



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: June 17th, 2020

Place: Lyon County Government Center
Commissioner Room
Marshall, Minnesota

Opened: 9:51am

Adjourned: 10:32am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, June 17th, 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 Sanow.

Members present:

Jim Salfer
Charlie Sanow
Dan Wildermuth

Members on phone:

Rick Anderson
Greg Burger
Dave Forkrud
James Jens
Les Nath
Lois Schmidt
Sherri Thompson
Mic VanDeVere
Dennis Welgraven

Members absent:

Jeane Anderson
Carol Flahaven
Joan Jagt
Steve Schulze
Corey Sik

Staff present:

Carol Biren	Kristin Deacon
Sarah Kirchner	Marie Meyers
Cindy Nelson	Tanlee Noomen
Ann Orren	Nancy Walker
Beth Wilms	

Staff present by phone:

Monica Christianson

Q. Consent Agenda-

Chairperson Sanow asked if there were any changes to the agenda. Director Wilms stated there was an addition to U. decision Items 13. Pay Back to Substance Use Disorder. Motion carried unanimously. Sanow also asked if there were any changes or concerns with the May 20th, 2020 board minutes. There were none. Motion made by Forkrud second by Thompson: To approve board minutes. Roll call taken for any members opposed. Hearing none motion carried unanimously.

R. Financials-

Chairperson Sanow stated the financials were discussed in the Health Board and asked if there were any further questions. None were stated. Motion made by Burger second by Salfer: To approve financials as forwarded in the Human Services board. Roll call taken for any members opposed. Hearing none motion carried unanimously.

S. Human Resources Statistics

No comments.

T. Discussion/Information Items-

1. Director Wilms had a discussion with the Board on the Annual Planning Meeting. It was decided to table scheduling this meeting until a later date due to COVID-19.

U. Decision Items

1. Alexandra Dvorak, County Agency Social Worker – CPS, probationary (12 months), \$24.12 hourly, effective 6/8/2020; 2. Emily Giese, County Agency Social Worker – CPS, probationary appointment (12 months), \$24.12 hourly, effective 6/8/2020; 3. Amber Schottenbauer, Office Support Specialist, probationary appointment (12 months), \$14.97 hourly, effective 6/8/2020; 4. Theresa Klingbile, Eligibility Worker, probationary appointment (12 months), \$20.00 hourly, effective 6/22/2020. Motion made by VanDeVere second by Jens: To approve the requests as presented. Roll call taken for any members opposed. Hearing none motion carried unanimously.

5. Nancy Walker, Deputy Director, came forward to request a Child Support Lead Worker. This position is replacing a previous supervisor position that was vacated. It is expected this position would be filled in-house. Motion made by Wildermuth second by Salfer: To approve the position as requested. Roll call taken for any members opposed. Hearing none motion carried unanimously.

6. Biren came forward to ask the Board to approve a request for a Public Health Nurse. This is a replacement position. Motion made by VanDeVere second by Nath: To approve the request as

presented. Roll call taken for any members opposed. Hearing none motion carried unanimously.

7. Deputy Director Walker came forward to ask the Board to approve the update of Personnel Policy 8 – Employee Resignation. Minor changes were proposed to clean up some policy language. Motion made by Anderson second by VanDeVere: To approve the changes made on the policy as presented. Roll call taken for any members opposed. Hearing none motion carried unanimously.

8. Deputy Director Walker asked the Board to approve Personnel Policy 14 – Wellbeing Policy. The changes proposed were regarding influenza immunizations; stand up desk requests, and other small verbiage changes. Motion made Forkrud second by Salfer: To approve the policy as presented.

9. Deputy Director Walker asked the Board to approve Personnel Policy 18 – Workers Compensation. The update was verbiage changes as to how the employee should report an injury and the debriefing of injury/accident/exposure reports. Motion made by Anderson second by Burger: To approve the changes as requested. Roll call taken for any members opposed. Hearing none motion carried unanimously.

10. Deputy Director Walker asked the Board to approve Personnel Policy 28 – COVID – 19 Staffing Considerations Operations. A change was presented to enhance the cashing out a day of vacation, providing a day of vacation is taken. In addition, giving Public Health Division Director the ability to assign staff to on-call and setting the on-call daily rate of pay. Motion made by Wildermuth second by Thompson: To approve the changes as requested. Roll call taken for any members opposed. Hearing none motion carried unanimously.

11. Director Wilms listed the donations given to the Agency. St. Leo's Church Quilting Ladies donated 10 baby blankets for families in need. Motion made by Forkrud second by VanDeVere: To graciously accept these donations. Director Wilms listed the donations given to the Agency. Roll call taken for any members opposed. Hearing none motion carried unanimously.

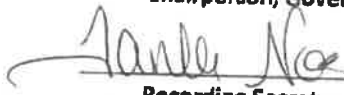
12. Director Wilms went over the contracts listed in the Board packet. Motion made by Salfer second by Nath: To approve the contracts as presented. Roll call taken for any members opposed. Hearing none motion carried unanimously.

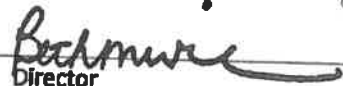
13. Director Wilms indicted that it was the direction of the Board to hold off on paying for the substance use and disorder services and resources. This was in regards to the incorrect formula for calculating the county share of substance use disorder services billed to the Agency by the Department of Human Services (DHS). It is reported by the Fiscal Manager that the Agency has received more detailed documentation from DHS and is requesting to pay our current amount due going back to December 2019 and keep current going forward. This payment would not include any of the repayment amount owed due to the formula miscalculation by DHS. Motion made by Burger second by Anderson: To approve the request and to send a payment for the current amount due going back to December 2019 going forward, not including repayment amounts. Roll call taken for any members opposed. Hearing none motion carried unanimously.

Chairperson Sanow asked if there were any questions. None stated. Motion made by Nath second by Thompson: To adjourn the meeting at 10:32 pm.

Approved Date 7/15/2020

Authorized 
Chairperson, Governing Board


Recording Secretary, Governing Board

Attest: 
Director