



SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD

MINUTES

Date: December 21, 2022  
Place: Lyon County Government Center  
Commissioners Room  
Marshall, Minnesota

Opened: 10:07 a.m.  
Adjourned: 11:30 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, December 21, 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
- Rick Wakefield
- Charles Sanow
- Corey Sik
- Steve Hauswedell

Members absent:

- Joan Jagt
- Steve Schulze
- Jim Salfer
- Maydra Maas
- Sherri Thompson
- Greg Burger
- Dan Wildermuth

Staff present:

Carol Biren	Beth Wilms	Ann Orren
Chris Cauwels	Nicole Slegers	Christine Versaevel
Lisa DeBoer	Nancy Walker	Cindy Nelson
Tiffany Bailey	Doug Nagel	

**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 November 16, 2022 meeting. B. Wilms asked to add Pipestone/Rock County SW Mental Health Update and Homeless Grant to discussion items. Motion by L. Nath second by S. Hauswedell 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 R. Wakefield by 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: 10:10 a.m.

Reconvene 10:22 a.m.

**T. Discussion/Information Items-**

**1. 2021 Annual Report – Beth Wilms**

B. Wilms stated that she has always put together an annual report since she started as the director at Southwest Health & Human Services. This year the report is much more condensed. B. Wilms has asked if there is other information that the board would like to see in the report. The Annual report highlights the work that was done in 2021. Southwest Health & Human Services has been looking to get information out in different ways. B. Wilms suggested that the board review the Annual Report and if there are any concerns or questions, they bring the concerns back in January 2023.

**2. Diversity, Equity and Inclusion (DEI) Update – Beth Wilms**

B. Wilms stated that in late November a board member was called into question on Diversity, Equity and inclusion. B. Wilms expressed that this is a high priority for SWHHS. B. Wilms stated that we have many areas of training and Southwest Health and Human Services did not want to narrow the focus. B. Wilms stated that our agency provides many opportunities for our staff. We have an obligation and responsibility to embrace DEI training. B. Wilms discussed that two trainings per year are part of our performance evaluations along with two discussions. Staff members are not forced to do the trainings but it is an expectation as part of the performance evaluation process. We see a large variety of clientele and good to have some background in all different areas. If anyone wants to learn more on DEI, you could certainly reach out to us. SMSU had an incident with anti-gay pornography at the campus. The City of Marshall stating that they were troubled

by this and that they support all community members put out a letter. B. Wilms asked for direction from the board about what we want to do. Do we want to publically endorse letters like the City of Marshall sent out? B. Wilms is asking board to think about this subject and how we would like to proceed in the near future and let her know how to proceed in the future.

3. Essential vs. Non-Essential Services Update – Beth Wilms

Mandated vs. Non-Mandated. A lot of anxiety to staff when we have those conversations. B. Wilms stated that she conducted a deep dive into the mandated vs. non-mandated services. B. Wilms stated that we are an organization of excellence and we need to provide all services not just the essential. The non-essential services help fund some essential services. R. Anderson would like to have a list of mandated vs. non-mandated services offered by our agency. C. Sik asked if this could also be broke down per county on mandated vs. non-mandated services. B. Wilms stated that she would see what she could get together for each county. B. Wilms and L. DeBoer will be traveling to each of the County board meetings and would discuss those details at that time.

4. Funding Formula Update – Lisa DeBoer

L. DeBoer state that we will continue to use the current funding formula. L. DeBoer stated that they looked into several different options and the option we are using worked the best for the agency.

5. 2023 Board Member Per Diem and Mileage Reimbursement – Beth Wilms

- C. Sanow thinks it should be higher than \$50. Seems ridiculous that we only pay for one meeting a day when some board members are at the counties from 8 am until 2 pm. C. Sanow stated that he thinks we need to change amount and change that you only are paid for one meeting per day. R. Anderson stated he felt we should change it to \$75 for the first meeting and \$125 for multiple meetings in a day. Motion by L. Nath second by S. Hauswedell to change the Board Member Per Diem to Board members shall be paid \$ 75 for attending the monthly board meetings or \$125 for multiple meetings when held the same day. The motion carried unanimously.

6. SW Mental Health Center- Pipestone/Rock SW Mental Health – Beth

Pipestone and Rock had decided to withdraw from SW Mental Health Center. SWHHS has been trying to find services for our clients. Pipestone County was easy to find services for their counties. Sarah Ackerman – SW mental health Center is going to be the provider for Pipestone County. Board did approve her to give services for Pipestone County. There is a contract this month for her services. She will be in the Pipestone Medical Center as her office space. Rock County struggles since being so close to the South Dakota and Iowa border. Our staff has been reaching out to community members and expressing what we are needing for our clients. They are looking for alternative services. We are talking to SW Mental Health Center to see if they will do some services for fee. Sanford health services. Trying to put together a continuum of care. May be some assistance from telehealth. Looking at all options available.

7. Homeless Grant – Cindy Nelson

Been some dollars allocated to counties to prevent homelessness. Dollars are going straight to the counties. UCAP is interested in being the provider. Cindy Nelson stated that the counties could take the funding and provide the services. If the counties are going to keep the funding, she is requesting the counties let Southwest Health & Human Services know. R. Anderson asked if the counties could just give it to UCAP. C. Nelson stated that works too.

It is about \$140,000 in six counties. We would be a pass through funding source. UCAP is in all six counties.

**U. Decision Items-**

1. Gabryelle Wieme, Collections Officer, probationary appointment (12 months), \$18.35 hourly, effective 12/19/2022
2. Krista Bassett, Public Health Nurse, probationary appointment (12 months), \$27.27 hourly, effective 1/9/2023
3. Emilie Staeffler, Adult Protection Social Worker, probationary appointment (12months), \$24.36 hourly, effective 12/19/2022  
Motion by C. Sik second by L. Nath to approve the probationary appointment as presented. The Motion carried unanimously.
4. Crystal Giffen, Temporary Circle Facilitator, \$24.00 hourly, effective 1/3/2023  
Motion by C. Sanow second by S. Hauswedell to approve the probationary appointment as presented. The Motion carried unanimously.
5. Phased Retirement Option (PRO) Request – Nancy Walker  
Received request for Mavis Salfer. She meets the requirements. The requirements are starting to draw PERA, at least 62, reduce hours to 1,044/year. N. Walker stated that there would be no increase to credits in PERA. N. Walker stated this is like retiring but staying on and providing the knowledge for new workers. We currently have three other staff members who are taking advantage of this. N. Walker stated that we can operate under a PRO agreement for 5 years but either party can terminate the agreement at any time. N. Walker stated that if we would approve this request then she would start as of February 1, 2023. The employee would not be eligible for insurance. D. Thiner asked how it would work having her as a part time employee. C. Biren stated that we are short staffed and we will take her knowledge even if it is only for 20 hours a week. Motion by D. Thiner second by L. Nath to approve Mavis Salfer retirement request. The motion carried unanimously.
6. Agency Bylaws – N. Walker  
N. Walker stated that the Agency Bylaws have been reviewed, waited the 30 days, and would like the necessary approval.  
Motion by R. Wakefield second by R. Anderson to approve the changes in the Agency Bylaws. The motion carried unanimously.
7. 2023 Accounting Policies and Procedures Handbook – Lisa  
L. DeBoer stated that several changes are L. DeBoer position changes. There have been a couple changes in procedures within the accounting policy and procedures handbook.  
Motion by L. Nath second by D. Welgraven to approve the changes and updates in the 2023 Accounting Policies and Procedures Handbook. The motion carried unanimously.
8. 2023 Resolution of Signature Authority – Lisa DeBoer  
Allows our staff directors to sign. Motion by S. Hauswedell second by C. Sanow to approve the 2023 Resolution of Signature Authority. The motion carried unanimously.
9. 2023 Resolution of Designate Depositories – Lisa DeBoer  
L. DeBoer stated that there was not much change for 2022 to 2023. Motion by C. Sanow

second by D. Thiner to approve the 2023 Resolution of Designate Depositories. The motion carried unanimously.

10. Resolution for Human Resources to Refill Replacement Positions in 2023 – Nancy Walker  
D. Welgraven stated that it has been working so no reason to not allow continuing. Motion by D. Welgraven second by R. Wakefield for Resolution for Human Resources to Refill Replacement Positions in 2023. The motion carried unanimously.
11. IT Request for Copiers for Ivanhoe and Marshall – Chris Cauwels  
C. Cauwels stated that she would like to move forward with Loffler. Motion by S. Hauswedell second by L. Nath to approve the IT Request for Copiers for Ivanhoe and Marshall from Loffler. The motion carried unanimously.
12. IT Request to pay invoices for IFS and MnCCC Membership – Chris Cauwels  
C. Cauwels requested to pay the invoice for Minnesota Counties Computer Cooperative. Motion by C. Sanow second by D. Welgraven to approve and pay the invoice from Minnesota Counties Computer Cooperative for \$9,914.72. The motion carried unanimously.
13. IT Request to pay invoice for Year 3 of 3 of Adobe Subscription – Chris Cauwels  
A request to pay the invoice for a year of three of 3-adobe subscription. Motion by R. Anderson second by C. Sanow to pay the invoice from Minnesota Counties Computer Cooperative for \$18,934.40. The motion carried unanimously.
14. Donations -
  - \$100 diaper donation - Gloria Dei Lutheran Church Redwood Falls, MN
  - Various sizes of diapers – St. Ann’s Church – Slayton, MN
  - Christmas gifts for 3 families - Avera Marshall
  - Bags of Diaper Wipes – Christ Lutheran Church – Cottonwood, MN
  - 4 shirts and 5 pair of pants 3T – 4T for Foster care – D’Ajah Tye – Marshall, MNMotion by D. Thiner second by R. Wakefield to accept the donations and send thank you notes for the donations. The Motion carried unanimously.

15. Contracts

**Avera Marshall d/b/a Avera Marshall Regional Medical Center (Marshall, MN) – 01/01/23 to 12/31/23;** Mental Health Hold Orders and Civil Commitment Beds and Services, not to exceed \$1,300/day for hospital services (23% increase)(renewal).

*Fiscal Note: 2022 \$5,470.75; 2021 \$28,254; 2020 \$28,198; 2019 \$47,239; 2018 \$12,915;*

**Brown County Evaluation Center Inc. (New Ulm, MN) – 01/01/23 to 12/31/23;**

Detoxification and evaluation services, \$460/day (3% increase) or according to client’s insurance plan plus a 12% service fee of total per diem cost for insurance processing (renewal). *Fiscal Note: 2022 \$58,922.61; 2021 \$115,149; 2020 \$100,588; 2019 \$58,406; 2018 \$67,973;*

**Bud’s Bus Service (Reading, MN) – 01/01/23 – 12/31/23;** Transportation for DD clients, \$21.20 per one way trip (no change) (renewal).

*Fiscal Note: 2022 \$15,794; 2021 \$22,430; 2020 \$19,780; 2019 \$25,715; 2018 \$30,370;*

**Central MN Mental Health Center (St Cloud, MN) – 01/01/23 to 12/31/23;** an agreement to provide detoxification services at \$600/day (\$100/ day increase) plus additional charges for agreed upon medical care, and commitment holds at \$1000/day (79% increase) beyond the 72-hour maximum stay (renewal). *Fiscal Note: 2022 \$0; 2021 \$1,470*

**Client Community Services Inc. (Worthington, MN)** – 01/01/23 to 12/31/23; provide non-waivered client semi-independent living skills (SILS); \$35.89/hour (no increase) (renewal). *Fiscal Note: 2022 \$11,185; 2021 \$14,392; 2020 \$14,917; 2019 \$18,138; 2018 \$11,982;*

**DHS Adult Protection Services** – 11/01/22 to 09/30/22; provide funds to enhance Adult Protection Services for vulnerable adults who have been reported as abused, neglected, or exploited. \$4,827.17 (NEW). *Fiscal Grant Award:*

**Dr. Joshua Friese & Community Health Board (Marshall, MN)** - 01/01/23 – 12/31/23; medical consultant contract, \$2,000 annually at \$500/qtr. and \$150/hr. during a public health emergency when deemed necessary by agency director (no increase) (renewal). *Fiscal Note: 2022 \$2,000; 2021 \$2,000; 2020 \$2,000; 2019 \$2,000; 2018 \$2,000*

**Ellison Center (St Cloud, MN)** - 01/01/23 – 12/31/23; contract to provide reflective consultation for home visits related to the MDH Strong Foundations FHV grant; \$22,950 (5% decrease) (renewal). *Fiscal Note: 2022 \$14,195*

**Ivonne Hart (Marshall, MN)** - 01/01/23 – open; Agreement covering data sharing, HIPAA and privacy rules (new).

**Ivonne Hart (Marshall, MN)** – 01/01/23 to 12/31/23; contract to provide interpreting services at \$40/hour for face-to-face during office hours and \$50/printed page for written document translation (no increase)(renewal). *Fiscal Note: 2022 \$4880; 2021 \$390; 2020 \$50*

**Hunter's Place (Marshall, MN)** – 01/01/23 to 12/31/23; Contract to provide residential children's mental health treatment and care at new facility in Marshall; \$250/day or estimated unit cost of \$7,750/month plus any transportation costs (\$50/day decrease) (renewal). *Fiscal Note: 2022 \$148,550; 2021 \$129,485*

**Journeys of Healing LLC** – 01/01/23 to 12/31/23; Contract that will provide children's mental health clients with home based therapy to minimize family disruptions; \$200/hour (33% increase) (renewal). *Fiscal Note: 2022 \$38,702.50; 2021 \$28,840*

**Journeys of Healing LLC** – 01/01/23 to 12/31/23; Contract that will provide children's mental health client families with Parent Education Group services to help with family stability; \$200/hour, up to 2 hours per week (33% increase) (renewal). *Fiscal Note: 2022 \$0*

**Lac qui Parle County Family Services** – 01/01/23 to 12/31/23; providing various human resource services, \$85/hour plus mileage (NEW). *Fiscal Note:*

**Lutheran Social Services of SD (Sioux Falls, SD)** – 07/01/22 to 06/30/23; Rule 5 mental health residential treatment services, \$312.86/day (11% increase) (renewal). *Fiscal Note: 2022 - \$0 (no client), 2021 - \$0 (no client); 2020 - \$53,711 (1 client); 2019 - \$74,118 (1 client)*

**Lyon County** – 01/01/23 to 12/31/26; Office lease amendment, reduction of leased space to 29,777 square feet. \$27,295/month in 2023, \$28,536/month in 2024, \$29,777/month in 2025, and \$31,018/month in 2026 (amendment). *Fiscal Note:*

**MDH Strong Foundations Family Home Visiting Grant (St Paul, MN)** - 01/01/23 – 12/31/23; grant to support evidenced based home visiting program for at risk families; \$154,000 (renewal). *Fiscal Note: 2022 \$146,453*

**MN Dept. of Revenue – Revenue Recapture** – 01/01/23– 04/30/23; Amendment to update contacts for the agreement defining the statutes and policies to follow when using Revenue Recapture system to collect debts for claimant agencies (renewal).

**New Horizons Crisis Center** – 01/01/22 to 12/31/22; amendment to increase 2022 parenting time contract by \$20,000. Original 2022 contract amount was \$100,000.

**New Horizons Crisis Center (Marshall, Slayton, Redwood locations)** – 01/01/23 to 12/31/23; Block grant payment for supervised parenting time services, \$120,000 (\$20,000 increase) (renewal). *Fiscal Note: 2022 \$101,954; 2021 \$73,525; 2020 \$91,330; 2019 \$101,802; 2018 \$107,649*

**New Horizon Crisis Center** – 11/16/22 to 06/30/23; **REVISED to show the actual counties that will be serviced by New Horizon** - 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*

**Jana Piotter (Jeffers, MN)** – 01/01/23 to 12/31/23; Client guardianship services, \$25/hour plus expenses (no increase) (renewal). *Fiscal Note: 2022 \$371; 2021 \$836; 2020 \$2,237; 2019 \$4,773; 2018 \$4,895*

**Pipestone County (Pipestone, MN)** - 01/01/23 – 12/31/23; Office space lease, \$58,000.00 annually at \$14,500/qtr. (no increase) (renewal). *Fiscal Note: 2022 \$58,000; 2021 \$58,000; 2020 \$68,379.60; 2019 \$68,379.60; 2018 \$68,379.60*

**Redwood County (Redwood Falls, MN)** – 01/01/23 to 12/31/27; Office lease contract, \$10,571/month in 2023 (2.3% increase), \$10,817/month in 2024 (2.3% increase), \$11,063/month in 2025 (2.3% increase), \$11,308/month in 2026 (2.2% increase), \$11,800/month in 2027 (4.4% increase) (renewal). *Fiscal Note: 2022 \$123,900; 2021 \$123,900; 2020 \$123,000; 2019 \$123,000; 2018 \$123,000*

**Rock County Opportunities Inc. (Luverne, MN)** – 12/01/22 to 12/31/23; Shredding services contract, \$0.55/lb., billable monthly (.05/lb. increase)(renewal).

**Top 20 Trainer (St Paul, MN)** - 06/26/23; Consultant services to provide PH Response and Recovery training and an additional all staff training for staff and supervisors, \$4000+hotel+mileage through the Workforce grant, \$1200 through HS; \$5200 + mileage & hotel (renewal). *Fiscal Note: 2022 \$3327*

**United Community Action Partnership (Marshall, MN)** – 01/01/23 to 12/31/23; Client transportation services that now services all agency counties, volunteer driver rate of \$ 1.005/mile (IRS rate + .38 administrative fee) with local support at \$2,500/county or \$15,000/year (.03 increase to administrative fee, no other increases)(renewal).

**DHS Adult Mental Health Grant (CSP)** – 01/01/23 to 12/31/24; an agreement for allocating monies for the community support program, \$650,902 (no change) (renewal). *Fiscal Grant Award: 2021-22 \$650,902; 2019-20 \$650,902; 2017-18 \$650,902*

**Lutheran Social Services of MN (St Paul, MN)** – 01/01/23 to 12/31/23; Client guardianship services, \$55.50/hour (no increase) (renewal). *Fiscal Note: 2022 \$3,130; 2021 \$4,623; 2020 \$5,640; 2019 \$5,908; 2018 \$6,511*

**Western Mental Health Center (Marshall, MN)** – 01/01/23 to 12/31/24; Mental health adult and children's crisis response services, \$383,532 allocation with payment of \$95,883/qtr. (12% increase) in 2023; \$438,351 allocation with payment of \$109,587.75/qtr. (14% increase) in 2024 (renewal). *Fiscal Note: agency is a pass-through DHS MH Crisis Response Grant*


**Western Mental Health Center Inc. (Pipestone County) – 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, \$434,500/annual plus clinical supervision at \$145/hr. for master’s level or \$175/hr. for doctoral level (NEW).**

Motion by L. Nath by S. Hauswedell to approve the contracts as presented. The Motion carried unanimously.

**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 12-21-2022

Authorized   
Chairperson, SWHHS Governing Board

Attest:  Director  
 Recording Secretary, SWHHS Governing Board