



SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD

MINUTES

Date: June 16th, 2021  
Place: Lyon County Government Center  
Commissioner Room  
Marshall, Minnesota

Opened: 9:40am  
Adjourned: 10:34am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, June 16th, 2021 in the Commissioners room of the Lyon County Government Center, Marshall, Minnesota. The meeting was called to order by Chairperson Anderson.

Members present:

- Jeane Anderson
- Rick Anderson
- Carol Ann Flahaven
- Steve Hauswedell
- Les Nath
- David Thiner
- Charles Sanow
- Sherri Thompson
- Rick Wakefield
- Dennis Welgraven
- Dan Wildermuth

Members on phone: Lois Schmidt

Members absent:

- Greg Burger
- Joan Jagt
- Steve Schulze
- Corey Sik

Staff present:

Carol Biren	Michelle Buysse
Chris Cauwels	Sarah Kirchner
Cindy Nelson	Tanlee Noomen
Nancy Walker	Beth Wilms

Staff present by phone: Monica Christianson

**Q. Consent Agenda-**

Chairperson Anderson asked if there were any changes to the agenda. Director Wilms stated Chris Cauwels would like to form an IT Committee. Chairperson Anderson stated that would be added to U. Decision Item 9a. Anderson asked if there were any conflicts of interest. None stated. Anderson also asked if there were any changes or concerns with the May 19th, 2021 board minutes. There were none. Motion made by Nath second by Wildermuth: To approve the agenda as presented with addition and board minutes. Motion carried unanimously.

**R. Financials-**

Chairperson Anderson stated the financials were discussed in the Health Board and asked if there were any further questions. None were stated. Motion made by Salfer second by Thompson: To approve financials as forwarded in the Human Services board. Motion carried unanimously.

**S. Human Resources Statistics**

No comments.

**T. Discussion/Information Items-**

1. Nancy Walker, Deputy Director, came forward to provide information regarding the Minnesota Department of Human Rights Workforce Certificate. Walker informed the Board that this certification is some thing new to the Agency. Walker also detailed the requirements to keep the certification and that it is also intergraded in the Agency's Strategic Plan.
2. Director Wilms stated that after the May 19<sup>th</sup> Board meeting, there has been some discussion on the American Rescue Funds. Wilms explained that after it was mention during the last Board meeting the Agency has had several discussions regarding the costs of items during COVID-19 and the unintended cost of COVID-19 that the Agency hasn't even seen yet.

Recess: 10:03 am

Reconvene: 10:11 am

**U. Decision Items**

Chairperson Anderson asked for items 1-6 be grouped together.

1. Amy Lueck, Public Health Nursing Supervisor, probationary appointment (12 months), \$75,000 per year, effective 5/24/2021;
  2. DeLani Jorgensen, Case Aide, probationary appointment (12 months), \$18.17 per hour, effective 6/7/2021;
  3. Emily Giese, County Agency Social Worker Adoption, probationary appointment (6 months), no change in salary, effective 6/7/2021;
  4. Addie Miller, County Agency Social Worker Adoption, probationary appointment (12 months), \$24.12 per hour, effective 6/21/2021;
  5. Ryan Lubke, IT Specialist, probationary appointment (12 months), \$26.50 per hour, effective 6/21/2021;
  6. Amanda Lanners, Office Support Specialist, probationary appointment (12 months), \$14.97 per hour, effective 6/21/2021.
- Motion made by Wildermuth second by Thompson: To approve the requests as presented. Motion carried unanimously.

7. Cindy Buchert, reclassification from Info Systems Specialist to Office Support Specialist, no change in salary, probationary appointment (6 months), effective 6/21/2021. Motion made by Nath second by Salfer: To approve the request as presented. Motion carried unanimously.
8. Deputy Director Walker came forward to request the purchase of memberships for the Agency for Defensive Driving. Walker provided two quotes to the Board, Minnesota Safety Council and Drivesafe Online. Defensive driving training should be offered to the employees every three years per Personnel Policy 05 – Use of Vehicles for Agency Business. Walker gave the recommendation to use Minnesota Safety Council quote at the 250-499 price of \$22.95 per membership. Motion made by Wildermuth second by Sanow: To approve the purchase of 250 memberships from Minnesota Safety Council for \$5,737.50. Motion carried unanimously.
9. Chris Cauwels, IT Management Information Supervisor, came forward to request the purchase of a new server. Cauwels presented the Board with two quotes from Morris Electronics and The Computer Man. Cauwels gave the recommendation to use The Computer Man quote. She also stated that the Agency would not need some of the things on the quote which would bring the quote down to \$21,701. Motion made by Wildermuth second by Welgraven: To approve the request using the quote from The Computer Man. Motion carried unanimously.
- 9.a) Cauwels described to the Board the consideration of forming an IT Committee. Cauwels explained that this committee would not be a decision-making committee but extra support for the IT department when making decisions. This committee would have the knowledge of why IT makes decisions and also feedback for the IT department before making a decision. Cauwels stated that she had found it beneficial when she visited sites to have a site meeting beforehand explain the changes and why they changes are occurring. She also found it beneficial to hear feedback from staff before making decisions because all of the staff have different jobs and it would be good know how the changes affect the various positions. Cauwels also would like a Board member to sit on the committee to help understand why decisions are made. Motion made by Thompson second by Anderson: To approve the establishment of the IT Committee. Motion carried unanimously. Chairperson Anderson stated he would like to see an outline of what the committee responsibilities would be in the next July Board and the Board would then appointment a member to join the committee.
10. Director Wilms listed the donations given. Laurie Vandendriesche and Lake Sarah Baptist Church donated 34 caddies filled with personal products for foster children in need; Tiphany Dvorak donated 8 tie blankets for whomever is in need; Cheryl Geihl donated 4 suitcases to whomever is in need. Motion made by Thiner second the Sanow: To graciously accept the donations listed. Motion carried unanimously.
11. Director Wilms went over the contracts listed in the Board packet. Motion made by Nath second by Wildermuth: To approve the contracts as presented. Motion carried unanimously.

Chairperson Anderson asked if there were any questions. None stated. Chairperson Anderson adjourned the meeting at 10:34am.

Approved Date 7.21.2021

Authorized



Chairperson, Governing Board

Attest:

*Beckmire*

Director

*Janice Jones*

Recording Secretary, Governing Board