



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

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

Opened: 9:21 a.m.
Adjourned: 9:51 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday July 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 Jim Salfer
Steve Hauswedell Doug Nagel
Maydra Maas Les Nath
Mic Vandever Rick Wakefield
Jeane Anderson Lois Schmidt
Suanne Ohme Jackie Meier
Greg Burger Todd Draper
Dan Wildermuth Gary Overgaard
Dennis Welgraven

Members absent: Joan Jagt

Staff present: Lisa DeBoer Carol Biren
Nancy Walker Kristin Deacon
Chris Cauwels Stacy Jorgensen
Chantelle Fogelson Sherri Pickthorn
Cindy Nelson Chelsea Self
Monica Christianson Stacey Strand
Megan Schmitt

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 decision item. The one decision item was the request for a new Social Worker position for MnChoices. 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 June 26th, 2024 meeting. None were identified. Motion by Commissioner Meier, second by Commissioner Wildermuth 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 Vandevere, second by Commissioner Crowley 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 asked if there were any comments or concerns regarding the statistics that were provided. Monica Christianson, HR Specialist, and Deputy Director Walker will be having a Quarterly HR update for a discussion item.

T. Discussion/Information Items-

1. 2nd quarter Human Resources Report – Monica Christianson and Nancy Walker.
Deputy Director Nancy Walker came forward with a Human Resource update. Walker stated there has been twenty one new hires with five of them being internal candidates which brings SWHHS to 24% for internal movement for 2024. For turnover we have had nineteen staff leave the agency which brings us to 7.9% for a turnover rate for 2024. Overall for separations for 2024 there has been three retirements, five have left for personal reasons, one unknown, one involuntary, and nine were other jobs. Monica Christianson, HR Specialist, stated that as of today July 17th there are eleven openings as the adult protection worker was hired. There are interviews for many positions scheduled in the next few weeks. Christianson stated that we are averaging thirty one days to fill a position for the year 2024. With the Merit system it was an average of sixty days. Christianson stated there has been eight staff hired back to the agency since 2022. Walker explained that they continue to do check ins with staff at three and nine months. Walker brought forward some of the common themes she has heard last quarter. There's good communication at all levels, employees feel that the agency truly cares about them. Supervisors and coworkers are helping the staff succeed in their position and SWHHS feels like family. Employees feel that their talents and skills are being used and every day is different however, maybe a little more than they thought the job entailed. Employees feel they are trusted with the work they are given. Walker shared again that new employees are not impressed with the Department of Human Services training. Christianson came forward with some common themes that came from the exit interviews which are optional. Christianson stated for the second quarter out of the six separations only three wanted an exit interview. Common themes were staff enjoyed

their coworkers and the professional relationships that they built. Staff say the benefits and pay are superior well other staff say the pay is too low for the work that is expected. Not everyone is as busy as everyone else, also there is too much travel involved in the position. Staff really appreciate the Mentorship program and management makes the atmosphere a great place to work and the family first philosophy is appreciated. Flex schedules and telework options are also a great. Staff have suggested going back to the pay for performance for yearly reviews.

U. Decision Items-

1. Dayna Gunderson, County Agency Social Worker- AMH, probationary appointment (12 months), \$27.00 hourly, effective 7/15/2024 – Marshall Office
2. Kelly Johnson, Registered Nurse, probationary appointment (12 months), \$28.50 hourly, effective 7/29/2024- Marshall Office
3. Madison Neperman, Office Support Specialist, Sr., probationary appointment (12 months), \$17.32 hourly, effective 7/22/2024 – Redwood Falls Office
4. Kristina Meulebroeck, Case Aide- Parenting Time Specialist, part-time, probationary appointment (12 months), \$25.00 hourly, effective 7/9/2024 – Pipestone Office
5. Christine Harmon, reclassification from Registered Nurse to Public Health Nurse, probationary appointment (6 months), \$30.00 hourly, effective 7/22/2024 – Redwood Falls Office.

Motion by Commissioner Draper second by Commissioner Wildermuth to approve the probationary appointments as presented. The Motion carried unanimously.

6. Request for MnChoices Social Worker
Cindy Nelson, Social Service Division Director, came forward with a request for a new Social Worker position in the MN Choices unit under Stacy Strand. Nelson explained this position is not in our current budget but was aware of the program change that was coming but didn't have a timeline. Nelson explained they gave them a ninety day notice that as of October 1st they will be transitioning to the Community First Services and Supports which will encompass the community support grant program and PCA Program. Currently Nelson stated that they have been spreading the workload throughout the different social services programs along with Public Health. Nelson explained the unit evaluated how they could make the position more efficient and streamline the work. They came up with the only option being to request a new worker for this program. Developmental disability workers will no longer be doing this mandated service, which has no funding stream, and can do other work that does have a funding stream. Nelson explained that if the DD workers started doing more of their DD work that was funded it would bring in more revenue to help cover this new position. Motion by Commissioner Vandevere second by Commissioner Meier to approve the new position. The Motion carried unanimously.
7. Administrative Policy 05- Credit Card Policy
Nancy Walker, Deputy Director, came forward with changes to Administrative Policy 05- Credit Card Policy. Walker stated the only changes are deleting cardholders that don't require a credit card and adding in two new cardholders, Megan Boerboom and Amy Mead. Motion by Commissioner Welgraven second by Commissioner Overgaard to approve the changes to Administrative Policy 05. The Motion carried unanimously.
8. Request for Papercut Follow me Software Renewal - Chris Cauwels
Chris Cauwels, IT Director, came forward to request the renewal for the Papercut Follow me Software. Cauwels stated that Loffler is the only vendor that supports this software. Loffler

is the same vendor the agency used last year. The renewal rate is \$3,580.00. Motion by Commissioner VanDeVere second by Commissioner Crowley to approve the \$3,580.00 renewal for the Papercut Follow Me Software. The Motion carried unanimously.

9. Donations

- Donation of six Layette bundles, one blanket, one receiving blanket and a burp rag. Two sleepers and two onesies and a pair of socks by Rolling Plains Sewing Circle to any mother in need.

Motion by Commissioner Welgraven second by Commissioner Hauswedell to approve the donation as listed. The motion carried unanimously.

10. Contracts

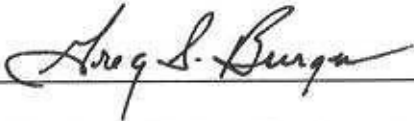
- **DHS Mobile Crisis Response Services Grant for Adult & Children's (Lincoln, Lyon, Murray, Redwood and Yellow Medicine Counties)** – 01/01/23 to 12/31/24; Mental health crisis response services, which will be provided through Western Mental Health Center, \$383,532 for 2023 allocation; \$438,351 for 2024 allocation (amendment). *Fiscal Note: No contract changes. Budget was updated to show carryover amount for 2024. Updated 2024 budget amount is \$539,648.*
- **DHS Family Group Decision Making (FGDM) Grant** – 07/01/22 to 06/30/26; State grant that provides family support, family preservation, and family reunification services, awarded additional \$220,000 for SFY 25&26 (\$110,000/SFY) (amendment).
Fiscal Grant Award: 2024 \$123,032; 2023 \$123,032; 2022 \$123,032; 2021 \$39,780; 2020 \$39,780
- **Lyon County** – 08/01/24 to 12/31/26; Office lease amendment, addition of 660 sq ft increasing the total leased space to 31,187 square feet. \$29,888/month starting August 1st, 2024, \$31,187/month in 2025, \$32,486/month in 2026 (amendment).
Fiscal Note:
- **MDH Emergency Preparedness & Response** - 07/01/24 – 06/30/29; Renewal of the emergency preparedness grant for another 5-year period with this being year 1; \$97,152 (renewal).
Fiscal Note: 2023 \$93,761; 2022 \$94,148; 2021 \$95,357; 2020 \$92,580; 2019 \$92,437
- **New Horizon Crisis Center** – 08/01/24 to 05/31/25; Agreement to offer classes in Lincoln, Lyon, Murray, and Redwood counties for middle school/early high school students for addressing risks and/or protective factors surrounding teen pregnancy, total amount not to exceed \$35,000 (renewal)
Fiscal Note: 2024 \$15,311.12; 2023 \$36,895
- **Southwest Crisis Center** – 08/01/24 to 05/31/25; Agreement to offer classes in Pipestone & Rock counties for middle school/early high school students for addressing risks and/or protective factors surrounding teen pregnancy, total amount not to exceed \$20,000 (NEW)
Fiscal Note:

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

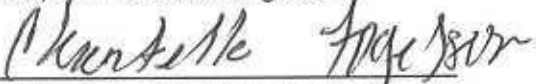
V. **Adjournment**

Chairperson Burger asked if there were any other questions. Hearing none, he adjourned the meeting at 9:51 a.m.

Approved Date 8-21-2024

Authorized 

Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest: 
Director