



SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD

MINUTES

Date: November 18<sup>th</sup>, 2020

Opened: 10:41am

Place: Lyon County Government Center  
Commissioner Room  
Marshall, Minnesota

Adjourned: 11:52am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, November 20<sup>th</sup>, 2020 in the Commissioner Room of the Lyon County Government Center at 607 West Main Street in Marshall, Minnesota. The meeting was called to order by Vice Chairperson Jens.

Members present in person: Rick Anderson  
Greg Burger  
Dave Forkrud  
James Jens  
Jim Salfer  
Mic VanDeVere  
Dennis Welgraven  
Dan Wildermuth

Members present by phone: Charlie Sanow  
Lois Schmidt  
Sherri Thompson

Members absent: Jeane Anderson  
Carol Ann Flahaven  
Joan Jagt  
Les Nath  
Steve Schulze  
Corey Sik

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

Staff present by phone: Monica Christianson Christine Versaevel

Meeting went into recess at 10:41am.

Meeting Reconvened at 10:55am.

**Q. Consent Agenda-**

Vice Chairperson Jens asked if there were any addition to the consent agenda. Director Wilms stated that U. Decision Items – 12. Request for Saliva Test Kits Purchase would be added. Any conflict of interest. There were none. Approval of the October 21<sup>st</sup>, 2020 Board minutes. Motion made by Salfer second by Wildermuth: To approve the agenda addition to the agenda and board minutes. The motion carried unanimously.

**R. Financials-**

Vice Chairperson Jens 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. The motion carried unanimously.

**S. Human Resources Statistics-**

No questions.

**T. Discussion/Information Items-**

1. Chairperson Sanow informed the Board members that Director Wilms annual performance review needs to set up. Board members are to email Sanow any information they would like discussed during the evaluation. Members set up the review to be done in a closed session at the end of the December 16<sup>th</sup>, 2020 meeting.

**U. Decision Items-**

1. Christine Versaevel, Social Services Supervisor, requested the replacement of a Social Worker (Childrens Mental Health) position. Motion made by VanDeVere second by Salfer: To approve the position as requested. Motion carried unanimously.

2. Nancy Walker, Deputy Director, requested the replacement of a Financial Assistance Supervisor. Motion made by Forkrud second by VanDeVere: To approve the position as requested. Motion carried unanimously.

3. Walker requested the approval of changes made to IM Policy 03 Burial and Cremation Policy. The change made was an increase to the liner from \$650 to \$750. Discussion on direct cremation. Motion made by Salfer second by Wildermuth: To approve the changes in IM Policy 03. Motion carried unanimously.

4. Walker requested the approval of changes made to Personnel Policy 05 Use of Vehicles for Agency Business. Changes were made to include contracted employees, and interns being able to drive Agency vehicles. Also, changes were made to contact information regarding vehicles. Motion made by Salfer second by Burger: To approve the changes as requested. Motion carried unanimously.

5. Walker presented the 2021 Labor Agreement included in Board packers to Board members. Motion made by VanDeVere second by Salfer: To approve the 2021 Labor Agreement. Motion carried unanimously.

6. Walker requested the Board to approve the 2021 Non-Union employees be eligible for the same pay increases as Union which 3.5 percent. Motion made by Salfer second by VanDeVere: To approve the request as presented. Motion carried unanimously.

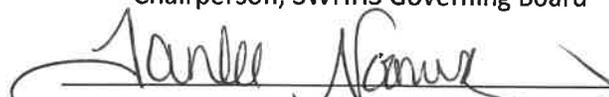
7. See attachment on page 4.

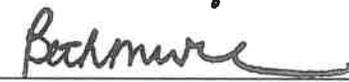
8. Kirchner asked for the approval of the 2021 Budget approved by the Human Services Board, and Community Health Board. Motion made by Burger second by VanDeVere: To approve the 2020 Human Services total budget of \$28,656,417.00 with a 2 percent levy increase for a total levy of \$11,606,176.00. Motion carried unanimously. The 2021 Community Health total budget of \$3,783,662.00 with a fifty-cent per capita increase for a total levy of \$1,080,435.00. Discussion on a thirty-cent increase instead of the fifty-cent. Anderson – No, Burger – No, Forkrud – yes, Jens – yes, Salfer – yes, Sanow – yes, Thompson – yes, VanDeVere – yes, Welgraven – yes, Wildermuth – no. Motion carried 7-3 vote.
9. Chris Cauwels, Information Management Supervisor IT, came forward to request a Disaster Recovery Server. Cauwels gave the Board two quotes, Morris Electronic and Computer Man, in their packets. Cauwels gave the recommendation of Computer Man. Motion made by VanDeVere second by Wildermuth: To approve the request and use the recommendation of the Computer Man. Motion carried unanimously.
10. Director Wilms went through the donations that had been received. Donations: Avera Marshall donating Christmas gifts and food for up to 50 families in our 6 counties. Motion made by VanDeVere second by Salfer: To graciously accept the donation listed. Motion carried unanimously.
11. Director Wilms went over the contracts that were listed in the Board packet. Motion made Wildermuth second by Forkrud: To approve the contracts as listed.
12. Biren came forward to request the purchase of 300 Saliva Test Kits from the State of Minnesota Department of Health. These would be used for families that do not have the means to get to the hospital for testing. Also, these would be likely used in some of our school systems. Discussion on the accuracy of saliva versus nasal. Discussion on result times. Motion made Forkrud second by Salfer: To approve the purchase of 300 Saliva Test using CARES funding. Motion carried unanimously.

Vice Chairperson Jens asked if there was anything else to add. Hearing nothing, he adjourned the meeting at 11:52 am.

Approved Date 12/16/2020

Authorized   
Chairperson, SWHHS Governing Board

  
Recording Secretary, SWHHS Governing Board

Attest:   
Director

Member Commissioner Wildermuth introduced the following Resolution and moved its adoption:

**Resolution Regarding Federal Standards  
for a Merit System of Personnel Administration**

**WHEREAS**, federal laws require that state human services programs, including programs administered under Titles IV-A, IV-E, and XIX of the Social Security Act, maintain a merit system of personnel administration in compliance with 5 CFR Part 900 as a condition of receiving certain federal funding; and

**WHEREAS**, 5 CFR §900.604 provides that certification of agreement by a chief executive of a state or local jurisdiction to maintain a system of personnel administration in conformance with those same standards satisfies any applicable Federal merit personnel requirements of the Federal assistance to which personnel standards on a merit basis are applicable;

**WHEREAS**, Minnesota Statutes, §256.012, establishes that the Commissioner of Human Services for the State of Minnesota is responsible for maintaining a merit system of personnel administration in accordance with the federal requirements, referred to as Minnesota Merit System, for county employees engaged in the administration of human services;

**WHEREAS**, Minnesota Statutes, §256.012, subd. 2 (b) provides that a county may withdraw from the Minnesota Merit System upon certification by the Commissioner of Human Services that its personnel system meets federal merit system standards;

**WHEREAS**, Southwest Health and Human Services was established in 2011 through a joint powers agreement for the administration of human services under federal and state laws in Lincoln, Lyon and Murray Counties. The agreement was modified in 2012 adding Rock County and in 2013 adding Pipestone and Redwood Counties;

**WHEREAS**, upon review of Southwest Health and Human Service's human resources policies and practices, the Commissioner of Human Services certified on November 6, 2020, that Southwest Health and Human Service's personnel system is in compliance with the Federal Standards for a Merit System of Personnel Administration at 5 CFR Part 900;

**THEREFORE**, the Board of Southwest Health and Human Services recognizes that it meets the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900)

and that it will administer a personnel system in compliance with applicable federal standards.

The motion for the adoption of the foregoing Resolution was duly seconded by Commissioner Forkrud and upon a vote being taken thereon, the following voted in favor thereof:

Commissioner Sanow, Commissioner Anderson, Commissioner Wildermuth, Commissioner VanDeVere, Commissioner Welgraven, Commissioner Jens, Commissioner Salfer, Commissioner Forkrud, Commissioner Thompson and Commissioner Burger

and the following voted against the same: N/A

Whereupon said Resolution was declared duly passed and adopted on November 18, 2020.