



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

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

Opened: 9:45 a.m.
Adjourned: 11:17 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, October 19, 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
- Rick Wakefield
- Charles Sanow
- Dan Wildermuth
- Sherri Thompson
- Steve Hauswedell
- Maydra Maas

Members absent:

- Joan Jagt
- Steve Schulze
- Corey Sik

Staff present:

Carol Biren	Beth Wilms
Ann Orren	Chris Cauwels
Nicole Slegers	Stacey Longtin
Stacy Jorgensen	Taalyr Egeness
Emily Potter	Mariah Cleppe

P. Call to Order

Q. Consent Agenda-

Chairperson Anderson asked if there were any changes to the agenda. B. Wilms asked to add an update on the Southwest Mental Health Consortium. 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 September 21, 2022 meeting. There were none. Motion by G. Burger second by C. Sanow 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 C. Sanow second by L. Nath 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.

T. Discussion/Information Items-

1. Agency Bylaws

First change is Article 5 in Section 5.1 Open Meetings. Taking out and subcommittees since we do not sure subcommittees.

Section 5.6 Notice of meetings. Suggesting to remove and subcommittees again since we do not use subcommittees.

Section 5.8 Method of meetings. Remove part (a) inclement weather exception.

Section 5.9 Regular meeting agendas. This clarifies who is mailed the agenda. It also adds verbiage to include lay board members and county administrators. It removes alternate board members.

Section 5.15 Record of Meetings. Remove and subcommittees since we do not use subcommittees.

Article 9: EXECUTIVE AND FINANCE COMMITTEE is being changed to EXECUTIVE, FINANCE AND PERSONNEL COMMITTEE.

Section 9.4 Finance Committee composition. Remove established and put appointed. Change policy to Joint Board chair.

Section 9.5 Finance Committee responsibilities. Part (b) take out prepare and change to Review. Part (e) needs to add and as allowed by the Office of the State Auditor.

Part (f) needs to remove and coordinate the audit team discussion with the Southwest Health and Human Services Joint Powers Board. Article 12: DATA. This section clarifies where the meeting minutes are stored.

Bill Toulouse reviewed the bylaws and no other recommendations were made. It was decided that we need to clarify in Section 5.13 Quorum. It needs to individually state who votes on what board along with the lay members voting rights. Right now, it is not clear who has the ability to vote on which board.

2. SW Mental Health Consortium- Beth Wilms
G. Burger and D. Wildermuth were both there. Conversation occurred about fiscal host and liability. Des Moines Valley would like to shed themselves of being the fiscal host. Stacy sits on the executive committee. We are having a financial shortage. DHS is not very responsive on paying those allocations out of the expenditures being spent. They are not able to carry funds over from year to year, which is creating a cash flow issue. No cash reserves. The grants are issued in 2-year increments. During the first year, it all flows ok but during the second year is when we are having the cash flow issues. There is no cash flow in January – March when we use all the funds that are given to us in the grants. Grants are based on January – December calendar years. We apply every 2 years. The SW Mental Health Consortium is asking for \$15,000/county as a one-time only payment. These funds would be held in separate account. There has been a request made to prime west to put aside this designated funds as well. Board members should be seeing a letter coming out to you very soon requesting these funds from the counties. R. Anderson asked the question if we need to be in the consortium. G. Burger and C. Sanow both said yes. It is a grant driven agency and they help with a wide range of items. Helps fund resident units, mental health centers, housing costs and assertive community treatment are just some of the items. We have 18 counties in our consortium, which is the largest in the whole state. They disburse the grant funds like a fiscal host. C. Sanow asked how many counties in those 18 are prime west members. It was stated like 4-5 counties right now. However, it appears that soon 11 out of the 18 will be prime west members. S. Jorgensen stated that their Plan A is to get the funding from prime west and pay it back as a loan. B. Wilms asked the board if they would have each county pay the \$15,000 or would this be the responsibility of Southwest Health & Human Services? G. Burger is suggesting that we do this through Southwest Health & Human Services. Motion by G. Burger second C. Sanow to set up a line of credit for \$90,000 SW Mental Health consortium if it is needed. The motion carried unanimously.

Recess: 10:30 a.m.

Reconvene 10:42 a.m.

U. Decision Items-

1. Kristine Ebnet, Accounting Technician, probationary appointment (12 months), \$17.28 hourly, effective 10/10/2022
2. Michelle Timm, County Agency Social Worker (CPS), probationary appointment (12 months), \$24.36 hourly, effective 10/10/2022

Motion by L. Nath second by S. Thompson to approve the probationary appointment as presented. The Motion carried unanimously.

3. Personnel Policy #3 Leaves and Holidays
Section 6 – Educational Leave. Add the wording or benefits in part a.
Section 10- Leave Without Pay. B. Remove whenever an employee requests leave without pay under the total of 37.5 hours per calendar year, the Leave Without Pay/Overtime Authorization (AG #006) must be completed and given to the supervisor. The supervisor will then give it to the Director for final approval. C. Remove a sub committee made up of the Chairperson of each

Board. Insert Personnel Committee of the Board. Remove Agency Forms Regarding This Policy AG#006 - Leave without Pay/Overtime Authorization off the bottom of the policy.

Motion by R. Wakefield second G. Burger to approve the changes in Personnel Policy #3 Leaves and Holidays. The Motion carried unanimously.

4. IT Request for IRS 1075 required shredders – Chris Cauwels

Six shredders are needed at a total of \$15,938.16 with a funding formula, which will bring the cost to \$2,709.50. No other viable options were found that met the IRS 1075 requirements.

Motion by D. Welgraven second by S. Hauswedell to approve ordering six IRS 1075 required shredders as presented. The Motion carried unanimously.

5. IT Request for IRS 1075 Compliance Software Tennable Pro – Chris Cauwels

Software package to monitor. Expense is budgeted. Total cost is \$3,190 but there is a funding formula we will use and the total cost will then be \$545 after funding formula. No other viable exist as the IRS only has templates for the audit for this particular software package. Otherwise the audits have to be done manually for the 339 criteria per user computer.

Motion by D. Wildermuth second by S. Thompson to purchase the IRS 1075 Compliance Software Tennable Pro. The Motion carried unanimously.

6. IT Request for Server Storage – Chris Cauwels

Quotes for two types of storage. Storage was last updated in 2014. This storage was also budgeted for. HPE MSA 2062 for \$40,109 from computer man. Motion by R. Anderson second by R. Wakefield to purchase the HPE MSA 2062 from The Computer Man for \$40,109. The Motion carried unanimously.

7. IT Request for Video Conferencing/Zoom or alternative – Chris Cauwels

A question was asked if the amount but it is by far worth the \$26,985 savings. B. Wilms stated that the Return on investment is great. No cost difference with a secured zoom vs. non secured. All the other video tools out there are all about the same but less issues with zoom. This quote was for 150 seats as not all of our 238 or so staff require a paid seat. All seats (even unpaid) are subject to the same HIPAA protections. Motion by D. Wildermuth second by D. Thiner to purchase zoom for \$26,985 as the video conferencing tool. The Motion carried unanimously.

8. Unclaimed Property Listing- B. Wilms

Every year we report to the state the unclaimed property funds through our agency. From July 2018-June 30, 2019 there were nine clients with funds of \$376.25 that were unclaimed. These funds will be sent to the State of Minnesota. Motion by G. Burger second by C. Sanow to send the unclaimed property to the State of Minnesota. The Motion carried unanimously.

9. Request for County Agency Social Worker-Long Term Care – Stacey Longtin

Rock and Murray counties are adding Medica to their caseloads. This will mean that there will be four managed care organizations along with four audits for these workers to manage.

According to BlueCross BlueShield they like to have caseloads around 50 and we are around 80-90 cases per worker. Therefore, we do not comply with their recommendations. This position is budgeted for in the 2022 budget. This position has a reimbursement rate of 100% with care coordination. R. Anderson stated that it is the recommendation of the personnel committee to hire this position. D. Thiner asked how long it would take to hire this position. B. Wilms stated approximately 28-40 days. S. Longtin stated that hiring this position aligns with helping the elderly and prevents some nursing home stays. Motion by D. Wildermuth second by S. Thompson to approve the Request for County Agency Social Worker – Long Term Care. The Motion carried unanimously.

10. Donations -

- 3 Lap Quilts and 5 Twin Size Quilts – St. Catherine’s Mission Sewing
- 25 blankets-Gloria Dei Church, Redwood Falls
- Backpacks with books for children ages 1 to teen – Modern Woodmen Fraternal Finance
Motion by D. Thiner second by L. Nath to accept the donations and send thank you notes for the donations. The Motion carried unanimously.

11. Contracts –

- **Woodland Centers (various locations)** – 01/01/23 to 12/31/23; Crisis stabilization services, adult per diem at \$660 (1.55% increase), youth per diem at \$660 (1.1% increase), and detoxification \$475 (decrease from \$595) and \$3,000 annual administrative fee (no change) (renewal).
Fiscal Note: 2022 \$45,575; 2021 \$33,767; 2020 \$78,590; 2019 \$53,574; 2018 \$23,466; 2017 \$17,540
- **OnSolve (One Call Now)** – 9/23/22-9/22/23; A translating service that coincides with One Call Now messaging service that provides messaging to all WIC clients and staff, \$1,793 (renewal).
Fiscal Note: 2021 \$1,660; 2020 \$1,660; 2019 \$1,581; 2018 \$1,581; 2017 \$1,581
- **Pipestone Publishing (Pipestone, MN)** – 10/1/22 to 09/29/23; Contract for media consultation services for the Pipestone Drug Free Communities grant to assist with all coalition message development in the media campaign, \$980/mo. for a total of \$11,760 (renewal- no increase).
Fiscal Note: expenses reimbursed through grant
- **PH Southwest Regional Development Commission (SRDC) (Slayton, MN)** – 11/01/22 to 10/31/23; Agreement for assistance with Active Living Plans in connection with SHIP grant; \$90/hour for Planner and \$60/hour for Communications Specialist, not to exceed \$5,000 (RENEWAL – no change).
Fiscal Note: 2022 \$1,530; 2021 \$2,595; 2020 \$3,000; 2019 \$4,235; \$2018 \$4,400
- **New Horizon Crisis Center** – 11/01/22 to 06/30/23; Agreement to offer classes in our agency’s six counties for middle school/early high school students for addressing risks and/or protective factors surrounding teen pregnancy, total amount not to exceed \$36,895 (NEW)
Fiscal Note: expenses reimbursed through TANF grant


Motion by R. Wakefield second by S. Hauswedell to approve the contracts as presented. The Motion carried unanimously.

The Executive Meeting will follow the November Board Meeting. Discussion will be Essential services and funding formula. Lunch will be served.

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 11:17 a.m.

Approved Date November 16, 2022

Authorized 
Chairperson, SWHHS Governing Board

 
Recording Secretary, SWHHS Governing Board

Attest: _____
Director