



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: April 20, 2022
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 9:57am
Adjourned: 11:15am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, April 20, 2022 in the Commissioners Room in the Lyon County Government Center Marshall, Minnesota. The meeting was called to order by Chairperson Anderson.

Members present:

Jeane Anderson
Rick Anderson
Steve Hauswedell
Les Nath
Jim Salfer
Charles Sanow
Lois Schmidt
Corey Sik
David Thiner
Sherri Thompson
Rick Wakefield
Dennis Welgraven
Greg Burger
Joan Jagt

Members absent:

Corey Sik
Dan Wildermuth
Steve Schulze

Staff present:

Ann Orren Carol Biren
Kristin Deacon Lisa DeBoer
Stacey Strand Stacey Longtin
Cindy Nelson Nicole Slegers
Nancy Walker Beth Wilms
Chelsea Self Stacy Jorgensen
Erin Klumper Michelle Buysse
Kim Kraatz Monica Christianson
Mariah Cleppe Brittany Erickson
Emilie Potter Alyssa Regnier
Stacy Kuehl Ashlee Zuehlsdorf Chris Cauwels

P. Call to Order

Q. Consent Agenda-

Chairperson Anderson asked if there were any changes to the agenda. Beth Wilms stated she had an addition, procurement resolution, decision item. Chairperson Anderson asked if there were any other corrections or additions to the minutes of the March 16, 2022 meeting. None were identified. Motion by R. Wakefield second s. Thompson to approve the agenda and the board minutes as presented. The motion carried unanimously.

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 D. Welgraven second by L. Nath: 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.

Recess: 10:00am

Reconvene: 10:13am

T. Discussion/Information Items-

1. COVID Response Unpaid Time – Carol Biren, Ann Orren, Kristen Deacon, and Jason Kloos. Carol stated that COVID was highly politicized during this time. They stated there were good things about COVID such as being able to work with several different teams. COVID time was very different from regular work duties. They stated they missed many days and time with family. R. Anderson stated that the personnel committee did meet with Carol. We did offer to meet with this group as a whole but they decided to bring it to the whole board. Open up for discussion now. Questions....J. Salfer asked if we had any suggestions for how to handle this situation. R. Wakefield stated that they had suggested to give them time and a half to use for 2 ½ years for vacation time lost. It was asked if the lost hours were based off normal time of 37.5 hours/week. Carol stated that this is the number they used to calculate the hours. Salary employees are expected to work 45 hours/week is what C. Sanow stated. Doesn't think that is truly fair in his mind and questioned having salaried employees if that is the case. J. Salfer asked if this is hours lost that they didn't get paid for vacation hours lost plus hours above 37.5 hours? Carol stated yes and this does not include on call time that they put in. C. Sanow stated that salaried employees were offered Comp. time which is a huge perk for salaried employees. Berger stated that he was a salaried employee for his whole career and no matter the hours he didn't receive additional bonuses or compensation. He understands this issue is a little different but still you are a salaried employee. Hard time to agree to comp. time and also extra pay. S. Thompson stated thank you to all the staff for working so hard during this time. She questioned if they are asking for personal bonuses? It was stated that they are asking for what they believe they lost out on for time and wages. S. Thompson asked where funds would come from to pay these

wages or time? Carol stated that it would be from the COVID money we received during that time frame. R. Anderson stated that there are a lot of employees that went above and beyond not just them. S. Thompson asked when the personnel committee met with Carol? It was stated a few weeks ago but it was decided that they would like to take this to the whole board. J. Salfter stated that he agrees with salary but should be a limit with that, can't expect salaried employees to work unlimited. He believes there should be some type of compensation. He does not want to give money but believes there are other means to compensate and come to a meeting ground. Kristen stated that this was just very different from any other time or situation in their work environments. They worked so many hours and no time to even document all the hours. Kristen stated that they were there for our community. J. Kloos wanted the board to see that they worked way more than what they were compensated for. J. Kloos stated that he wished they would have come to board first and figured out compensation before working all the hours. C. Sanow stated that we need to discuss what the expectations on hours are for a salaried employee. Then discuss with the personnel committee. Hauswedell stated that he understands it is a pandemic but if we are going to give them vacation time back, that is a lot of hours to take them away from their jobs. R. Anderson is stating he shouldn't have to be in negotiations with salaried employees. The board is asking that the personnel committee meet with the 4 employees. C. Sanow wants to know what the expectations are of the salaried employees. It was also asked of Nancy Walker by the board to find out about other staff who are salaried and what their hours were during this time frame.

2. Board Per Diem – R. Anderson stated that there are really no good guidelines for Per Diem. Joint powers can pay a commissioner for a meeting. If you also had another meeting you could collect 2 per Diems a day. C. Sanow stated that make it a decision for your county and if the auditor does an audit and its wrong and they will write you up and make the changes then. Everyone is stating same thing, do it and then what happens, happens. Do it consistently. J. Salfter stated that everyone should be consistent. He doesn't care what way we do it but consistent. Work on putting together a list for Per Diems. R. Anderson stated that we may not all be on the same page because every county has the right to set their precedence. R. Anderson will work on this and bring something forward in December.

U. Decision Items-

1. Procurement resolution – Beth Wilms
Procurement every 5 years on managed care plans. Last procurement was done in 2019. We have been out of compliance since then as we are still using 2014 statutes. All counties are going through this right now. We have discussed as region 6 & 8. There is a compilation of scores right now. There is a recommendation that we would look at one managed care for 4 our counties and for 2 of our counties we would be looking at a different managed care. SNBC Compilation back yet. R. Anderson asked does each county have to do their own resolution? Beth is stating we don't need to do a resolution. May 13th is the deadline. Beth is asking how they would like her to move forward. C. Sanow stated that sending a resolution is best practice. Beth is asking should she be late or can executive board just sign off on the resolution? R. Anderson asked the board what they would like to do? Beth believes by Friday she will have a....Motion to give executive committee the authority to move forward on procurement resolution. Motion made by C. Sanow second by J. Salfur to do the procurement resolution and get that sent off. The motion carried unanimously.

2. Shaniya Mattison, County Agency Social Worker (CPS), probationary appointment (12 months), \$24.36 hourly, effective 3/21/2022
 3. Alicia Tschetter, County Agency Social Worker (CPS), probationary appointment (12 months), \$24.36 hourly, effective 3/28/2022
 4. Jada Kokesch, Eligibility Worker, probationary appointment (12 months), \$18.88 hourly, effective 4/4/2022
 5. Candya Griffin, Office Support Specialist, Sr., probationary appointment (12 months), \$16.1 hourly, effective 4/11/2022
 6. Tristan Nelson, Fraud Prevention Specialist, probationary appointment (12 months), \$19.4 hourly, effective 4/11/2022
 7. Josephine Schelhaas, Child Support Officer, probationary appointment (12 months), \$19.4 hourly, effective 4/25/2022
 8. Leslie Erickson, County Agency Social Worker (DD), probationary appointment (12 months), \$28.00 hourly, effective 4/25/2022
 9. Kaitlin Vos, County Agency Social Worker (AMH), probationary appointment (6 months), \$24.36 hourly, effective 4/11/2022
 10. Megan Amundson, County Agency Social Worker (AMH), probationary appointment (6 months), no change in rate of pay, effective 4/11/2022
- Motion by S. Hauswedell second by L. Nath: to accept the probationary appointments as Presented. The motion carried unanimously.

11. Request for Health Educator or Related Field –
 Carol Biren is requesting a health educator or related experience to do some of the nursing work. We are down 5 public health nurses. It will be at least ½ time in SHIP work and the rest of the work will shift into other areas as needed. D. Thiner is asking why we are thinking we are going to get someone in this position now when we haven't previously been able to? Carol stated that this person would not necessarily have to be a nurse. R. Anderson stated that there is an incentive out there that if workers stay in this organization for 10 years we will pay off their college loans. Nancy Walker stated that we are already using this program. C. Sanow is asking if we already have this classification? Nancy stated that we already have this classification. Motion made by D. Thiner second by C. Sanow to hire a health educator or related field. The motion carried unanimously.

12. Admin Policy 5 – Credit Card Policy- It was discussed that this would be removed from the agenda.

13. Chris Cawels is asking that we use Marco just to be consistent in all 6 locations. G. Berger is asking if we have any issue changing from office to office. Chris stated that Marco will service all 6 locations with no issues. Motion made by G. Berger second by D. Welgraven. The motion carried unanimously.

14. Chris is asking to clarify the multifactor authentication code. We only pay for the active ones we are using. We don't pay for the extras that are not active.

Chris is asking for forgiveness for ordering the docking stations for the new computers. The computers have not been able to be used due to no docking stations. Motion made by R. Anderson second by L. Nath. The motion carried unanimously for the extra \$800.

15. Annual meeting date in July. It was decided to have it July 20th. R. Anderson stated that we can do it right after regular board meeting. Beth Wilms stated that she will bring lunch in for the meeting.

16. Donations:

Lindsey Grunden donated clothing and miscellaneous items for foster care or children in need.

Rock County Quilters donated 2 children's quilts for anyone in need.

St. Catherine's Mission Sewing donated 8 lap quilts for anyone in need.

Anonymous donor of Girl headbands and infant clothing.

Lori Goelz donated 1 large suitcase, 1 medium suitcase, 2 small travel bags, And 1 backpack diaper bag.

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

17. Contracts -

Director Wilms came forward to present the contracts that were presented in the board packet.

APRIL 2022 - GRANTS ~ AGREEMENTS ~ CONTRACTS for Board review and approval

1. Trainer comes in to talk about the last two years during COVIF and how we can move forward. Motion by C. Sanow second by J. Salfer: to approve the contracts as presented. The motion carried unanimously.


C. Sanow brought up looking at the whole staff and how it will affect everyone with the COVID Response Unpaid time. This should be talked about in the personnel committee. Nancy Walker asked what is the expectation of when this information should be ready? No clear deadline was set.


S. Thompson is asking what the feedback was for the retention bonus. Nancy walker stated that this was received well. S. Thompson asked if the COVID money could be used for the retention incentives? It was stated that COVID money cannot be used for the retention incentives due to no correlation between it and COVID.

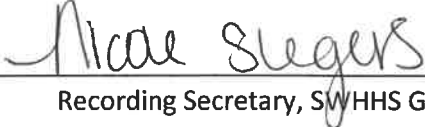
V. Adjournment

Motion by Chairperson Anderson: to adjourn meeting. Chairperson Anderson asked if there were any other questions. Hearing none he adjourned the meeting at 11:15am.

Approved Date 5-18-2022

Authorized 
Chairperson, SWHHS Governing Board

Attest: 
Director


Recording Secretary, SWHHS Governing Board