



SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD

MINUTES

Date: August 18th, 2021  
Place: Lyon County Government Center  
Commissioners Room  
Marshall, Minnesota

Opened: 10:18am  
Adjourned: 11:49am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, August 18th, 2021 in the Commissioners room of the Lyon County Government Center Marshall, Minnesota. The meeting was called to order by Vice Chairperson Burger.

Members present: Jeane Anderson  
Greg Burger  
Carol Ann Flahaven  
Steve Hauswedell  
Les Nath  
Jim Salfer  
Charles Sanow  
Lois Schmidt  
Sherri Thompson  
Rick Wakefield  
Dennis Welgraven  
Dan Wildermuth

Members absent: Rick Anderson  
Joan Jagt  
David Thiner  
Steve Schulze  
Corey Sik

Staff present: Carol Biren Michelle Buysse  
Chris Cauwels Sarah Kirchner  
Marie Meyers Cindy Nelson  
Tanlee Noomen Nancy Walker  
Beth Wilms

Staff present by phone: Monica Christianson

Guest present: Melody Caron

**Q. Consent Agenda-**

Vice Chairperson Burger asked if there were any changes to the agenda. Vice Chairperson Burger asked if there were any corrections or additions to the minutes of the July 21st, 2021 meeting. Motion made by Wildermuth second by Thompson: To approve the agenda and board minutes as presented. The motion carried unanimously.

**R. Financials-**

Vice Chairperson Burger asked if there were any questions or comments regarding the financial report as given during the Community Health Board meeting. There were none. Motion made by Nath and second by Salfer: To approve the financial report as forwarded by the Human Services and Community Health Board. The motion carried unanimously. Discussion on County rent.

Recess at 10:28am

Reconvened at 10:38

**S. Human Resources Statistics**

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

**T.**

**Discussion/Information Items-**

1. Melody Caron, with Office of the State Auditors, came forward to present the 2020 Audit findings. An audit of the financial statements as well as a single audit was done. These are performed together, two opinions were given on the financial statements, one on the CEFA, as well as one on the financial statements along with an opinion on compliance with the federal programs reviewed. That information was in the report provided to Board members via email. The opinion means that the Agency's financial statements were materially correct in accordance with generally accepted accounting principles. Two programs were tested compliance, Child Support and Medical Assistance. Medical assistant had a repeat finding for eligibility testing. A corrective action plan has been created. Caron then went over the hand out provided in the Board packet. The copies of the single audit were submitted to the Data Clearing House, accepted, and completed on August 11<sup>th</sup>, 2021. Which does meet the September 30<sup>th</sup> deadline.
2. Director Wilms opened up the discussion to rename the Fiscal Manager with Director of Business of Management position. One thing the Agency had had in its 2022 budget was a position for a new Division Director. With the current Fiscal Manager resigning it was discussed to come up with this request and remove the Division Director position in the budget. The Director of Business Management would be in charge of the accounting department as well as Office Support Specialist Unit. There would be a slight increase in the salary rate making it between \$63,000-\$107,000 these rates do not include benefit amounts. This was discussed with Personnel Committee. Discussion on moving to a decision item. It was decided to wait until the September Board meeting.
3. Director Wilms opened up the discussion to rename the Fiscal Manager with Director of Business of Management position. Wilms indicated that this would make the Executive Team more consistent to go along with other Division Directors. Wilms also indicated that there would be no fiscal note attached to it at this time. Discussion on renaming titles to Directors being a salary change in the future. Deputy Director Walker stated that technically the salary isn't determined by a title it is directed by the job description.

4. Director Wilms asked the Board if they wanted to move the September Board meeting to be moved in September. It was decided that the September Board meeting would take place on September 8<sup>th</sup>.

5. Director Wilms presented the 2021 MCIT 2021 Insurance Dividend. It was noted that it was a little higher this year. No other discussion.

**U. Decision Items-**

Vice Chairperson Burger requested decision items 1-4 to be grouped together.

1. Chelsea Self, Public Health Nursing Supervisor, probationary appointment (12 months), \$63,072.40 per year, effective 8/9/2021; 2. Jackie Wilson, County Agency Social Worker, probationary appointment (6 months), no change in pay, effective 8/16/2021; 3. Dean Slatko, County Agency Social Worker CPS, probationary appointment (12 months), \$24.12 per hour, effective 8/30/2021; Kia Balster, Eligibility Worker, probationary appointment (12 months), \$18.69 per hour, effective 9/13/2021. Motion made by Nath second by Welgraven: To approve the appointments as requested. Motion carried unanimously.

5. Deputy Director Walker came forward to request two Fraud Prevention Investigators. Walker explained that in the past the Agency had its own Fraud Investigator. There has been a grant received for several years that covers Lincoln, Lyon, Murray, Pipestone, Redwood, Rock, Cottonwood, Jackson, Nobles, and Yellow Medicine Counties. Last year it was requested to apply for addition grant funds to hire a second investigator which were granted to the Agency. The Agency decided to contract with a private entity but have not been satisfied with those services. The request to hire these two Fraud Investigators will have no cost to the Agency as it would be covered by the grant. Motion made by Wildermuth second by Sanow: To approve the request as presented. Motion carried unanimously.

6. Marie Meyers, Nursing Supervisor, came forward to request the approval of the changes made to Safety Policy #02 Infection Control. Meyers stated that there had been several verbiage changes through out the policy after the Hemingway tool was applied to it. Page four had changes due to respirator regulations; Section 7, page 5, on Tuberculosis; Section 8, Health care immunizations, including two paragraphs of CDC recommendations due to changing this policy to required not recommended; Section 12, Housekeeping Practices, added verbiage to coincide with COVID safety measures. Discussion on making the COVID vaccine mandatory for employees after FDA approval. Motion made by Wildermuth second by Sanow: To approve the changes made in Safety Policy #02 Infection Control. Motion carried unanimously.

7. 2022 Preliminary Budget approval request. Discussion on percentage for Human Services Preliminary Budget. Discussion on wages for open positions due to the high wages being offered in the market. Motion made by Sanow second by Hauswedell: To approve the proposed 2022 preliminary Human Services budget with a three percent levy increase, for a total levy increase of \$348,185.00 for a total levy requested being \$11,954,362.00, and a total budget of \$29,392,484.00. Motion carried unanimously. Motion made by Salfer second by Nath: To approve the 2022 preliminary Public Health budget of \$0.00 increase per capita payment keeping it at \$14.25, for a total levy request of \$1,080,435.00, and a total budget of \$3,794,246.00. Motion carried unanimously.

8. Director Wilms listed the donations received in the month of July. Anonymous donation of an infant baby bath for foster care or adoption unit; Stephanie McKee and Timothy Michaels donated 2 additional toddler beds and 1 mattress for children in need; The First Presbyterian Church in Redwood Falls donated nine gift cards to the Redwood Falls Aquatic Center/Redwood Area Community Center to families in need; Anonymous donation of Little Tikes car and Fischer

Price ABC wagon for young children/parents in need. Motion made by Wildermuth second by Burger: To graciously accept the donation given. Motion carried unanimously.

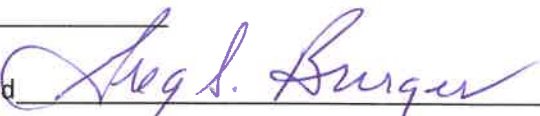
9. Director Wilms went over the contracts listed in the Board packet. Motion made by Wildermuth second by Wakefield: To approve the contracts listed. Motion carried unanimously.

Motion made by Sanow second by Thompson: To start closed session meeting 11:49am. Motion carried unanimously.

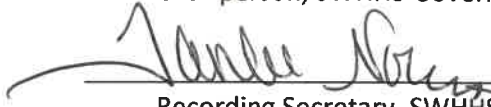
Motion made by Wildermuth second by Sanow: To come out of closed session at 12:11am. Motion carried unanimously.

Vice Chairperson Burger asked if there were any other questions. Hearing none he adjourned the meeting at 12:12pm.

Approved Date 9/8/2021

Authorized   
Chairperson, SWHHS Governing Board

Attest:   
Director

  
Recording Secretary, SWHHS Governing Board