



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: December 15, 2021
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 10:02 am
Adjourned: 11:53 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, December 15, 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
- Corey Sik
- David Thiner
- Rick Wakefield
- Dennis Welgraven
- Dan Wildermuth

Members present by phone:

- Lois Schmidt
- Sherri Thompson

Members absent:

- Carol Ann Flahaven
- Joan Jagt
- Steve Schulze

Staff present:

Carol Biren	Monica Christianson
Lisa DeBoer	Stacy Jorgensen
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 November 17, 2021 meeting. None were identified. Motion made by Salfer second by Nath: to approve the agenda and the board minutes as presented with the addition of the planning minutes. The motion carried unanimously.

1. Add planning minutes to the agenda.

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 Burger second by Welgraven: to approve the financial report as forwarded by the Human Services and Community Health Boards. The motion carried unanimously.

T. Human Resources Statistics

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

Recess: 10:02 am

Reconvene: 10:15 am

U. Discussion/Information Items-

1. 2020 Annual Report

Director Beth Wilms presented the annual report which was provided in the board packets.

2. Review of SWHHS Bylaws

No changes to the bylaws. Will bring to the January meeting for approval of bylaws.

3. 2022 Board Presentations

Director Wilms stated that staff will be invited back to the monthly board meetings starting in January 2022 for recognitions. There will also be public health presentations and social service presentations.

V. Decision Items-

Director Wilms came forward to present the probationary appointments:

1. Dawn Hagen, Case Aide, probationary appointment (6 months), \$22.37 hourly, effective 11/22/2021. Motion by Nath second by Rick Anderson: to approve the probationary appointment. Motion carried unanimously.

2. Wellness Challenge Request from Wellness Committee. Director Wilms came forward to present the Wellness Challenge Request. The Wellness Committee is having an oral hygiene challenge starting in January or February and would like to provide electric toothbrushes to all who sign up for the challenge, two quotes were provided, Philips One Sonic Care for \$26.51 per unit for 183 units would be \$4,851 and a quote from Burst for \$6,870. Motion by Wildermuth

second by Burger: to approve the wellness requests for Philips Sonic Care toothbrushes for \$4,851.33. Motion carried unanimously.

3. Request to Hire Temp Nurses. Public Health Division Director Carol Biren came forward with the request to hire two temporary part-time nurses, to cover in WIC program and cover maternity leaves. Rate of pay would be \$30.00 per hour without benefits and will not work more than 30 hours per week. Motion by Wildermuth second by Thiner: to hire two temporary nurses as presented. Motion carried unanimously.

4. Personnel Policy 14 Wellbeing Policy. Deputy Director Nancy Walker came forward to present Personnel Policy 14. One change to the policy with new legislation starting on January 1, 2022. The change is to amend the language in our policy for breastfeeding support in the workplace to mimic the current state statute. Motion by Salfer second by Hauswedel: to accept Personnel Policy 14 Wellbeing Policy with the changes as presented. Motion carried unanimously.

5. 2022 Accounting Policies and Procedures Handbook. Director of Business Management Lisa DeBoer presented the changes to the handbook, no major changes some minor wording changes. Motion by Nath second by Weigraven: to accept the changes to the 2022 Accounting Policies and Procedures Handbook as presented. Motion carried unanimously.

6. 2022 Resolution of Signature Authority. Director of Business Management DeBoer presented the resolution of signature authority which is signed every year. Motion by Wildermuth second by Burger: to accept the 2022 Resolution of Signature Authority as presented. Motion carried unanimously.

7. 2022 Resolution of Designate Depositories. Director of Business Management DeBoer presented the resolution of designate depositors, there are no changes to the resolution which is made annually. Motion by Burger second by Wildermuth: to accept the 2022 Resolution of Designate Depositories as presented. Motion carried unanimously.

8. 2022 Board Member Per Diem and Mileage Reimbursement. Director of Business Management DeBoer presented the 2022 board member per diem and mileage, the current per diem is at \$50 per board member plus IRS mileage rate. Motion by Salfer second by Rick Anderson: to accept the 2022 Per Diem and Mileage Reimbursement rates as presented. Motion carried unanimously.

9. Resolution for Human Resources to Refill Replacement Positions in 2022. Deputy Director Walker came forward to discuss the resolution for 2022, each position is vetted as it becomes vacant and any changes are brought to the board. Motion by Wildermuth second by Sanow: to approve the Resolution for Human Resources to Refill Replacement positions in 2022 as presented. Motion carried unanimously.

10. 2022-2023 Union Contract presented by Deputy Director Walker. The contract was in the packet, primary items were wages and the employer absorbing the cost of any insurance increases for the next two years. Motion by Wildermuth second by Salfer: to accept the 2022-2023 Union Contract as presented. Motion carried unanimously.

11. Amendment to Services Agreement with Preferred One. Deputy Director Walker presented the Amendment to the Service Agreement with Preferred One. The insurance collaborative have voted to go forward with the new service agreement with Preferred One in hopes of drawing down some of the prescription rebates that Preferred One is retaining in whole. Preferred One wanted the administrative fees to go up \$19.00 per member. Two counties have passed the amendment. The gross rebates per year for the collaborative would be approximately \$510,000, there would be increased administrative fees for all entities of the collaborative and the net result would be \$207,000 that would come back to the collaborative and that amount would be further distributed on a pro rata basis based on the number of members. Motion by Rick Anderson to approve the agreement, Anderson then called for a second to the motion, asking three times for a second, hearing none, the motion dissolved.

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

- a. Char Bode donated suitcases to anyone in need.
- b. Anonymous donor provided Christmas gifts for two adolescents.
- c. Avera donated gifts for 57 families in our six counties.
- d. Anonymous donation for two teens.
- e. Anonymous donation for family.
- f. Jan and Chris Miller donated a car seat for ages 4-10 for a child in need.
- g. Anonymous donation of 7 pillows and 15 quilts for tweens and teenagers within our six counties.
- h. \$500 donation from Dorrine and Russell Berg for Christmas needs.

Motion by Wildermuth second by Hauswedell: to accept the donations and send thank you notes for the donations. The motion carried unanimously.

13. Contracts: Director Wilms came forward to present the contracts that were presented in the board packets.

DECEMBER 2021 GRANTS ~ AGREEMENTS ~ CONTRACTS for Board review and approval

1. **Brown County Evaluation Center Inc. (New Ulm, MN)** – 01/01/22 to 12/31/22; Detoxification and evaluation services, \$447/day (1% increase) or according to client's insurance plan plus a 12% service fee of total per diem cost for insurance processing (renewal).

Fiscal Note: 2021 \$115,149; 2020 \$100,588; 2019 \$58,406; 2018 \$67,973; 2017 \$55,395

2. **Bud's Bus Service (Reading, MN)** – 01/01/22 – 12/31/22; Transportation for DD clients, \$21.20 per one way trip (no change) (renewal).

Fiscal Note: 2021 \$22,430; 2020 \$19,780; 2019 \$25,715; 2018 \$30,370; 2017 \$31,955

3. **Jean Callens (Tauton, MN)** – 01/01/22 to 12/31/22; Client guardianship services, \$20/hour plus expenses (no increase) (renewal).

Fiscal Note: 2021 \$2,990; 2020 \$1,335; 2019 \$2,747; 2018 \$1,806; 2017 \$4,047

4. **Central MN Mental Health Center (St Cloud, MN)** – 01/01/22 to 12/31/22; an agreement to provide detoxification services at \$500/day plus additional charges for agreed upon medical care, transport services (when provided) at \$1.50/mile/trip, and commitment holds at \$560/day beyond the 72-hour maximum stay (2% increase) (renewal).

Fiscal Note: 2021 \$1,470

5. DHS Child Welfare/Juvenile Justice Screening Grant – 01/01/22 to 12/31/22; Provide funds to support children’s mental health screening, assessment, and services in child welfare (\$108,959) and juvenile justice populations (\$7,904); \$116,863 (30% increase)(renewal).

Fiscal Grant Award: 2021 \$89,831; 2020 \$87,909; 2019 \$102,998; 2018 \$102,199

6. DHS STAY (Successful Transition to Adulthood for Youth) Grant – 01/01/22 to 12/31/23; an annual grant award to provide services to youth for a successful transition to adulthood, formerly the SELF program; \$51,500 each year for 2020 and 2021 (renewal). *Fiscal Note: grant funded*

7. Hunter’s Place (Marshall, MN) – 01/01/22 to 12/31/22; Contract to provide residential children’s mental health treatment and care at new facility in Marshall; \$300/day or estimated unit cost of \$9,300/month plus any transportation costs (no increase) (renewal).

Fiscal Note: 2021 \$129,485

8. Hutchinson Leader (Savage, MN) – 01/01/22 – 12/31/22; A contract for digital advertising and marketing for the Child and Teen Check Up (CTC) program; Social Media and Native Advertising \$771.68/month (no increase) (renewal).

Fiscal Note: 2021 \$7,740; 2020 \$8,000

9. Paulette Koch (Walnut Grove, MN) – 01/01/22 to 12/31/22; Client guardianship services, \$85/mo (no increase) (renewal).

Fiscal Note: 2021 \$6,076; 2020 \$7,095; 2019 \$8,224; 2018 \$8,481; 2017 \$10,440

10. Lincoln County (IT Services) - 01/01/22 to 12/31/22; Information technology services, \$65/hour plus travel and \$97.50/hour emergency purposes (no increase) (renewal).

Fiscal Note: IT Revenue 2021 \$20,981; 2020 \$22,556; 2019 \$20,091; 2018 \$24,621

11. Lincoln County (Ivanhoe, MN) – 01/01/22 to 12/31/22; Office lease agreement of \$24,544 annually or \$6,136/qtr, utilities included plus \$400/year postage meter share and 20% attorney budget expense (renewal).

Fiscal Note: 2021 \$24,544; 2020 \$24,544; 2019, \$24,544; 2018 \$24,544

12. Lutheran Social Services of MN (St Paul, MN) – 01/01/22 to 12/31/22; Client guardianship services, \$55.50/hour (no increase) (renewal).

Fiscal Note: 2021 \$4,623; 2020 \$5,640; 2019 \$5,908; 2018 \$6,511; 2017 \$6,969

13. MN Dept of Public Safety – Office of Justice Programs Resolution – 01/01/22 to 12/31/23; a grant agreement for the Restorative Justice - Youth Intervention Program providing services for at risk youth; \$60,518 (renewal).

14. MDH COVID-19 Vaccine Administration Grant – 04/01/21 to 12/30/23; An amendment for an extension and additional funding to the pandemic response (COVID-19) and vaccination

implementation which includes measures related to prevention as well as administrative costs, supplies, etc; \$857,831 additional with original funding \$942,095 (renewal).

15. **MDH Early Hearing Detection Intervention/Birth Defects (EHDI/BD)** – 01/01/22 to 12/31/26; Public Health grant for early hearing detection in children as well as use the Birth Defects Information System to target intervention, prevention, and services (renewal).

16. **MDH Public Health Emergency Preparedness (PHEP)** – 11/15/21 to 06/30/24; A new Workforce Development grant for a cooperative agreement for emergency response – PH crisis response; \$62,000 (NEW).

17. **New Horizons Crisis Center (Marshall, Slayton, Redwood locations)** – 01/01/22 to 12/31/22; Block grant payment for supervised parenting time services, \$100,000 (no change) (renewal).

Fiscal Note: 2021 \$73,525; 2020 \$91,330; 2019 \$101,802; 2018 \$107,649

18. **New Life Treatment Center (Woodstock, MN)** - 01/01/22 – 12/31/22; CCDTF services, \$400/day plus \$.61 Detox mileage (no increase) (renewal).

Fiscal Note: 2021 \$57,200; 2020 \$49,075; 2019 \$45,420; 2018 \$43,078; 2017 \$51,977

19. **Nobles County Community Services (Worthington, MN)** – 01/01/22 to 12/31/22; SWHHS STAY (Successful Transition to Adulthood for Youth) social worker will provide program related service sessions to out-of-home placement youth; \$25/hour individual sessions and \$50/hour group sessions plus mileage (renewal).

Fiscal Note: contract revenue

20. **Jana Piotter (Jeffers, MN)** – 01/01/22 to 12/31/22; Client guardianship services, \$25/hour plus expenses (\$5/hour increase) (renewal).

Fiscal Note: 2021 \$836; 2020 \$2,237; 2019 \$4,773; 2018 \$4,895; 2017 \$4,392

21. **Prairie Support Services (Walnut Grove, MN)** – 01/01/22 to 12/31/22; client guardianship services, \$25/hour plus mileage (no increase) (renewal).

Fiscal Note: 2021 \$19,159; 2020 \$19,326; 2019 \$16,300; 2018 \$5,776; 2017 - \$8,849

22. **Rock County Opportunities Inc (Luverne, MN)** – 12/01/21 to 11/30/22; Shredding services contract, \$0.50/lb, billable monthly (increase)(renewal).

23. **Southwestern Mental Health Center Inc (Pipestone & Luverne locations)** – 01/01/22 to 12/31/22; Mental health services (block grant) to provide adult and children's outpatient treatment, crisis treatment, medication management, diagnostic assessment, and consultation, \$350,667 (no increase) (renewal).

Fiscal Note: 2021 \$396,817; 2020 \$480,061; 2019 \$505,310; 2018 \$499,041; 2017 \$459,955

24. **Southwestern Mental Health Center Inc (Pipestone & Luverne locations)** – 01/01/22 to 12/31/22; Community Support Services for crisis lines, crisis beds, adult day treatment and other community support, \$78,790 (no increase) (renewal).

25. Southwestern Youth Services (Magnolia, MN) - 01/01/22 – 12/31/22 – Non-secure Residential and Detention Services, \$180/day residential and \$190/day detention (no increase) (renewal).

Fiscal Note: 2021 \$42,940; 2020 \$10,640; 2019 \$167,010; 2018 \$98,260; 2017 \$78,579

26. Western Mental Health Center Inc (various locations) – 01/01/22 to 12/31/22; Mental health services (block grant) to provide adult and children’s outpatient treatment, crisis treatment, medication management, diagnostic assessment, and consultation, \$611,908 (no increase) (renewal).

Fiscal Note: all programs – 2021 \$1,110,995 \$1,156,866; 2019 \$1,175,979; 2018 \$1,297,836

27. Western Mental Health Center Inc (various locations) – 01/01/22 to 12/31/22; In Home Family Therapy services, \$50,000 or \$12,500/qtr (50% increase, same as 2020)(renewal).

28. Western Mental Health (Marshall, MN) – 01/01/22 to 12/31/22; Contract for parenting classes (\$3,000/qtr for Parenting 101 Group – no change) and individual parent education (\$88.50/hr with a \$60,000 cap – 18.5% increase) (renewal).

29. Western Mental Health Center Inc (various locations) – 01/01/22 to 12/31/22; Family Community Support Program, CCBMHS grant \$33,300 and FCSP \$5,000 – contractor agrees to provide up to 2 hours/week for 52 weeks of clinical supervision (no increase) (renewal).

30. Western Mental Health Center Inc (various locations) – 01/01/22 to 12/31/22; Adult Community Support Program, MH Practitioner \$88.50/hr (18.5% increase), Community Support Aide \$43.75/hr (22.3% increase), ARMHS Individual Service \$88.50/hr (18.5% increase), ARMHS group service \$44.25/hr (22% increase), Certified Peer Specialist \$88.50/hr (18.5% increase); \$180,000 cap – additional dollars require approval (no increase) (renewal).

31. Western Mental Health Center Inc (various locations) – 01/01/21 to 12/31/21; Amendment to increase hourly rate services - Adult Community Support Program, MH Practitioner \$88.50/hr (18.5% increase), Community Support Aide \$43.75/hr (22.3% increase), ARMHS Individual Service \$88.50/hr (18.5% increase), ARMHS group service \$44.25/hr (22% increase), Certified Peer Specialist \$88.50/hr (18.5% increase); \$180,000 cap – additional dollars require approval (no increase) (renewal).

32. Western Mental Health Center Inc (Marshall, MN) – 07/01/21 to 06/30/22; Adult and children targeted case management (TCM) for public assistance programs; DHS sets SFY rate of reimbursement: adult rate \$416 (\$96 decrease) and children’s rate \$706 (\$46 increase) (renewal).

33. Woodland Centers (various locations) – 01/01/22 to 12/31/22; Crisis stabilization services, adult per diem at \$395 (7.0% increase), youth per diem at \$595 (6.5% increase), and detoxification \$595 (2.5% increase) and \$3000 annual administrative fee (NEW) (renewal).

Fiscal Note: 2021 \$33,767; 2020 \$78,590; 2019 \$53,574; 2018 \$23,466; 2017 \$17,540

Motion by Nath second by Wakefield: to approve the contracts as presented. The motion carried unanimously.

Discussion by Social Services Supervisor Stacy Jorgensen regarding the Southwest Mental Health Center. No action needed.

Discussion of meeting dates for next year. No action needed.

14. Closed Session – Director’s Annual Review

Motion by Salfer second by Nath: to go into closed session. The motion carried unanimously.

Closed session: 11:08 am.

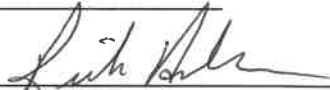
Motion by Thiner second by Nath: to go out of closed session. The motion carried unanimously.

Out of closed session: 11:52 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 11:53 am.

Approved Date 1/19/2022

Authorized 
Chairperson, SWHHS Governing Board

Attest: 
Director


Recording Secretary, SWHHS Governing Board