



SOUTHWEST HEALTH AND HUMAN SERVICES  
ANNUAL PLANNING

MINUTES

Date: November 17, 2021  
Place: Lyon County Government Center  
Commissioners Room  
Marshall, Minnesota

Opened: 10:49 am  
Adjourned: 11:23 am

The annual planning meeting for Southwest Health and Human Services was held on Wednesday, November 17, 2021 in the Commissioners Room of the Lyon County Government Center in Marshall, Minnesota. The meeting was called to order by Chairperson Anderson.

Members present:

- Rick Anderson
- Greg Burger
- Steve Hauswedell
- Les Nath
- Jim Salfer
- Charles Sanow
- David Thiner
- Sherri Thompson
- Rick Wakefield
- Dennis Welgraven
- Dan Wildermuth

Members absent:

- Jeane Anderson
- Carol Ann Flahaven
- Joan Jagt
- Lois Schmidt
- Steve Schulze
- Corey Sik

Staff present:

- Carol Biren
- Chris Cauwels
- Monica Christianson
- Lisa DeBoer
- Cindy Nelson
- Nancy Walker
- Beth Wilms

1. Strategic Plan 2020-2024

Discussion held regarding our DEI (Diversity, Equity, Inclusion) committee and how we are focusing on trainings and how important DEI is for SWHHS. Talked through the vision the team worked on during several planning meetings and four priorities were made. Priority #1 is develop consistent and intentional internal and external communications. The goal is to increase modes of communication to improve knowledge and understanding of agency programs. This will be 2 phases beginning with internal communication, then external communication. Priority #2 is to maximize agency revenues. The goal is for SWHHS to improve its funding capacity to meet current and future needs of health and human services programs and services. We hope to increase all employee's knowledge and understanding of program and agency finances, maximize program funding through 100% time reporting for Public Health and Human Services. Discussion was held regarding our SharePoint page that staff have access to, and how much it is utilized. Commissioner Thompson asked if staff still attend board briefings, or how many staff watch them. At this time, it is unknown. Pre-pandemic when we did them in group sessions, it was approximately 50%, and staff were not all getting the same message. Now, with the briefings recorded and posted on SharePoint, everyone can watch/hear the same thing, and they have 1 month to watch the board briefing. Priority #3 is to enhance staff satisfaction and retention and streamline hiring process. SWHHS left the MN Merit System. Since doing so, the hiring process has been reduced by approximately 50%. (60+ days in the Merit System, to about 30 days). There are 11-13 more MN counties requesting to leave the Merit system in 2022. It was stated that we are ahead of our goals in the diversity equity and inclusion plan. We currently have the committee and have started with the DEI learnings-this was a goal in all staff's performance evaluations. On priority #4- Improve efficacy of programs and services, we had to hit the pause button on most of this section due to the pandemic.

2. Review of Agency Policies

In 2021, we brought 10 policies for revision to the SWHHS Board. The Hemmingway app is used, which is one of the strategies to look at the literacy level of our policies as we try to get the policies to an 8<sup>th</sup> or 9<sup>th</sup> grade level. The county burial policy is always one to look at, and will be researched and revised in 2022. Nancy Walker has met with funeral home directors. Currently we are about 2% under budget for county burials. Looking ahead in 2022 we budgeted \$50,000 more (\$350-\$400,000). Working with funeral directors and helping with options for clients, has made for good conversations and good working relationships within the communities we serve.

3. Review of Agency's Bylaws

We adopted the Bylaws in 2017 and they were revised 1/15/2020. At this current time, SWHHS Director does not feel that anything needs to be changed, nor has there been any recommended changes from the Commissioners. Discussion held and decision made for Commissioners to review the bylaws and will discuss any revisions at the December 15<sup>th</sup> 2021 board meeting and final approval of those revisions will be made in the January 2022 meeting.

4. 2022 Priorities

Discussion held, and Commissioners would like to set priorities as follows: mandated vs. non-mandated positions, continue to scan the environment on a regular basis for revenue capture and look at the joint powers agreements. Commissioner Burger agrees that the allocation between counties works and SWHHS needs to look at the joint powers every few years to see

how the distribution of levy dollars between counties is allocated. Lisa DeBoer will bring the finance committee together to have those conversations and review the funding formula.

Adjourned the meeting at 11:23 am.

Approved Date 12/15/2021

Authorized *Lisa DeBoer*

Chairperson, Governing Board

*Monica Christianson*

Recording Secretary

Attest: *Bachmire*

Director