



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: May 21, 2021

Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 9:51am

Adjourned: 10:15am

The monthly meeting of the Human Services Board for Southwest Health and Human Services was held on Wednesday, May 19th, 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
Corey Sik
Sherri Thompson
Rick Wakefield
Dennis Welgraven

Members on phone:

Lois Schmidt

Members absent:

Jeane Anderson
Carol Ann Flahaven
Joan Jagt
Steve Schulze

Staff present:

| | |
|----------------|----------------|
| Carol Biren | Chris Cauwels |
| Kristin Deacon | 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. Deputy Director Walker requested the removal of Discussion item T. 1. CPT/HR module. Chairperson Anderson asked if anyone had a conflict of interest to identify. None were identified. Anderson asked if there were any corrections that need to be made to the April 21st, 2021 meeting minutes. Motion by Sanow and second by Salfer: To approve the additions to the agenda and meeting minutes as presented with the removal requested. Motion carried unanimously.

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 Nath: To approve the financial report as forwarded by the Human Service and Community Health Boards. Hearing none motion carried unanimously.

S. **Human Resource Statistics.**

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

Recess – 9:52am

Reconvened – 10:02am

T. **Discussion/Information Items –**

None

U. **Decision Items –**

Chairperson Anderson requested items 1-3 be presented together.

1. Sara McCabe, County Agency Social Worker CMH, probationary appointment (12 months), \$24.12 per hour, effective 5/10/2021; 2. Megan Amundson, County Agency Social Worker CPS, probationary appointment (12 months), \$25.35 per hour, effective 5/10/2021; 3. Marissa Brown, County Agency Social Worker LTC, probationary appointment (12 months), \$24.12 per hour, effective 5/24/2021. Motion made by Wildermuth second by Sik: To approve the probationary appointments as presented. Motion carried unanimously.

Chairperson Anderson requested items 4-5 be presented together.

4. Deputy Director Walker came forward to request the approval of changes made to Personnel Policy 05- Use of Vehicles for Agency Business; 5. Deputy Director requested the approval of changes made to Personnel Policy 08 – Employee Resignation. Motion made by Welgraven second by Nath: To approve the changes as presented. Motion carried unanimously.

6. Deputy Director Walker also requested the approval of the Southwest Health and Human Services Affirmative Action Plan. Motion made by Burger second by Sik: To approve the plan as presented. Motion carried unanimously.

7. Chris Cauwels, IT Management Information Supervisor, came forward to report to the Board of an unplanned expense. The expense happened due to multiple smaller orders for headsets

that collectively were over three thousand. The headset is used to connect to laptops to answer phones calls. This purchase ultimately was a cost saving after the phone application was not going to work correctly. Cauwels informed the Board that she would need one final request for ten more headsets. Cauwels gave two quotes with the recommendation to use Computer Man. Motion made by Salfer second by Hauswedell: To approve the purchase of headsets from Computer Man in the amount of \$395.00. Motion carried unanimously.

8. Director Wilms went over the donations given. Beth Egemann donated facemasks for staff and clients. Motion made by Thiner second by Anderson: To graciously accept donations as listed. Motion carried unanimously.

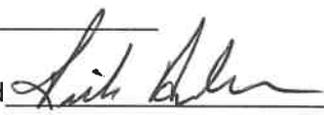
9. Director Wilms went over the contracts listed in the Board packet. Motion made by Nath second by Thompson: To accept the contracts presented. Motion carried unanimously.

Burger asked in preparation for the possibility of more money coming in to the counties to help with COVID cost if the Agency would be requesting any. No, there is no plan of that as of now.

Chairperson Anderson asked if there was anything else to be brought forward to the Board. Hearing none he adjourned the meeting at 10:15am.

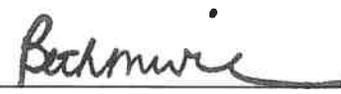
Approved Date 6-16-2021

Authorized


Chairperson, Governing Board


Recording Secretary, Governing Board

Attest:


Director