



**SOUTHWEST**  
HEALTH & HUMAN  
SERVICES

**SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD**

**MINUTES**

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

Opened: 10:02 a.m.  
Adjourned: 10:53 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday August 21<sup>st</sup>, 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
	Dennis Welgraven	Lois Schmidt
	Suanne Ohme	Jackie Meier
	Greg Burger	Todd Draper
	Dan Wildermuth	Gary Overgaard

Members absent:	Joan Jagt	Jeane Anderson
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Staff present:	Lisa DeBoer	Carol Biren
	Nancy Walker	Beth Wilms
	Chris Cauwels	Cindy Nelson
	Chantelle Fogelson	Sherri Pickthorn

**P. Call to Order**

**Q. Consent Agenda-**

Chairperson Burger asked if there were any changes to the agenda. None were presented. 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 July 17<sup>th</sup>, 2024 meeting. None were identified. Motion by Commissioner Salfer, second by Commissioner Overgaard 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 Vandever, 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-**

Director Beth Wilms asked if there were any comments or concerns regarding the statistics that were provided. There were none.

**T. Discussion/Information Items-**

1. Southwest Minnesota Adult Mental Health Consortium Update.  
Beth Wilms, Director, came forward with an update on the Adult Mental Health Consortium. Wilms stated there was a meeting held earlier in August and they are waiting for legal counsel and Gary to get back to Kimberly Holms (executive director) with the revised joint powers agreement. Once it has been received it will be going out to the administration in each County and then to be forwarded on to the County attorneys for review. Wilms reminded the Board that all eighteen counties will have to sign off on the agreement. On October 11<sup>th</sup> there is an annual meeting and Wilms strongly encourages the Commissioners that sit on that Board to attend that meeting. The meeting will be held at the Redwood Area Community Center and Kimberly Holms has sent out a save the date to the Commissioners.

**U. Decision Items-**

1. Anna Clark, County Agency Social Worker- CMH, probationary appointment (12 months), \$25.60 hourly, effective 8/5/2024 – Marshall Office
2. Shaniya Rogge, Children's Social Services Supervisor, probationary appointment (12 months), \$66,290 annual, effective 8/12/2024 – Marshall Office
3. Sophie VanKlomben, County Agency Social Worker- AP, probationary appointment (12 months), \$25.60 hourly, effective 8/12/2024 – Ivanhoe Office
4. Alyssa Regnier, County Agency Social Worker- Licensing/CMH, probationary appointment (12 months), \$27.00 hourly, effective 8/19/2024- Marshall Office
5. Jenika Rathai, Eligibility Worker, probationary appointment (12 months), \$20.07 hourly, effective 8/19/2024 – Redwood Falls Office
6. Kassandra Stangeland, County Agency Social Worker- MnCHOICES/CFSS, probationary appointment (6 months), \$28.00 hourly, effective 9/9/2024 – Pipestone Office

7. Carlee Heiling, County Agency Social Worker- Restorative Practices, probationary appointment (12 months), \$25.60 hourly, effective 9/9/2024 – Marshall Office  
Motion by Commissioner Wildermuth, second by Commissioner Meier to approve the probationary appointments as presented. The Motion carried unanimously.
8. Personnel Policy 09- Announce and Recruitment for Staff Vacancies  
Beth Wilms, Director, came forward with one change to Personnel Policy 09. The one change would be deleting that current openings for agency positions would be posted on agency bulletin boards for five working days prior to being advertised publicly. Agency has gone to posting these openings digitally on Sharepoint for five days. Motion by Commissioner Vandever, second by Commissioner Wildermuth to approve the change in Personnel Policy 09. The Motion carried unanimously.
9. 2025 Preliminary Agency Budget  
2025 Preliminary Human Services Budget, Lisa DeBoer, Director of Finance, came forward with the 2025 Preliminary Human Services Budget making a request for approval of the 2025 preliminary agency budget for a total agency levy of \$15,226,542 for a total budget of \$39,977,373 with final approval being in November 2024. Motion by Commissioner Overgaard, second by Commissioner Meier. The Motion carried unanimously.
10. Request to Renew Multi-Factor Authentication Subscription  
IT Director, Chris Cauwels, came forward to request to renew the Multi-Factor Authentication Subscription. Cauwels stated that the request in June to purchase the tokens were approved and last three years, however there is an annual subscription for the tokens. Cauwels is requesting \$17,280.00 for this annual expense. Motion by Commissioner Wildermuth, second by Commissioner Welgraven to approve the request to renew Multi-Factor authentication subscription. The Motion carried unanimously.
11. Request to Renew Spam Filter Subscription  
IT Director, Chris Cauwels, came forward to request to renew spam filter subscription. Cauwels stated that she would like to transfer to the Barracuda subscription and it would total \$16,286.40 per year which is a budgeted expense. Motion by Commissioner Vandever, second by Commissioner Nagel to approve the request to renew spam filter subscription. The Motion carried unanimously.
12. Request to Renew AppXtender Support Contract  
IT Director, Chris Cauwels, came forward to request to renew AppXtender support contract. Cauwels stated she has removed some features that we no longer use in the AppXtender program to decrease the renewal rate to \$28,678.00 per year. Motion by Commissioner Wildermuth, second by Commissioner Wakefield to approve the request to renew the AppXtender Support Contract. The Motion carried unanimously.
13. Donations
14. Contracts
  - **Propio (Overland Park, Kansas)** – 8/1/24 to 7/31/2025; On-demand phone/video interpreting, onsite interpretation, and document translating, amounts vary per services, (phone interpreting (most used) - .80/minute) (Renewal)  
*Fiscal Note: 2024 \$3,157.30; 2023 \$5,059.50; 2022 \$936.70*
  - **UCARE Minnesota (Minneapolis, MN)** – 8/1/24 to ongoing; provider participation agreement for various covered services (Renewal)  
*Fiscal Note: revenue*

- **Weber Johnson Public Affairs (St. Paul, MN)** – 7/1/24 to 06/30/25; campaign to promote opioid misuse reduction and raise awareness about treatment in Lyon, Murray, Pipestone, Rock, and Redwood counties, \$40,000 (NEW)

*Fiscal Note:*

- **Western Mental Health Center (Marshall, MN)** – 8/21/24 to 06/15/25; facilitate substance abuse prevention curriculum program in area schools, not to exceed \$15,000 (NEW)

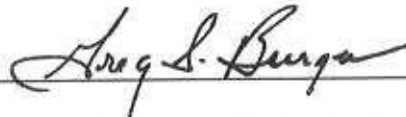
*Fiscal Note: Two other organizations declined submitting a proposal, due to capacity*

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

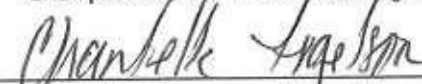
#### V. **Adjournment**

Chairperson Burger asked if there were any other questions. Hearing none, he adjourned the meeting at 10:53 a.m.

Approved Date 9-18-2024

Authorized 

Chairperson, SWHHS Governing Board

  
Recording Secretary, SWHHS Governing Board

Attest:   
Director