



SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD

MINUTES

Date: October 21st, 2020  
Place: Lyon County Government Center  
Commissioners Room  
Marshall, Minnesota

Opened: 9:41am  
Adjourned: 11:34am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, October 21st, 2020 in the Commissioners room of the Lyon County Government Center in Marshall, Minnesota. The meeting was called to order by Chairperson Sanow.

Members present: Rick Anderson  
Dave Forkrud  
James Jens  
Jim Salfer  
Charles Sanow  
Corey Sik  
Mic VanDeVere  
Dennis Welgraven

Members present by phone: Les Nath  
Lois Schmidt  
Sherri Thompson  
Dan Wildermuth

Members absent: Jeane Anderson  
Greg Burger  
Carol Ann Flahaven  
Joan Jagt  
Steve Schultze

Staff present: Carol Biren                      Chris Cauwels  
Sarah Kirchner                      Cindy Nelson  
Tanlee Noomen                      Chelsea Self  
Nancy Walker                      Beth Wilms

Staff present by phone: Monica Christiansen      Ann Orren

Guest present: Melody Caron

**Q. Consent Agenda-**

Chairperson Sanow asked if there were any changes to the agenda. Director Wilms, stated there were additions: U. Decision item – 15. Removing agenda item – IT Request for Disaster Recover Equipment; 19. Request for Public Health Nurse (Replacement Position); 20. Request for Child Support Officer (Replacement Position). Chairperson Sanow asked if there were any conflicts of interests. Chairperson Sanow asked if there were any corrections or additions to the minutes of the September 16th, 2020 meeting. Motion made by VanDeVere second by Wildermuth: To approve the agenda and minutes as presented. The motion carried unanimously.

**R. Financials-**

Chairperson Sanow asked if there were any questions or comments regarding the financial report as given during the Human Services Board meeting. Discussion on a change of levy amounts for 2021. This will be further discussed in the November meeting. Motion made by Salfer and second by Forkrud: To approve the financial report as forwarded by the Human Services and Community Health Board. The motion carried unanimously.

**S. Human Resources Statistics**

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

**T.**

**Discussion/Information Items-**

1. Melody Caron, Office of the State Auditor, came forward to present the Board with the 2019 single-audit and financial statement-audit results. The audit opinion in which they issued was un-modified. This means they feel that the financial statements are fairly presented in all material respects in accordance with generally accepted accounting principles. Caron discussed the 2019 Audit Exit Graph handouts 1-8 that were included in the Board Packet.
2. Director Wilms asked the Board if there were any requested changes to be made to the By-Laws. Any changes that are requested will need to be made and available for public input for 30 days. Implementation would take effect 01/01/2021. Director Wilms indicated in section 4.7; it states a clerk must formally be appointed by the Board on a yearly basis. There was discussion on holding meetings via E-conference.

**U. Decision Items-**

Chairperson asked that items 1-4 be grouped together.

1. Courtney Heppler, County Agency Social Worker CPS, probationary appointment (12 months), \$24.12 hourly, effective 09/28/2020; 2. Lacey Sanow, Eligibility Worker, probationary appointment (12 months), \$18.69 hourly, effective 10/12/2020; 3. Samantha Anthony, County Agency Social Worker CPS, probationary appointment (12 months), \$24.12 hourly, effective 10/12/2020; 4. Jackie Wilson, County Agency Social Worker CPS, probationary appointment (6 months), \$24.12 hourly, effective 09/28/2020. Motion made by Jens second by Nath: To approve the positions as presented. Motion carried unanimously.

5. Deputy Director Nancy Walker came forward to talk about the changes made to Administrative Policy – 13; 6. Personnel Policy 1 – General Provisions. In Admin. Policy 13 there was some verbiage changes taking out Merit System. In policy 1 there is some verbiage changes adding the creation of the Agency’s own Merit System. Both policies would go into effect on 01/01/2021. Motion made by Anderson second by VanDeVere: To approve the changes as presented. Motion carried unanimously.
7. Carol Biren came forward to request the purchase of PAPR Kits. Biren presented the Board with two quotes from Jendco Safety Supply and McKesson. Recommendation to use the quote from Jendco Safety Supply. Motion made by Anderson second by Forkrud: To approve the purchase with the quote from Jendco Safety Supply in the amount of \$12,669.40 with CARES funding. Motion carried unanimously.
8. Director Wilms requested the purchase of office chairs for telecommuters. Two quotes were given from One Solution and Ergo Experts. Discussion on Agency’s responsibility on home offices. Motion made by Forkrud second by Wildermuth: To decline the approval of the request. Motion carried unanimously.
9. Director Wilms asked the Board to approve the purchase of Redwood Office cubicles. The expansion of these cubicles will allow social distancing due to COVID-19. A quote from A & B Business Solution and One Source was given in the Board packets. Director Wilms indicated that the quote from A & B Solution was not accurate and the new quote unfortunately did not come in time for the meeting. There was discussion on the need of an updated second quote if the original cubicles were from the One Source to begin with. It was decided that due to this being an extension on the current cubicles the Board was comfortable having the one quote. Motion made by Anderson Second by VanDeVere: To approve the purchase of the Redwood office cubicles with the quote from One Source using the CARES funding. Motion carried unanimously.
10. Sarah Kirchner, Fiscal Manager, came forward to report Unclaimed Property. This report is from 7/01/2016 through 6/30/2017. There is a total of \$506.31 from seven checks. Kirchner requested the approval to report unclaimed property to the Minnesota Department of Commerce. Motion made by Anderson second by Salfer: To approve the request as presented. Motion carried unanimously.
11. Chelsea Self, Public Health Nurse, came forward to request the approval of pillows for Sleep Challenge. These dollars requested are coming from the Wellness Committee funding. Self discussed the two quotes given in the Board packet from My Pillow and COOP. Self made the recommendation on behalf of the Wellness Committee to use the quote from COOP. Motion made by Jens second by Anderson: To approve the purchase from COOP out of the Wellness Fund. Motion carried unanimously.
12. Chris Cauwels, Management Information Supervisor, came forward to request a spam filter upgrade. Cauwels gave the Board two quotes from Barracuda Email Security and Symantec Messaging Gateway. Recommendation from Cauwels to use Barracuda Email Security. Motion made by VanDeVere second by Wildermuth: To approve to request using the recommendation to use Barracuda Email Security using CARES funding. Motion carried unanimously.
13. Cauwels requested the approval for purchasing video conferencing software. Two quotes were provided Zoom and MS Teams. Cauwels made the recommendation to use Zoom. Motion made by Nath second by Jens: To approve the request using the recommendation of Zoom using the CARES funding. Motion carried unanimously.
14. Cauwels requested the purchase of video conferencing capable monitors. Two quotes were given HP and Marco with the recommendation to use HP. Motion made by Anderson second by VanDeVere: To approve the request with HP using CARES funding. Motion carried unanimously.

16. Cauwels requested the purchase of Electronic Signature Software. Two quotes were provided from Adobe Sign and DocuSign with the recommendation to use Adobe Sign. Motion made by Sik second by Jens: To approve the request using Adobe Sign and purchased with CARES funding. Motion carried unanimously.

17. Director Wilms listed the donations received. Grace Lutheran Church of Lake Benton donated 8 receiving blankets for those in need. Motion made by VanDeVere second by Jens: To graciously accept the donations. Motion carried unanimously.

18. Directors Wilms list the contracts that were included in the Board packet. Discussion on Southwest Regional Development Commission (SRDC) COVID – 19 Evaluation. Discussion on Lyon County CARES Act Coronavirus Relief Funds. Motion made by Anderson second by Nath: To approve the contracts as listed. Motion carried unanimously. Sik abstained.

19. Biren came forward to request the position for a Public Health Nurse. This is a replacement position. The current position is part time but would like to request the new position to be a full-time employee. Motion made by Salfer second by Forkrud: To approve to position as requested.

20. Deputy Walker came forward to request the position of a Child Support Officer. This is a replacement position. Motion made by VanDeVere second by Jens to approve the position as requested. Motion carried unanimously.

Chairperson Jens asked if there were any other questions. Hearing none. He adjourned the meeting at meeting was adjourned at 11:34am.

Approved Date 11-18-2020

Authorized

Janus Jens  
Chairperson, SWHHS Governing Board

Janice Iba  
Recording Secretary, SWHHS Governing Board

Attest:

Beckmire  
Director