



**SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD**

**MINUTES**

**Date:** August 17, 2022  
**Place:** Lyon County Government Center  
Commissioners Room  
Marshall, Minnesota

**Opened:** 10:23 a.m.  
**Adjourned:** 11:15 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, August 17, 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
- Les Nath
- Jim Salfer
- Lois Schmidt
- David Thiner
- Dennis Welgraven
- Greg Burger
- Charles Sanow
- Dan Wildermuth
- Sherri Thompson
- Corey Sik
- Maydra Maas

**Members absent:**

- Joan Jagt
- Rick Wakefield
- Steve Schulze
- Steve Hauswedell

**Staff present:**

Carol Biren	Nancy Walker
Beth Wilms	Cindy Nelson
Nicole Slegers	Ann Orren
Jennifer Severson	Stacy Jorgensen
Kelsey Appel	Stacey Longtin
Elaine Herrick	Lisa DeBoer
Chris Cauwels	Christine Versaevel

**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 July 20, 2022 meeting. There were none. Motion by J. Salfer second by D. Welgraven 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 L. Nath second by D. Thiner to approve the financial report as brought forward 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: 10:25 a.m.

Reconvene: 10:36 a.m.

**T. Discussion/Information Items-**

**1. Human Services Levy Formula**

B. Wilms stated that in order to change the Human Services Levy Formula, the Board needs to have this requested and brought forward before February 2023 for 2024 year.

B. Wilms stated that she is going to meet with L. DeBoer and N. Walker and will come back in with some discussion items and talking points.

**2. Review of Agency Bylaws**

R. Anderson stated that under Article 9: Executive and Finance Committee; Section 9.5 Finance Committee responsibilities, a – f; he would like to make sure that the committee is meeting all of those requirements. This area falls on page 12 of 14.

R. Anderson stated that we should look at Section 5.8 Method of meetings. This falls on page 6 of 14. R. Anderson would like to see what our obligations and options are if we offered a zoom version of the meeting and what the requirements would be for this option.

**3. MCIT Work Comp Distribution**

R. Anderson stated that this is a letter that was received showing the \$9.6 million refunded to their members.

**4. Pay Equity Certificate**

R. Anderson stated that it is always nice to receive this certificate. It shows that Southwest Health & Human Services is in compliance with the Local Government Pay Equity Act.

**U. Decision items-**

1. Tiffany Bailey, Fiscal Officer, probationary appointment (6 months), \$26.29 hourly, effective 8/1/2022

Motion by D. Wildermuth second by R. Anderson to approve the probationary appointment as presented. The motion carried unanimously.

2. Request to hire Public Health Nurse or County Agency Social Worker  
C. Biren stated that we would like to hire a public health nurse RN first then will move to social worker if we do not receive applications. 6 of 18 positions are open in the Public Health Field. Motion by D. Wildermuth second by D. Thiner to approve the request to hire Public Health Nurse or County Agency Social Worker. The motion carried unanimously.
3. Administrative Policy 09 Physical and Technical Safeguards  
Condensed information from Policy 24 Equipment Disposal Policy being brought to Policy 09 Physical and Technical Safeguards. The information being added to Policy 9 included how we dispose of equipment including the destruction of hard drives and how we sell useable equipment on the Public Surplus auction after announcing the sale to staff on Sharepoint. Condensed information from Policy 28 Physical Access to Work Areas to Policy 9 Physical and Technical Safeguards which already had some of the same information. The information on access controls was made to be more generic and to remove what was policy versus what is procedure.
4. Administrative Policy 18 Passwords which included removing the information about how we generate passwords as this is a public policy and we would not want to reveal security information to the general public.
5. Administrative Policy 24 Equipment Disposal Policy had information moved to Policy 9 and was then requested to be sunset.
6. Administrative Policy 28 Physical Access To Work Areas had information moved to Policy 9 and was then requested to be sunset.  
Motion by D. Wildermuth second by L. Nath to approve the changes in Administrative Policy 9 and Administrative Policy 18. The motion carried unanimously.  
Motion by G. Burger second by C. Sanow to sunset Administrative Policy 24 and Administrative Policy 28. The motion carried unanimously.
7. 2023 Preliminary Agency Budget  
There was a lot of discussion on the 6% increase and how we can get that percentage down. It was stated that it is a preliminary budget so changes can be made. Motion by D. Welgraven second by L. Nath to approve the Proposed Preliminary Budget with a six percent levy increase, for a total levy increase of \$12,671,623, and a total budget of \$30,066,737. Motion went to a roll call vote of 7-3 with the motion carried. Motion made by S. Thompson second by C. Sanow to approve the 2023 preliminary Public Health budget of \$0.00 increase per capita payment keeping it at \$14.25, for a total levy request of \$1,049,384, and a total budget of \$3,958,441. Motion carried unanimously.
8. Carrier Exchange Option with Benefits Connect  
N. Walker discussed the connect system. She is requesting an additional feature on the Benefits Connect system that would automatically send the employee information that was input in by employees to the carriers. N. Walker stated that with this she was hoping for less mistakes from manual input. The current cost is \$1.79 per month per employee. This is based on 250 employees since it also handles our cobra employees. It would cost \$1.21/month per employee per month for this add on for a total cost \$3.00/month per employee. It would cost \$3,673 for the year to add this option in addition to the \$5,370 which we currently pay. N. Walker also noted there is not a second quote as there is no other vendor that interfaces with Benefits

Connect. D. Wildermuth second by G. Burger. D. Thiner asked if this is going to take more time for the employees? N. Walker explained that the employees are already inputting all of their own benefit information. D. Welgraven asked if we open this up to the local insurance companies? We do not use anyone locally. S. Thompson stated that she feels it is important for the younger generation to have some direction with deductibles and what options to take. N. Walker stated that we give really good direction for all staff at the time of hire or whenever employees have questions. D. Wildermuth asked if we have looked at anyone locally for agent of record? N. Walker stated that as of late we have not changed our agent of record. Motion by R. Anderson second by G. Burger to approve the Carrier Exchange Option with Benefits Connect. Motion carried 6-4.

9. Donations -


10. Contracts -

Procurement medication starts on Monday, August 22<sup>nd</sup>, 2022 and will end Wednesday, August 24, 2022.

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 11:15 a.m.

Approved Date 9-21-2022

Authorized   
Chairperson, SWHHS Governing Board

   
Recording Secretary, SWHHS Governing Board

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