



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: July 21st, 2021
Place: Lyon County Government Center
Commissioner Room
Marshall, Minnesota

Opened: 9:49 am
Adjourned: 10:37 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, July 21st, 2021 in the Commissioners room of the Lyon County Government Center at 607 West Main Street, Marshall Minnesota. The meeting was called to order by Chairperson Anderson.

Members present:

- Jeane Anderson
- Rick Anderson
- Greg Burger
- Carol Ann Flahaven
- Steve Hauswedell
- Les Nath
- David Thiner
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Core Sik
- Rick Wakefield
- Dennis Welgraven
- Dan Wildermuth

Members on phone: Sherri Thompson

Members absent: Joan Jagt
Steve Schulze

Staff present:

Carol Biren	Chris Cauwels
Kristin Deacon	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. None stated. Anderson asked if there were any conflict of interest. None stated. Anderson asked if there were any changes or concerns with the June 16th, 2021 board minutes. There were none. Motion made by Salfer second by Nath: To approve the consent agenda 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 Burger second by Sanow: To approve financials as forwarded in the Human and Community Service Boards. Motion carried unanimously.

S. Human Resources Statistics

No comments.

T. Discussion/Information Items-

1. Chris Cauwels, IT Management Information Supervisor, came forward to give the Board an update on the IT department. Cauwels presented a Power-Point that included updates and clean-up projects the department has been working on. 2020-2021 projects included: New phone system; Paperless fax system; Appxtender upgrade, Spam and Cyber Security training for all staff; Computers and network equipment on a rotation schedule.

Recessed: 9:56am

Reconvened: 10:06am

U. Decision Items

Chairperson Anderson requested items 1-4 be presented together

1. Cody Rofshus, Public Health Nurse, probationary appointment (12 months), \$26.73 per hour, effective 7/06/2021; 2. Michael Jans, County Agency Social Worker, probationary appointment (12 months), \$24.12 per hour, effective 7/06/2021; 3. Casandra Woitaszewski, Public Health Nurse, probationary appointment (12 months), \$26.73 per hour, effective 7/19/2021; 4. Jennifer Beek, Eligibility Worker, probationary appointment (12 months), \$24.00 per hour, effective 7/19/2021. Motion made by Nath second by Salfer: To approve the requests as presented. Motion carried unanimously.

5. Troy Knakmhus, Accounting Technician reclassification to Payroll/Human Resources Technician, probationary appointment (6 months), \$27.71 per hour, effective 7/19/2021; 6. Reclassification of Office Support Specialist to Office Support Specialist Senior, probationary appointment (6 months) unless initial probationary period has not been completed, effective 7/19/2021. Motion made by Anderson second by Sanow: To approve the reclassifications as presented. Motion carried unanimously.

7. Carol Biren, Public Health Director, came forward to request a Public Health Nursing Supervisor. Motion made by Salfer second by Wildermuth: To approve the request as presented.

8. Director Wilms request the approval of changes made to Administrative Policy 5 – Credit Card Policy. Wilms indicated that the only changes was made to list of names to delete old supervisors and add new supervisor to the list of card holders. Motion made by Wildermuth second by Burger: To approve the changes made to Administrative Policy 5 – Credit Card Policy. Motion carried unanimously.

9. Cauwels came forward to request and IT Committee and Board member representation on the committee. Chairperson Anderson requested the appointment of a commissioner to this committee in the by-laws. The item will be brought back in September for approval for a change in by-laws. Commissioner Sanow and Commissioner Wildermuth were appointed to the IT Committee.

10. Cauwels requested for ShareGate Software renewal. No other viable vendors meet our specific needs. Motion made by Wildermuth second by Nath: To purchase a 24-month renewal in the amount of \$6791.50. Motion carried unanimously.

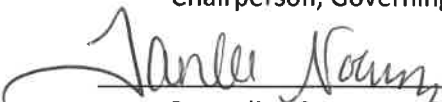
11. Director Wilms listed the donations given in the month of June. American Reformed Church from Luverne donated \$1000.00 in Walmart gift cards and \$1000.00 in Sunshine Foods gift cards to foster care families within Rock County; Stephanie McKee and Timothy Michaels donated complete toddler beds to families in need; One More Time Thrift Store in Minneota donated 6 suitcases to families in need; Janet Kurtz and Nicole Friezen on behalf of the Rolling Plains Mennonite Church of God in Christ donated 12 blanket/newborn packages that include quilt, receiving blanket and newborn clothes to you families in need. Motion made by Thiner second by Wildermuth; To graciously accept the donation given. Motion carried unanimously.


12. Director Wilms went over the contracts listed in the Board packet. Request to pull Midwest Monitoring and Surveillance Inc until next meeting. Motion made by Salfer second by Anderson: To approve the contracts presented with the exception of Midwest Monitoring and Surveillance Inc. Motion carried unanimously.

Chairperson Sanow asked if there were any questions. Director Wilms requested the date be set for the Annual Meeting. Board Chairs will discuss and set a date. Hearing nothing else Chairperson Anderson adjourned the meeting at 10:37am.

Approved Date 8-18-2021

Authorized 
Chairperson, Governing Board


Recording Secretary, Governing Board

Attest: 
Director