



SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD

MINUTES

Date: January 15, 2019

Place: Lyon County Government Center  
Commissioners Room  
Marshall, Minnesota

Opened: 10:12am

Adjourned: 11:56am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, January 15th, 2019 in the Commissioners room of the Lyon County Government Center at 607 West Main Street, Marshall Minnesota. The meeting was called to order by Director Wilms.

Members present:

Jeane Anderson  
Rick Anderson  
Greg Burger  
Dave Forkrud  
Joan Jagt  
James Jens  
Les Nath  
Jim Salfer  
Charles Sanow  
Lois Schmidt  
Corey Sik  
Mic VanDeVere  
Dennis Welgraven  
Dan Wildermuth

Members absent:

Carol Flahaven  
Steve Schulze  
Sherri Thompson

Staff present:

Shandra Bavier	Carol Biren
Chris Cauwels	Monica Christianson
Juanita Guetter	Amanda Holzaphel
Holly Johnson	Sarah Kirchner
Jenifer Klein	Stacey Longtin
Cindy Nelson	Tanlee Noomen
Ann Orren	Michelle Salfer
Wesley Terpening	Nancy Walker
Beth Wilms	

**S. Election of Officers-**

Director Wilms called for nominations for the position of Chairperson for the Governing Board. Motion by VanDeVere and second by Wildermuth: To nominate Charlie Sanow for the position of Chairperson of the Governing Board. Director Wilms called for any additional nominations, none given. The motion carried unanimously.

Chairperson Sanow asked for nominations for the position of the Vice-Chairperson for the Governing Board. Motion by Nath second by Anderson: To nominate Jams Jens for the position of Vice-Person of the Governing Board. Chairperson asked for any other nominations, none given. Motion carried unanimously.

Meeting went into recess at 10:14 am.

Meeting reconvened at 10:26 am.

1. Appointment of Commissioner Corey Sik, Dan Wildermuth, Jim Salfer, Greg Burger, Charlie Sanow, and James Jens to the Executive Committee.
2. Appointment of Commissioner Dave Forkrud, Greg Burger, and Charlie Sanow to the Finance Committee.
3. Appointment of Commissioner Rick Anderson to the Insurance Committee.

**T. Consent Agenda –**

Chairperson Sanow asked if there were any additions to the meeting agenda. Wilms indicated there was an addition to X. Decision Items, 11. Request for Child Support Officer.

Chairperson Sanow asked if anyone had a conflict of interest to identify. None were identified.

Sanow asked for if there were any corrections that need to be made to the December 18<sup>th</sup>, 2019 meeting minutes. Motion by Anderson and second by Sik: To approve the additions to the agenda and meeting minutes as presented. The motion carried unanimously.

**U. Financial –**

Chairperson Sanow asked if there were any questions or comments regarding the financial report as given during the Human Services Board meeting. There were none. Motion made by VanDeVere and second by Sik: To approve the financial report as forwarded by the Human Services Board. The motion carried unanimously.

**V. Human Resource Statistics.**

Deputy Walker gave the 2019 Human Resource statistics. Walker stated that in 2019 23 staff had left the Agency five of them being retirees. The Agency's turnover rate is nine point eight percent with retirees included. The rate is seven point seven percent without retirees included. Walker stated the Human Resources department would start tracking internal movement starting in the year 2020.

W. **Discussion/Information Items –**  
None

X. **Decision Items –**

1. Director Wilms asked for the approval of the Office Support Specialist. This is a replacement position. Motion made by Forkud second by Wildermuth: To approve the request as presented. Motion carried unanimously.

2. Cindy Nelson, Social Services Division Director, requested the approval of a Social Work Team Lead. This is not a new position but promotional. Motion made by Salfer second by Anderson: To approve the request as presented. Motion carried unanimously.

3. Nelson requested the approval of the Social Worker – Adult Services/Senior Unit. This is a replacement position. Motion carried unanimously.

11. Director Wilms requested the approval of the Child Support Officer. This is a replacement position. Motion made by Burger second by Sik: To approve the position as requested. Motion carried unanimously.

4. Sarah Kirchner along with Dominic and Joe, Account Managers with Enterprise, came forward to discuss the Agency's car fleet. Sarah reviewed the current agency fleet with having 22 vehicles leased from Enterprise and 13 agency owned vehicles. She then presented two quotes, one from the State Contract and the other from Enterprise, given in the Board packets; both were checked on SAM for exclusions. Dominic discussed the details of the quotes for ten 2020 Chevy Malibu's, eight 2020 Chrysler 300's, and five Dodge Caravan's. Discussion was had on getting a SUV or crossover option instead in the Chrysler 300's. Sarah requested approval for moving forward with the Enterprise quotes for the ten 2020 Chevy Malibu's and the five 2020 Dodge Caravan's and will bring back additional options for the eight remaining vehicles. Motion made by Burger second by VanDeVere: To approve the Malibu's and Grand Caravans, and table the approval of the Chrysler 300's until February 2020 Board meeting. Motion carried unanimously.

5. Director Wilms indicated there had been a change made in the By-Laws presented in the November 2019 Board meeting. Wilms requested the changes be accepted and approved. Motion made by Anderson second by Nath: To approval the changes made in the By-Laws. Motion carried unanimously.

6. Deputy Director Walker presented the request for the 2021 Insurance Incentive. This incentive would allow any staff that participated in a Preventative Exam from 10/01/2019 through 09/30/2020 to get \$20.00 a month discount off their premium in 2021. The total cost would be \$58,000.00 if every staff participated. The amount would come out of the self-insurance fund. Motion made by VanDeVere second by Anderson: To move \$58,000.00 from the self-insurance fund to a designated fund to be used for the 2021 Insurance Incentive. Motion carried unanimously.

7. Chris Cauwels, Network Systems Administrator, came forward to request 29 new Desktops. Cauwels presented the Board with three contracts, Computer Man, State of Minnesota Contract, and CDW-G. Cauwels gave the recommendation to use the State of Minnesota Contract quote. Motion made by VanDeVere second by Forkrud: To approve the purchase using the State of Minnesota Contract quote. Motion carried unanimously.

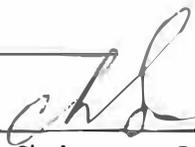
8. Director Wilms presented the 2018 Annual Report. Motion made by Nath second by Forkrud: To approve the 2018 Annual Report. Motion carried unanimously.

9. Director Wilms went over the donations given to Southwest Health and Human Services in the month of December. United Presbyterian Women from First Presbyterian Church, Luverne, donated five packages of diapers, infant clothing, children's winter clothing, quilts and blankets for children in need within Rock County. Motion made by VanDeVere second by Burger: To graciously accept the donations given. Motion carried unanimously.

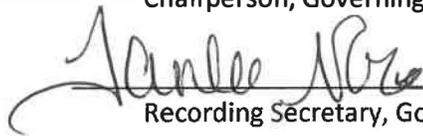
10. Director Wilms went over the contracts listed in the Board packet. Motion made by Anderson second by Jens: To accept the contracts presented. Motion carried unanimously.

Motion by VanDeVere second by Nath: To adjourn the meeting. The meeting was adjourned at 11:56 am.

Approved Date 2/19/2020

Authorized   
Chairperson, Governing Board

Attest:   
Director

  
Recording Secretary, Governing Board