



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

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

Opened: 9:40 am
Adjourned: 11:05 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, November 17, 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
- Les Nath
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- David Thiner
- Sherri Thompson
- Rick Wakefield
- Dennis Welgraven
- Dan Wildermuth

Members absent:

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

Staff present:

Carol Biren	Chris Cauwels
Monica Christianson	Kristin Deacon
Lisa DeBoer	Toni Lecy
Cindy Nelson	Ann Orren
Corey Remiger	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 October 20, 2021 meeting. Change to agenda: Add Agenda Item V.11. Closed session; remove Agenda Item U.2. OSHA Vaccine Guidelines – Personnel Policy 31, until a later date. Motion made by Sanow second by Nath: To approve the agenda, with the changes 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 by Wildermuth second by Salfer: 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. Director's Annual Evaluation

Chairperson Anderson instructed the board members to take the evaluations home, fill them out and return them to be discussed at the December meeting.

2. OSHA Vaccine Guidelines. Discussion item removed from agenda.

V. Decision Items-

Director Wilms came forward to present the probationary appointments:

1. Lisa DeBoer, Director of Business Management, probationary appointment (12 months), \$67,080 annually, effective 11/08/2021

2. Jessie Stoufer-Mertens, probationary appointment (12 months), \$18.69 per hour, effective 11/22/2021

Motion by Nath second by Thompson: To approve decision items 1 and 2.

The motion carried unanimously.

3. Request for County Program Specialist

Carol Biren, came forward to discuss filling the position of County Program Specialist. Currently there is only one person in the County Program Specialist role and there is a need for another person. The position is part levy/part grant funded. The cost of the position is \$65,042-\$85,966. There is a cost shift, the increase for PH would be \$40,764. Motion by Salfer second by Wildermuth: To approve the County Program Specialist position. The motion carried unanimously.

4. 2022 SWHHS Budget

Discussion to approve the 2022 SWHHS Budget.

Motion by Sanow second by Nath: To approve the levy money of \$13,034,797 on a total budget of \$33,168,655 for SWHHS. The motion carried unanimously.

5. IT Request for Payment of Adobe Licenses year 2 of 3 year pricing contract with MnCCC – Budgeted for 2021 – No other viable options due to contract

6. IT Request for 30 Laptops – Budgeted for 2021

7. IT Request for 30 Docks for Laptops

Chris Cauwels came forward to request Adobe licenses, we have joined with other counties to keep the cost down and entered into a buying contract with MnCCC. Request of \$14,246.79 to pay second year of the three-year contract. Motion by Wildermuth second by Rick Anderson: To pay the second year of the three-year contract with MnCCC for Adobe licenses for \$14,246.79. The motion carried unanimously.

Request for 30 new laptops, was budgeted in 2021, have received two quotes. Quote from Computer Man for \$38,940 and quote from HP for \$45,411. Recommendation to go with Computer Man quote. Motion by Wildermuth second by Welgraven: To approve the purchase of 30 laptops for \$38,942. The motion carried unanimously.

Request for 30 docks for laptops, two quotes were given, HP for \$6,635.70 and Computer Man for \$7,425.00. The docks from HP are on back order, the docks from Computer Man are available much sooner, with 10 docks being available immediately. Recommendation is to go with the Computer Man quote. Motion by Salfer second by Hauswedell: To purchase the 30 docks from Computer Man for a price not to exceed \$7,425.00. The motion carried unanimously.

Recess 10:02 am

Reconvene 10:15 am

8. Social Service Policy 26 - Fees for 24-Hour Out-Of-Home Care

Corey Remiger came forward to update the verbiage of Policy 26, per the statutes the verbiage had to change. Legal counsel has approved the verbiage changes. The Federal adjusted income guidelines have changed, the income guidelines table has been removed, if the family is below the Federal Public Guidelines we do not charge them a fee.

Motion by Salfer second by Nath: To approve Social Service Policy 26. The motion carried unanimously.

9. Donations: Director Wilms came forward to present the donations.

a. St. Catherine's Church quilting group donated twin quilts, lap quilts and an afghan to anyone in need within our 6 counties.

b. Margaret Pick donated 4 duffle bags & 1 small suitcase for foster kids within our 6 counties. Motion by Thiner second by Thompson: To accept the donations and send a thank you note to St. Catherine's Church and Margaret Pick for the donations. The motion carried unanimously.

10. Contracts

Director Wilms came forward to present the contracts.

- 1. PH Avera Marshall (Marshall, MN)** – 01/01/19 to auto renewal; Amendment to lab services agreement language clarifying a MOU must be provided prior to service date and the billing process; (renewal).
- 2. MDH WIC** – 01/01/22 to 12/31/26; Renewal of the WIC master grant to provide program services (renewal). *Fiscal Note: federal grant funded*
- 3. DHS Child & Teen Check Up** – 01/01/21 to 12/31/23; Amendment to the original grant agreement that provides C&TC administrative services to children birth through age 20 that are MA eligible, \$26.50/child reimbursement; CY2022 budget \$128,949 (renewal). *Fiscal Note: grant CY2021 \$262,270*
- 4. PH Southwest Regional Development Commission (SRDC) (Slayton, MN)** – 11/01/21 to 10/31/22; Agreement for assistance with Active Living Plans in connection with SHIP grant; \$90/hour for Planner and \$60/hour for Communications Specialist, not to exceed \$5,000 (RENEWAL). *Fiscal Note: 2021 \$2,595; 2020 \$3,000; 2019 \$4,235; \$2018 \$4,400*
- 5. Hildi Inc (Minneapolis, MN)** - 01/01/22 – 12/31/23; Consulting agreement to provide Actuarial services related to GASB 75 reporting standards, approximately \$3,600 for 2020 and approximately \$600 - \$800 for 2021 (renewal). *Fiscal Note: 2020 \$3,860; 2018 \$3,950*
- 6. Journeys of Healing LLC** – 01/01/22 to 12/31/22; Contract that will provide children’s mental health clients with home based therapy to minimize family disruptions; \$150/hour (renewal). *Fiscal Note: 2021 \$28,840*
- 7. Journeys of Healing LLC** – 11/01/21 to 12/31/22; Contract that will provide children’s mental health client families with Parent Education Group services to help with family stability; \$150/hour, up to 2 hours per week (NEW). *Fiscal Note: NEW*
- 8. Lyon County (Marshall, MN)** - 01/01/22 – 12/31/26; Office lease for 30,977 square feet of space; Rate will increase in increments of \$.50/sqft annually beginning in 2022 at \$27,105/mo (\$10.50/ft/yr) up through 2026 at \$32,268/mo (\$12.50/ft/yr) (increase) (renewal). *Fiscal Note: percentage based split for PH and HS, of which certain portions are FFP eligible*
- 9. United Community Action Partnership (Marshall, MN)** – 01/01/22 to 12/31/22; Client transportation services that now services all agency counties, volunteer driver rate of \$.91/mile (IRS rate + .35 administrative fee) with local support at \$2,500/county or \$15,000/year (no increase)(renewal). *Fiscal Note: 2021 \$177,787; 2020 \$250,748; 2019 \$247,600; 2018 \$357,013;*
- 10. Service Enterprises Inc (Redwood Falls, MN)** - 01/01/22 – 12/31/22; Paper shredding services, \$.43/pound and pickup (no increase) (renewal). *Fiscal Note: 2021 \$3,711; 2020 \$4,376; 2019 \$5,371; 2018 \$7,469; 2017 \$9,741*
- 11. Service Enterprises Inc (Redwood & Marshall locations)** – 01/01/22 to 12/31/22; provide extended employment services for clients, Tier I clients \$126/mo (no increase) and Tier II clients \$29.00/day for actual days worked (increase) (renewal). *Fiscal Note: 2021 \$41,364; 2020 \$20,644; 2019 \$24,362; 2018 \$21,580; 2017 \$23,771*
- 12. PH Daycare Contracts (various)** – 01/01/22 to 12/31/23; Public Health contracts for daycare centers to provide services for the development and maintenance of a health and safety plan and meet State requirements of Rule 3, \$40/mo/visit (no increase)

(renewal). Daycare centers are listed as follows:

Canoga Childcare LLC	Marshall
Canoga Childcare LLC (Southview site)	Marshall
Kids N Care Center	Pipestone
Little Explorers Child Care Center LLC	Ghent -NEW
Marshall Area Child Care	Marshall
Mustard Seed Kids	Balaton
SMSU Daycare	Marshall
Stepping Stones Childcare and Preschool	Marshall
Tracy Kid's World	Tracy
United Community Action Partnership Head Start	Marshall
WonderWorld Preschool	Slayton

Motion by Burger second by Wakefield: To approve the contracts as presented. The motion carried unanimously.

11. Closed Session – Union Mediation Proposals

Motion by Wildermuth second by Welgraven: To go into closed session. The motion carried unanimously.

Closed session 10:20 am


Motion by Wildermuth second by Thompson: To go out of closed session. The motion carried unanimously.

Reconvened at 10:47 am

W. Adjournment

Motion by Chairperson Anderson: To adjourn meeting. Chairperson Anderson asked if there were any other questions. Hearing none he adjourned the meeting at 10:48 am.

Approved Date 12/15/2021

Authorized 
Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest: 
Director