he adjourned the meeting at 10:14 a.m.

Approved Date 3.20.2024

Authorized 

Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest: 
Director