



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: February 19, 2025
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 10:46 a.m.
Adjourned: 11:52 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday February 19, 2025 in the Commissioners Room in the Lyon County Government Center Marshall, Minnesota. The meeting was called to order by Chairperson Welgraven.

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

Members absent:	Joan Jagt	Les Nath
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Staff present:	Lisa DeBoer	Jennifer Nelson
	Beth Wilms	Chantelle Fogelson
	Carol Biren	Nancy Walker

N. Call to Order

O. Consent Agenda-

Chairperson Welgraven asked if there were any changes to the agenda. Director Beth Wilms did have one decision item to add to request a temporary hire for the Information Technology department. Chairperson Welgraven 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 January 15, 2025 meeting. None were identified. Motion by Commissioner Overgaard, second by Commissioner Crowley to approve the agenda with the addition and the board minutes as presented. The motion carried unanimously.

P. Financials-

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

Q. Human Resources Statistics-

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

R. Discussion/Information Items-

S. Decision Items-

1. McKayla Kaardal, County Agency Social Worker- Long Term Care, probationary appointment (12 months), \$28.00 hourly, effective 1/13/2025 – Redwood Falls Office
2. Danielle Nuese, Office Support Specialist, Sr., probationary appointment (12 months), \$17.82 hourly, effective 2/24/2025 – Marshall Office
3. Andy Halverson, Accounting Technician, probationary appointment (12 months), \$18.95 hourly, effective 2/24/2025 – Luverne Office

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

4. Pay Equity Report

Deputy Director Nancy Walker came forward to present the pay equity report. Walker stated that this is done every three years and for 2024 SWHHS has passed and is in compliant. Walker stated this report is not a classification study or market study, this report looks at our job classifications and what duties the job classification is assigned along with the pay. The report focuses on gender and the job classifications to make sure they are similarly paid. Motion by Commissioner Burger, second by Commissioner Overgaard to accept the certificate. The Motion carried unanimously.

5. 2024 OSA Audit Engagement Letter

Director of Business Management, Lisa DeBoer, came forward with the 2024 OSA Audit engagement Letter. DeBoer stated the preliminary audit has started. The engagement letter specifies what they will be looking for in the 2024 audit. Motion by Commissioner Crowley,

second by Commissioner Wildermuth to engage in the 2024 audit. The Motion carried unanimously.

6. Luverne Postage Machine- New Lease

Director of Business Management, Lisa DeBoer, and Office Support Supervisor, Chantelle Fogelson, came forward to request a new lease for the Luverne Postage machine. Fogelson stated that four of our six counties currently use Quadiant and the lease in Luverne is coming to an end and the machine is no longer IMI compliant. Fogelson retrieved two quotes; one from Quadiant coming in at \$179.93/mo and Pitney Bowes coming in at \$174.65/mo. Fogelson is requesting to stay with Quadiant as they have online statements and billing to ensure we don't receive late fees and the customer service is reliable and responsive with maintenance requests. Motion by Commissioner Wildermuth, second by Commissioner Hauswedell to approve the higher bid and sign the lease with Quadiant for 60 months. The Motion carried unanimously.

7. Temporary Part-Time IT Position

Director Beth Wilms came forward to request a temporary IT position. Wilms stated this will be a temporary position to assist with help desk tickets. The position would be from March-June. Motion by Commissioner Wildermuth second by Commissioner Meier to approve the temporary position. The Motion carried unanimously.

8. Donations

- Donation of five large tied fleece blankets from St. Anne's 8th grade religion class for teenage kids entering foster care.
- Anonymous donation of newborn-3 month girls' clothing, onesies, socks and headbands for anyone in need.
- Donation of a diaper bag, sippy cups, clothing, and stroller from Alyssa Klukas for any child in need.
- Donation of eleven duffel bags and four suitcases from Deb and Mike Schmidt to be used for foster children.
- Donation of two suitcases from Chelsea Lund to be used for children.
- Anonymous donation of many handmade quilts and blankets for anyone in need.
- Donation of size 2 diapers from Morgan Will for anyone in need.
- Donation of diapers from First Lutheran Church to be used for Public health

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

9. Contracts

- **DHS – Licensing Division** - 01/01/24 – 12/31/25; Joint Powers Agreement between agencies, DHS will reimburse SWHHS \$50 for each family child care license for 2024 and 2025. (NEW). *Fiscal Note: revenue*
- **Greater MN Family Services (Willmar, MN)** – 01/01/25 to 12/31/25; MH Family Based Services and Counseling, provide 1,308 service hours at \$74.04/hour and diagnostic assessments at \$104.60/unit, \$30,000 max (3% increase), as well as, additional funding to support hiring for IIFS staff, \$1,250/month (no increase) (renewal). *Fiscal Note: 2023 \$5,230; 2022 \$10,130; \$2021 \$31,257; 2020 \$67,742*

- **Morris Electronics (Morris, MN)** - 01/01/25 – open; Agreement covering data sharing, HIPAA and privacy rules (renewal).
- **Murray County (Slayton, MN)** – 01/01/25 to 12/31/25; office lease agreement, \$8,000/month, utilities included (no increase) (renewal).

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

10. Closed Session- Director Beth Wilms Annual Review

Motion by Commissioner Wildermuth second by Commissioner Salfer to go into closes session. The Motion carried unanimously

Closed Session 11:20 a.m.

Motion by Commissioner Draper second by Commissioner Nagel to go out of closed session. The Motion carried unanimously.

Out of Closed Session 11:52 a.m.


T. Adjournment

Chairperson Welgraven asked if there were any other questions. Hearing none, he adjourned the meeting at 11:52 a.m.

Approved Date 3.19.25

Authorized 

Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest: 
Director