



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: December 17, 2025
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 10:05 a.m.
Adjourned: 10:52 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday December 17, 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
	Gary Overgaard	Rick Wakefield
	Steve Hauswedell	Jackie Meier
	Maydra Maas	Suann Ohme
	Jeanne Anderson	Todd Draper
	Lois Schmidt	

Members absent:	Joan Jagt	Jim Salfer
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Staff present:	Carol Biren	Nancy Walker
	Stacey Timm	Cindy Nelson
	Jackie Williams	Ashley VanOverbeke
	Craig Wilson	Evan Hacker
	Lisa DeBoer	Laura Stahnke
	Jason Kloss	Tiffany Bailey
	Kevin Murfield	Jenika Gannott
	Megan Boerboom	Austyn Serreyn
	Christine Versaevel	Ayan Mohamed
	Jennifer Nelson	Emily Janzen
	Shaniya Rogge	Tylor Veldhuizen
	Jessica Robison	Tylor Loft
	Jenna Stephenson	

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 November 19, 2025 meeting. None were identified. Motion by Commissioner Draper, second by Commissioner Nagel 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 Crowley 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,

Currently we have 10 open positions. Many interviews are taking place as well as offering of positions.

R. Discussion/Information Items-

1. Lease Agreement Update- Director Stacey Timm

Commissioners had requested to table this matter until the December board meeting. This would allow commissioners to bring these numbers back to their counties to discuss how they would like to proceed. Commissioners requested that Southwest Health and Human Services complete a market analysis on the current market rate for renting the office locations and report those findings back to the Commissioners. It was agreed that Southwest Health and Human Services would move forward at this time with a 3 month extension for Murray, Lincoln, Rock and Pipestone County to provide time to complete the market analysis and make a decision at January board. Commissioners would prefer a 5 year lease agreement. Motion by Commissioner Burger to complete a three month extension on current lease agreements. Second by Commissioner Overgaard. The motion carried unanimously.

S. Decision Items-

1. Stephanie Edwards, County Agency Social Worker- Child Protection, probationary appointment (12 months), \$26.50 hourly, effective 11/17/2025 – Marshall Office
2. Ayan Mohamed, Public Health Educator, probationary appointment (12 months), \$26.59 hourly, effective 11/17/2025 – Marshall Office
3. Devin Bloemendaal, Network Administrator, probationary appointment (12 months), \$54,699 annual, effective 12/1/2025 – Marshall Office

4. Cynthia Nelson, County Agency Social Worker- FGDM, no probationary period, \$39.50 hourly, effective 1/12/2026
Motion by Commissioner Crowley, Second by Commissioner Wildermuth. Motion passed unanimously.
5. Labor Agreement with American Federation of State, County and Municipal Employees 2026-2027- Deputy Director, Nancy Walker
Nancy states that this is a two year contract. Changes were made to medical leave in the contract. This was regarding Emergency Sick and Safe Time and this was statatorial. The amended Emergency Sick and Safe Time also included bereavement leave and to handle the affairs of a decedant. Southwest Health and Human Services added in clarifying language for Minnesota Paid Family Medical Leave as that is going into effect 01/01/2026. A 50/50 split for the premium that pays for Minnesota Paid Family Medical Leave. It was agreed that there would be no supplement or "topping off" in the first year. In 2026 workers would need to pick their plan. They would either be able to use their own paid time off or apply through the plan with Metlife and receive the insurance payments. It was agreed that Southwest Health and Human Services would re-visit this in a year. Terminate the medical vacation leave donation bank. The hours within this bank will be divided equally between current staff members. For the year 2026 the Medical Leave cap will be increased to 475 hours and in 2027 the Medical Leave cap will revert back to 450 hours. This will allow for the increase of hours distributed to workers from the dismantling of the Medical Vacation Leave donation bank. Southwest Health and Human Services will be able to post job opportunities concurrently- internally and externally at the same time. Southwest Health and Human Services will raise the vacation bank for employees to 350 hours but at the time of separation any dollars in that bank will no longer be paid out to the employee it will now go into the Minnesota State Retirement System Health Care Savings Plan. For 2026 5.5% increase. This is the toal increase as Southwest Health and Human Services does not have a step program. There will be a 50/50 split on any insurance increases. Increase minimums and maximums for 2026 by 2%. For 2027 wage increase of 5.5% this is the toal increase as Southwest Health and Human Services does not have a step program. Also, a 50/50 split on any insurance increases for 2027. Minimums and maximums would also see a 2% increase for 2027. Director Stacey Timm and Deputy Director Nany Walker have a meeting set in January to begin discussing a step system for Southwest Health and Human Services. Continue the \$3 wage adjustment for LPN, RN, PHN and CPS workers.
Motion by Commissioner Draper, Second by Commissioner Wakefield. Motion passed unanimously.
6. Personnel Policy 03 – Leaves and Holidays- Deputy Director Nancy Walker
All staff upon separation separation any dollars in the employee's personal leave bank will no longer be paid out to the employee it will now go into the Minnesota State Retirement System Health Care Savings Plan. The max hours for vacation will increase to 350 hours. Increasing the medical leave bank for 2026 to 475 hours, but will return to 450 hours in 2027. When applicable FMLA will run concurrently with Minnesota Paid Family Medical Leave.

Motion by Commissioner Burger, Second by Commissioner Overgaard. Motion passed unanimously.

7. Personnel Policy 23 - Voluntary Donation of Vacation – Medical- Deputy Director Nancy Walker

This is the policy Southwest Health and Human Services will be sunsetting. Southwest Health and Human Services will take the hours currently in this bank and distribute them evenly to all staff currently employed on December 31st, 2025. Those hours will be transferred into the employees Medical Leave banks with the January 23rd, 2026 pay date.

Motion by Commissioner Wakefield, Second by Commissioner Crowley. Motion passed unanimously.

8. Resolution for Human Resources to Refill Replacement Positions in 2026- Deputy Director Nancy Walker

Each year human resources requests a resolution from the board to fill open positions within the agency. The executive team does vet positions prior to being re-filled. Resolution requests that if a position vacates in 2026, Southwest Health and Human Services would not need to take the position to board, but instead the executive team will fully vet the position and begin the process of re-filling the position provided it is in the current years budget and it is not a new position.

Motion by Commissioner Crowley, Second by Commissioner Overgaard. Motion passed unanimously.

9. SWHHS Resolution of Signature Authority 2026- Lisa DeBoer

This is an annual resolution that designates our signators of authority. Four executive team members are allowed to sign off on grants and agreements.

Motion by Commissioner Overgaard, Second by Commissioner Nagel. Motion passed unanimously.

10. SWHHS Resolution to Designate Depositories 2026-Lisa DeBoer

This is an annual resolution that designates our depositories for investment and financial transactions.

Motion by Commissioner Meier, Second by Commissioner Nielsen. Motion passed unanimously.

11. SWHHS Accounting Policies and Procedures Handbook 2026-Lisa DeBoer

This is presented annually to identify updates to accounting policies and procedures.

Updates included revisions due to changes in the procurement policy and this impacted the handbook admin policy number 2. The liability calculation was changed last year to go from vesting to hours used. This was a language change in the accounting handbook. Southwest Health and Human Services updated banking information to Old National Bank.

Motion by Commissioner Draper, Second by Commissioner Wakefield. Motion passed unanimously.

12. Donations

- Danebode Quilters of Tyler and Sillerud church- Donation of quilts to be used for foster care and adoptions.
- Threadbender Quilt Guild- Quilted duffle bags
- ADM-24 backpacks, hats, mittens, pajamas, personal needs, toys, blankets
- Dean Wyffels- \$100 check to be used on kids in foster care.
- Anonymous donation 1 box of diapers, 1 box of wipes to be used for those in need.
- Trinity Lutheran Church 5 boxes of diapers for WIC and Family Home Visits

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

1. Contracts

- **Brown County Evaluation Center Inc. (New Ulm, MN)** – 01/01/26 to 12/31/26; Detoxification and evaluation services, \$500/day or according to client's insurance plan plus a 12% service fee of total per diem cost for insurance processing (5% increase) (renewal).
Fiscal Note: 2025 \$50,132; 2024 \$55,119; 2023 \$53,062; 2022 \$58,922.61; 2021 \$115,149
- **DHS Child Welfare/Juvenile Justice Screening Grant** – 01/01/26 to 12/31/26; Provide funds to support children's mental health screening, assessment, and services in child welfare (\$95,981) and juvenile justice populations (\$23,211); \$119,192 (10% increase) (renewal).
Fiscal Grant Award: 2025 \$108,667; 2024 \$122,288; 2023 \$118,273; 2022 \$116,863; 2021 \$89,831
- **Ethical Solutions (Mankato, MN)** – 01/01/26 to 12/31/27; guardianship services as needed, \$50/hour, not to exceed \$2500/year per client. (No increase) (renewal).
Fiscal Note: 2025 \$0; 2024 \$0
- **Friese, Dr. Joshua (Redwood Falls, MN)** - 01/01/26 – 12/31/26; medical consultant contract, \$2,500 annually at \$625/qtr and \$150/hr during a public health emergency when deemed necessary by agency director (no increase) (renewal).
Fiscal Note: 2025 \$2,500; 2024 \$2,500; 2023 \$2,000; 2022 \$2,000; 2021 \$2,000
- **Greater MN Family Services (Willmar, MN)** – 01/01/26 to 12/31/26; MH Family Based Services and Counseling, provide 1,308 service hours at \$74.04/hour, \$30,000 max for 1 FTE (no increase) (renewal).
Fiscal Note: 2025 \$15,000; 2024 \$0
- **Hart, Ivonne (Marshall, MN)** – 01/01/26 to 12/31/26; 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: 2025 \$2136; 2024 \$12,713; 2023 \$15,866.40; 2022 \$4880; 2021 \$390
- **Harvest Counseling Services** – 01/01/26 to 12/31/26; Contract that will provide children's mental health clients with home-based therapy to minimize family disruptions; \$175/hour (no increase) (renewal).

Fiscal Note: 2025 \$37,756; 2024 \$9,406

- **Koch, Paulette (Walnut Grove, MN)** – 01/01/26 to 12/31/26; Client guardianship services, \$110/mo (no increase) (renewal).

Fiscal Note: 2025 \$7,699; 2024 \$8,615; 2023 \$6,817; 2022 \$6,586; 2021 \$6,076

- **Lac qui Parle County Family Services** – 01/01/26 to 12/31/26; providing various human resource services, \$85/hour plus mileage (no increase) (renewal).

Fiscal Note: contract revenue

- **Lincoln County (Ivanhoe, MN)** – 01/01/26 to 12/31/26; office lease agreement, \$12/sq. ft for 1,888 total square feet, utilities included (no increase) (renewal).

Fiscal Note: 2025 \$22,656; 2024 \$24,544, 2023 \$24,544

- **Murray County DAC (Slayton, MN)** - 01/01/26 – 12/31/26; Paper shredding services, \$11.41/hour (increased to new minimum wage) (renewal).

Fiscal Note: 2025 \$156; 2024 \$188; 2023 \$222; 2022 \$249; 2021 \$126

- **New Horizons Crisis Center (Marshall, Slayton, Redwood locations)** – 01/01/26 to 12/31/26; Block grant payment for supervised parenting time services, \$150,000 (no increase) (renewal).

Fiscal Note: 2025 \$148,320; 2024 \$111,155; 2023 \$85,263; 2022 \$101,954; 2021 \$73,525

- **Pipestone County (Pipestone, MN)** - 01/01/26 – 12/31/26; Office space lease, \$58,000.00 annually at \$4,833.33/month (no increase) (renewal).

Fiscal Note: 2025 \$58,000; 2024 \$58,000; 2023 \$58,000

- **Piotter, Jana (Jeffers, MN)** – 01/01/26 to 12/31/26; Client guardianship services, \$35/hour (16% increase) (renewal).

Fiscal Note: 2025 \$1852; 2024 2,356; 2023 \$944.90; 2022 \$371; 2021 \$836

- **Reading Bus Line, formerly known as Bud's Bus Service (Reading, MN)** – 01/01/26 – 12/31/26; Transportation for DD clients, \$34 per one-way trip (6% increase) (renewal).

Fiscal Note: 2025 \$23,994; 2024 \$16,454; 2023 \$13,758; 2022 \$15,794; 2021 \$22,430

- **Southwest Crisis Center (Luverne, MN)** – 01/01/26 to 12/31/26; 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: 2025 \$5,000; 2024 \$5,000; 2023 \$5,000; 2022 \$5,000; 2021 \$5,000

- **Western Mental Health Center Inc (All Counties)** – 01/01/26 to 12/31/26; Adult Community Support Program, MH Practitioner \$103/hr, Community Support Aide \$60/hr, ARMHS Individual Service \$103/hr, ARMHS group service \$60/hr, Certified Peer Specialist \$103/hr, social recreation group up to \$5000; \$235,500 (no increase) (renewal)

- **Western Mental Health Center Inc (All Counties)** – 01/01/26 to 12/31/26; Family Community Support Program, CCBMHS grant \$33,300 and FCSP \$5,000 (no increase) (renewal).
- **Western Mental Health Center Inc (All Counties)** – 01/01/26 to 12/31/26; In Home Family Therapy services, \$140/hr, (no increase) (renewal).
- **Western Mental Health Center (Marshall, MN)** – 01/01/26 to 12/31/26; Provide parenting classes and individual parent education for clients that are using services through Child Protection unit; \$103/hour – Practitioner & \$145/hour - Therapist (no increase) (renewal)
- **Western Mental Health Center Inc (All Counties)** – 01/01/26 to 12/31/26; Mental health services (block grant) to provide adult and children’s outpatient treatment, crisis treatment, medication management, diagnostic assessment, and consultation, \$996,366 (no increase) (renewal).

Fiscal Note: all program areas –2025 \$1,635,255; 2024 \$1,252,372; 2023 \$1,645,156; 2022 \$983,776; 2021 \$1,193,936

- **PH Daycare Contracts (various)** – 01/01/26 to 12/31/27; Public Health contracts for daycare centers to provide services for the development and maintenance of a health and safety plan and meet State requirements of Rule 3, \$50/mo. (11% increase) (renewal). Daycare centers are listed as follows:

Fiscal Note: contract revenue

Canoga Childcare LLC (Canoga Park)	Marshall
Canoga Childcare LLC (Southview)	Marshall
Kids N Care Center	Pipestone
Kids Rock Child Care Center	Luverne
Little Explorers Child Care Center LLC	Ghent
SMSU Daycare	Marshall
Stepping Stones Childcare and Preschool	Marshall
Tracy Kid’s World	Tracy
United Community Action Partnership Head Start	Marshall
WonderWorld Preschool	Slayton

Motion by Commissioner Draper second by Commissioner Overgaard to approve the contracts as listed. The Motion carried unanimously.

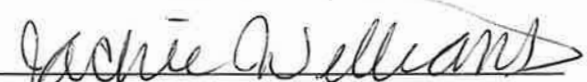
T. Adjournment

Chairperson Welgraven asked if there were any other questions. Hearing none, he adjourned the meeting at 10:52 a.m.

Approved Date 1/21/26

Authorized 

Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest: 
Director