



SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD

MINUTES

Date: April 17, 2024  
Place: Lyon County Government Center  
Commissioners Room  
Marshall, Minnesota

Opened: 10:06 a.m.  
Adjourned: 11:45 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, April 17th, 2024 in the Commissioners Room in the Lyon County Government Center Marshall, Minnesota. The meeting was called to order by Chairperson Burger.

Members present: Gary Crowley Suanne Ohme  
Steve Hauswedell Doug Nagel  
Maydra Maas Rick Wakefield  
Mic Vandevere Dennis Welgraven  
Jeane Anderson Lois Schmidt  
Jackie Meier Gary Overgaard  
Greg Burger Todd Draper  
Jim Salfer

Members absent: Joan Jagt Les Nath  
Dan Wildermuth

Staff present: Lisa DeBoer Michelle Buysse  
Nancy Walker Ashley VanOverbeke  
Chris Cauwels Beth Wilms  
Chantelle Fogelson Rick Anderson  
Cindy Nelson Ann Orren  
Megan Boerboom Brittany Alex  
Alex Dvorak Tiffany Bailey  
Monica Christianson

**P. Call to Order**

**Q. Consent Agenda-**

Chairperson Burger asked if there were any changes to the agenda. There was one addition to the agenda for a discussion item. The one discussion item, about Restorative Justice Grants and a potential Restorative Justice Unit. Chairperson Burger 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 March 20, 2024 meeting. None were identified. Motion by Commissioner Vandevere, second by Commissioner Meier to approve the agenda and the board minutes as presented with the change. The motion carried unanimously.

**R. Financials-**

Chairperson Burger 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 Draper, second by Commissioner Overgaard to approve the financial report as brought forward by the Human Services and Community Health Boards. The motion carried unanimously.

**S. Human Resources Statistics-**

Director Beth Wilms asked if there were any comments or concerns regarding the statistics, and that Deputy Director Nancy Walker and Human Resources Specialist Monica Christianson will be coming forward with the HR quarterly update. There were none.

**T. Discussion/Information Items-**

**1. Southwestern Minnesota Adult Mental Health Consortium Update**

Director Beth Wilms and Lyon County Commissioner Rick Anderson came forward with an update on the Minnesota Adult Mental Health Consortium. Wilms stated that we are using this opportunity to review our joint powers agreement. In the agreement it has only Lincoln, Lyon, and Murray and does not have SWHHS as an entity. Wilms stated that they have been taking a deeper dive into reviewing the Joint Powers agreement. She feels that they have reached a point where the edits have been made and Ann Goering will be reviewing the agreement as well as the bylaws. Wilms stated that some County Attorneys are saying that Southwest Health and Human Services is the mental health authority so we should be taking on full responsibility of the mental health services. While other County Attorneys are saying it relies on each county. Wilms stated that at the end of the meeting on Friday April 12<sup>th</sup> it had come down to each county unless Ann Goering states that it should be Southwest Health and Human Services. We are in a holding pattern until she is done reviewing documents. Wilms stated that last fall Stacy Jorgenson came to the Board last fall requesting \$20,000.00 from each county for the reserve. On April 12<sup>th</sup> meeting it was brought up that the funding would increase 122.8% which in turn the Executive committee believes our County contributions will also need to be increased. Wilms doesn't think this is a Southwest Health and Human Services issue but a County issue. There was a lot of discussion how this falls back on DHS and not getting the payments done timely. Commissioner Anderson is concerned that all eighteen counties will not sign the agreement and the allocation will go down from the State. Wilms stated that outside of the Joint Power agreement, and the funding along with bylaws there must be a look at the contract for the employees of the Consortium and what is expected of them. Next meeting is scheduled for May 10<sup>th</sup> 2024 and Wilms encouraged everyone to attend.

## 2. HR quarterly Report

Deputy Director Nancy Walker and Human Resources Specialist Monica Christianson came forward with the quarterly HR report. Christianson stated that there are currently thirteen openings; as in the past the Public Health positions are harder to fill. Christianson gave the days to fill about thirty eight days and with the Merit system days to fill was an average of sixty days. The internal hire rate for 2022 was 32%, 2023 was at 25% and so far, for 2024 we are at 53%. Boomerang staff Christianson stated are staff that have left the Agency and we hire them back, since January of 2022 we have had seven. Walker came forward with some data that she has gotten with doing check ins with staff at three and nine months. At the three months mark a common theme was coworkers are quick to help and answer questions. Some other common themes are, coworkers being friendly and the agency is flexible, the supervisors are being thorough and responsive and want them to succeed. The training is very intense which Walker stated is talked about in interviews. At nine months employees are enjoying their work and feel like they make a difference. Employees can see how much they have grown in a short period of time professionally and personally. Walker talked briefly about separations. Since the beginning of the year the Agency has had ten separations, which brings the turnover rate to 4.2%. Walker stated the reason employees are leaving are for personal reasons or they find a different job. In 2023 the agency had thirty seven separations. Christianson stated out of the ten separations this year only two chose to do an exit interview. Some feedback Christianson received from the exit interviews is employees' value their team and flexibility of the position. Wages are not adequate for our area and employees would like to see bonuses for retention. Employees enjoy the volunteer time and feel that the medical and vacation banks are adequate. Another issue is with the insurance being so expensive and wish it would not be required.

## 3. Restorative Justice Grants

Director Beth Wilms came forward to discuss the Restorative Justice Grant. She stated Megan and Michelle were asking for 2.5 additional staff related to the new grants that were awarded to the agency. Wilms explained that Department of Human Services has never had a prevention program and we see the clients when there is a crisis. If we can get into families earlier with services, programs and resources it will a better return on investment and better for families. Wilms stated that there is a lot of funding coming from the State and even a National level for the Restorative Justice program. Wilms thinks this is a good opportunity to look at what the future for this program and Southwest Health and Human Services has and what we can offer families. Wilms suggested to have a Restorative Justice Unit within Southwest Health and Human Services that would include one full time Supervisor and two full time social worker and one part time Case Aide. Wilms stated that Michelle Buysse doesn't have the capacity to supervise another unit. The grant will pay for 2.5 positions and the supervisor positions will be budgeted for 2025. This position was not budgeted for 2024 however, currently payroll is 2% underbudget for this year due to the open positions. Motion was made to approve the hiring of a Supervisor along with two full time Social Workers and a part time Case Aide by Commissioner Vandevere second by Welgraven. The Motion carried unanimously.

## U. Decision Items-

1. Kami Parker, Lead Child Support Officer, probationary appointment (6 months), \$26.50 hourly, effective 4/8/2024 – Marshall Office
2. Lori Tammeus, Reclassification from Case Aide to County Agency Social Worker, probationary appointment (6 months), \$34.32 hourly, effective 3/25/2024 – Marshall Office

3. Amanda Hall, County Agency Social Worker- Prevention Worker, probationary appointment (6 months), \$26.85 hourly, effective 5/6/2024 – Redwood Falls Office
4. Megan Schmitt, Registered Dietician, probationary appointment (12 months), \$27.09 hourly, effective 6/24/2024 – Marshall Office
5. Tyler Looft, Emergency Preparedness Planner, probationary appointment (12 months), \$27.09 hourly, effective 4/8/2024 – Marshall Office
6. Victoria Primus, Office Support Specialist, Sr., probationary appointment (12 months), \$17.32 hourly, effective 4/15/2024 – Marshall Office
7. Abby Smith, Eligibility Worker, probationary appointment (12 months), \$20.07 hourly, effective 4/22/2024 – Redwood Falls Office
8. Bee Chomprasob, Public Health Educator, probationary appointment (12 months), \$26.09 hourly, effective 4/22/2024 – Marshall Office
9. Ashley Smith, Eligibility Worker, probationary appointment (12 months), \$20.07 hourly, effective 4/29/2024 – Ivanhoe Office
10. Melissa Hassebroek, Office Support Specialist, Sr., probationary appointment (12 months), \$17.32 hourly, effective 4/29/2024 – Redwood Falls Office

Motion by Commissioner Salfer second by Commissioner Crowley to approve the probationary appointments as presented. The Motion carried unanimously.

11. Administrative Policy 25 Funeral Allowance for MA Claims

Fiscal Officer Tiffany Bailey and Director of Business Management Lisa DeBoer came forward to discuss changes in the Administrative Policy 25 Funeral Allowance for MA Claims. Bailey stated that this Policy is for clients that are on Medical Assistance and then pass away. The agency currently acts as a pass through for the State to collect funds. Bailey stated that the statute reads reasonable funeral expenses can be deducted from any liquid assets. DHS does have an MA Estate Manual so Bailey took the reasonable and unreasonable expenses from the MA Estate Manual and incorporated those into our County policy. Bailey also added in maximums on our allowances and broke out some of the services in our policy. Bailey added into the policy that if the client has a county burial as a final disposition we will not take into consideration any extra costs associated with the funeral. Motion to approve the changes by Commissioner Draper second by Commissioner Nagel. The Motion carried unanimously.

12. Request for additional Cyber Insurance

IT Director Chris Cauwels came forward to request additional Cyber Insurance. Cauwels stated that our current MCIT Coverage only has a limit of \$50,000.00 if there was a cyber breach. Cauwels stated that the average cost for a breach is three to four million dollars. Cauwels is requesting additional cyber security insurance of three million dollars costing \$15,503.40 yearly. Motion to approve additional Cyber Insurance was approved by Commissioner Crowley and second by Commissioner Wakefield. The Motion carried unanimously.

13. Request to Renew Email Encryption Services

IT Director Chris Cauwels came forward to request the Renewal of the Email Encryption Services. Cauwels stated this allows us to send secure and encrypted emails outside of the Agency. The renewal rate is \$4705.88 for the year. Approval to renew the Email Encryption

Service totaling \$4705.88 approved by Commissioner Meier second by Commissioner Draper. The Motion carried unanimously.

14. Request for Secured Cage around Shredding Materials

IT Director Chris Cauwels came forward requesting \$3729.40 for a secured cage in the Lyon County Office as we share the shredding space with Lyon County. Cauwels stated there is confidential information in the locked room that needs to be separated from Lyon County employees. Motion to approve the purchase of a secured cage by Commissioner Draper second by Commissioner Crowley. The Motion was carried unanimously.

15. Postage Machine Upgrades

Director of Business management Lisa DeBoer and Office Support Supervisor Chantelle Fogelson came forward to request approval to upgrade the postage machines in Redwood Falls and Slayton offices. Fogelson stated that there are new IMI criteria that needs to be followed in 2024. The two machines are not IMI compliant and therefor need to be replaced. Fogelson brought forward two quotes from Pitney Bowes and Quadiant. Fogelson is requesting to go with the cheaper bid of Quadiant Leasing for both offices. Motion to approve upgrading the postage machines in Redwood Falls and Slayton was approved by Commissioner Vandevere second by Commissioner Draper. The Motion carried unanimously.

16. Donations

- Donation of many personal hygiene products by Living Word Lutheran Church to be used for foster children in need.
- Anonymous donation of several overnight bags to be used for Foster Children.
- Donation of twelve \$20.00 gift cards from the Children's Program at American Reformed Church in Luverne to be used for licensed foster care parents in the Rock County area.
- Anonymous donation of a microwave for a client in need in the Rock County area.

Motion by Commissioner Hauswedell second by Commissioner Wakefield to approve the donations as listed.

17. Contracts

- **Amherst H Wilder Foundation (St. Paul, MN)** – 04/01/2024 to 12/31/2025; agreement for administering an evaluation consultation for the Community Crime Intervention and Prevention Program, \$41,000 (NEW).  
*Fiscal Note:*
- **Greater MN Family Services (Willmar, MN)** – 01/01/24 to 12/31/24; provide additional funding to support hiring of additional full time employee and higher wages for IIFS staff (\$1,250/month) (NEW).
- **Karen C. Kritta (Grand Marais, MN)** – 04/01/24 to 12/31/24; Accounting services for child support cases, \$200/hour plus expenses with a cap of \$4,500 for the year (NEW). *Fiscal Note:*
- **Karen C. Kritta (Grand Marais, MN)** – 04/01/24 to 12/31/24; business associate agreement between parties (NEW).  
*Fiscal Note:*

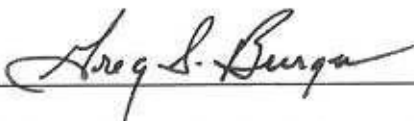
- **MN Dept of Public Safety – Office of Justice Programs Resolution (St. Paul, MN) – 01/01/2024 to 12/31/2025;** a resolution authorizing execution of a cooperative agreement between agencies so that a new grant can be distributed for the Restorative Justice – Youth Intervention Program, \$75,015.15 (renewal).  
*Fiscal Note:*
- **MN Dept of Public Safety – Office of Justice Programs Resolution (St. Paul, MN) – 04/01/2024 to 12/31/2025;** a resolution authorizing execution of a cooperative agreement between agencies so that a new grant can be distributed for the Community Crime Intervention and Prevention, \$455,400 (NEW).  
*Fiscal Note:*
- **MN Dept of Agriculture (Rock County) – 06/01/24 to 12/31/24,** joint powers agreement to issue farmers market nutrition program checks to WIC participants; \$300; (renewal).  
*Fiscal Note: 2023: \$300; 2022: \$300*
- **New Life Treatment Center (Woodstock, MN) - 01/01/24 – 12/31/24;** CCDTF services, \$400/day plus mileage (no increase) (renewal).  
*Fiscal Note: 2023 \$84,200; 2022 \$84,200; 2021 \$57,200; 2020 \$49,075; 2019 \$45,420;*
- **Nobles County Community Services (Worthington, MN) – 04/01/24 to 04/30/25;** SWHHS Environmental Health Manager will provide support services to the Nobles County; \$65/hr plus mileage at the current IRS rate (renewal).  
*Fiscal Note: contract revenue*

Motion by Commissioner Meier second by Commissioner Draper to approve the contracts as listed. The motion carried unanimously.

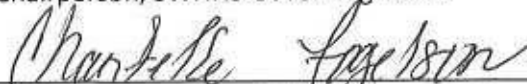
**V. Adjournment**

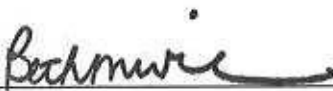
Chairperson Burger asked if there were any other questions. Hearing none, he adjourned the meeting at 11:45 a.m.

Approved Date 5-15-2024

Authorized 

Chairperson, SWHHS Governing Board

  
Recording Secretary, SWHHS Governing Board

Attest:   
Director