



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: May 20, 2020
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 9:23am
Adjourned: 10:19am

The monthly meeting of the Human Services Board for Southwest Health and Human Services was held on Wednesday, May 20th, 2020 in the Commissioners room of the Lyon County Government Center at 607 West Main Street, in Marshall, Minnesota. The meeting was called to order by Chairperson Sanow.

Members present: Jim Salfer
Charlie Sanow
Corey Sik

Members on phone: Jeane Anderson
Rick Anderson
Greg Burger
Dave Forkrud
Les Nath
Lois Schmidt
Sherri Thompson
Mic VanDeVere
Dennis Welgraven
Dan Wildermuth

Members absent: Carol Flahaven
Joan Jagt
James Jens
Steve Schulze

Staff present: Carol Biren Chris Cauwels
Sarah Kirchner Lauren Mellenthin
Tanlee Noomen Ann Orren
Christine Versaevel Nancy Walker
Beth Wilms

Staff present by phone: Monica Christianson

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 if there were any corrections that need to be made to the April 15th, 2020 meeting minutes. Motion by Salfer and second by Nath: To approve the additions to the agenda and meeting minutes as presented. Roll call taken for any members opposed. Hearing none motion carried unanimously.

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 VanDeVere and second by Forkrud: To approve the financial report as forwarded by the Human Services Board. Roll call taken for any members opposed. Hearing none 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 –**

Director Wilms presented the 2019 DHS Financial Reporting Letter to the Board. Several reports were 100 percent accurate. No other questions.

U. **Decision Items –**

1. Chris Cauwels, System Network Administrator, came forward to explain the changed to Administrative Policy #10 – LAN, Email, internet Access and Personal Computing Equipment. There has been some changes regarding how long a computer could set unlocked to five minutes; Employees should power-down after work hours; Personal cell phones should not be used as hot-spots for work equipment; Hot spots should not be checked out over the weekend; Items that are lost or stolen should be reported immediately. Motion made by Forkrud second by Wildermuth: To approve the changes listed. Roll call taken for any members opposed. Hearing none motion carried unanimously.
2. Request for Information Technology Specialist Position. This is a replacement position. Motion made by Salfer second by Wildermuth: To approve the position as requested. Roll call taken for any members opposed. Hearing none motion carried unanimously.
3. Request for County Agency Social Worker/CMH worker. This is a replacement position. Motion made by VanDeVere second by Anderson: To approve the position as requested. Roll call taken for any members opposed. Hearing none motion carried unanimously.
4. Request for Public Health Nurse. This is a replacement position. Motion made by Nath second by Sik: To approve the position as requested. Roll call taken for any members opposed. Hearing none motion carried unanimously.
5. Walker came forward to speak about the 2020 Preventative Physical Exam Insurance Incentive. Due to COVID-19, staff feel they are not able to access this incentive. In order to

utilize it the staff would need to have their physical exam by September 30th, 2020, but many of the staff had their appointments cancelled. Walker requested that the incentive be postponed to 2021 with the incentive being given in 2022. Motion made by Anderson second by Sik: To approve the request as presented. Roll call taken for any members opposed. Wildermuth opposed. Motion carried.

6. Director Wilms went over the donations given. Ongoing donations of mask. Director Wilms asked that the Board would approve the Agency to continue to accept and send thank you to people donating masks. Motion made by Salfer second by Sik: To continue to graciously accept the donation of masks. Roll call taken for any members opposed. Hearing none motion carried unanimously. St. Matthews Lutheran Church monetary donation to go toward foster parent expenses; The VantHof family (Jayson, Heather, Carson & Weston) donated 15 Walmart gift cards (\$10 each) to go towards foster children or foster parents for initial needs when entering care. Motion made by VanDevere second by Forkrud: To graciously accept donations. Roll call taken for any members opposed. Hearing none motion carried unanimously.

7. Director Wilms went over the contracts listed in the Board packet. Motion made by Nath second by Salfer: To accept the contracts presented. Roll call taken for any members opposed. Hearing none motion carried unanimously.

Sanow adjourned the meeting at 10:46 am

Approved Date 4/17/2020 Charles Sanow

Authorized _____
Chairperson, Governing Board

Jane De
Recording Secretary, Governing Board

Attest: Beckmire
Director