



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: January 19, 2022
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 10:19 am
Adjourned: 11:23 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, January 19, 2022 in the Commissioners Room of the Lyon County Government Center 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
- Lois Schmidt
- Corey Sik
- David Thiner
- Sherri Thompson
- Rick Wakefield
- Dennis Welgraven
- Dan Wildermuth

Members absent:

- Jeanne Anderson
- Carol Ann Flahaven
- Joan Jagt
- Steve Schulze

Staff present:

Carol Biren	Chris Cauwels
Lisa DeBoer	Toni Lecy
Cindy Nelson	Nancy Walker
Beth Wilms	

R. Call to Order

S. Election of Officers-

Chairperson Anderson opened the election of officers.

1. Appointed members of Executive Committee - Wildermuth (Pipestone), Welgraven (Murray), Wakefield (Redwood), Hausewedell (Lincoln), Anderson (Lyon), Burger (Rock)
2. Appointed members of Finance Committee - Burger, Welgraven and Wildermuth
3. Appointed members of Personnel Committee - Wildermuth, Wakefield, Anderson
4. Appointed members of Insurance Committee - Rick Anderson

T. 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 December 15, 2021 meeting. None were identified. Motion by Nath second by Hauswedell: to approve the agenda and the board minutes as presented with the addition of the refill of Social Service Position. The motion carried unanimously.

Addition Item 6.a - Refill Social Service Position.

Remove item W.2 – OSHA Vaccine Guidelines –Personnel Policy 31.

Decision Item-

7. Amendment to Services Agreement with Preferred One – Amy Diedrich, Marsh & McLennan Agency via phone – presentation on Collaborative 2022 Renewal and Prescription Drug Review Amendment to Services Agreement with Preferred One.

One year trial agreement, if it doesn't work as anticipated it can be backed out of, anticipated \$14,000 in savings. Currently, the admin fee is \$19.00 and an additional \$2.00 admin fee for analysis. Potential revenue of \$43,000 back to SWHHS after the increase in fees. The earliest we would see rebates is September.

Motion by Sanow second by Thiner: to move forward with the Services Agreement with Preferred One as presented. The motion carried unanimously. Dissenting vote by Thiner.

Recess: 10: 45 am

Reconvene: 11:00 am

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

V. Human Resources Statistics

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

W. Discussion/Information Items-

1. MCIT Certificate of Excellence

Anderson acknowledged the Outstanding Loss Certificate from MCIT, which was provided in the board packets.

X. **Decision Items-**

Director Wilms came forward to present the probationary appointments:

1. Dorian Cam, Information Technology Specialist, probationary appointment (12 months), \$21.00 hourly, effective 1/3/2022
 2. Victoria Skorczewski, Registered Nurse, probationary appointment (12 months), \$23.61 hourly, effective 1/10/2022
 3. Wendy Crawford, County Program Specialist, probationary appointment (6 months), \$26.29 hourly, effective 1/10/2022
 4. Saul Ibarra, County Agency Social Worker CPS, probationary appointment (12 months), \$24.36 hourly, effective 1/31/2022
 5. Tracie Balsley, Child Support Officer probationary appointment (12 months), \$19.43 hourly, effective 1/31/2022
- Motion by Widermuth second by Nath: to approve the probationary appointments as presented. Motion carried unanimously.

6. Amber Kinner, Circle Specialist reclassification to County Agency Social Worker, probationary appointment (6 months), \$25.48 per hour, effective 1/19/2022

Social Services Division Director Cindy Nelson came forward to request reclassification of Amber Kinner to County Agency Social Worker. Amber will continue to run the Circle Program in the six counties.

Motion by Salfer second by Thompson: to reclassify Amber Kinner to County Agency Social Worker. The motion carried unanimously.

- 6.a. Refill Social Services Position – Social Services Division Director Nelson came forward to discuss the refill position.

Refill social service position in adult services, there was a resignation, asking to not refill position as a supervisor as another supervisor will take on the duties. Would like to hire one county agency social worker and promote two people from within to lead social workers in adult services. The positions would be budget neutral.

Motion by Wildemuth second by Anderson: to hire one social worker and promote two from within to lead workers. The motion carried unanimously.

7. Amendment to Services Agreement with Preferred One - moved to before Financials.

8. IT request to pay annual MnCCC invoice including IFS annual fees – IT Director Chris Cauwels came forward to discuss the invoice for MnCCC fees for IFS system used for accounting for \$8,735.00.

Motion by Wakefield second by Burger to approve the MnCCC invoice in the amount of \$8,735.00. The motion carried unanimously.

9. IT request to purchase Mobile Device Management (MDM) solution for agency cellular devices. IT Director Cauwels came forward to discuss getting MDM service on all agency cell phones. The cost of MDM solution is \$2.25 per month for each cell phone, about \$2,000 per year total. Currently the monthly Verizon bill is \$4,700, the new proposal from Verizon would be

\$4,421 per month; the AT&T proposal is \$4,076 per month. Cauwels is proposing to go with AT&T which will also be on First Net (an emergency band) and will have unlimited voice and data, unlimited hot spot capabilities, no throttling of data, 30-day guarantee. All new cell phones will be provided by AT&T and will purchase back all agency old equipment.

Motion by Sanow and second by Thompson: to switch from Verizon to AT&T for agency cell phone service. The motion carried unanimously.

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

- a. Jeff and Jeanne Knott donated 2 children's and \$5,000 to foster children in need.
- b. Presbyterian Church Women donated diapers and hand-knitted winter accessories to Rock County WIC participants.
- c. Anonymous donation of Christmas gifts for 2 families within our service area.
- d. Living Word Church donated from their PJ & Book Project, to give 20 families of foster children a book and pajamas for Christmas. Included was 15 extra pajamas size NB to 4T, 10 books and 6 blankets for foster children.
- e. Marshall High School FCA donated 20 blankets to be included with the Living Word Church donation.
- f. St. Leo's church quilting ladies in Pipestone donated 2 baby quilts for families in need.
- g. Pastor Charles Broeder from Pipestone donated 3 baby quilts to families in need.
- h. Tasha Kuehn donated a backpack to the foster care of adoption unit needs.

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

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

JANUARY 2022 GRANTS ~ AGREEMENTS ~ CONTRACTS for Board review and approval

1. **Avera Marshall d/b/a Avera Marshall Regional Medical Center (Marshall, MN)** – 01/01/22 to 12/31/22; Mental Health Hold Orders and Civil Commitment Beds and Services, not to exceed \$1,050/day for hospital services (no increase)(renewal).

Fiscal Note: 2021 \$28,254; 2020 \$28,198; 2019 \$47,239; 2018 \$12,915; 2017 \$34,515

2. **Client Community Services Inc (Worthington, MN)** – 01/01/22 to 12/31/22; provide non-waivered client semi-independent living skills (SILS); \$35.89/hour (no increase) (renewal).

Fiscal Note: 2021 \$14,392; 2020 \$14,917; 2019 \$18,138; 2018 \$11,982; 2017 \$11,676

3. **Divine House Inc (Willmar, MN)** – 01/01/22 to 12/31/22; provide non-waivered client semi-independent living skills (SILS); \$28.74/hour (no increase) (renewal).

Fiscal Note: 2021 \$10,008; 2020 \$11,985 (1 client); 2019 \$10,900 (1 client); 2018 \$10,742

4. **Hoffman & Brobst - Marlene Verdoes CPA, Representative (Marshall, MN)** – 01/01/21 to 12/31/21; Accounting services for child support cases, \$125/hour plus expenses with a cap of \$2,500 for the year (no increase) (renewal).

Fiscal Note: 2021 \$2,212; 2020 \$412; 2019 \$-0-; 2018 \$1,375; 2017 \$1,848

5. **MNCounties Computer Cooperative (MnCCC)/TriMin (St Paul, MN)** – 01/01/22 – 12/31/24; CMHS service agreement for computer management services (JIC-IFS system support, maintenance, and enhancement), \$8,735 for 2022 (amount calculated on a yearly basis) (renewal).

6. **Pipestone County (Pipestone, MN)** - 01/01/22 – 12/31/22; Office space lease, \$58,000.00 annually at \$14,500/qtr (no increase) (renewal).

Fiscal Note: 2021 \$58,000; 2020 \$68,379.60; 2019 \$68,379.60; 2018 \$68,379.60

7. **Pipestone County (Pipestone, MN)** - 01/01/21 – 12/31/21; Pipestone will provide connectivity and IT services, \$8,750 annually at \$2187.50/qtr (no change) (renewal).

Fiscal Note: 2021 \$8,750; 2020 \$8,750; 2019 \$8,750; 2018 \$8,750; 2017 \$8,750

8. **Prairie Support Services (Walnut Grove, MN)** – 01/01/22 to 12/31/22; client guardianship services, \$27/hour plus mileage (8% increase) (renewal).

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

9. **PrimeWest Health (Pipestone, MN)** – 01/01/22 to 12/31/22; Amendment to the Behavioral Health participation agreement to provide targeted case management services to clients; children's rate \$742/mo (\$82 increase) and adult rate \$512/mo (\$75 decrease) (renewal).

Fiscal Note: TCM revenue

10. **Redwood County (Redwood Falls, MN)** – 01/01/22 to 12/31/22; Office lease contract, \$123,900 payable \$10,325/month (no increase) (renewal).

Fiscal Note: 2021 \$123,900; 2020 \$123,000; 2019 \$123,000; 2018 \$123,000

11. **REM Southwest Services (Marshall, MN)** – 01/01/22 to 12/31/22; provide non-waivered client semi-independent living skills (SILS); \$31.83/hour (no change) (renewal).

Fiscal Note: 2021 \$286; 2020 \$74; 2019 \$5,590; 2018 \$7,250; 2017 \$6,151

12. **REM South Central Services (Redwood Falls, MN)** – 01/01/22 to 12/31/22; provide non-waivered client semi-independent living skills (SILS); \$33.08 (no change) (renewal).

Fiscal Note: 2021 \$13,928; 2020 \$8,927; 2019 \$13,291; 2018 \$9,445; 2017 \$12,049

13. **Southwest Crisis Center (Luverne, MN)** – 01/01/22 to 12/31/22; Community Education and Prevention Services to bring awareness and acceptance of mental illness, chemical dependency, or other social problems as well identify availability of resources and services, \$5,000 block grant (no increase) (renewal).

Fiscal Note: 2021 \$5,000; 2020 \$5,000; 2019 \$5,000; 2018 \$5,000; 2017 \$5,000

14. **Southwestern Youth Services (Magnolia, MN)** - 01/01/22 – 12/31/22 – Non-secure Residential and Detention Services, \$194.40/day residential and \$205.20/day detention (8% increase) (renewal).

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

15. **William Toulouse, Quarnstrom & Doering PA (Marshall, MN)** - 01/01/22 – 12/31/22; Legal services for agency, \$2,918.34/month or \$35,020 annually (3% increase) (renewal).

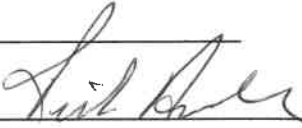
Fiscal Note: 2021 \$34,397; 2020 \$37,837; 2019 \$36,684; 2018 \$28,800; 2017 \$28,800

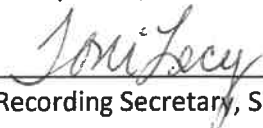
Motion by Welgraven second by Wildermuth: to approve the contracts as presented. The motion carried unanimously.


Y. 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: 23 am.

Approved Date 2/16/2022

Authorized 
Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest: 
Director Deputy