



SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD

MINUTES

Date: February 16, 2022  
Place: Lyon County Government Center  
Commissioners Room  
Marshall, Minnesota

Opened: 9:43 am  
Adjourned: 10:31 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, February 16, 2022 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
- Corey Sik
- Sherri Thompson
- Rick Wakefield
- Dennis Welgraven
- Dan Wildermuth

Members absent:

- Carol Ann Flahaven
- Joan Jagt
- Les Nath
- Steve Schulze
- David Thiner

Staff present:

Carol Biren	Chris Cauwels (phone)
Monica Christianson	Lisa DeBoer
Toni Lecy	Ann Orren
Nancy Walker	

**P. Call to Order**

**Q. 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 January 19, 2022 meeting. None were identified. Motion by Wildermuth second by Sik: to approve the agenda and the board minutes as presented. The motion carried unanimously.

Add items to the agenda:

U. Decision Items

U. 19. - Request to accept the Family Home Visiting Grant

U. 20. - Office of the State Auditor Engagement Letter

Remove items from agenda:

Item U. 14 - IT Request for Multi-Factor Authentication, delayed a month.

Item U. 16 - Admin Policy 10 LAN Email Internet Access and Personal Computing Equipment, delayed a month.

**R. 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 Salfer: to approve the financial report as forwarded by the Human Services and Community Health Boards. The motion carried unanimously.

**S. Human Resources Statistics**

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

**T. Discussion/Information Items-**

Chairperson Anderson noted there were no discussion items.

Recess: 9:45 am

Reconvene: 9:58 am

**U. Decision Items-**

Deputy Director Walker came forward to present the probationary appointments:

1. Maleah Roiger, Social Worker, probationary appointment (12 months), \$25.00 hourly, effective 1/31/2022
2. Melissa St, Aubin, Eligibility Worker, probationary appointment (12 months), \$18.88 hourly, effective 1/31/2022
3. Kelly Joyce, Office Support Specialist Senior, probationary appointment (12 months), \$16.16 hourly, effective 1/31/2022
4. Lacey Sanow, Child Support Officer, probationary appointment (6 months), \$20.88 hourly, effective 1/31/2022
5. Kaitlyn Roberts, Social Worker LADC, probationary appointment (12 months), \$24.36 hourly, effective 2/7/2022

6. Valarie Anderson, Eligibility Worker, probationary appointment (12 months), \$18.88 hourly, effective 2/14/2022
7. Amanda Lanners, Eligibility Worker, probationary appointment (6 months), \$18.88 hourly, effective 2/14/2022
8. Angela Schreifels, Office Support Specialist Senior, probationary appointment (12 months), \$16.16 hourly, effective 2/14/2022
9. Monica Christianson, Human Resources Specialist, probationary appointment (6 months), no change in pay, effective 2/28/2022
10. Kate Legler, Eligibility Worker, probationary appointment (12 months), \$18.88 per hour, effective 2/28/2022
11. Dallis Henrichs, Eligibility Worker, probationary appointment (12 months), \$18.88 hourly, effective 2/28/2022
12. Brittany Erickson, Social Worker CPS, probationary appointment (12 months), \$24.36 per hour, effective 3/07/2022  
Motion by Thompson second by Hauswedell: to approve the probationary appointments as presented. The motion carried unanimously.
13. Pay Equity Report – Deputy Director Walker came forward to present the Pay Equity Report. Every three years the agency is required to do pay equity report and noted that the report looks at classifications and is not a pay study. Motion by Sanow second by Sik: to approve the Pay Equity Report. The motion carried unanimously.
14. IT Request for Multi-Factor Authentication - delayed until next month.
15. It Request for Cybersecurity Phishing Training Software Subscription and HR Compliance Training – IT Director Chris Cauwels came forward to discuss the Cybersecurity and Phishing Training Software tools, two quotes were received. Cauwels recommends going with the quote from The Computer Man for KnowBe4 subscription which is the better price quote. The subscription includes an HR module and will provide inhouse training and required staff training. The quoted price for the security awareness training subscription is \$5961 for 3 years and the compliance plus subscription is \$3,110 for 3 years. Motion by Wildermuth second by Sik: to approve the purchase of the KnowBe4 Security Awareness Training Subscription for \$5,961 and the KnowBe4 Compliance Plus Subscription for \$3,110 for a total of \$9,071 from The Computer Man. The motion carried unanimously.
16. Admin Policy 10 LAN Email Internet Access and Personal Computing Equipment – delayed until next month.
17. IT Staffing – IT Director Cauwels came forward to discuss the current IT Staffing needs. Two quotes were received, Marco outsourcing 60 month contract, \$19,300 per month for 60 months, does not include higher level cyber security. Cauwels recommends going with the Morris Electronics quote. Morris will perform updates on 18 servers and provide 7.5 hours or remote work at a rate of \$828.75 per week for a 3-month trial period that can be reviewed at the end of that time period. Motion by R. Anderson second by Wildermuth: to approve the 3-month Special IT Supplemental Contract with Morris Electronics at a rate of \$828.75 per week from February 28, 2022 through May 20, 2022. The motion carried unanimously.

18. Donations: Deputy Director Walker came forward to present the donations.
- a. Ladies of the First Presbyterian Church in Luverne donated 6 boxes of Huggies diapers for Rock County WIC families.
  - b. Connie Einck donated a high chair for someone in need.
  - c. Family Community Careers Leaders of America (Lakeview FCCLA) donated new socks to families in need.

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

19. Request to accept the Family Home Visiting Grant – Public Health Division Director Carol Biren came forward to discuss the Family Home Visiting Grant. The agency will be using current staff and the total award amount is \$146,453 for the period of March 1, 2022 to December 31, 2022. Motion by Wakefield second by Thompson: to accept the Family Home Visiting Grant as presented. The motion carried. Dissenting votes by Sanow and Sik.

20. Office of the State Auditor Engagement Letter - Director of Business Management Lisa DeBoer came forward to present the letter which was in the packet.

Motion by Burger second by Sanow: to approve signing the Office of the State Auditor Engagement letter. The motion carried unanimously.

21. Contracts: Deputy Director Walker came forward to present the contracts that were presented in the board packet.

#### **FEBRUARY 2022 - GRANTS ~ AGREEMENTS ~ CONTRACTS for Board review and approval**

1. **DHS IV-D Cooperative Agreement (DHS)** – 01/01/22 to 12/31/23; Agreement with all 6 counties and DHS; County Attorney contract reimbursement amount will be \$80,749 per year and County Sheriff Process Service fee amount will be \$7,400 per year across the six counties (no change) (renewal).

*Fiscal Note: child support reimbursement*

2. **Dr. Joshua Friese & Community Health Board (Marshall, MN)** - 01/01/22 – 12/31/22; medical consultant contract, \$2,000 annually at \$500/qtr and \$150/hr during a public health emergency when deemed necessary by agency director (no increase) (NEW).

*Fiscal Note: 2021 \$2,000; 2020 \$2,000; 2019 \$2,000; 2018 \$2,000*

3. **Hunter's Place (Marshall, MN)** – 01/01/22 to 12/31/22; Contract to provide residential children's mental health treatment and care at facility in Marshall; \$300/day for group home (no increase) and \$250/day for shelter care (NEW) plus any transportation costs (renewal).

*Fiscal Note: 2021 \$112,671; 2020 \$25,813*

4. **Lamar Companies (Sioux Falls, SD)** – 03/14/22 to 03/12/23; advertising agreement for billboard posters promoting alcohol and drug prevention, Drug Free Communities grant monies of \$4,797 (renewal).

*Fiscal Note: 2021 \$5,733; 2020 \$5,560; 2019 \$8,300; 2018 \$2,600; 2017 \$9,640*

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

**V. Adjournment**

Motion by Chairperson Anderson: to adjourn meeting. Chairperson Anderson asked if there were any other questions. Hearing none he adjourned the meeting at 10:31 am.

Approved Date 3.16.2022

Authorized   
Chairperson, SWHHS Governing Board

  
Recording Secretary, SWHHS Governing Board

Attest:   
Director