



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: October 20, 2021
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 9:55 am
Adjourned: 11:05 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, October 20, 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
- Greg Burger
- Steve Hauswedell
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- David Thiner
- Rick Wakefield
- Dennis Welgraven
- Dan Wildermuth

Members absent:

- Carol Ann Flahaven
- Joan Jagt
- Les Nath
- Steve Schulze
- Corey Sik

Members present by phone: Sherri Thompson

Staff present:

Carol Biren	Chris Cauwels
Monica Christianson	Lisa DeBoer
Toni Lecy	Cindy Nelson
Ann Orren	Nancy Walker
Beth Wilms	

Q. Call to Order

R. Consent Agenda-

Chairperson Anderson asked if there were any changes to the agenda. Chairperson Anderson asked if there were any corrections or additions to the minutes of the September 8, 2021 meeting. Change to agenda to move Discussion Item 1. Request for County Program Specialist to the November Board meeting. Motion made by Wildermuth second by Salfer: To approve the agenda, with the change to Discussion Item 1 and the board minutes as presented. The motion carried unanimously.

S. Financials-

Chairperson Anderson 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 Berger and second by Sanow: To approve the financial report as forwarded by the Human Services and Community Health Board. The motion carried unanimously.

T. Human Resources Statistics

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

U. Discussion/Information Items-

1. Request for County Program Specialist
Item moved to November board meeting.

2. Southwest Mental Health Center Update: Director Beth Wilms gave an update on revenues and expenditures and difficulties finding staff at Southwest Mental Health Center (SWMHC). SWMHC will be closing three of five of their offices. The Worthington and Luverne offices will stay open. The Windom, Jackson and Pipestone offices will close. The Pipestone office will close next week. Pipestone and Rock counties provide services and resources for children and adults that have mental health needs. The center is in a financial crisis and having difficulties finding staff. Counties within the Joint Powers have to ensure that there are mental health services available to people seeking them. There is a grant for mobile crisis for the counties within SWMHC, there has to be a hotline and a face-to-face crisis staff or telehealth (ZOOM) to anyone presenting at an emergency room. SWMHC has indicated they do not have staff to do the face-to-face or ZOOM. The agency will be in noncompliance with Department of Human Services (DHS) with relation to having a robust full scope of services available for mobile crisis. DHS is aware of the situation and Southwest Health and Human Services (SWHHS) is looking at a waiver for a period of time while we transition to finding some sort of face-to-face or telehealth options for those in crisis. SWMHC is not doing an in-home program, school based services will not be available in Pipestone and Rock counties. This could prevent an out-of-home placement. There will not be psychiatric services and no child psych services available. They are seeking an intermittent space they don't have to pay for to use for a reduced presence in Pipestone. SWHHS is monitoring the situation regularly and have made the hospitals, clinics and law enforcement aware of the situation.

Recess at 10:18 am

Reconvened at 10:30 am

V. Decision Items-

Director Wilms came forward to present the probationary appointments:

1. Makenna Den Herder, Eligibility Worker, probationary appointment (12 months), \$18.69 per hour, effective 10/25/2021.
2. Christopher Hoss, Fraud Prevention Investigator, probationary appointment (6months), no change in pay, effective 10/25/2021.
3. Melanie Jo Feikema, Fraud Prevention Investigator, probationary appointment (12 months), \$21.50 per hour, effective 10/11/2021.
4. Kyla Fuerstenberg, County Agency Social Worker (CMH), probationary appointment (12 months), \$24.12 per hour, effective 10/11/2021.
5. Emilie Potter, Social Services Supervisor, probationary appointment (12 months), \$63,072.40 annually, effective 10/25/2021.
6. Crystal Giffen, County Agency Social Worker (LADC), probationary appointment (12 months), \$25.25 hourly, effective 11/08/2021.

Motion by Sanow second by Salfer to approve probationary appointments as presented. The motion carried unanimously.

Deputy Director Nancy Walker came forward to present the 2022 Insurance Committee Recommendations and Administrative Policy 05 Credit Card Policy.

7. 2022 Insurance Committee Recommendations

Deputy Director Walker came forward to present the changes and costs to insurance for the coming year and recommendations from the insurance committee. The committee has union and non-union representation. Originally we were told there would be no increase in 2022, later we were told a possible 13 percent increase, the final recommendation was to increase overall funding by 7 percent for 2022. We are a self-insurance fund in the collaborative. The agency did a Request for Proposals (RFP) for dental provider because the current provider came back at 38 percent increase. The committee recommends to switch to Principal at a 7 percent increase. Currently, life insurance is through Sun Life, renewal came in at 9 percent increase, the agency pays for the basic life insurance policy. The recommendation came back to stay with Sun Life. With a recommendation to revamp the dependent life plan which is \$1,000 per dependent to increase that to \$10,000. The annual employer cost for 2022 will be \$14,305.56, that is \$1,122 increase for the employer. Additional life is paid by the employee. Long-term disability is employer paid the renewal with Madison National (current provider) came in at no increase. We did an RFP per statute because employer dollars are being used to pay this benefit. Sun Life came in at (-7 percent) increase. The recommendation would be to go with Sun Life. The total annual cost with Sun Life is \$18,249 and with the 7 percent decrease is about \$1,479.00 per year in savings. Short term disability with Sun Life for renewal came in at 4 percent. Moving from 29-29 day elimination period to a 14-14 day period. This is employee paid. The recommendation by committee was to stay with Avesis for vision, the cost increase came in at 5 percent increase. The recommendation by the committee is to stay with Avesis but move to an Enhanced Plan. There were no changes or increases to the CIGNA plans and ID

Theft/Legal Shield. Regarding the insurance incentive for staff physical exams, 136 staff have used the program as of October. The dollar amount allocated to be used was approximately \$58,000, currently about half the dollars will be used.

Motion by Anderson to approve the insurance committee recommendations for health insurance benefits, second by Welgraven. The motion carried unanimously.

8. Administrative Policy 05 Credit Card Policy

Deputy Director Walker presented Administrative Policy 05 Credit Card Policy. There have been verbiage changes as the Fiscal Manager title has been changed to Director of Business Management, additional people have been added to the credit card lists and users have been removed due to leaving the agency.

Motion by Sanow to accept Administrative Policy 05, second by Salfer. Motion carried unanimously.

Chris Cauwels came forward to present items 9 and 10.

9. IT request for postage machine in Pipestone office, lease is up and the end of the month. Two quotes were presented, one from Pitney Bowes and one from Quadient with two different lease lengths of 36-month and 63-month leases. Other leases will expire in 2024 and 2025. Recommendation is to go with the 36-month lease, then we can reassess at that time and not have to buy out a longer lease. Will be going into a more digital signature system in the near future so postage may go down.

Looking at the Quadient quote is more cost effective at \$355.70 versus the Pitney Bowes at \$463.00 for the 36-month lease. Quadient will be able to comply with the new inditia being required by the post office in 2024.

Motion by Wakefield to accept IT request for Quadient, 36-month lease, second by Burger. Motion carries unanimously.

10. IT request for renewal of ZOOM subscriptions

Recommendation is to purchase 150 paid accounts and the rest of the users can use free accounts, free accounts will not be able to host a ZOOM meeting, but the user can have a supervisor set up the meeting for them. Did not get a quote from any other competitors because they do not meet our needs. To renew for all users would be approximately \$45,000, if renewed for 150 users the cost is \$26,985.00. This would be ear-marked as a COVID-19 expense and possible use grant money or CARES funding to pay the cost.

Motion by Wildermuth to accept IT request for renewal of 150 ZOOM subscriptions for \$26,985.00, second by Hauswedell. The motion carried unanimously.

Lisa DeBoer came forward to present the Unclaimed Property

11. Unclaimed Property

Unclaimed property occurs annually and must be reported back to the state and anything that has not been claimed must be turned in to the Minnesota Department of Commerce.

For the period of July 1, 2017 – June 30, 2018, there are 11 client payments totaling \$1,420.19 that need to be sent to the Department of Commerce.

Motion by Wildermuth to send the \$1,420.19 to the Department of Commerce, second by Thiner. The motion carried unanimously.

12. Donations

Director Wilms came forward to present the donations. 1. There was an anonymous donation of pull-ups and diapers for kids in foster care. 2. St. Matthew's Church donated \$300 for foster parents.

Motion by Anderson to accept the donations and send a thank you note to St. Matthew's Church second by Sanow. The motion carried unanimously.

13. Contracts

Director Wilms came forward to present the contracts.

1. Bethany Christian Services, new contract to provide parenting skills and children's home based therapy to minimize family disruption, \$125.00 per hour plus travel time and mileage. 07/01/21-01/01/22.

2. DPS Toward Zero Death (TZD) Safe Roads – Lincoln and Pipestone Counties, grant agreement to facilitate a reduction in distracted driving and texting thus promoting safer roads \$16,931.27 (renewal) 10/01/21-9/30/22.

3. DPS TZD Lyon and Redwood Counties, grant agreement to facilitate a reduction in distracted driving and texting thus promoting safer roads \$16,931.27 (renewal) 10/01/21-9/30/22.

4. MDH Statewide Health Improvement Program (SHIP) Amendment of the SHIP master grant that provides program services that target reducing obesity and tobacco usage in MN; Year 2 \$224,631 11/01/20-10/31/25 (renewal).

5. Morris Electronics, contract to provide computer and technical support on an as needed basis, \$80.00 per hour (no change) (renewal) 01/01/22-12/31/22.

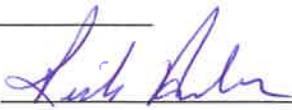
6. Redwood County Collaborative, Joint Powers Agreement revised to update current member names and language (updated).

Motion by Wildermuth to approve the contracts as stated, second by Burger. Motion carried unanimously.

W. Adjournment

Motion by Thiner to adjourn, second by Salfer. Chairperson Anderson asked if there were any other questions. Hearing none he adjourned the meeting at 11:05 am.

Approved Date 11/17/2021

Authorized 
Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest: 
Director