



**SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD**

**MINUTES**

**Date: July 20, 2022**

**Place: Lyon County Government Center  
Commissioners Room  
Marshall, Minnesota**

**Opened: 9:46 a.m.**

**Adjourned: 11:52 a.m.**

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, July 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  
Lois Schmidt  
David Thiner  
Dennis Welgraven  
Greg Burger  
Charles Sanow  
Dan Wildermuth  
Sherri Thompson  
Rick Wakefield  
Maydra Maas

**Members absent:**

Joan Jagt  
Corey Sik  
Steve Schulze

**Staff present:**

Carol Biren	Nancy Walker	Lisa DeBoer
Beth Wilms	Cindy Nelson	Chris Cauwels
Nicole Slegers	Michael Jans	Cody Rafshus
Jennifer Beek	Stacy Jorgensen	Cassandra Woitaszewski
Amy Lueck	Stacey Longtin	Tannen Kanengieter
Lindsey Ahlert	Chelsea Self	Ashley VanOverbeke
Brittany Ormberg	Kristin Heitzel	Dawn Jenniges

**P. Call to Order**

**Q. Consent Agenda-**

Chairperson Anderson asked if there were any changes to the agenda. There were none indicated. Anderson asked if anyone had a conflict of interest to identify. None were identified. He asked if there were any corrections or additions to the minutes of the June 15, 2022 meeting. There were none. Motion by D. Wildermuth second by J. Salfer 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 I. Nath second by S. Hauswedell 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. Director Wilms asked the board if we needed to continue to have these statistics or if we could start leaving these off? S. Thompson stated that she feels it is a valuable tool. G. Burger stated that he likes to see where we are at for total staff numbers. N. Walker stated that annually she gives a full recap of what happens during the year. C. Sanow likes seeing the numbers. He thinks its valuable information. R. Anderson and S. Hauswedell stated that they would like to see what spots have been filled and what is open. They are asking for this to be done monthly.

**T. Discussion/Information Items-**

MCO Procurement Update- Director Wilms stated that she made the request and it was accepted for Murray and Rock. Pipestone County has been a single source for many years with Primewest. Primewest has expressed interest in taking on more counties. They are great for the Southwest Minnesota area. Single source was made for Lincoln, Lyon, Redwood, and Pipesotne Counties. DHS has made the recommendation to have a second source. Director Wilms stated that we are awaiting the outcome of the lawsuit hearing on June 24, 2022. Counties have the ability to ask for mediation. Director Wilms stated that we have requested mediation. Primewest would like to fiscally provide resources to the counties for this mediation with an attorney. Primewest asked that we send a formal rejection to DHS and requesting Primewest to financially move forward with mediation. . S. Thompson is asking for the reimbursement differences between Primewest, Ucare, and Blues. D. Welgraven also asked for this information. Motion by D. Wildermuth second by C. Sanow to approve the mediation and to retain the law firm of Lockridge Grindal Nauen PLLP with Primewest being fiscally responsible for the mediation. The motion carried unanimously.

Recess: 10:09 a.m.

Reconvene: 10:20 a.m.

**U. Decision Items-**

1. Kelsey Appel, Case Aide, probationary appointment (12 months), \$18.75 hourly, effective 7/11/2022
2. Candace Jenniges, County Agency Social Worker (CPS), probationary appointment (12 months), \$24.36 hourly, effective 7/11/2022
3. Kristi Kerkhoff, Office Support Specialist, Sr., probationary appointment (12 months), \$16.16 hourly, effective 7/11/2022
4. Jake Kieft, County Agency Social Worker (LTC), probationary appointment (12 months), \$24.36 hourly, effective 7/25/2022
5. Erika Morrow, County Agency Social Worker (LTC), probationary appointment (12 months), \$24.36 hourly, effective 8/15/2022  
Motion by G. Burger second by L. Nath to approve the probationary appointment as presented. The motion carried unanimously.
6. Tyler Walkable Community Project (SHIP). This request is for \$5,000 as a pass-through from MnDOT to the City of Tyler for bus-stop wind shelter. They checked with other communities within the county and no other communities wanted the funding. Motion by S. Hauswedell second by J. Salfur to approve the bus-stop wind shelter as presented. The motion carried unanimously.  
Personnel Policy 02- Conditions of Employment. There are 2 changes to the policy. Exempt staff could be paid an hourly wage not 1 ½ times pay. Motion by G. Burger second by D. Wildermuth to accept the changes to Personnel Policy 6 as presented. The motion carried unanimously.  
Director Wilms has stated that we have a 16 year old boy with 16 medications who we are unable to find placement for him. Director Wilms is asking that our exempt staff would be given a strait wage to care for him. He is nonverbal and uses an ipad. Director Wilms is asking for administrative strait time pay for the staff that are needing to help with his care until we can figure out a plan. S. Thompson asked what are the legalities of having client in our conference room? Director Wilms stated that it is a legality. R. Anderson stated that Director Wilms should let the county know. Also stated that there is a conference room below jail. Motion made by G. Burger second by C. Sanow to pay exempt staff to care for client where no placement is available. The motion carried unanimously.
7. SS Policy 9 Background Check For Daycare and Foster Care Applicants. We are asking for this policy to be sunset. Motion by D. Wildermuth second by D. Thiner to sunset Personnel Policy 9. The motion carried unanimously.
8. Information Tech Specialist – Adjust Maximum Range to \$33.40 per hour. N. Walker stated that every three years we submit our pay equity report. N. Walker stated that we did not pass pay equity. To become compliant we need to adjust the pay range for the IT Specialist classification. N. Walker stated that this does not affect any current staff. This is a non-union. Motion by R. Wakefield second by R. Anderson to adjust maximum range salary for Information Tech Specialist. The motion carried unanimously.

9. IT Request for AppXtender Storage “no other viable options”. C. Cauwels stated that appXtender is 5 years old. We are needing these upgrades. There are no other viable alternatives for this system. That is why there is only one quote. This is for the two units. One is housed in Marshall and one is in Pipestone. C. Cauwels stated that Director Wilms and herself are looking into a new systems that would maybe fit better for the agency. Motion by D. Wildermuth second by D. Welgraven to purchase the AppXtender Storage. The motion carried unanimously.

10. Donations:

11. Contracts -

1. **MDH Public Health Emergency Preparedness (PHEP) (Marshall, MN)** – 07/01/22 to 06/30/23; Amendment for budget period 4 allocation for emergency preparedness 5 year grant 2019-2024; BP4 - \$94,148 (slight decrease) (AMENDMENT). *Fiscal Note: 2021 \$95,357 BP3; 2020 - \$92,580 BP2; 2019 - \$92,437 BP1*
2. **DHS Children’s Mental Health Respite Care Grant** – 01/01/20 to 12/31/22; Amendment and extension of grant agreement to provide funds to support children’s mental health respite care services through 12/31/22 and establish BP3 for \$23,545; (renewal). *Fiscal Note: SFY: 2022 \$47,090; 2021 - \$71,133*
3. **DHS – Local Collaborative Time Study (LCTS)** - 07/01/22 – 06/30/27; State contract for 3 local family service collaboratives to claim reimbursement for eligible activities through LCTS (renewal). Motion by C. Sanow second by L. Nath

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

Motion by C. Sanow second by L. Nath to approve the contracts as presented. The motion carried unanimously.

4. Closed Session – Labor Negotiations Strategy - motion by D. Thiner second by S. Thompson to go into closed session. The motion carried unanimously.

Closed session

Motion by D. Thiner second by G. Burger to come out of closed session. The motion carried unanimously.

Out of closed session at 11:52a.m.

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 11:52 a.m.

Approved Date \_\_\_\_\_

Authorized   
Chairperson, SWHHS Governing Board

  
Recording Secretary, SWHHS Governing Board

  
Attest: \_\_\_\_\_  
Director