



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: October 16, 2024
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 9:58 a.m.
Adjourned: 10:59 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday October 16th, 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	Jeane Anderson
	Mic Vandever	Rick Wakefield
	Dennis Welgraven	Lois Schmidt
	Suanne Ohme	Jackie Meier
	Greg Burger	Todd Draper
	Gary Overgaard	Dan Wildermuth
	Les Nath	

Members absent: Joan Jagt

Staff present:	Lisa DeBoer	Ashley VanOverbeke
	Beth Wilms	Chantelle Fogelson
	Chris Cauwels	Cindy Nelson

P. Call to Order

Q. Consent Agenda-

Chairperson Burger asked if there were any changes to the agenda. Director Beth Wilms had two amendments of the agenda which was the Discussion of 3rd Quarter Human Resources Report from Nancy Walker and Monica Christianson to be moved to November. The second amendment was an added Decision Item for Personnel Policy two. 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 September 18, 2024 meeting. None were identified. Motion by Commissioner Welgraven, second by Commissioner Overgaard to approve the agenda and the board minutes as presented with the changes. 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 Nagel 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-

U. Decision Items-

1. Madison Danneman, Case Aide- Resource Navigator, probationary appointment (12 months), \$19.53 hourly, effective 10/7/2024 – Slayton Office
2. Kristina Bucholz, County Agency Social Worker- CAC/CADI/BI, probationary appointment (12 months), \$25.60 hourly, effective 10/14/2024 – Redwood Falls Office
3. Emily Janzen, County Agency Social Worker- Child Protection, probationary appointment (12 months), \$25.60 hourly, effective 12/9/2024 – Marshall Office
4. Ericka Appel, County Agency Social Worker- Child Protection, probationary appointment (12 months), \$25.60 hourly, effective 12/30/2024 – Marshall Office

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

5. Administrative Policy 05 Credit Card Policy

Director of Business Management, Lisa DeBoer, came forward with changes to administrative policy 05. DeBoer states these changes are due to staffing changes and also audit findings. DeBoer stated on section 4C that the cardholder along with the supervisor has to approve purchases, and an AG002 has to be filled out if there is not an itemized receipt for the purchase. These changes were initiated due to the audit. Shaniya Rogge was added as a card holder and Jenna Stephenson has been deleted. Motion by Commissioner Wildermuth, second by Commissioner Draper to approve the additions and changes to Administrative Policy 05. The Motion carried unanimously.

6. **Personnel Policy 06 Reimbursement Lodging and Other Expenses**
Director of Business Management, Lisa DeBoer, came forward with changes to Personnel Policy 06. DeBoer stated in Section 1B it was added that any surcharges are included in the maximum rate of \$50.00 a day. Also, in Section 3A it was added that the original itemized receipt must be attached to the claim form. Motion by Commissioner Crowley, second by Commissioner Welgraven to approve the changes to Personnel Policy 06. The Motion carried unanimously.
7. **Unclaimed Property Listing**
Director of Business Management, Lisa DeBoer, came forward with the unclaimed property listing. DeBoer stated this is an annual process and it is a State requirement that any payments that have been made to individuals and they have not claimed then we have to turn it over to the State as unclaimed property. Currently there are nine claims from July 2020-June 2021 totaling \$1,492.38. DeBoer is looking for approval to send the nine claims to the state. Motion by Commissioner Draper, second by Commissioner Wildermuth to send the unclaimed property listing to the state. The Motion carried unanimously.
8. **Personnel Policy 02**
Social Services Division Director, Cindy Nelson, came forward with a change to Personnel Policy 02. Nelson stated we are currently down twelve staff and all the work still needs to get done. She is coming forward to request that for all exempt staff that the comp time cap would be increased from 22.5 to 45 hours. Comp time cannot be paid out and overtime is not paid out so this would be a way to recognize staff and their hard work. Nelson stated that we will review the policy in six months. Motion by Commissioner Vandever, second by Commissioner Wildermuth to approve the change in personnel policy 02. The Motion carried unanimously.
9. **Printer Request**
IT Director, Chris Cauwels, came forward with a printer request. Cauwels stated that we currently have fifteen printers on a lease with Marco at a rate of \$1059.00 per month. We have virtualized nine of our State printers and no longer need the physical printer. Cauwels is requesting to buyout the printers and reduce the charge to just \$128.00 a month for maintenance. The cost to buyout the printers would be \$3,647.87. Cauwels stated these printers should last about five more years. We would look at putting some of the more used printers on public Auction. After a monthly savings of \$931.00 it would take about four months to break even on the cost to buyout the printers. If we were to return the printers and stop the leases it would cost \$6,249.00. Motion by Commissioner Crowley, second by Commissioner Wildermuth to buyout the printer leases. The Motion carried unanimously.
10. **Request to Renew Zoom Subscription**
IT Director, Chris Cauwels, came forward to request the renewal of the Zoom subscription. Cauwels stated that our Zoom subscription needs to be renewed for another year. The total cost for a year is \$26,985.00. Cauwels did state that not all employees have a paid membership as they only attend zoom meetings so they are able to use the free Zoom product. Motion by Commissioner Meier, second by Commissioner Overgaard to renew the Zoom subscription. The Motion carried unanimously.
11. **Request for Public Health Conference Room Equipment**
Public Health Division Director, Carol Biren, came forward with a request to purchase conference room equipment. Biren stated that with conference room on the 2nd floor of the

Courthouse needs to have updated equipment. Updated equipment would include an Owl Bar and Mount along with the necessary cables along with a mini computer and display with a mount. Biren is requesting to go with the lower quote of CDW-G totaling \$3,279.17 and this is fully funded by the foundational grant. Motion by Commissioner Wildermuth, second by Commissioner Draper to approve the lower quote of CDW-G to purchase equipment. The Motion carried unanimously.

12. Donations

- Jenika Rathai donated clothes, bassinet, baby seat, and car seat to a family in need in the Pipestone County area.
- Amelia Morland donated many kids and women's clothing along with toys for anyone in need.
- Zion Evangelical Lutheran Church donated quilts and health/hygiene kits for anybody in need.

Motion by Commissioner Vandevere, second by Commissioner Hauswedell to accept the donations and send thank you notes for the donations. The Motion carried unanimously

13. Contracts

- **Brown County Evaluation Center Inc. (New Ulm, MN)** – 01/01/25 to 12/31/25; Detoxification and evaluation services, \$475/day (1% increase) or according to client's insurance plan plus a 12% service fee of total per diem cost for insurance processing (renewal). *Fiscal Note: 2024 \$55,119; 2023 \$53,062; 2022 \$58,922.61; 2021 \$115,149; 2020 \$100,588;*
- **Counties Providing Technology (Morris, MN)** – 01/01/24 – 12/31/26; Provide software support for various accounting programs (payroll, cash drawer, collections, etc) totaling \$1368/mo (10% increase) (RENEWAL). *Fiscal Note: 2024 \$11,214; 2023 \$17,012; 2022 \$12,580; 2021 \$18,411; 2020 \$16,644*
- **DHS Child Welfare/Juvenile Justice Screening Grant** – 01/01/25 to 12/31/25; Provide funds to support children's mental health screening, assessment, and services in child welfare (\$97,678) and juvenile justice populations (\$10,989); \$108,667 (11% decrease)(renewal). *Fiscal Grant Award: 2024 \$122,288; 2023 \$118,273; 2022 \$116,863; 2021 \$89,831; 2020 \$87,909*
- **Harvest Counseling Services** – 01/01/24 to 12/31/25; Contract that will provide children's mental health clients with home-based therapy to minimize family disruptions; \$175/hour (NEW). *Fiscal Note:*
- **MDH Title V Maternal and Child Health (MCH)**– 10/01/24 to 09/30/29; A Federal block grant to support Maternal and Child Health; 5-year budget with period one \$107,779 MCH (renewal).
- **MDH Early Hearing Detection Intervention/Birth Defects (EHDI/BD)** – 01/01/22 to 12/31/26; (Amendment to add in state funds and revise grantee's duties to include implementation of the follow along program.) Public Health grant for early hearing detection in children as well as use the Birth Defects Information System to target intervention, prevention, and services (renewal). *Fiscal Note: \$58,950 added in State Funding*

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

14. Closed session- Union Negotiation Strategy

Motion by Commissioner Crowley second by Commissioner Salfer to go into closed session.
The Motion carried unanimously.

Closed session: 10:32 a.m.

Motion by Commissioner Welgraven second by Commissioner Vandevere to go out of closed session. The motion carried unanimously.

Out of closed session 10:56 a.m.

V. **Adjournment**

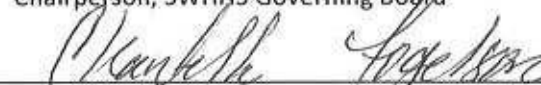
Chairperson Burger asked if there were any other questions. Hearing none, he adjourned the meeting at 10:59 a.m.

Approved Date 11-20-2024

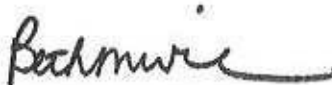
Authorized



Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest:



Director