



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: January 21, 2026

Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 9:36 a.m.

Adjourned: 10:15 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday January 21, 2026 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
	Steve Hauswedell	Doug Nagel
	Maydra Maas	Jeane Anderson
	Dean Nielsen	Rick Wakefield
	Dennis Welgraven	Lois Schmidt
	Jackie Meier	Jim Salfer
Members absent:	Joan Jagt	Greg Burger
	Suanne Ohme	Less Nath
	Gary Overgaard	
Staff present:	Stacey Timm	Taalyr Egeness
	Carol Biren	Nancy Walker
	Shaniya Rogge	Megan Boerboom
	Amber Enstad	Evan Hacker
	Devin Blomendahl	Kaylin Meyer
	McKenna Rothstein	Natalie Teal

N. Call to Order

O. Consent Agenda-

Chairperson Welgraven asked if there were any changes to the agenda. Director Stacey Timm stated there are three additions. Director Stacey Timm stated the CCIP Grant needed to be added to the agenda, the 2025 Audit engagement letter, and hiring the Social Service Manager for children and families. 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 December 17, 2025 meeting. None were identified. Motion by Commissioner Wildermuth, 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 Nagel 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,

Currently we have 3 open positions. Director Stacey Timm states that two public health positions will be removed from the vacancy list as well.

R. Discussion/Information Items-

1. Lease Agreement Update- Director Stacey Timm

Director Stacey Timm did look into a market study for the area. Director Stacey Timm states that it was difficult to find what the market average was in most areas due to the lack of options to review and wide range of differences in options.. Commissioner Crowley suggested all leases get on the same schedule so they are all due at the same time versus getting everyone on the same rate

S. Decision Items-

1. Josephine Schelhaas, County Agency Social Worker- Children's Mental Health, probationary appointment (6 months), \$26.10 hourly, effective 12/29/2025 – Pipestone Office
2. Xavier Carbonneau, County Agency Social Worker- Children's Mental Health, probationary appointment (12 months), \$26.62 hourly, effective 1/5/2026 – Luverne Office
3. Katie Chapman, Public Health Educator, probationary appointment (12 months), \$30.00 hourly, effective 1/12/2026 – Slayton Office
4. Tiffany Hansen, Accounting Technician, probationary appointment (12 months), \$21.00 hourly, effective 1/12/2026 – Marshall Office
5. Kari Coulter, County Agency Social Worker, probationary appointment (12 months), \$28.50 hourly, effective 1/26/2026 – Marshall Office

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

6. Administrative Policy 01 Data Privacy Policy and Procedures

Added statement regarding Federal Tax information stating that SWHHS is not able to fax or email specified Federal Tax Information.

Motion by Commissioner Nagel second by Commissioner Hauswedell. The Motion carried unanimously.

7. DCYF FFPSA Prevention Services Grant Application

Director Stacey Timm is requesting approval to submit an RFP application for Family First Prevention Services grant. DCYF has issued a \$400,000 grant for two years with the possibility of an extension.

Motion by Commissioner Crowley second by Commissioner Meier to approve the application. Motion carried unanimously

8. CCIP Grant

This grant funds Circle Sentencing. SWHHS did receive the grant. The grant amount is half of what SWHHS was requesting. Director Stacey Timm is requesting approval to accept the CCIP grant and to sign the contract for this grant.

Motion by Commissioner Meier second by Commissioner Nagel to approve acceptance of the grant. The Motion carried unanimously.

9. OSA 2025 Audit Engagement Letter

Director Stacey Timm is requesting approval for the Audit Engagement Letter for the State Auditor as is required to proceed with the audit.

Motion by Commissioner Wakefield second by Commissioner Crowley to approve the Audit Engagement Letter. The Motion carried unanimously.

10. New Position- Social Services Manager of Children and Families

Director Stacey Timm is requesting to change the position of Social Services Director to Children's and Families Social Services Manager. Director Stacey Timm will then supervise the Adult Supervisors in Social Services.

Motion by Commissioner Draper second by Commissioner Salfer to approve the new Social Services Manager of Children and Families position. The Motion carried unanimously.

T. Donations

- Living Word Church- Pajamas and books for 21 foster families
- Courtney Brockberg- Books for 20 foster families
- Shirley Klosterbuer for First Presbyterian Church Women- 3 \$20 gas cards, 1 \$50 gas cards for

the WIC Program.

- Fostering Smiles for a Brighter Future- gifts for foster kids and families
- St. Anne's 8th grade religion class of Bruce Plaetz- 5 large tied fleece blankets made by the kids for teenaged kids in need.
- Anonymous donation- Carhartt and Columbia Coats for children's families
- Lisa Wieskus- 15 Homemade stocking caps with interchangeable flowers- for Child protection teens
- Children's Ministry- Carly Holmberg- Living Word Lutheran Church- \$800 for foster children
- Kim Swalboski- Christmas gifts for local family
- Schneider and Madsen- PC, Christmas gifts for local children
- Kari DeVlieger- Christmas gifts for local foster children
- Avera Therapy in partnership with Big Stone Therapy, Bruce Street Therapy Team- Christmas gifts for local foster children
- Kim and Kris Wegner- Christmas gifts for local family
- Russell and Corrine Berg- Donation for foster Children
- Jeff and Jeanne Knott- \$10,000 for foster kids- special activities and "extras" for foster kids
- Iona Presbyterian Church- 8 boxes of diapers
- Living Word Church- Marshall- \$800 for foster care.
- Donna Strow- 1 suitcase for foster children

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

1. Contracts and Procurement

Procurement Items

- **Lamar Advertising, \$41,505, Public Health**
Various public health contracts for billboard rentals. The following grants will have contracts: Foundational, Child and Teen Checkup, Cannabis, and Opioid. These contracts have been approved by the grants through their approved workplans and will be funded through grant dollars. Considered Single Source supplier for project needs and locations.
- **Home Modification, \$34,470.97, Social Services**
Home modification for Client requiring door widening, automatic door openers, and bathroom modifications. Project will also require and electrician for automatic door openers as well as stair lift. The agency that is installing the stair lift can bill the waiver directly, so no cost to the agency. This will be reimbursed through client's waiver. Multiple construction quotes were obtained. Electrician is single source as he works through the vendor installing doors.
- **Integrity Benefits (Plan Source), \$16,500, Whole Agency**
Software purchase through Integrity Benefits for Human Resources needs, such as open enrollment, qualifying events, electronic digital file transfers to respective insurance companies, and affordable care act costs. This will be an agency wide expense. Single Source supplier as they work directly with government agencies as well as the software communicates with our payroll systems.

Contracts

- **Advance** – 1/1/2026 to 12/31/2026
Provide shredding services in Lyon County. This was previously contracted with Service Enterprises, but client who does the shredding changed providers.
Fiscal Note: Hourly Rate of \$14.96, maximum of 5 hours a month, new contract, agency wide expense
- **Greater MN Family Services** – 1/1/2026 to 12/31/2026
Provide Intensive In-Home Family Services to eligible recipients. Agency will not be billed if there is staff in place to provide the service.
Fiscal Note: Monthly Rate of \$1458.33, Total of \$17,500, renewal, 15% increase, social services expense
- **Hoffman & Brobst PLLP** – 01/01/26 to 12/31/2026
Provide income calculations for complex child support cases
Fiscal Note: Hourly Rate of 145, maximum of \$5000 annually, renewal, 6% increase, child support expense
- **Lamar** – 01/12/26 to 01/10/2027
Provide billboard advertising space for the Cannabis Grant.
Fiscal Note: Total Annual Contract amount of \$12,770, new, public health expense
- **Lamar** – 01/12/2026 to 01/10/2027
Provide billboard advertising space for the Foundational Grant.
Fiscal Note: Total Annual Contract amount of \$3,650, renewal, 2% increase, public health expense
- **Lamar** – 01/12/2026 to 01/10/2027
Provide billboard advertising space for the Opioid Settlement Grant. New Locations added.
Fiscal Note: Total Annual Contract amount of \$18,500, renewal, public health expense
- **Lamar** – 01/12/2026 to 01/10/2027
Provide billboard advertising space for the Child and Teen Checkup Program.
Fiscal Note: Total Annual Contract amount of \$6,585, new, public health expense
- **Lincoln County** – 01/12/2026 to 03/31/2026
Provide office space and utilities for our agency
Fiscal Note: \$12/square foot for 1,888 feet, three-month extension, no increase, agency wide expense
- **MN Department of Public Safety** – 01/01/2026 to 12/31/2027
Provide funding for Community Crime Intervention and Prevention program
Fiscal Note: \$250,000 award for two years, 45% decrease, social services expense

- **Pipestone County** – 01/12/2026 to 03/31/2026
Provide office space and utilities for our agency
Fiscal Note: Monthly Rate of \$4,833.33, 3-month extension, no increase, agency wide expense
- **Power of Partnership (SafeGenerations)** – 1/21/2026 to 06/30/2028
Provide a memorandum of understanding between regional partners to expand and implement a training program directed around preventative placement services.
Fiscal Note: no fiscal cost, except for employee time and/or travel expenses, social services expense
- **Primewest Health** – 01/01/2026 to 12/31/2026
Provide updated Targeted Case Management Rates for Primewest recipients
Fiscal Note: \$1,041 – Children’s; \$703 – Adults, social services revenue
- **Project Turnabout** – 01/01/2026 to 12/31/2026
Provide detoxification services for qualified persons in compliance with MN State Statute
Fiscal Note: \$370.65/day – social detox; \$475/day – clinically managed withdrawal management; \$590/day – medically monitored withdrawal management; \$50/hour – care coordination supervision, renewal contract through Yellow Medicine County, social services expense for any not reimbursed by insurance
- **Screen Vision Media (Marshall CEC Theater)** – 01/26/2026 to 01/24/2027
Provide screen time for Cannabis media campaign
Fiscal Note: \$2,362, new, public health expense
- **SW Minnesota Private Industry Council** – 01/01/2026 to ongoing
Provide PIC staff with Agency postage and copier use in Murray, Pipestone, Redwood, and Rock counties
Fiscal Note: agency wide revenue for actual incurred expenses by PIC staff

Motion by Commissioner Draper second by Commissioner Wildermuth 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 10:15 a.m.

Approved Date 11/21/26

Authorized 

Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest: 
Director