



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

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

Opened: 9:56 a.m.
Adjourned: 11:40 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, November 16, 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
- Lois Schmidt
- David Thiner
- Dennis Welgraven
- Greg Burger
- Rick Wakefield
- Charles Sanow
- Dan Wildermuth
- Corey Sik
- Steve Hauswedell

Members absent:

- Joan Jagt
- Steve Schulze
- Jim Salfer
- Maydra Maas
- Sherri Thompson

Staff present:

Carol Biren	Beth Wilms
Ann Orren	Chris Cauwels
Nicole Slegers	Lisa DeBoer
Nancy Walker	Cindy Nelson

P. Call to Order

Q. Consent Agenda-

Chairperson Anderson asked if there were any changes to the agenda. 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 October 19, 2022 meeting. There were none. Motion by D. Wildermuth second by R. Wakefield 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 G. Burger 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: 9:58 a.m.

Reconvene: 10:13 a.m.

T. Discussion/Information Items-

1. Update SW Adult Mental Health Consortium – Beth Wilms
B. Wilms discussed the agreement that was approved at the last meeting. Primewest has agreed to provide a zero percent loan to SW Adult Mental Health Consortium. We will not need to put any funds forward.
2. Pipestone/Rock County Mental Health Update – Beth Wilms
Discussion is happening with facilities for services needed. Wish list for Sarah. Sarah is meeting with the Pipestone County board on Tuesday at 10:00 a.m. Rock County is not finding as many providers to offer services. Talking about travel to Sioux Falls for services. Clients do not always have transportation. They are considering remaining with Southwestern Mental Health Center through 2023. The directive would be for us to recruit local providers in 2024 for Rock County. This is an agenda item on Rock County Board on Tuesday. G. Burger stated that it is very apparent that year-end was not going to work for Rock County to have services in place for their community. There are two options for Rock County. They could have Southwestern mental health to help us through the transition or stay with them for the year. G. Burger is thinking they really need to stay with Southwestern Mental Health Center through 2023. Mental health is a huge issue and we really need to do what we need to do for the best of our community.
3. Agency Bylaws
First change is Article 5 in Section 5.1 Open Meetings. Taking out and subcommittees since we do not have 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.

Section 5.14 Vote.

This section has been updated to discuss who votes in which areas. This section was actually taken from the original joint powers bylaws. Brought back in December for approval as there needs to be a 30 day waiting window.

4. County IT Contracts with Morris Electronics, Lincoln and Lyon County

C. Cauwels stated that the new contract with Lincoln County is increasing the rates for services. C. Cauwels is stating she strongly suggests we enter into a contract with Lyon County, this will protect both entities and clarify who is responsible for what equipment. Morris Electronics is solely for the hours and not equipment. C. Cauwels stated that she heavily uses Morris Electronics for our security issues.

U. Decision Items-

1. Deborah Graves, Eligibility Worker, probationary appointment (12 months), \$18.88 hourly, effective 11/14/2022
2. Samantha De Wit, County Agency Social Worker- CPS, (12 months), \$24.36 hourly, effective 11/28/2022
3. Destinee Miranowski, County Agency Social Worker- CPS, (12 months), \$24.36 hourly, effective 11/28/2022

Motion by G. Burger second by D. Welgraven to approve the probationary appointment as presented. The Motion carried unanimously.

3a. Temporary Part Time Circle Facilitator – Cindy Nelson

C. Nelson stated that this position would be 2 hours/week and we would pay \$24/hour. This is grant funded. If the grant would go away then the position would no longer be filled.

Motion by D. Wildermuth second by S. Hauswedell to hire a Temporary Part-Time Circle Facilitator. The Motion carried unanimously.

4. 2023 SWHHS Budget

R. Anderson asked if there were any other questions about the budget. Motion by G. Burger second by C. Sanow to approve the levy amount of \$13,601,464 for a total budget of \$34,199,344. The Motion carried unanimously.

Motion made by L. Nath second by D. Wildermuth of no levy increase, leaving the per capita rate at \$14.25 for a total levy request of \$1,049,384 for a PH budget of \$4,108,243.

5. Administrative Policy 22- County Self Insurance Reserve Policy – Nancy

N. Walker is asking for this policy to be sunsetted. Motion by C. Sanow second by R. Wakefield to sunset Administrative Policy 22. Th Motion carried unanimously.

6. Administrative Policy 27 Agency Health Insurance Funding

N. Walker stated that the only changes are the stop loss at 70,000 and reserve. Goal for reserves is to be around 50% of the claims. Our current medical insurance provider is Preferred One but will be through BCBS in 2023. Our average increase was 15.5 percent from 2011-2013 when with the SWWC Cooperative. Average increase was 3.4% from 2014-2023 in the insurance consortium. Motion by R. Wakefield second by S. Hauswedell to approve Administrative Policy 27. The Motion carried unanimously.

7. 2023 Non-Union Performance Increases and Insurance Contribution – Nancy Walker

N. Walker discussed Non-Union Performance Increases and Insurance Contributions. Request for up to a 4.5% increase based on pay for performance and the agency will absorb and health insurance increase for 2023. This mimics the union contract. Motion by D. Wildermuth second by R. Anderson to approve the 2023 Non-Union Performance Increases and Insurance Contribution. The Motion carried unanimously.

8. IT Request for Laptops and Docks – Chris Cauwels

C. Cauwels stated that we sold \$18,000 worth of equipment. Donated some equipment that was not able to be sold due to the outdated status. Motion by D. Welgraven second by R. Wakefield to accept the quote by Computer Man for 30 computers and 48 docks for \$40,080. The Motion carried unanimously.

9. Donations -

- Quilts – Sillerud Quilters & Friends
- 35 Quilts and 11 Pillows – Danebod Quilters Group

Motion by D. Thiner second by R. Anderson to accept the donations and send thank you notes for the donations. The Motion carried unanimously.

10. Contracts –

DHS Child & Teen Check Up – 01/01/21 to 12/31/23; Third Amendment to the original grant agreement that provides C&TC administrative services to children birth through age 20 that are MA eligible, \$26.50/child reimbursement; Amendment 3 \$179,961 for CY2023 (renewal). *Fiscal Note: grant CY2021 \$262,270, CY2022 \$211,417*

DHS Behavioral Health Division – 10/01/22 to 03/14/23; mental health services for adults impacted by Covid-19 who lacked health insurance, \$25,000 (new).

Lincoln County (IT Services) - 01/01/23 to 12/31/23; Information technology services, \$65/hour plus travel and \$97.50/hour emergency purposes (no increase) (renewal). *Fiscal Note: IT Revenue 2022 \$21,198.52; 2021 \$20,981; 2020 \$22,556; 2019 \$20,091*

Lyon County (IT Services) - 01/01/23 to 12/31/23; Information technology services, postage machine usage, \$1.50 per mailbox/month from Lyon Cty; SWHHS pays % of users/volume for email archiving & postage machine, \$300/month for hosting costs (new). *Fiscal Note: IT Revenue 2022 \$8,070*

Morris Electronics Inc. (Morris, MN) – 01/01/23 – 12/31/23; Contract to provide computer and technical support on as needed basis, \$95/hour (18% increase) (renewal). *Fiscal Note: 2022 \$39,061.74; 2021 \$45,308.19; 2020 \$35,946.75 2019 \$33,335.25*

Murray County (Slayton, MN) – 01/01/23 to 12/31/23; office lease agreement, \$8,000/mo, utilities included (no increase) (renewal).

Hutchinson Leader (Savage, MN) – 01/01/23 – 12/31/23; A contract for digital advertising and marketing for the Child and Teen Check Up (CTC) program; Social Media and Native Advertising \$771.68/month (no increase) (renewal). *Fiscal Note: 2022 \$7,739.96; 2021 \$7,740; 2020 \$8,000*

Rock County Opportunities, Inc. (Luverne, MN) – 01/01/23 to 12/31/23; day training and habilitation services, \$131.76/full day rate, \$98.82/service unity rate, \$34.78/transportation rate (renewal).

Service Enterprises Inc (Redwood Falls, MN) - 01/01/23 – 12/31/23; Paper shredding services, \$.50/pound and pickup (.07 increase) (renewal). *Fiscal Note: 2022 \$2,882.42; 2021 \$3,711; 2020 \$4,376; 2019 \$5,371; 2018 \$7,469; 2017 \$9,741*

Service Enterprises Inc (Redwood & Marshall locations) – 01/01/23 to 12/31/23; provide extended employment services for clients, Tier I clients \$126/mo (no increase) and Tier II clients \$29.00/day for actual days worked (no increase) (renewal). *Fiscal Note: 2022 \$51,251; 2021 \$41,364; 2020 \$20,644; 2019 \$24,362; 2018 \$21,580;*

SWMN Private Industry Council (Montevideo, MN) – 01/01/23 to 12/31/25; MFIP/DWP Regional Plan, regionalization of employment and training services, host county is Chippewa, allocation unknown currently (renewal). *Fiscal Note: 20-22: 745,768*

Western Mental Health Center Inc (various locations) – 01/01/23 to 12/31/23; Mental health services (block grant) to provide adult and children’s outpatient treatment, crisis treatment, medication management, diagnostic assessment, and consultation, \$611,908 (no increase) (renewal). *Fiscal Note: all program areas –2022 \$983,776; 2021 \$1,193,936; 2020 \$1,082,003; 2019 \$1,175,979; 2018 \$1,297,836*

Western Mental Health Center Inc (various locations) – 01/01/23 to 12/31/23; In Home Family Therapy services, \$50,000 or \$12,500/qtr (no increase) (renewal).

Western Mental Health Center Inc (various locations) – 01/01/23 to 12/31/23; provide adult mental health clinical supervision services, \$145/hr for masters level, \$175/hr for doctoral level (no increase) (renewal).

Western Mental Health Center Inc (various locations) – 01/01/23 to 12/31/23; provide children’s mental health clinical supervision services, \$145/hr for masters level, \$175/hr for doctoral level, cap of \$25,000 (no increase) (renewal).

Western Mental Health (Marshall, MN) – 01/01/23 to 12/31/23; Contract for parenting classes (\$3,000/qtr for Parenting 101 Group – no change) and individual parent education (\$98/hr with a \$60,000 cap – \$10 increase, no increase on cap) (renewal).

Western Mental Health Center Inc (various locations) – 01/01/23 to 12/31/23; Family Community Support Program, CCBMHS grant \$33,300 and FCSP \$5,000 – contractor agrees to provide up to 2 hours/week for 52 weeks of clinical supervision (no increase) (renewal).

Western Mental Health Center Inc (various locations) – 01/01/23 to 12/31/23; Adult Community Support Program, MH Practitioner \$98/hr, (10% increase), Community Support Aide \$50/hr (14%increase), ARMHS Individual Service \$98/hr (10% increase), ARMHS group service \$50/hr (12% increase), Certified Peer Specialist \$98/hr (10% increase), BHH Individual service \$98/hr (10% increase); \$180,000 cap – additional dollars require approval (no increase) (renewal).

Western Mental Health Center Inc (Marshall, MN) – 07/01/22 to 06/30/23; Adult and children targeted case management (TCM) for public assistance programs; DHS sets SFY rate of reimbursement: adult rate \$434 (\$18 increase) and children’s rate \$706 (no change) (renewal). *Fiscal Note:*

William Toulouse, Quarnstrom & Doering PA (Marshall, MN) - 01/01/23 – 12/31/23; Legal services for agency, \$3,000/month or \$36,000 annually (2.8% increase) (renewal). *Fiscal Note: 2022 \$29,184; 2021 \$34,397; 2020 \$37,837; 2019 \$36,684; 2018 \$28,800;*

Motion by D. Thiner second by L. Nath to approve the contracts as presented. The Motion carried unanimously.

11. Closed Session – Directors Evaluation – Motion by D. Thiner second by D. Wildermuth to go into closed session. The motion carried unanimously.
Closed session 10:39 a.m.

A satisfactory evaluation was presented to B. Wilms.


Motion by D. Wildermuth second by S. Hauswedell to go out of closed session. The motion carried unanimously.

Out of closed session at 11:40 a.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 11:40 a.m.

Approved Date 12-22-22

Authorized 
Chairperson, SWHHS Governing Board

Recording Secretary, SWHHS Governing Board

Attest: _____
Director