



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: July 19, 2023
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 9:47 a.m.
Adjourned: 11:32 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, July 19, 2023 in the Commissioners Room in the Lyon County Government Center Marshall, Minnesota. The meeting was called to order by Chairperson Burger.

Members present:

- Jeane Anderson
- Rick Anderson
- Greg Burger
- Steve Hauswedell
- Les Nath
- Mic Vandever
- Jim Salfer
- Todd Draper
- Lois Schmidt
- Maydra Maas
- Rick Wakefield
- Dennis Welgraven
- Dan Wildermuth

Members absent:

- Jackie Meier
- Joan Jagt
- Doug Nagel
- Sherri Thompson

Staff present:

Carol Biren	Cindy Nelson	Brady Dinger
Chris Cauwels	Ann Orren	Andrea Fuerstenberg
Monica Christianson	Courtney Felton	Heather Gorden
Mariah Cleppe	Ashley VanOverbeke	Courtney Heppler
Kristin Deacon	Nancy Walker	Lowell Freeman
Lisa DeBoer	Beth Wilms	Candace Swenson

P. Call to Order

Q. Consent Agenda-

1. Chairperson Burger asked if there were any changes to the agenda. B. Wilms stated that there is a contract to be added to the contract listing. Chairperson Burger also stated that we would add the Child Protection base rate pay as a discussion item. Burger 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 June 21, 2023 meeting. Motion by Rick Wakefield second by Dennis Welgraven to approve the agenda and the board minutes as presented. The motion carried unanimously.

R. Financials-

Chairperson Burger asked if there were any questions or comments regarding the financial report as given during the Human Services Board meeting. There were none. Motion by Mic Vandevere second by Dennis Welgraven 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 Burger reviewed the Human Resources Statistics and stated if there were questions to hold until the quarterly Human Resources Report.

T. Discussion/Information Items-

1. Quarterly Human Resources Report – Monica Christianson and Nancy Walker-
Nancy Walker and Monica Christianson presented the quarterly HR report. Information as to which positions (Public Health Nurses, Child Protection Social Workers) are difficult to fill. The majority of applicants come from Facebook and Indeed. When SWHHS promotes from within, it creates another opening. As of current, we have 5 boomerang employees (employees that left, but have now come back). HR conducts two different check-ins within the first year of employment. At the three and nine month check-in many employees talk about work environments. They love the flexibility, they like the responsiveness of the supervisors even when they are not in the same location. They often talk about caseloads being high and would like more staff. They like the training that is provided. Jobs are sometimes different than they thought they would be. Pay is noted as not being as competitive as surrounding counties. Many enjoy their work. Currently there have been 15 resignations in 2023, and have 4 more coming in the 3rd quarter. Three are retirements and 1 is a relocation. This is currently a 6.5% turnover rate. If we continue this trend will be at 13% at the end of 2023. When staff partake in the exit interviews, the trends continue: they like the coworkers and clients, they like the flexibility and time off, the caseloads are always too high, they appreciate the retirement benefits and ability to work from home. Wages continue to be low and a key factor as to why staff leave, and most say they would appreciate to see more significant raises, they would like to see medical leave paid out upon the end of their employment. Staff would like to see reduced insurance costs or to not make it mandatory. Staff also appreciate the wellness initiatives.

2. Request for Approval to Apply for PrimeWest Grant- Cindy Nelson and Beth Wilms
Primewest is opening a grant for \$360,000. There are 3 areas of focus. All three areas will be for 3 years. The first priority would be to establish a parenting time program in the Pipestone area. Funds allocated to this would be \$65,000. The next area would be to have reflective supervision. SWHHS would prioritize our Child Protection workers and SWHHS would look at contracting with a provider in MN to assist with this. Funds allocated would be \$45,000. The last area would be to request 1 FTE, a Resource Navigator, to assist with applications, perhaps FC paperwork, anything that can help families and workers. This would likely bring in revenue. SWHHS is looking at sustainability, return of investment, but also return of value to the communities we serve; not just in the 4 PrimeWest counties, but all six of our counties. We are applying, but if we were to receive the grant, we would come back for approval.
3. Child Protection base rate pay- Cindy Nelson and Beth Wilms
SWHHS has currently for Child Protection Social Worker openings. This is a mandated position and mission critical to keep children safe. Currently SWHHS has 147 children in placement. Combining the daily intakes and the open cases, it is extremely difficult for our workers to have a work/life balance. Looking at the longevity of the CP Social Workers, the most senior CP Worker has 8 years experience. Of the current 18 workers, 10 of them have less than 1 year experience. Workers do not have the time to complete the 100% time reporting or random moments. Supervisors are carrying caseloads. We know that we are the lowest starting pay in the area for child protection. Does SWHHS start to pull workers from other areas to assist? The recruitment and retention committee has been doing a lot of work and research. Commissioner Burger stated this is a big discussion and we need to figure out how to solve the problem and possibly meet with the CP unit. Discussion also held that we would need to reach out to the Union with a MOA. Union would have to approve as well. If a CP worker leaves the CP unit for a different position at SWHHS they would lose the \$3.00/hr.

U. Decision Items-

1. Jennifer Nelson, Community Public Health Supervisor, probationary appointment (12 months), \$61,467.00 annual, effective 7/3/2023 – Slayton Office
2. Shannon Leysen, Lead Eligibility Worker, probationary appointment (6 months), \$27.60 hourly, effective 7/10/2023 – Slayton Office
3. Vickie Freese, Collections Officer, probationary appointment (12 months), \$18.53 hourly, effective 7/17/2023 – Marshall office
4. Nicole Stubbe, Eligibility Worker, probationary appointment (12 months), \$19.07 hourly, effective 7/17/2023
5. Scott Radloff, County Agency Social Worker- LADC, probationary appointment (12 months), \$31.75 hourly, effective 9/18/2023

Motion by Dan Wildermuth second by Rick Wakefield to approve the probationary appointments as presented. The Motion carried unanimously.

6. Child Protection base rate pay
To increase the Child Protection Social Workers and Supervisors hourly wage by \$3.00 per hour through 12/31/2023 or until a new labor contract is fully executed; subject to the union approval. Motion by Rick Anderson, second by Dan Wildermuth. The Motion carried unanimously.
7. Request to fill part-time Eligibility Worker as full-time
SWHHS had a long term, part time employee that retired for a second time from the agency. Looking to refill the position as 1 FTE instead of part time. Personnel committee was in support of this request and has been moved to the Governing board. Motion by Dan Wildermuth, second by Jim Salfer to fill part-time eligibility worker as full-time. The Motion carried unanimously.
8. Request for replacement of agency fleet vehicles
No replacements done last year due to low mileage. We have 3 vehicles (2020 Equinox) in Marshall that need to be replaced due to high mileage and the lease agreement needing to have higher maintenance log on vehicles over 90,000miles. Is there cost saving to leasing, or looking at alternatives. Enterprise quoted an increase of \$157.84 cents a month for a Malibu or Altima. We are unable to get an Equinox through enterprise. Upon discussion, this request as been tabled by unanimous decision.
9. Request to Renew papercut Print Management Software- Chris Cauwels
This request is for software we use for when we print to copiers for highly sensitive data to ensure HIPAA. The price just went up to just over \$3,000 annual (increase of \$36.96) which is why this is a decision item. This item is budgeted. Motion to renew papercut Print Management Software by Mic Vandever, second by Dennis Welgraven. The motion carried unanimously.
10. Request to Join the state Threat Management and Vulnerability (TMVU) Program- Chris Cauwels
Small package we have been using is \$3,190 to ensure we have all the security requirements to handle tax information. This program is free for the first year until 7/2024 then it would cost \$4,850 per year from 2024-2027. This gives us internal scanning to all our machines for greater security. There is limited grant funding so we are lucky to be presented to this opportunity on a four year contract. This company will set up on all computers, send monthly updates for threats they see in the State of MN, along with patching. Motion to join the State Threat Management and Vulnerability (TMVU) program by Mic Vandever, second by Rick Anderson. The motion carried unanimously.
11. Donations –
 - 0-3 and 3-6 month baby clothes, slippers and blankets- Anonymous Donation
 - 21 fleece blankets- Skandinavia Evangelical Church, Balaton, MN
 - \$200 cash for Circle Meals- Minneota Fire Department, Minneota, MN

Motion by Rick Anderson second by Dan Wildermuth to accept the donations and send

thank you notes for the donations. The Motion carried unanimously.

12. Contracts

- **Amherst H Wilder Foundation (St. Paul, MN)** – 02/15/23 to 08/31/24; amendment to extend the end day by a month, no additional changes \$192,668 (amendment)
- **New Horizon Crisis Center** – 08/01/23 to 06/30/24; 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 \$50,000 (renewal) *Fiscal Note: \$36,895- 2023*

Motion by Greg Burger second by Rick Anderson to approve the contracts as presented. The Motion carried unanimously.


V. **Adjournment**

Chairperson Burger asked if there were any other questions. Hearing none, he adjourned the meeting at 11:32 a.m.

Approved Date 8/16/2023

Authorized 
Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest: 
Director