



SOUTHWEST
HEALTH & HUMAN
SERVICES

SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: August 16, 2023
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 9:51 a.m.
Adjourned: 10:54 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, August 16, 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	Todd Draper
	Rick Anderson	Lois Schmidt
	Greg Burger	Doug Nagel
	Jackie Meier	Maydra Maas
	Steve Hauswedell	Sherri Thompson
	Les Nath	Rick Wakefield
	Mic Vandevere	Dennis Welgraven
	Jim Salfer	Dan Wildermuth

Members absent: Joan Jagt

Staff present:	Carol Biren	Ann Orren	Brady Dinger
	Michelle Buysse	Stacey Strand	Heather Bruse
	Chris Cauwels	Nancy Walker	Megan Boerboom
	Monica Christianson	Beth Wilms	Nicole Stubbe
	Kristin Deacon	Taalyr Egeness	Khailee Nelson
	Lisa DeBoer	Vickie Freese	
	Stacey Longtin	Erika Morrow	
	Cindy Nelson	Kelsey Appel	

P. Call to Order

Q. Consent Agenda-

1. Chairperson Burger asked if there were any changes to the agenda. B. Wilms stated that there are two additions under Discussion/Information. Discussion #2 would be Public Health Nurse Pay, and #3 would be a request for a Case Aide- Resource Navigator. Chairperson 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 July 19, 2023 meeting. Motion by Rick Anderson second by Jim Salfer to approve the agenda and the board minutes as presented with changes. 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 Rick Wakefield 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 asked if there were questions. Beth Wilms stated that Nancy Walker and Monica Christianson are gathering information regarding the Child Protection base rate pay and will provide that at the next HR quarterly report. Beth Wilms also stated that we have 5 PHN openings (down 25%).

T. Discussion/Information Items-

1. Agency Bylaws –
Beth Wilms states that the agency Bylaws are reviewed on an annual basis. At the July meeting, the board was presented the Bylaws and asked to review and come to the August meeting with any proposed changes. The executive team reviewed the Bylaws and did not have any changes. At this time, the Board also does not have any revisions. By consensus, the SWHHS Bylaws were reviewed with no revisions as of August 16, 2023.
2. Public Health Nurse Pay
Carol Biren opened discussion stating that the personnel committee met this morning prior to the board meeting regarding the Public Health Nurse (PHN) wages. This has been an ongoing discussion for the past year. Approximately one year ago, we had 5 PHN openings, were able to hire two (doing well, but takes 6 months to 1 year of training) and now we are back to five openings. Three of the 5 openings have been open for two years. PH has shifted as many duties as they can, hired Public Health Educators instead of PHN's, etc, but can no longer do this. As of August 1, 2023, WIC services are now in person, meaning travel will have to occur to cover WIC clinics in offices we have openings. There is funding in PH to pay for the increase. Carol Biren is asking for a \$3.00 per hour increase similar to what was done for CP workers. This would be for PHN, RN (excluding those working in MN Choices) and nursing supervisors only, with similar language that was in the MOA for the CP workers. 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 PHN/RN/Supervisor leaves the position for a different position at SWHHS they would lose the \$3.00/hr. Chairperson Burger speaks on behalf of the personnel committee that they support this and recommend to the full SWHHS board to approve the \$3.00 hourly increase for Registered Nurses, Public Health Nurses (excluding those working in MN Choices) and nursing supervisors in Public Health, with the same language in the MOA for CP workers. Motion by Mic Vandever and second by Dan Wildermuth. The motion carried unanimously.

3. Case Aide- Resource Navigator

Cindy Nelson reminded the Board that last month we requested permission to apply for a Primewest Grant that would be for a Community/Resource Navigator. SWHHS was awarded the full 3 year, \$250,000 grant. We are requesting a FTE as a Resource Navigator. This position will support social services staff by assisting clients by helping fill out applications, paperwork, etc, to help them become eligible for programs. This will help the social workers and freeing up some of their time. Social services will be the main area of focus, but this position will also help the income maintenance and public health program areas as well. If approved, SWHHS would like to hire in September 2023. Beth Wilms states that looking at sustainability, we will gather information for ROI and ROV, and how much time is freed up for social workers. We will also look at ensuring that families have a comprehensive continuum of care. SWHHS will obtain as much revenue as we can. At the end of the three year grant, we will provide information to the board. Dan Wildermuth asked if we would advertise the position, and if we would share with applicants that it is only a three year grant, and we cannot guarantee the position after three years. Our hope is we can save enough dollars to continue. Rick Anderson also added to discussion that we need to ensure clarity that this position would be for all six counties. Motion made by Rick Anderson and second by Dan Wildermuth: to approve the Case Aide/Resource Navigator new position for SWHHS. The motion carried unanimously.

U. Decision Items-

1. Angela Schreifels, Eligibility Worker, probationary appointment (6 months), \$19.07 hourly, effective 7/31/2023- Slayton Office
2. Angie Stephens, MnCHOICES, no probationary appointment and no change in pay, effective 8/28/2023- Redwood Falls Office
3. Kaia Jordahl, County Agency Social Worker, Child Protection, probationary appointment (12 months), \$24.60 hourly, effective 8/21/2023- Marshall office
4. Veronica Rangel, Eligibility Worker, probationary appointment (12 months), \$19.07 hourly, effective 8/28/2023- Luverne Office

Motion by Dennis Welgraven second by Steve Hauswedell to approve the probationary appointments as presented. The Motion carried unanimously.

5. 2024 Preliminary Agency Budget

Making a request for approval of the 2024 preliminary agency budget for a total agency levy of \$14,480,110 for a total budget of \$35,627,612 with final approval being in November

2023. Motion by Rick Anderson, second by Dan Wildermuth. The Motion carried unanimously.

6. Request for Replacing End of Life Windows Servers Licenses
SWHHS will need 9 servers upgraded and we are on a pay as you go plan with Microsoft. With these upgrades the pay as you go will become more expensive than the estimate in the board packet. With the \$16,406/year we are able to add as many servers as needed and will be more cost effective in the long term. Motion by Dan Wildermuth, second by Todd Draper to pay \$16,406/year for three years. The Motion carried unanimously.
7. Request to Renew Sharegate Software
Chris Cauwels, IT Director states that currently the Sharegate Software costs \$6,000 annual with a projected increase each year. With a 2year contract we can save 20% with a cost of \$8,491.50 each year, or a 3 year contract saving 30%, with a cost of \$11,988 per year. Cauwels recommends going with the three year contract with projected increases, and always needing to utilize Sharegate. This is a budgeted item. Motion made by Mic Vandever, second by Dennis Welgraven to: Renew Sharegate Software with a three year contract in the amount of \$11,988 per year. The motion carried unanimously.
8. Request to Renew AppXtender Software
Chris Cauwels states that SWHHS has utilized AppXtender software for 14 years. A savings of \$2,405 was found by not having a maintenance plan on the scanners. New annual contract would then cost \$46,605/year. This item is budgeted. Motion by Mic Vandever, second by Jackie Meier to: Renew AppXtender Software in the amount of \$46,605 per year. The motion carried unanimously.

9. Donations –

- 18 books for foster children (\$200 value) – Modern Woodmen

Motion by Steve Hauswedell second by Sherri Thompson to accept the donation and send thank you note for the donations. The Motion carried unanimously.

10. Contracts

- **Amherst H Wilder Foundation (St. Paul, MN)** – 03/27/2023 to 5/31/2024; amendment to extend the end of the contract for community health survey to 5/31/2024, no additional changes \$37,000 (amendment)
- **Kinner & Company LTD (Tracy, MN)**- 08/01/23 to 12/31/23; Accounting services for child support cases, \$200/hour plus expenses with a cap of \$4,000 for the year (NEW).
- **MN Dept of Revenue- Revenue Recapture-** 5/1/2023-4/30/2026; Amendment to update contracts for the agreement defining the statutes and policies to follow when using Revenue Recapture system to collect debts for claimant agencies (renewal).


- **MDH Public Health Emergency Preparedness (PHEP)**- 07/01/2023 to 06/30/2024; Amendment for budget period 5 allocation for emergency preparedness 5 year grant 2019-2024; BP4 - \$93,761 (slight decrease) (amendment).
Fiscal Note: 2022 \$94,148 BP4; 2021 \$95,357 BP3; 2020 - \$92,580 BP2; 2019 - \$92,437 BP1
- **MDH TANF Family Home Visiting** – 07/01/23 to 06/30/27; Provide family home visiting, teen pregnancy prevention, and/or WIC nutritional services to families at or below 200% of federal poverty guidelines who are at risk of child abuse or neglect.
\$520,960 or 130,240/year (renewal)
Fiscal Note: 2019/23 – 127,876/year; 2018/19 – 138,424
- **PrimeWest Health** – 9/1/23 to 8/31/26; Grant to support the Resource Navigator (\$250,000), Parenting Time (\$65,447), and Reflective Supervision (\$45,000) projects to benefit PrimeWest members. \$360,447 total (NEW)
Fiscal Note: N/A


Motion by Sherri Thompson second by Dan Wildermuth 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 10:54 a.m.

Approved Date 9-20-2023

Authorized 
Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest: 
Director