



SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD

MINUTES

Date: December 16th, 2020  
Place: Lyon County Government Center  
Commissioner Room  
Marshall, Minnesota

Opened: 10:44 am  
Adjourned: 11:35 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, December 16th, 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  
Les Nath  
Jim Salfer  
Charles Sanow  
Mic VanDeVere  
Dennis Welgraven  
Dan Wildermuth

Members present by phone: Greg Burger  
Lois Schmidt  
Sherri Thompson

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

Staff present: Carol Biren                      Chris Cauwels  
Sarah Kirchner                      Jason Kloss  
Marie Meyers                      Cindy Nelson  
Tanlee Noomen                      Nancy Walker

Beth Wilms

Staff present by phone: Monica Christianson Stacy Jorgensen

Recessed at 10:45 am

Reconvened at 10:54 am

**Q. Consent Agenda-**

Chairperson Sanow asked if there were any changes to the agenda. Director Wilms indicated the addition U. Decision Items 14. Wellness Committee Request. Sanow asked if there were any changes of the minutes of the November 20<sup>th</sup>, 2019 meeting. There were none. Motion made by Salfer second by Jens: To approve the amended consent agenda addition and board minute. 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. There were none. Motion made by Anderson and second by VanDeVere: To approve the financial report as forwarded by the Human Services Board. The motion carried unanimously.

**S. Human Resource Statistics-**

No questions.

**T. Discussion/Information Items-**

None

**U. Decision Items-**

1. Jennifer Palmer, County Agency Social Worker CPS, probationary appointment (12 months), \$24.12 hourly, effective 12/7/2020; 2. Jessica Honetschlager, County Agency Social Worker, probationary appointment (12 months), \$24.12 hourly, effective 12/21/2020. Motion made by Anderson second by Jens: To approve the probationary appointments as presented. Motion carried unanimously.

3. Cindy Nelson, Social Services Division Director, came forward to request the replacement of two Social Services Supervisors. Nelson explained that one of the positions was not filled from a retirement in 2019 and the second is a replacement for a retirement happening in January of 2021. Motion made by Forkrud second by Nath: To approve the requested positions. Motion carried unanimously.

4. Carol Biren, Public Health Division Director, came forward to request the replacement of a Public Health Nurse in Rock County. Motion made by VanDeVere second by Wildermuth: To approve the position as requested. Motion carried unanimously.

5. Sarah Kirchner, Fiscal Manager, came forward to request the approval of the 2021 Accounting Policies and Procedures Handbook. Motion made by Anderson second by Nath: To approve the handbook as presented.

6. Kirchner, also requested the approval of the 2021 Resolution of Signature Authority. Kirchner stated that had been no changes from 2020. Motion made by Jens second by Salfer: To approve the request as presented. Motion carried unanimously.
7. Kirchner requested the approval of the 2021 Resolution of Designate Depositories. Motion made by Jens second by Burger: To approve the request as presented. Motion carried unanimously.
8. Kirchner requested the approval of the 2021 Board Member Per Diem and Mileage Reimbursement. Motion made by Anderson second by Jens: To approve the request as presented.
9. Chris Cauwels, Management Information Supervisor, came forward to request to renew vmWare Software. This is renewed every three years and operates the Agencies servers. Note no viable competitor quotes were available. Motion made by VanDeVere second by Welgraven: To approve the request as presented. Motion carried unanimously.
10. Cauwels requested the approval to renew MnCCC Membership. Note no viable competitor quotes were available. Motion made by VanDeVere second by Forkrud: To approve to the request as presented. Motion carried unanimously.
11. Cauwels requested the approval of switch upgrades. Two quotes were given to the Board Morris Electronic and Computerman. Cauwels gave the recommendation to use Morris Electronics. Motion made by Wildermuth second by Anderson: To approve the request and use the recommendation of Morris Electronic. Motion carried unanimously.
12. Directors Wilms listed the donations received in the month of November 2020. A. Marilyn Peter donated hand-made quilts for children in need within Lincoln County; b. Ladies of the Rolling Plains Menonite Church donated 6 baby layettes for families in need; c. Sillerud Lutheran Church of Balaton donated 15 quilts; d. Monetary donation from Our Saviors Women of the ELCA in Dovray, Mn to purchase items for families in need within Murray County; e. Ed and Shannon Wolske of Garvin donated gifts for up to 6 foster children; f. Monetary donation from PrimeWest to “adopt a family” in Pipestone County. Motion made by VanDeVere second by Nath: To graciously accept the donations listed. Motion carried unanimously.
13. Director Wilms asked if there were any questions about the contracts listed in the Board packets. Motion made by Nath second by Jens: To approve the contracts as presented. Motion carried unanimously.
14. The wellness committee present the board with two quotes for happy lights, two quotes for neck massages, and one quote for State Park passes. Motion made by Wildermuth second by Anderson: To approve the lowest quote for each. Motion carried unanimously.

Chairperson Sanow asked if there was anything else to add. Hearing nothing, he asked for a motion to go into closed session. Motion made by VanDeVere second by Jens: To go into closed session at 11:18 am for the Directors yearly evaluation. Motion carried unanimously.

Motion made by Anderson second by Nath: To come out of closed session at 11:34 am. Motion carried unanimously.

Motion made by Salfer second by Jens: To adjourn meeting at 11:35 am. Motion carried unanimously.

Approved Date 11/20/2021

Authorized Charles Snow  
Chairperson, SWHHS Governing Board

Janelle Norman  
Recording Secretary, SWHHS Governing Board

Attest: Beckmire  
Director