



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: February 17, 2021
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 9:57am
Adjourned: 11:05am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, February 17th, 2021 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 Anderson.

Members present:

- Rick Anderson
- Greg Burger
- Steve Hauswedell
- Les Nath
- David Thiner
- Jim Salfer
- Charles Sanow
- Rick Wakefield
- Dennis Welgraven
- Dan Wildermuth

Members present by phone:

- 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	Cindy Nelson
Tanlee Noomen	Ann Orren
Nancy Walker	Beth Wilms

Staff Present by phone: Monica Christianson

P. Consent Agenda –

Chairperson Anderson asked if there were any additions to the meeting agenda. Director Wilms indicated the addition of N. Discussion Items. 18. Request for County Agency Social Worker – Adult Mental Health. Chairperson Anderson asked if anyone had a conflict of interest to identify. None were identified. Sanow asked for if there were any corrections that need to be made to the January 20th, 2021 meeting minutes. Motion by Burger and second by Salfer: To approve the agenda as presented and meeting minutes as presented. The motion carried unanimously.

Chairperson Anderson recessed the meeting at 10:00 am.

Chairperson Anderson reconvened the meeting at 10:13 am.

R. Financial –

Chairperson Anderson 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 Burger and second by Salfer: To approve the financial report as forwarded by the Human and Community Service Boards. The motion carried unanimously.

S. Human Resource Statistics.

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

T. Discussion/Information Items –

None

U. Decision Items –

Chairperson Sanow asked for items 1-5 be combined.

1. Kelli Buysse, Eligibility Worker, probationary appointment (6 months), \$18.69 hourly, effective 1/25/2021; 2. Jill Pieske, Social Worker Team Lead, probationary appointment (6 months), \$29.00 hourly, effective 2/8/2021; 3. Toni Lecy, Office Support Specialist, probationary appointment (12 months), \$14.97 hourly, effective 2/16/2021; 4. Jane Mellenthin, Lead Eligibility Worker, probationary appointment (6 months), \$33.07 hourly, effective 2/15/2021; 5. Amber Schottenbauer, Eligibility Worker, probationary appointment (12 months), \$18.69 hourly, effective 2/16/2021. Motion made by Wildermuth second by Burger: To approve the listed probationary appointments. Motion carried unanimously.

Chairperson Anderson asked for items 6-9 and 18 be combined.

6. Request for County Agency Social Worker-Elderly Waiver/Alternative Care; 7. Request for County Agency Social Worker – Child Protection; 8. Request for Health Educator or Public Health Nurse; 9. Request for Eligibility Worker; 18. Request for County Agency Social Worker – Adult Mental Health. All of the positions are replacement position due to inter office movement. Motion made by Burger second by Nath: To approve the requests as listed. Motion carried unanimously.

10. Nancy Walker, Deputy Director, came forward to ask for the approval of changes made to Personnel Policy 25-Employee Referral Program in section 2 item d. Also, some verbiage changes throughout the policy by using the Hemingway app which supports the agency's initiative regarding diversity, equity, and inclusion. Motion made by Wildermuth second by Nath: To approve the changes to Personnel Policy 25 – Employee Referral Program. Motion carried unanimously.

11. Deputy Director Walker asked for the approval of the Mandatory Civil Right Assurance Agreement. Motion made by Salfer second by Welgraven: To approve the item as requested.

12. Sarah Kirchner, Fiscal Manager, asked for the approval of the Office of the State Auditor Engagement Letter – 2020 Audit. Motion made by Thiner second by Nath: To approve the request as presented. Motion carried unanimously.

13. Kirchner also presented the Board with a few options to replace 6 vehicles from the Agencies fleet. Kirchner explained that 12 vehicles from our fleet are actually coming to term on the lease. She stated that with COVID-19 and less travel happening she would like to replace 6 this year and the remaining half next year. After reviewing the options given in the Board packets Kirchner recommended the four-wheel drive Ecosport. Motion made by Nath second by Anderson: To approve the replacement of 6 vehicles with the Ecosport. Motion carried unanimously.

14. Chris Cauwels, Management Information Supervisor, came forward to give the Board and update on the IT department. Cauwels, explained that the new phone system has been rolling out in four of the six county locations. Also, they have been going through switches and updating those that need to be replaced in each location.; 15. IT request for Sharepoint software renewal. Cauwels gave the Board two quotes in their Board packets from Computer Man one with upgrading Sharepoint and the other to upgrade Microsoft Windows. Cauwels recommended to use the quote to just update Microsoft as Sharepoint might phase out. Motion made by Salfer second Thompson: To approve the quote from Computer Man in the amount of \$5,019.00. Motion carried unanimously.

16. Directors Wilms listed the donations given. The Sprik family, in the name of their son, Guage Sprik donated 112 toy drive tours to our agency for children in need of Christmas gifts; Mary Stanton donated 4 suitcases and 2 duffle bags for foster children; Singsaas Church of Hendricks donated \$250 for Lincoln County foster families or foster children; Marilyn Peter and her quilting group donated multiple children size quilts for children in need; Val Zaske donated 4 afghans to foster children in need. Motion made by Welgraven second by Burger: To graciously accept the donations as listed. Motion carried unanimously.

13. Director Wilms went over the contracts listed in the Board packet. Motion made by Nath second by Sanow: To accept the contracts presented. Motion carried unanimously.

Discussion on lease for each county and the determination of the contract rates.

Discussion on the meeting per diems. Conclusion, it is up to each commissioner to choose to turn those into their County or the Agency.

Discussion on backfill position requested of the Board. Director Wilms will present the Board with a policy in March 2021 meeting that lays out the expectations of the Board members.

Discussion on scheduling orientation for new Board members and others that wanted to join.

Discussion on Annual Planning Meeting.

Chairperson Anderson asked if there was anything further to be presented. Hearing none he adjourned the meeting at 11:05 am.

Approved Date 3/17/2021

Authorized 
Chairperson, Governing Board


Recording Secretary, Governing Board

Attest: 
Director