



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: September 20, 2023
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 9:46 a.m.
Adjourned: 10:54 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, September 20, 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 Rick Wakefield
 Les Nath Dennis Welgraven
 Mic Vandever Dan Wildermuth
 Jim Salfer

Members absent: Steve Hauswedell Joan Jagt
 Maydra Maas Sherri Thompson

Staff present: JoAnne Brisk Ann Orren
 Tiffany Bailey Corey Remiger
 Chris Cauwels Ashley VanOverbeke
 Monica Christianson Nancy Walker
 Lisa DeBoer Beth Wilms
 Melody Caron

P. Call to Order

Q. Consent Agenda-

Chairperson Burger asked if there were any changes to the agenda. Beth Wilms stated that there is one addition under Decision Items- Position Request for an Information Systems Specialist, Senior. 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 August 16, 2023 meeting. Motion by Rick Wakefield second by Dennis Welgraven 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. There were none.

T. Discussion/Information Items-

1. MN Health Care Program (MHCP) Policy Revision Regarding Medical Assistance Overpayments- Tiffany Bailey and Lisa DeBoer –
Lisa and Tiffany stated there was a bulletin issued by DHS that provided direction as to how to handle MA overpayments going forward. Tiffany stated that DHS was discontinuing the process of creating overpayments for enrollee error. DHS is stating that the only overpayments that are still allowed to be collected on are those that are taken to criminal court. Tiffany stated that she met with Bill Toulouse, agency attorney, to discuss his opinion and recommendation for going forward with the agency's current outstanding debts related to MHCP overpayments. Bill's recommendation was that the agency should move forward with writing off these debts as they are no longer allowed to be collected. Data was given to the board in relation to the number of clients and dollar amounts still owed. Data was given for the debt that could be retained as collectable due to criminal court cases. Board gave authorization to write off debts that were no longer collectable, moving this to a decision item. Motion by Dan Wildermuth; second by Mic Vandevere to allow SWHHS to write off any debts that were no longer collectable. The motion carried unanimously.
2. 2022 Audit Summary- Melody Caron, Office of MN State Auditor
Melody Caron, Office of MN State Auditor provided information that was in the handouts in the board packet. Provided insight as to how SWHHS is no longer in the negative. Schedule of findings has more information as well as the severity of the deficiency. Report has been submitted and completed as of August 25, 2023, prior to the September 30, 2023 deadline. Greg Burger added that the staff are commended for their hard work over the past few years, working towards improvement.

U. Decision Items-

1. Zachary Johnson, County Agency Social Worker- Child Protection, probationary appointment (12 months), \$24.60 hourly, effective 8/28/2023 – Marshall Office
2. Daniela Cano Solis, Eligibility Worker, probationary appointment (12 months), \$19.07 hourly, effective 9/11/2023- Marshall Office
3. Trish Grieme, Office Support Specialist Sr., probationary appointment (12 months), \$16.32 hourly, effective 9/11/2023- Slayton Office
4. Nicholas Brownrigg, Network Administrator, probationary appointment (12 months), \$62,400 annual, effective 9/25/2023- Marshall Office
5. Amanda Hall, County Agency Social Worker- Child Protection, probationary appointment (12 months), \$24.60 hourly, effective 9/25/2023- Redwood Falls Office
6. Kassandra Stangeland, Case Aide- Resource Navigator, probationary appointment (6 months), \$20.00 hourly, effective 9/25/2023- Pipestone Office

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

7. Assign New Recording Secretary

According to bylaws, we have to appoint a recording secretary. Our previous recording secretary is no longer with the agency. Beth Wilms is asking Monica Christianson is the temporary recording secretary until we fill the Office Support Supervisor position. Motion by Todd Draper; second by Mic Vandevere to appoint Monica Christianson as the temporary recording secretary for the SWHHS Human Services, Community Health and Governing Board minutes. The Motion carried unanimously.

8. Personnel Policy #30 – Job Establishment and Classification

Nancy walker presented the recruitment and retention committee and Commissioner Burger and brought this policy to attention for revision. It was vetted it through the executive team and the equity policy committee as well. The changes proposed are in Section 6. Prior to the changes, if someone receives a promotional appointment they would receive \$3,000 annually added to their salary. What was discovered is there were inequities created from that practice as well as some staff applying for positions that would be considered a demotion in pay. In Section 6 it now addresses those changes and follows our union contract. Motion by Mic Vandevere; second by Dan Wildermuth to accept Personnel Policy #30- Job Establishment and Classification as presented. The motion carried unanimously.

9. Request for CaseWorks for IM, CS and Fraud

Director of IT, Chris Cauwels asked that we combine governing board decision item 9 and 12 for a motion. Discussion held as to what CaseWorks is and how 53 Counties in MN are now using CaseWorks. This would make workload and workflow much more efficient for the Income Maintenance, Child Support and Fraud units. If board approves, we would be able to

have a 20% discount if we onboard Caseworks when Nobles County does. SWHHS would be able to use the IM unwinding dollars and receive the FFP reimbursement of 67% and 50% of the total cost. Total cost for CaseWorks (\$325,323.00); SharePoint user licenses for 57 users at \$165 per user per year (\$9,405.00); SharePoint server (\$9,176.00); SQL server (\$9,678.00); additional server hardware (\$5,960.00); additional storage (\$7,440.00) for a total cost of \$366,982.00 before the FFP reimbursement. SWHHS can utilize the unwinding dollars for this cost. Motion for request for CaseWorks for IM, CS and Fraud and request for new Server Upgrades and Software to Support Caseworks for the total dollar amount of \$366,982.00 by Dan Wildermuth, second by Rick Anderson. The motion carried unanimously.

10. Request to Renew Spam Filter Licenses

Chris Cauwels presented that in the board packet there is a one and three year quote to renew the spam filter licenses. Chris requests to do the one year renewal due to changes coming with the email servers. Spam protection is needed. Motion by Todd Draper; second by Dan Wildermuth to move forward with the one year (\$10,756.15) renewal. The motion carried unanimously.

11. Update on Hosted Email for Lincoln and Lyon Counties

SWHHS has been hosting emails for Lincoln and Lyon Counties, but do to cybersecurity concerns it will not continue. Conversations have been happening with Deb Vierhuf in Lincoln County as well as Jason Lenz in Lyon County. This has been a huge liability for SWHHS and Chris Cauwels is working on separating the email servers by the end of 2023.

12. Request for Server Upgrades and Software to Support CaseWorks

This item was approved with item 9; request for CaseWorks for IM, CS and Fraud. See above.

13. Request for Laptops

Chris Cauwels budgeted for 96 laptops this year. Instead of every three years we have been moving to every five years to get an upgraded laptop. With IT being short staffed, it's impossible to get 96 laptops out this year. There have been some positions filled within SWHHS that have grant funding for some of this request. The request is for 16 inch screens/10 key laptops in the amount of \$66,400.00 for the 50 laptops and 50 docks. These are budgeted. Motion made by Mic Vandevere; second by Dan Wildermuth to: Approve the laptop request in the amount of \$66,400.00 for laptops and docks. The motion carried unanimously.

14. Position Request- Information Technology Specialist Sr.

Chris Cauwels budgeted an Information Technology Specialist, Senior in 2024, however is requesting the board approve to fill now due to being short staffed and a high work demand. The personnel committee supports this decision. Motion made by Mic Vandevere; second by Jim Salfer to approve the Information Technology Specialist Sr. The motion carried unanimously.

15. Donations –

- Backpacks for children in foster care from ADM. (12 included clothes and personal needs etc., and 8 empty)

Motion by Rick Wakefield second by Rick Anderson to accept the donation and send thank you note for the donations. The Motion carried unanimously.

16. Contracts

- **MDH Statewide Health Improvement Program (SHIP) – 10/01/20 to 10/31/25;** Amendment of the SHIP master grant that provides program services that target reducing obesity and tobacco usage in MN: amendment to include walkable communities in Tyler, MN; \$1,127,112 (amendment). *Fiscal Note: grant increase of \$3,957*
- **Pipestone Publishing (Pipestone, MN)- 10/1/23 to 09/29/24;** Contract for media consultation services for the Pipestone Drug Free Communities grant to assist with all coalition message development in the media campaign, \$980/mo for a total of \$11,760 (renewal- no increase). *Fiscal Note: expenses reimbursed through grant*
- **PH Southwest Regional Development Commission (SRDC) (Slayton, MN)- 11/01/23 to 10/31/24;** Agreement for assistance with Active Living Plans and Safe Routes to Schools plan in connection with SHIP grant; \$90/hour for planner, not to exceed \$2,500 (Renewal- maximum amount decreased from \$5,000). *Fiscal Note: 2023 \$1,445; 2022 \$1,530; 2021 \$2,595; 2020 \$3,000; 2019 \$4,235*
- **Prairie Support Services (Walnut Grove, MN)- 01/01/24 to 12/31/24;** client guardianship services, \$40/hour plus mileage (33% increase) (renewal). *Fiscal note: 2023 \$30,729.11; 2022 \$29,482; 2021 \$19,159; 2020 \$19,326; 2019 \$16,300*

Motion by Dan Wildermuth; second by Todd Draper to approve the contracts as listed. The motion carried unanimously.

V. **Closed Session- Union Negotiations**

Motion to go into closed session at 10:54 a.m. by Rick Anderson, second by Jim Salfer to discuss Union Negotiations. Motion to come out of closed session at 11:54 a.m. by Rick Anderson, second by Mic Vandever

W. Adjournment


Chairperson Burger asked if there were any other questions. Hearing none, he adjourned the meeting at 11:54 a.m.

Approved Date 10/18/2023

Authorized 

Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest: 
Director