SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

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

Opened: 10:50 a.m.
Adjourned: 11:46 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday November 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	Dennis Welgraven
	Dan Wildermuth	Dean Nielsen
	Greg Burger	Les Nath
	Lois Schmidt	Jim Salfer
	Todd Draper	Gary Overgaard
	Steve Hauswedell	Rick Wakefield
	Maydra Maas	Jackie Meier
	Jeanne Anderson	Suann Ohme
Members absent:	Joan Jagt	Doug Nagel
Staff present:	Carol Biren	Nancy Walker
	Stacey Timm	Cindy Nelson
	Jackie Williams	Chantelle Fogelson
	Craig Wilson	Evan Hacker
	Lisa DeBoer	Stacy Jorgensen
	Jason Kloss	Tiffany Bailey
	Emily Wajer	Lynn Babcock
	Stacy Fier	

N. Call to Order

O. Consent Agenda-

Chairperson Welgraven asked if there were any changes to the agenda. 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 October 15, 2025 meeting. None were identified. Motion by Commissioner Crowley, second by Commissioner Hauswedell 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 Meier 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, Stacey Timm, reported that SWHHS currently has 11 open positions. We have had some resignations, retirements and some were lost to competitors. Stacey asked if there were any comments or concerns regarding the statistics that were provided. There were none.

R. Discussion/Information Items-

1. Strategic Plan Update- Stacey Timm

Director, Stacey Timm, states listening sessions arevscheduled with staff and executive team. Timm is asking for guidance on if board members would like invitations sent out to board members. Stacey will send out invitations to board members for them to join the meeting.

2. Lease agreements-

Fiscal Officer, Tiffany Bailey, came forward with lease agreements for Lincoln, Murray, Rock, and Pipestone county leases that are all due this year. Redwood County has a contract through 2027 and Lyon a contract through 2026. Bailey reached out to administrators asking about contracts. 3 counties do yearly leases and 3 counties do 5 year leases. We would like it to be the same, either every county does 5-year leases or every county goes to 1-year leases. If we have 5-year leases then we have to show liability on our statement audit. If we went to 5-year leases we would have more of a lease liability on our financial statements. It was decided to table this matter and allow Commissioners to go back to their County boards. This will be discussed again at the December 17th board meeting.

S. Decision Items-

1. Lynn Babcock, Lead Child Support Officer, probationary appointment (6 months), $35.60 hourly, effective 10/20/2025 – Marshall Office

2. Laura Stahnke, Office Support Specialist, Sr., probationary appointment (12 months), $17.82 hourly, effective 11/03/2025 – Redwood Falls Office
3. Kaylin Meyer, Case Aide, probationary appointment (12 months), $20.03 hourly, effective 11/03/2025- Ivanhoe Office
4. Holly Johnson, Social Worker Team Lead, probationary appointment (6 months), $32.75 hourly, effective 11/03/2025- Marshall Office
5. Austin Serreyn, County Agency Social Worker- Children's Mental Health, probationary appointment
   (12 months), $27.75 hourly, effective 11/10/2025 – Marshall Office
6. Emily Wajer, County Agency Social Worker - Adult Mental Health, probationary appointment (12 months), $26.10 hourly, effective 11/10/2025 - Pipestone Office
7. Megan Cornwell, County Agency Social Worker- Long Term Care, probationary appointment (12 months), $26.10 hourly, effective 11/17/2025 – Redwood Falls Office
   Motion by Commissioner Wildermuth, Second by Commissioner Burger. Motion passed unanimously.
8. Administrative Policy 1 – Data Practices Policy and Procedures
   Director, Stacey Timm, came forward with changing the names Beth Wilms to Stacey Timm and changing names Chris Cauwels to Evan Hacker.
   Motion by Commissioner Wildermuth, Second by Commissioner Hauswedell. Motion passed unanimously
9. Administrative Policy 2 – Procurement and GASB34 Compliance Related Policies
   Director of Business Management, Lisa DeBoer, and Fiscal Officer, Tiffany Bailey, brought forward the procurement process. During the last Audit one of the findings was our procurement policy needed some improvements. In the procurement policy revision our purpose is to better define the agency's guidelines and procedures around procurement. It is to expand on the guidelines to make sure that procurement is being completed for all the necessary purchases to align with the state statute. Increasing the micro purchase amount is a recommended change. It currently is at $3,000. If a department wants to make a purchase of over $3,000 they must bring it to board for approval. The agency is asking that the amount be increased to $10,000. This will help reduce the amount of purchases that have to go through the procurement process. Tiffany did pull multiple polices from different agency and all of them were at $25,000. Tiffany did discuss this with our auditors and it was agreed that $25,000 was not necessary within our agency but it would be recommended to increase to $10,000. One stipulation the agency will be adding to this policy is any purchase under $10,000 would need to be approved by Stacey Timm, Director, and/or a Division Director. Any purchase of $10,000 will require 2 quotes unless they are using a state or national contract, then a quote isn't necessary for procurement. Agency will also be vetting the vendor to ensure they are in good standings with the state of Minnesota. Small local vendors are not on SAM.com because they are not federally contracted. Tiffany is asking that the board approve Minnesota Department of State be added to the verification process for procurement. Tiffany also created a form that supervisors have to fill out every time they make a purchase to ensure that we have the procurement steps and guidelines in place. This

procedure will also impact our waivered services. Workers will have to get multiple quotes from multiple contractors. Two attachments were added to this policy. One was to clarify depreciation and capital assets, this is what that agency does for tracking for capitalization for the assets the agency has. Noting the dollar amounts that the agency would track and do inventory and tracking the dollar amounts for when we would capitalize and depreciate. These both were auditing recommendations and our quarterly reporting through the state. The second attachment is changes due to recommendations from the auditors and the process we use to determine fiscal and financial statement. It also discusses budget, how we budget, restricted and non-restricted.
Motion by Commissioner Wildermuth to approve new administrative policy, Second by Commissioner Draper. Motion passed unanimously.

10. Administrative Policy 14 – HIPAA
Director Stacey Timm, came forward with changes names from Beth Wilms to Stacey Timm and Chis Cauwels to Evan Hacker.
Motion by Commissioner Draper to approve changes to Administrative Policy 14, Second by Commissioner Meier. Motion passed unanimously.

11. Personnel Policy 6
Deputy Director Nancy Walker, came forward with Reimbursement Lodging and other exenses Personnel Policy 6. This is related to our recent audit. The two changes we are purposing including returning to the per meal dollar amount rather than a per day per diem. The amount daily allowed amount would remain the same. The other change is about timelines for reimbursements. We are requesting that all reimbursements be submitted within the calendar year in which incurred. There will be a 60-day grace period into the new calendar year otherwise the reimbursement amount will be denied.
Motion by Commissioner Crowley to approve changes to Personnel Policy 6, Second by Commissioner Wakefield. Motion passed unanimously.

12. 2026 SWHHS Agency Budget-
Director of Business Management, Lisa DeBoer, came forward with the 2026 SWHHS Agency Budget. Southwest Health and Human Services is requesting approval of a total agency county contribution of $16,211,127 for a total budget of $39,200,661. Motion by Commissioner Burger to approve the 2026 SWHHS Agency Budget, Second by Commissioner Meier. Motion passed unanimously.

13. 2026 Non-Union Compensation and Insurance-
Deputy Director Nancy Walker, came forward with the 2026 non- union compensation and insurance. This would include supervisory team, accounting, HR and IT. This agreement mimics exactly what was offered in the tentative agreement to the union including a5.5% increase (SWHHS does not have a step system) , $3 differential pay in place for CP supervisorsand PH Nursing Supervisors. Health insurance increase of 9% with a 50/50 split between the employer and employee.Motion to approve 2026 Non-Union Compensation

and Insurance by Commissioner Wakefield, Second by Commissioner Overgaard. The Motion carried unanimously.

14. Smart Deploy Deployment Software (PDQ) and Adobe Software- IT Director, Evan Hacker IT Director, Evan Hacker, came forward with Adobe Software update. Both of these softwares were budgeted. PDQ is our software for deploying and maintaining software on our computers. This allows IT to push out software to all the agency computers. Adobe is thePDF program that we use to sign documents, stamp documents, and create form fills. Motion to approve purchase of software by Commissioner Wakefield, Second by Commissioner Draper. The Motion carried unanimously.

15. Donations

    Danebode Quilters or Tyler and Sillerud Church- Donation of quilts to be used for foster care and adoptions.

    Motion to accept donations by Commissioner Crowley, Second by Commissioner Meier. The Motion carried unanimously.

16. Contracts

    - **DHS Adult Mental Health Grant (CSP)** – 01/01/2025 to 12/31/2026; Amendment to change budgeted line item amounts for the agreement for allocating monies for the community support program, $650,902 (No Change).
      Fiscal Grant Award: 2023-2024 $650,902; 2021-22 $650,902; 2019-20 $650,902

    - **DHS Child & Teen Checkup- 01**/01/24 to 12/31/26; Second Amendment to the original agreement that provides C&TC administrative services to children birth through age 20 that at MA eligible, $26.50/ child reimbursement; Amendment 2 $171,110 for CY2026 (renewal).

    Fiscal Note: CY2024 $174,767, CY 2025 $187,858

    - **Hildi Inc (Minneapolis, MN)** 01/01/26 – 12/31/27; Consulting agreement to provide Actuarial services related to GASB 75 reporting standards, approximately $3,800 for 2026 and approximately 900-1100 for 2027 (renewal).
      Fiscal Note: 2024 $4,790; 2022 $4,195; 2020 $3,860
    - **Linder Digital (Marshall, MN)** – 01/01/26 to 12/31/26; twelve-month targeted display campaign for child teen checkup, $17,700/annual (renewal – no increase).
      Fiscal Note: 2025 $17,700
    - **Lutheran Social Services of MN (St Paul, MN)** – 01/01/26 to 12/31/26; Client guardianship services, $65/hour (4% increase) (renewal).
      Fiscal Note: 2025 $12,784; 2024 $11,576; 2023 $5,746; 2022 $3,130; 2021 $4,623
    - **Morris Electronics Inc. (Morris, MN)** – 01/01/26 – 12/31/26; Contract to provide computer and technical support on as needed basis, $100/hour (no increase) (renewal). Fiscal Note: 2025 $32,070; 2024 $41,119; 2023 $20,060; 2022 $39,061.74; 2021 $45,308.19

- **Prairie Support Services (Walnut Grove, MN)** – 01/01/26 to 12/31/26; client guardianship services, $50/hour plus mileage (25% increase) (renewal).
  Fiscal Note: 2025 $68,700; 2024 $59,169; 2023 $46,110; 2022 $29,482; 2021 $19,159;
- **Rock County Opportunities, Inc. (Luverne, MN)** – 01/01/26 to 12/31/26; day training and habilitation services, $142.58/full day rate, $106.93/service unity rate, $37.64/transportation rate (renewal).
- **SWMN Private Industry Council (Montevideo, MN)** – 01/01/26 to 12/31/27; MFIP Regional Plan, regionalization of employment and training services, host county is Chippewa, $720,350 (renewal).
  Fiscal Note: 2025 $736,686; 2024 $720,244
- **Tech Tronix Inc (Fergus Falls, MN)** – 11/19/25 to ongoing; Agreement for an End User License for EH Manager, a software program to record and manage environmental health data for inspections, licensing, and plan review (i.e.: Food, Beverage & Lodging, Food Stands, Swimming Pools, etc.); $1000/user software fee (renewal).
- **Toulouse, William with Quarnstrom & Doering PA (Marshall, MN)** - 01/01/26 – 12/31/26; Legal services for agency, $3,400/month or $40,800 annually (2% increase) (renewal). Fiscal Note: 2025 $40,000; 2024 $32,000; 2023 $36,000; 2022 $29,184; 2021 $34,397
- **United Community Action Partnership (Marshall, MN)** – 01/01/26 to 12/31/26; Client transportation services that now services all agency counties, volunteer driver rate of $ 1.10/mile (IRS rate + .40 administrative fee) with local support at $2,500/county or
  $15,000/year). Admin rate went up .02, no increase to local support (renewal).
- **Woodland Centers (various locations)** – 01/01/26 to 12/31/26; Crisis stabilization services, adult per diem at $650 (34% increase), youth per diem at $1800 (167% increase), and $3,000 annual administrative fee (no change) (renewal).

Fiscal Note: 2025 $23,830; 2024 $40,005; 2023 $46,037; 2022 $45,575; 2021 $33,767

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

T. Adjournment

Chairperson Welgraven asked if there were any other questions. Hearing none, he adjourned the meeting at 11:46 a.m.

Approved Date 12-17-25

Authorized

Chairperson, SWHHS Governing Board

Recording Secretary, SWHHS Governing Board

Attest: _____

Director