



SOUTHWEST
HEALTH & HUMAN
SERVICES

**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date: December 18, 2024
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 10:10 a.m.
Adjourned: 11:17 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday December 18, 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	Todd Draper
	Steve Hauswedell	Doug Nagel
	Maydra Maas	Jeane Anderson
	Mic Vandevere	Rick Wakefield
	Dennis Welgraven	Lois Schmidt
	Jackie Meier	Greg Burger

Members absent:	Joan Jagt	Les Nath
	Gary Overgaard	Dan Wildermuth
	Jim Salfer	Suanne Ohme

Staff present:	Lisa DeBoer	Ann Orren
	Beth Wilms	Chantelle Fogelson
	Chris Cauwels	Cindy Nelson
	Carol Biren	Nancy Walker
	Kristin Deacon	
	Leah Jesser	

P. Call to Order

Q. Consent Agenda-

Chairperson Burger asked if there were any changes to the agenda. Director Beth Wilms had two changes to present which was to remove decision item number six and nine. 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 November 20, 2024 meeting. None were identified. Motion by Commissioner Wakefield, second by Commissioner Meier to approve the agenda with the changes and the board minutes as presented. 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 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-

1. 2024 MCIT Dividend
Lisa DeBoer, Director of Business Management, brought forward the dividend for this year. For the year of 2024 it is \$10,483.00 which this year was solely attributed to workers comp. This is a reduction of what we have seen in the past years.
2. 2025 Board Member Per Diem and Mileage Reimbursement
Lisa DeBoer, Director of Business Management, brought forward the current Board Member per Diem and mileage reimbursement. Current Administrative Policy 4 has \$75.00 for one meeting and \$125.00 for multiple meetings in a day. After Board discussion it was recommended to increase the per diem to \$100.00 per day for attending the monthly board meetings or any related agency meetings and mileage to stay at the IRS rate. Motion by Commissioner Draper, second by Commissioner Meier to increase the per diem to \$100.00 per day. The Motion carried anonymously.
3. IT Update
Chris Cauwels, IT Director, came forward with an IT update. Cauwels came forward with more information on the SIEM tool. Cauwels explained that Southwest Health and Human Services is set apart from each separate County, as we do have six counties that we have private data information on and share equipment. The SIEM tool does have other tools within to help IT view the health of our networks along with free training for our employees.

The Board has requested for Cauwels to get a quote from CPT on the price of the SIEM tool along with other quotes on pricing.

U. Decision Items-

1. Natalie Teal, County Agency Social Worker- Child Protection, probationary appointment (12 months), \$25.60 hourly, effective 12/23/2024 – Marshall Office
2. Reese Guillund, County Agency Social Worker- Children's Welfare, probationary appointment (12 months), \$25.60 hourly, effective 12/23/2024 – Marshall Office
3. Tylor Veldhuizen, Public Health Educator-DFCC, probationary appointment (12 months), \$26.09 hourly, effective 12/23/2024 – Pipestone Office
4. Mariah Talsma, Public Health Educator- SHIP, probationary appointment (12 months), \$26.09 hourly, effective 12/30/2024 – Slayton Office
5. Amber Enstad, Eligibility Worker, probationary appointment (12 months), \$20.07 hourly, effective 12/30/2024 – Ivanhoe Office

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

6. New job classification – Licensed Practical Nurse \$20.62 - \$35.98 per hour
Nancy Walker, Deputy Director, came forward with a request for a new job classification for a Licensed Practical Nurse. This will help with some of the Public Health mandatory duties that need to be done. Motion by Commissioner Crowley, second by Commissioner Hauswedell to approve the new job classification. The Motion carried unanimously.
7. Reclassification Mavis Salfer to Licensed Practical Nurse probationary period (6 months) \$30.50 hourly 12/16/2024 – Redwood Office
Motion by Commissioner Draper, second by Commissioner Meier to approve the reclassification position for Mavis Salfer. The Motion carried unanimously.
8. Resolution for Human Resources to Refill Replacement Positions in 2025
Nancy Walker, Deputy Director, brought forth the annual resolution to refill replacement positions. The resolution allows for the replacement of existing job positions without board approval. Roll call vote was made for the approval of the Resolution to refill replacement positions and the resolution passed unanimously.
9. SWHHS Accounting Policies and Procedures Handbook 2025.
Lisa DeBoer, Director of Business Management, came forward with the 2025 accounting policy and procedure handbook changes. There were a few updates that included title changes and language updates. This is done on a yearly basis, and it is the guideline that accounting follows and the auditors look at as well. Motion by Commissioner Nagel second by Commissioner Welgraven to approve the changes. The Motion carried unanimously.
10. SWHHS Resolution of Signature Authority 2025
Lisa DeBoer, Director of Business Management, brought forward the Resolution of Signature Authority for 2025, with no changes. This gives directors the ability to sign off on contracts and agreements. Roll call vote was made for the approval of the Resolution of Signature Authority and the resolution passed unanimously.
11. SWHHS Resolution to Designate Depositories 2025
Lisa DeBoer, Director of Business Management, brought forward the Resolution of Designate Depositories for 2025, with no changes. This identifies financial institutions we

can do monetary transactions with. Roll call vote was made for the approval of the Resolution for Designate Depositories and the resolution passed unanimously.

12. Request for Remote Support Software

Chris Cauwels, IT Director, came forward with the request for remote support software that is a budgeted item totaling \$3,858.90 the lesser of two quotes. Motion by Commissioner Vandever, second by Commissioner Draper to approve the request for the budgeted item remote support software totaling \$3,858.90 The Motion carried unanimously.

13. Request for Phishing and Compliance Training Software

Chris Cauwels, IT Director, came forward with a request for Phishing and Compliance training software. Cauwels stated this is a budgeted item and total cost is \$13,032.00 the lesser of two quotes. Motion by Commissioner Wakefield, second by Commissioner Nagel to approve the budgeted phishing and compliance training software totaling \$13,032.00. The Motion carried unanimously.

14. Donations

- Donation from Superior Stell Supply of thirty two duffle bags for children in foster care. Each bag contains a blanket, stuffed animal, coloring book, crayons and a toothbrush.
- Donation from Kary DeVlieger of three Christmas gifts for foster children.

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

15. Contracts

- **Avera Marshall d/b/a Avera Marshall Regional Medical Center (Marshall, MN)** – 01/01/25 to 12/31/25; Mental Health Hold Orders and Civil Commitment Beds and Services, not to exceed \$1,495/day for hospital services (no increase) (renewal).
Fiscal Note: 2024: \$5,200; 2023: \$5,525; 2022 \$5,470.75; 2021 \$28,254; 2020 \$28,198
- **Bud's Bus Service (Reading, MN)** – 01/01/25 – 12/31/25; Transportation for DD clients, \$32 per one way trip (36% increase) (renewal).
Fiscal Note: 2024 \$16,454; 2023 \$13,758; 2022 \$15,794; 2021 \$22,430; 2020 \$19,780
- **Callens, Jean (Taunton, MN)** – 01/01/25 to 12/31/25; Client guardianship services, \$20/hour plus expenses (no increase) (renewal).
Fiscal Note: 2024 \$353; 2023 \$3,066; 2022 \$2,126; 2021 \$2,990; 2020 \$1,335; 2019 \$2,747
- **Collective Medical (aka PointClickCare)** – 11/20/24 to ongoing; real time inpatient notification system for members of our managed care programs, no cost-DHS is covering costs (NEW).
- **Collective Medical (aka PointClickCare)** – 11/20/24 to ongoing; business associates' agreement (NEW).
- **Collective Medical (aka PointClickCare)** – 11/20/24 to ongoing; master service agreement (NEW).
- **DHS Adult Mental Health Grant (CSP)** – 01/01/25 to 12/31/26; an agreement for allocating monies for the community support program, \$650,902 (no change) (renewal).
Fiscal Grant Award: 2023-2024 \$650,902; 2021-22 \$650,902; 2019-20 \$650,902

- **DHS Child & Teen Check Up** – 01/01/24 to 12/31/26; First Amendment to the original grant agreement that provides C&TC administrative services to children birth through age 20 that are MA eligible, \$26.50/child reimbursement; Amendment 1 \$187,858 for CY2025 (renewal).
Fiscal Note: grant CY2021 \$262,270, CY2022 \$211,417, CY2023 \$179,961, CY2024 \$174,767
- **DHS Family Group Decision Making (FGDM) Grant** – 07/01/22 to 06/30/26; Amendment to current grant to update reporting periods; \$220,000 for SFY 25&26 (\$110,000/SFY)
Fiscal Grant Award: 2024 \$123,032; 2023 \$123,032; 2022 \$123,032; 2021 \$39,780; 2020 \$39,780
- **Ellison Center (St Cloud, MN)** - 01/01/25 – 12/31/25; contract to provide reflective consultation for home visits related to the MDH Strong Foundations FHV grant; \$31,300/contract maximum (no hourly increase, contract maximum increased) (renewal).
Fiscal Note: 2024 \$17,844; 2023 \$17,020; 2022 \$14,195
- **Hart, Ivonne (Marshall, MN)** – 01/01/25 to 12/31/25; contract to provide interpreting services at \$10/15-min for face-to-face during office hours and \$50/printed page for written document translation (no increase) (renewal).
Fiscal Note: 2024 \$12,713; 2023 \$15,866.40; 2022 \$4880; 2021 \$390; 2020 \$50
- **Lamar (Sioux Falls, SD)** – 11/25/24 to 01/11/26; billboard display for Opioid campaign; Total Cost - \$20,445 (NEW).
Fiscal Note: Funded through Opioid & Foundational funding
- **Linder Digital (Marshall, MN)** – 01/01/25 to 12/31/25; twelve-month targeted display campaign for child teen checkup, \$17,700/annual (NEW).
- **Lutheran Social Services of MN (St Paul, MN)** – 01/01/25 to 12/31/25; Client guardianship services, \$62.50/hour (2.5% increase) (renewal).
Fiscal Note: 2024 \$11,576; 2023 \$5,746; 2022 \$3,130; 2021 \$4,623; 2020 \$5,640
- **Marshall Radio (Marshall, MN)** – 12/01/24 to 12/31/25; thirteen-month targeted display campaign for opioid campaign, \$12,740/annual (NEW).
Fiscal Note: Funded through Opioid & Foundational funding
- **MDH Cannabis & Substance Use Prevention** – 11/21/24 to 06/30/26; Grant to local PH departments to create prevention and education programs focusing on cannabis and substance use prevention; BP1: \$156,370 (NEW).
- **Morris Electronics Inc. (Morris, MN)** – 01/01/25 – 12/31/25; Contract to provide computer and technical support on as needed basis, \$100/hour (\$5/hour increase) (renewal).
Fiscal Note: 2024 \$41,119; 2023 \$20,060; 2022 \$39,061.74; 2021 \$45,308.19; 2020 \$35,946.75
- **Murray County DAC (Slayton, MN)** - 01/01/25 – 12/31/25; Paper shredding services, \$11.13/hour (increased to new minimum wage) (renewal).
Fiscal Note: 2024 \$188; 2023 \$222; 2022 \$249; 2021 \$126; 2020 \$54

- **New Horizons Crisis Center (Marshall, Slayton, Redwood locations)** – 01/01/24 to 12/31/24; Amendment to increase 2024 parenting time contract by \$30,000, Original 2024 contract amount was \$120,000
- **New Horizons Crisis Center (Marshall, Slayton, Redwood locations)** – 01/01/25 to 12/31/25; Block grant payment for supervised parenting time services, \$120,000 (no increase) (renewal).
Fiscal Note: 2024 \$111,155; 2023 \$85,263; 2022 \$101,954; 2021 \$73,525; 2020 \$91,330; 2019 \$101,802
- **Pipestone County (Pipestone, MN)** - 01/01/25 – 12/31/25; Office space lease, \$58,000.00 annually at \$4,833.33/month (no increase) (renewal).
- **Progress Inc. (Pipestone, MN)** - 01/01/25 to 12/31/25; Paper shredding and recycling services, \$.90/pound shredding (6% increase) and \$11.13/hr recycling pickup (increased to minimum wage) (renewal).
Fiscal Note: 2024 \$1,657; 2023 \$1,621; 2022 \$3,653; 2021 \$1,460.38; 2020 \$1,301
- **Rock County Opportunities, Inc. (Luverne, MN)** – 01/01/25 to 12/31/25; day training and habilitation services, \$134.43/full day rate, \$103.82/service unity rate, \$36.54/transportation rate (renewal).
- **Southwest Adult Basic Education** – 02/10/25 – 02/11/25; It Begins with Us Conference Sponsorship – offer conference scholarships & other conference expenses, \$5000 (NEW).
Fiscal Note: reimbursed through PH Foundational Funding
- **Southwest Crisis Center (Luverne, MN)** – 01/01/25 to 12/31/25; Community Education and Prevention Services to bring awareness and acceptance of mental illness, chemical dependency, or other social problems as well identify availability of resources and services, \$5,000 block grant (no increase) (renewal).
Fiscal Note: 2024 \$5,000; 2023 \$5,000; 2022 \$5,000; 2021 \$5,000; 2020 \$5,000
- **United Community Action Partnership (Marshall, MN)** – 01/01/25 to 12/31/25; Client transportation services that now services all agency counties, volunteer driver rate of \$ 1.035/mile (IRS rate + .38 administrative fee) with local support at \$2,500/county or \$15,000/year (no increase) (renewal).
- **Western Mental Health Center Inc (Rock)** – 12/01/24 to 12/31/25; Adult Community Support Program, MH Practitioner \$103/hr, Community Support Aide \$51.50/hr, ARMHS Individual Service \$103/hr, ARMHS group service \$51.50/hr, Certified Peer Specialist \$103/hr, BHH Individual service \$103/hr; \$25,000 cap – additional dollars require approval (NEW).
- **Western Mental Health Center Inc (Rock)** – 12/01/24 to 12/31/25; provide adult mental health clinical supervision services, \$145/hr for master's level, \$175/hr for doctoral level, cap of \$20,000 (NEW).
- **Western Mental Health Center Inc (Rock)** – 12/01/24 to 12/31/25; Mental health services (block grant) to provide adult and children's outpatient treatment, crisis treatment, medication management, diagnostic assessment, and consultation, \$125,000/annual plus clinical supervision at \$145/hr for master's level or \$175/hr for doctoral level (NEW).

- **Western Mental Health Center (all 6 counties & Yellow Medicine)** – 01/01/25 to 12/31/26; Mental health adult and children's crisis response services, with payments of \$180,399/qtr in 2025; with payments of \$181,009/qtr in 2026 (NEW with all counties).

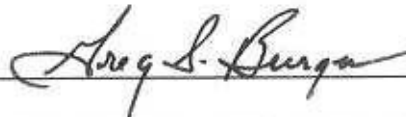
Fiscal Note: agency is a pass-through DHS MH Crisis Response Grant

Motion by Commissioner Meier second by Commissioner Nagel 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 11:17 a.m.

Approved Date 1-15-2025

Authorized 

Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest: 
Director