



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: February 19, 2020
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 10:08am
Adjourned: 11:16am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, February 19th, 2020 in the Commissioners room of the Lyon County Government Center at 607 West Main Street, Suite 200 in Marshall, Minnesota. The meeting was called to order by Chairperson Salfer.

Members present:

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

Members absent:

Steve Schulze
Dan Wildermuth

Staff present:

Jennifer Beek	Carol Biren
Michelle Buysse	Monica Christianson
Alex Drorak	Melanie Feikema
Jamie Hoffman	Stacy Jorgensen
Sarah Kirchner	Tasha Kuehn

Elanie Ladwig
Keri Petersen
Nancy Walker
Craig Wilson

Tanlee Noomen
Tiffany Viger
Beth Wilms

P. Consent Agenda –

Chairperson Sanow asked if there were any additions to the meeting agenda. 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 January 15th, 2020 meeting minutes. Motion by VanDeVere and second by Nath: To approve the agenda as presented and meeting minutes as presented. The motion carried unanimously.

Chairperson Sanow recessed the meeting at 10:09 am.

Chairperson Sanow reconvened the meeting at 10:20 am.

R. 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 Anderson and second by Salfer: To approve the financial report as forwarded by the Human Services Board. The motion carried unanimously. Regarding the Chemical and Substance Use overpayments. Director Wilms added that late in 2019 directed from the Board, AMC, and MACSSA, Director Wilms had sent a letter to Commissioner Harpstead indicating the intent of SWHHS would be to not pay this bill. Wilms also added during the AMC Annual Conference Governor Walz indicated the state would the counties harmless in regards to the miss calculation of billing. Since then the Agency has received its first bill from the state in regard to the overpayment of substance use reimbursements. Through communication with Julie Splurgen, it was decided this invoice was more of an estimate and would like the Board to direct the agency on further actions. Motion by and Anderson second by Nath: To not pay the invoice as it is an estimate not a true invoice also will not pay the bill until more detailed invoice is given. Motion carried unanimously.

S. Human Resource Statistics.

Chairperson Sanow asked if there were any questions regarding the statistics given. There were none.

T. Discussion/Information Items –

None

U. Decision Items –

Chairperson Sanow asked for items 1-3 be combined.

1. Alexandra Erie, County Agency Social Worker, Probationary Appointment (12 months), \$24.12 hourly, effective 3/2/2020; 2. Nicole Sobolik, County Agency Social Worker, Probationary

Appointment (12 months), \$24.12 hourly, effective 3/2/2020; 3. Kay Dardis, Support Enforcement Aid, Probationary Appointment (6 months), no change in rate of pay, effective 2/3/2020. Motion made by VanDeVere second by Sik: To approve probationary appointments as listed. Motion carried unanimously.

4. Chris Cauwels, Network Systems Administrator, presented the Board with quotes for:

a. Computers – The Computer Man, and State Contract. These quotes are for five desktops and 103 laptops. Cauwels recommendation was to go with The State Contract for the five desktops, and to go with The Computer Man on the 103 laptops. Motion made by Forkrud and second by Nath: To approve the purchase recommended and presented. Motion carried unanimously.

b. Microsoft Licenses – The Computer Man, and CDW-G. Cauwels recommended the quote from The Computer Man. Motion made by Anderson second by Salfer: To approve the purchase from The Computer Man. Motion carried unanimously.

5. Kirchner came forward to request the approval of leasing the last eight remaining vehicle of SWHHS fleet. Kirchner provided six different vehicle options with two different quotes for the Board to look at. Motion made by VanDeVere second by Nath to go with eight Chevy Equinox using Enterprise. Motion carried unanimously.

6. Kirchner asked for the permission to submit the 2019 Audit Engagement letter. Motion made by Sanow second by Burger: To approve the submission of the 2019 Audit Engagement letter to the Auditor of State.

7. Kirchner asked for the approval of the 2020 Accounting Policies and Procedures Handbook. Motion made by Nath second by Sik: To approve the 2020 Accounting Policies and Procedures Handbook. Motion carried unanimously.

8. Request made for two Eligibility Workers. These would be replacement positions, one in Marshall the other in Redwood. Motion made by VanDeVere second by Burger: To approve the positions as requested. Motion carried unanimously.

9. Deputy Director Walker came forward to update the Board on the Fraud Prevention Grant Amendment. The request we had sent for more funding had come back the agency would be allocated \$75,000 for the next 18 months. Walker explained when the request was sent it was in hopes to have enough to hire another investigator to cover the Northern Counties. Motion made by VanDeVere second by Burger: To approve the amendment. Motion carried unanimously.

10. Walker requested for a Fraud Prevention Specialist. This would allow an investigator to cover the Northern Counties and Wesley Terpening to cover the Southern. It is expected that with the new allocation and federal fiscal participation dollars this position should be cost neutral. Motion made by Thompson second by Sik: To approve the position as requested and to bring it back to the Board if the Grant should decrease in allocations. Motion carried unanimously.

11. Walker asked for the change is Administrative Policy 25 – Funeral Expenses. The change was in verbiage changing Funeral Expense to Funeral Allowances. Motion made by Anderson second by VanDeVere: To approve the changes made effective 02/19/2020. Motion carried unanimously.

12. Director Wilms list the donations received in the Month of January 2020. Girl Scouts in Murray County are donation approximately 30 boxes of cookies to foster children within Murray County. \$25.00 donation from Katie Huus undesignated. Motion made by Forkrud second by Sik: To graciously accept these donations and send a thank you. Motion carried unanimously.

13. Director Wilms went over the contracts listed in the Board packet. Motion made by Nath second by Sik: To accept the contracts presented. Motion carried unanimously.

Commissioner Burger requested structure of the funding formula be revisited. The Board requested to set a meeting after the March 2020 Board meeting with the Executive meeting. Also, requested the current funding formula be sent to each commissioner for review.

Motion by VanDeVere second by Anderson: To adjourn the meeting. The meeting was adjourned at 11:16 am.

Approved Date 3/18/2020

Authorized


Chairperson, Governing Board


Recording Secretary, Governing Board

Attest:


Director