



Offices Located in:

Redwood Falls, MN • 507-637-4041

Ivanhoe, MN • 507-694-1452 Slayton, MN • 507-836-6144

Pipestone, MN • 507-825-6720 Luverne, MN • 507-283-5070

Marshall, MN • Human Services 507-537-6747 • Health Services 507-537-6713

**Annual Board Meeting of
Southwest Health and Human Services
July 19, 2023
(Following the SWHHS Board Meeting)**

1. Strategic Plan 2020-2024
2. Review of Agency Policies
3. Review of Agency's Bylaws
4. 2023 – 2024 Priorities



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Bylaws of Southwest Health and Human Services

Adopted: 12/20/2017

Revised:

01/15/2020;12/21/22

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The undersigned, being the governing body and board of directors of Southwest Health and Human Services, a joint powers board created under the provisions of Minnesota Statutes, §§471.59 and 402A.35, Chapter 145A, and Minnesota Statutes 393 in accordance with the power granted to it by the provisions of section I of the Southwest Health and Human Services Joint Powers Agreement, hereby adopt the following bylaws.

ARTICLE 1: PURPOSE

The purpose of Southwest Health and Human Services and its governing body, the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board is set forth in a joint powers agreement executed by the Minnesota counties of Lincoln, Lyon, Murray, Pipestone, Redwood and Rock (hereinafter referred to as the "Southwest Health and Human Services Joint Powers Agreement").

The purpose of these bylaws is to set forth the regulation of the affairs and manner of operation for the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board and the governance of its members. These bylaws should be read in conjunction with the Southwest Health and Human Services Joint Powers Agreement.

ARTICLE 2: TERM OF BYLAWS

These bylaws shall become effective upon approval by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board and shall continue in force and effect, with all subsequent amendments as provided in Article 14, for such time as the Southwest Health and Human Services Joint Powers Agreement remains in effect.

ARTICLE 3: COMPOSITION & ORGANIZATION

Section 3.1 Board member appointments and recognition. After each member county appoints its two representatives and one lay member to serve on the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board. All Board members shall be recognized as provided in Article II, III, and IV of the Joint Powers Agreement.

Section 3.2 Committees. The Southwest Health and Human Services Joint Board shall establish an Executive Committee composed of one commissioner from each of the member counties. The Southwest Health and Human Services Joint Board shall also establish a Finance Committee composed of three commissioners, appointed by the chairperson of the Southwest Health and Human Services Joint Board. The Southwest Health and Human Services Joint Board shall establish a Personnel Committee made of up the chairperson of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board. Other committees established by a majority vote of the Joint Health and Human Services Board as provided for in Article 10. Individual commissioners may also be appointed as representatives of the board to other committees such as the insurance collaborative and insurance committee.

ARTICLE 4: OFFICERS

Section 4.1 Election of officers. The Southwest Health and Human Services Joint Powers Board, Southwest Health Community Health Board and Southwest Human Services Board shall elect officers beginning at its first meeting of the year. Officers will be elected so there is representation from each county.

Section 4.2 Term of office. The term of office shall end upon the close of the meeting at which the next chair or vice chair is elected. (i.e. January meeting)

Section 4.3 Single office. No board member may hold more than one office at a time. No board member shall hold the same office for more than two (2) consecutive years.

Section 4.4 Chair duties and responsibilities. The chair's duties and responsibilities include the following:

- (a) Ensuring the integrity of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board process by presiding over Joint Health and Human Services Board, Southwest Health Community Health Board and Southwest Human Services Board meetings and directing the preparation of the agenda for such meetings in a manner that:
 - (i) Ensures that the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board conducts business consistent with its own rules and those legitimately imposed upon it from outside the organization;
 - (ii) Limits meeting decision-making or discussion to those issues that, according to the bylaws or other policies adopted by the Joint Health and Human Services Board, are clearly the responsibility of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board to decide (and not the responsibility of the chief executive officer) or to monitor; and
 - (iii) Facilitates deliberation that is timely, orderly, fair, and thorough, but also efficient, limited in time, and kept to the point.
- (b) Except as otherwise provided in the Joint Powers Agreement, appointing board members to serve on committees established by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board.

- (c) Representing the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board as its principle spokesperson.
- (d) The chair of the Joint Health and Human Services Board shall attend the entrance and exit interview for the annual financial audit.

The chair's duties and responsibilities do not include making decisions about policies established by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board nor supervising and directing the executive director or Southwest Health and Human Services staff independent of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board.

Section 4.5 Vice chair duties and responsibilities. Whenever the chair is unable to serve, the vice chair shall exercise the duties and responsibilities of the chair.

Section 4.6 Absence of chair and vice chair. In the absence of the chair and the vice chair of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board the remaining Board members shall elect from among themselves a chair pro tem who shall perform the duties of chair for that meeting.

Section 4.7 Clerk. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall appoint a Southwest Health and Human Services staff person to serve as the clerk to the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board.

ARTICLE 5: MEETINGS

Section 5.1 Open meetings. All meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board, including its committees, shall be conducted in public, except where authorized or directed by federal or state law to close a meeting.

Section 5.2 Public speech during meetings. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall determine the degree and method of soliciting public input on a topic-specific basis.

Section 5.3 Rules of public conduct during meetings. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board Chair has the discretion to permit public comment during Board meetings. Members of the public are expected to be courteous, respectful and conscientious during their comments.

Section 5.4 Regular meeting frequency. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Boards shall meet monthly.

Section 5.5 Scheduling of special meetings. Meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board may be called by the chair or upon request from at least two board members not from the same member county.

Section 5.6 Notice of meetings. Notice of meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board, including its committees, shall include the meeting date, time, location, and purpose, and be made as follows:

- (a) **Regular meetings.** For regular meetings, a schedule shall be kept on the Southwest Health and Human Services' website. Member counties are encouraged to display this information on their meeting calendars, in whatever form they deem appropriate.
- (b) **Special, non-emergency meetings.** For special meetings that are not emergency meetings, but are (1) regular meetings held at a time or place different from that stated on its regular meeting schedule or (2) meetings not conducted as part of the normal routine but planned far enough in advance to be scheduled, notice shall be posted on the Southwest Health and Human Services' website and emailed, mailed, or -at the option of Southwest Health and Human Services -- otherwise delivered at least three days before the date of the meeting to parties that have filed a request for notice as referenced below.
- (c) **Emergency meetings.** For emergency meetings that are called because of circumstances that, in the judgment of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board Chair requires immediate attention, a good faith effort shall be made by Southwest Health and Human Services to post notice of the meeting date, time, place, and purpose on the Southwest Health and Human Services' website, and by phone, email, or other means to the members and alternates, and any party that has filed to receive notice.
- (d) **Filing to receive notice.** Parties may file a request with the clerk of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board to receive notice of special meetings, including emergency meetings. Requests for notice of special meetings may expire annually and may need to be refilled. The clerk shall notify such parties of impending expiration and ability to refile a request at least 30 days prior to expiration.

Section 5.7 Cancellation of meetings. The chair may cancel regular meetings for good cause. Notice of such cancellation shall be provided as far in advance of the scheduled meeting as possible and in the same methods as meeting notice is provided.

Section 5.8 Method of meetings. Meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall be ordinarily held in person except as follows:

- (a) **State of emergency exception.** The chair determines that an in-person meeting is not practical or prudent because of a health pandemic or because a state of emergency has been declared under Minnesota Statutes, Chapter 12.

Section 5.9 Regular meeting agendas. At least five days prior to a regular meeting of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board the clerk or designee shall email the agenda to board members, lay board members and county administrators and post the agenda on the Southwest Health and Human Services' website. Unless otherwise determined when the agenda is approved, the order of business shall be:

- (a) Call to order
- (b) Pledge
- (c) Employee Recognition; Introduce New Staff
- (d) Agenda approval
- (e) Consent agenda, conflict approval, and approval minutes
- (f) discussion items, informational items, and reports
- (g) Decision items
- (h) Adjourn

Section 5.11 Other meeting agendas. At least three days prior to a special meeting that is not an emergency meeting, the clerk or designee shall email the agenda to board members and alternate board members and post on the Southwest Health and Human Services' website. The business conducted at a special meeting shall be limited to those items specified in the agenda.

Section 5.12 Copies of board materials. At least one copy of any printed materials related to agenda items that the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board is considering that were distributed to all members of Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board at or before the meeting shall be available for public inspection while the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board considers the subject. The copy (ies) may be available in paper or electronic form, at the discretion of the clerk, but shall be provided in paper form to a member at the member's request.

Section 5.13 Quorum. A quorum for the conduct of all business by the Southwest Health and Human Services Joint Board shall consist of seven (7) board members, including alternate board members appearing in place of the regular board members. A quorum for the conduct of all business by the Southwest Community Health Board shall consist of four (4) board members, including alternate board members appearing in place of the regular board members. A quorum for the conduct of all business by the Southwest Human Services Board shall consist of

ten (10) board members (commissioners and lay board members), including alternate board members appearing in place of the regular board members. When a board member and their alternate are present at a regular meeting or special meeting, only the board member is seated at the meeting table.

Section 5.14 Vote.

(a) Voting members for each Board will be the following:

Joint Board

- One Commissioner (or alternate) from each County serving on the Community Health Board; and
- One Commissioner (or alternate) from each County serving on the Human Services Board.

Community Health Board

- One Commissioner and one alternate from each Member County, which shall be selected by the individual County Board, unless such County shall have a population in excess of twice that of any other Member County, in which case it shall have two Commissioners and two alternates.

Human Services Board:

- Two Commissioners of each Member County, which shall be selected by the individual County Boards on an annual basis; and
- One layperson from each County, to be appointed consistent with the requirements of the Commissioner of Human Services.

(b) Upon the request of any board member immediately preceding a vote by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board, the chair shall repeat the motion, the name of the member who made the motion, and the name of the member who seconded the motion.

(b) Any board member may request to have their vote entered in the minutes.

(c) When a board member and their alternate are both present at a regular or special meeting, only the board member may cast votes and be recorded in proceedings.

(d) A simple majority vote is required for all matters except for those identified in the Southwest Health and Human Services Joint Powers Agreement.

(e) No proxy votes or absentee votes shall be allowed.

Section 5.15 Record of meetings. A record of the meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services

Board its committees, shall be made available to the public, upon approval by the relevant body, by publication on the Southwest Health and Human Services' website. The record shall, at a minimum, contain the following information:

- (a) The date, time, and location of the meetings.
- (b) The attendance and absence of each board member.
- (c) The outcome of a vote on an action taken in a meeting that is required to be open, along with the name of the board member who made the motion and the name of the board member who seconded the motion.
- (d) The vote of each board member on appropriations of money, except for payments on judgments, claims, and amounts fixed by statute.
- (e) The vote of a board member who requests to have their individual vote entered into the minutes.
- (f) Board members will identify any conflict of interest during the consent agenda. The abstention from a vote by a board member will be acknowledged by the Board Chair and their reason for abstaining, if one is given. The minutes will reflect any board member who has abstained.

ARTICLE 6: POWERS AND DUTIES OF JOINT POWERS BOARD

The powers and duties of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board are set forth in the Southwest Health and Human Services Joint Powers Agreement.

ARTICLE 7: BOARD MEMBER RESPONSIBILITIES

Section 7.1 Ethical and businesslike. Board members shall carry out their responsibilities in an ethical and businesslike manner. Civility and respect at all time with one another, staff and the public are required.

Section 7.2 Authority. Board members shall support the legitimacy and authority of Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board decisions, irrespective of the member's personal position on the issue.

Board members shall not attempt to exercise individual authority *over* the organization except as explicitly set forth in Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board policies. Board members' interaction with the executive director or with staff must recognize the lack of authority in any individual board member or group of board members except as noted above. There should be no unilateral decisions.

Board members' interaction with the public, press or other entities must recognize the role of the

Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board designated spokesperson. No Board member shall speak on behalf of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board unless that person has been designated to speak on the issue and an official Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board position has been *voted* upon. However, board members may choose to speak as a representative of the organization to educate and promote the organization.

Section 7.3 Handling consent agenda. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board will attend to consent agenda items as expeditiously as possible. If a Board member wishes to discuss a consent agenda item, they must seek removal of the item from the consent agenda prior to approval of the meeting agenda.

Section 7.4 Executive Director performance monitoring. Board members shall monitor and evaluate the executive director performance consistent with explicit Southwest Health and

Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board policies.

Section 7.5 Governing characteristics. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall govern with an emphasis on vision, long-term impact and outcomes, strategy, and pro-active leadership over administrative detail.

Section 7.6 Accountability. As stewards of the public trust and funding, the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall be accountable for Southwest Health and Human Services to enhance community safety and wellness through the delivery of quality services with great results and shall avoid unethical or inappropriate conduct.

The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall enforce upon itself whatever discipline is necessary to govern with excellence, including attendance and preparation for meetings, establishment of policies that align with the governing characteristics, clarity and respect of roles, and ensuring the continuance of governance capability.

The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall regularly monitor its own process and performance and seek to continuously improve through orientation of new board members, board member development, education, and robust input and deliberation.

Section 7.7 Leadership. In leading, Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall educate and inform the general public about health and human services and shall inspire and empower the staff to deliver quality services with great results with:

- (a) Provision and adherence to broad organizational values;

- (b) Consideration of diversity of viewpoints.

Section 7.9 Group responsibility and authority. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board is vested with group responsibility and group authority. While no single Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board member has individual authority, the effective forging of Southwest Health and Human Services Joint Health and Human Services Board, Southwest Health Community Health Board and Southwest Human Services Board decision and values requires board members to take individual responsibility for expressing their individual values and perspectives and those of the member's county.

Section 7.9 Annual planning. Each year the Joint Health and Human Services Board shall determine the date for an annual planning meeting. The Southwest Joint Health and Human Services Board shall also follow an annual agenda that:

- (a) Starts a planning cycle with the Joint Powers Board's development of its agenda for the next year.
- (b) Articulates goals and strategies for the coming one or more years.
- (c) Concludes the annual planning cycle each year by the last day of May so that administrative planning and budgeting for the following calendar year can be based on accomplishing a one-year segment of the Joint Powers Board's most recent statement of goals and strategies.
- (d) Completes a review of policies on a regular cycle.
- (e) Review of the agency's bylaws

Section 7.10 Annual review of executive director performance. Executive Director Performance monitoring will be included on the Southwest Joint Health and Human Services Board agenda at least annually. Probationary reviews will take place at three, six and nine months from their date of employment.

Executive Director compensation will be decided under the same schedule as staff and be commensurate with performance and applicable policies.

Section 7.11 Authority to hire the Executive Director. If authorized by the Southwest Health and Human Services Joint Board, the Executive Committee shall have the right to interview and recommend the hiring of the executive director to the Southwest Health and Human Services Joint Board.

Section 7.12 New Commissioner Training. Commissioners that are new to any of the boards of Southwest Health and Human Services are encouraged to attend New Commissioner Orientation which is held annually in the spring of the year. Current board members and member county Commissioners are also welcome to attend.

ARTICLE 8: BOARD MEMBER ETHICS

Section 8.1 Discharge of duties in ethical manner. The effectiveness and credibility of Southwest Health and Human Services is dependent upon the proper discharge of duties in the public interest. Board members must assure that the independence of their judgment and actions, without any consideration for personal gain, is preserved; board members shall serve all people fairly and equitably without regard to their personal or financial benefit.

Accordingly, at a minimum, board members shall comply with the following ethics provisions.

Section 8.2 Use of confidential information. A board member shall not use information gained as a board member which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value. A board member shall only be given the minimal information necessary in regards to client information to effectively do their jobs.

Section 8.3 Solicitation of, donation of, or receipt of anything of value. A board member shall not solicit or receive anything of value from any person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the board member's duties. A board member shall not represent people or associations in dealings with Southwest Health and Human Services in consideration of anything of value. A board member shall not take an official action which will benefit any person or entity because of a donation of anything of value to Southwest Health and Human Services by such person or entity.

Section 8.4 Provision of anything of value and fair campaign practices. A board member shall not give anything of value to potential voters in return for their votes, promises, or financial considerations which would be prohibited by the State Minnesota Fair Campaign Practices statute.

Section 8.5 Official action. A board member shall not take an official action which will benefit any person or entity where such board member would not otherwise have taken such action but for the board member's family relationship, friendship, or business relationship with such person or entity.

Section 8.6 Financial interest. Where a board member or a member of the board member's immediate family has a financial interest in any matter being considered by the board member, such interest, if known to the board member, shall be disclosed by the board member in writing to the clerk and chair or in a public declaration in a board meeting. If the board member has such a financial interest or if the minor child of a board member has such a financial interest, the board member shall be disqualified from further participation in the matter.

Section 8.7 Holding investments. A board member shall not hold any investment which might compromise the performance of the board member's duties without disclosure of said investment and self-disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statutes, §471.88.

Section 8.8 Southwest Health and Human Services funds, personnel, facilities, and property. A board member shall not use Southwest Health and Human Services funds, personnel, facilities, or property such as vehicles, equipment, or supplies for personal convenience, personal political campaign activities, or personal profit except where such is available to the public generally, or where such is provided by specific Southwest Health and Human Services policy in the conduct of official Southwest Health and Human Services business.

Section 8.9 Special consideration. A board member shall not grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

Section 8.10 Expenses. A board member shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made in accordance with Southwest Health and Human Services policy.

Section 8.11 Compliance with law. A board member shall comply with all local ordinances and State and Federal statutes including, but not limited to, the criminal code (except for petty misdemeanor or misdemeanor charges), Fair Campaign Practices Act, and laws governing the Functioning and ethical conduct of counties and municipalities, their elected and appointed officials, and employees.

Section 8.12 Authority. A board member shall not exceed his or her authority, or ask others to do so.

ARTICLE 9: EXECUTIVE, FINANCE AND PERSONNEL COMMITTEE

Section 9.1 Executive Committee purpose. The Executive Committee shall assist Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board in carrying out tasks assigned, such as but not limited to, negotiations, hiring of the executive director, making recommendations to the board, etc.

Section 9.2 Executive Committee composition. The committee will be comprised of one commissioner from each of the member counties. Appointments to Executive Committee will take place at the first meeting of the year.

Section 9.3 Finance Committee purpose. The Finance Committee shall assist Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board in carrying out its fiscal responsibility. The committee shall oversee the financial operations of Southwest Health and Human Services and make recommendations to the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board on such financial operations matters as appropriate.

Section 9.4 Finance Committee composition. Finance Committee membership is appointed by the Southwest Health and Human Services Joint Board chair.

Section 9.5 Finance Committee responsibilities. The Finance Committee shall:

- (a) Review regular financial reports to ensure compliance with Joint Powers Board policies.

et al. (b) Review relevant monitoring reports for the Joint Powers Board related to organization finances.

- (c) Engage the Southwest Health and Human Services Joint Powers Board in an annual discussion and development of the annual budget.
- (d) Identify and prepare Joint Powers Board discussions on financial policy and relevant Joint Powers Board decisions/issues.
- (e) Request and review proposals for selection of auditor every three years, or more frequently if required by law and as allowed by the Office of the State Auditor.
- (f) Review the external audit report.

Section 9.6 Personnel Committee responsibilities. The Personnel Committee shall:

- (a) Be in charge of making recommendations to the Board on matters including but not limited to the review of the agency's personnel policies, collective bargaining and administering a comprehensive human resources program that is consistent with federal, state, and local laws/regulations.
- (b) Review requests for Leave Without Pay that do not fall under the Family Medical Leave Act and exceed over 37.5 hours.

ARTICLE 10: OTHER COMMITTEES

The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board, may establish other committees with a defined purpose, appointment of members, defined authority and decision-making, and establishment of key deliverables and timelines.

ARTICLE 11: PARLIMENTARY AUTHORITY

Except where otherwise provided in state law or rules, the Southwest Health and Human Services Joint Powers Agreement, or these bylaws, *Robert's Rules of Order Newly Revised*, 11th Edition, shall govern the parliamentary process for meetings of the Joint Powers Boards and its committees.

ARTICLE 12: DATA

Official documents of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board including minutes of meetings, shall be kept at the office of Southwest Health and Human Services located in Marshall, MN. Agendas and minutes shall also be posted on the Southwest Health and Human Services' website following approval by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board.

The Executive Director is designated as the responsible authority for data practices, pursuant to the Minnesota Government Data Practices Act.

ARTICLE 13: ADHERENCE TO JOINT POWERS AGREEMENT

The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall not adopt any policies or procedures that contradict the Southwest Health and Human Services Joint Powers Agreement. In the event such an inconsistency occurs in these by-laws or any other policy or procedure, the Southwest Health

and Human Services Joint Powers Agreement shall be followed. Upon identification of such an inconsistency, the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall correct the erroneous policy at their next regular meeting.

ARTICLE 14: AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the Southwest Health and Human Services Joint Powers Board, by an affirmative vote of a majority of the board members, provided the amendment is not inconsistent with the Southwest Health and Human Services Joint Powers Agreement. Proposed amendments shall be submitted to the Joint Powers Board 30 days prior to the meeting at which they will be considered, and the agenda for the meeting shall state that the amendment will be offered.

Approved as to form and execution:

Southwest Health and Human Services Joint Powers Board:



Agency Attorney



Chair of the Board

1-18-23

Date

12-21-2022

Date