



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: October 18, 2023
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 11:02 a.m.
Adjourned: 12:00 p.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, October 18, 2023 in the Commissioners Room in the Lyon County Government Center Marshall, Minnesota. The meeting was called to order by Vice-Chairperson Welgraven.

Members present: Jeane Anderson Todd Draper
 Rick Anderson Lois Schmidt
 Steve Hauswedell Doug Nagel
 Maydra Maas Sherri Thompson
 Les Nath Rick Wakefield
 Mic Vandevere Dennis Welgraven
 Jim Salfer

Members absent: Greg Burger Jackie Meier
 Joan Jagt Dan Wildermuth

Staff present: Carol Biren Cindy Nelson
 Chris Cauwels Ann Orren
 Monica Christianson Nancy Walker
 Lisa DeBoer Beth Wilms
 Chantelle Fogelson Vicki Kletscher

P. Call to Order

Q. Consent Agenda-

Vice-Chairperson Welgraven asked if there were any changes to the agenda. There were two additions to be decided on which included Eligibility worker for the METS unit and temporary part time position for supervised parenting time. One discussion item was added which was the budget discussion. Vice-Chairperson Welgraven 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 September 20, 2023 meeting. Motion by Chairperson Vandever, second by Commissioner Wakefield to approve the agenda and the board minutes as presented with changes. The motion carried unanimously.

R. Financials-

Vice-Chairperson Welgraven 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 Chairperson Draper, second by Chairperson Anderson to approve the financial report as brought forward by the Human Services and Community Health Boards. The motion carried unanimously.

S. Human Resources Statistics

Vice-Chairperson Welgraven reviewed the Human Resources Statistics and asked if there were questions. There were none.

T. Discussion/Information Items-

1. 3rd Quarter Human Resources Report

Monica Christenson and Nancy Walker presented 3rd quarter human services report. There are currently 7 openings with 5 being public health nurses and 1 child protection in Redwood and 1 OSS Sr. in Pipestone. The average number of days a position is open is 39 days. There has been feedback from new hires about what is challenging and the response is the DHS training is frustrating. They really appreciate the supervisor and lead workers. There have been 27 resignations which is 11.6% turnover rate, which is about the same as last year. Exit interviews are also being conducted by HR if they choose to do those. The positive feedback is the employees value helping, the DEI trainings, appreciate work relationships. Challenges were too much online training, there needs to be more diversity, cross collaboration, better follow through, and medical leave increase with years of service.

2. **Budget-**

Commissioner Anderson wanted the board to think about adding \$300,000-\$350,000 into the insurance pool, requesting that the money comes out of the fund reserves for levy dollars. He would like to get the human services levy down to 6% and to do this we would need reduce capital expenditures of \$125,000. Commissioner Anderson requested Lisa, Beth, and Nancy take a look at this for the next board meeting.

U. Decision Items-

1. Lauren Oberle, County Agency Social Worker- Long Term Care, probationary appointment (12 months), \$24.60 hourly, effective 10/9/2023 – Redwood Falls Office

2. Jessica Thunder Hawk, Office Support Specialist, Sr., probationary appointment (12 months), \$16.32 hourly, effective 10/9/2023- Slayton Office/Float position
3. Carol DeNoble, County Agency Social Worker- Adult Mental Health, probationary appointment (12 months), \$25.50 hourly, effective 10/16/2023- Luverne Office
4. Jenna Stephenson, Public Health Educator- Drug Free Coordinator, probationary appointment (12 months), \$25.09 hourly, effective 10/2/2023 – Pipestone
5. Chantelle Fogelson, Office Support Supervisor, probationary appointment (12 months), \$51,774 annual, effective 10/9/2023 – Marshall Office
6. Melissa Van Hyfte, Public Health Educator, probationary appointment (12 months), \$25.09 hourly, effective 10/23/2023- Ivanhoe Office
7. Morgan Mahanke, County Agency Social Worker, Child Protection, probationary appointment (12 months), \$26.35 hourly, effective 10/16/2023- Pipestone Office
8. Tarah Cunha, Information Technology Specialist, Sr., probationary appointment (12 months), \$32.00 hourly, effective 10/16/2023- Marshall Office
9. Candya Griffin, Eligibility Worker, probationary appointment (6 months), \$19.07 hourly, effective 10/9/2023- Pipestone Office
10. Alissa Rofshus, Eligibility Worker, probationary appointment (12 months), \$19.07 hourly, effective 10/23/2023- Luverne Office

Motion by Commissioner Vandevere second by Commissioner Thompson to approve the probationary appointments as presented. The Motion carried unanimously.

10a. Eligibility Worker

Nancy Walker requested a new Eligibility Worker for METS, using part of allocation of approximately \$500,000 for unwinding activities. There would be a 50% federal fiscal participation and then the other 50% would be from the unwinding dollars. After two years we would evaluate the need for the position and/or integrate into the budget. Motion by Commissioner Wakefield second by Commissioner Anderson. The motion was carried unanimously.

10b. Temporary parenting time position

Cindy Nelson is requesting a temporary part time position for supervised parenting time. This would be funded through the PrimeWest Grant which we have for 3 years. Motion by Commissioner Vandevere second by Commissioner Draper. The motion was carried unanimously.

11. Administrative Policy 05- Credit Card Policy

Nancy Walker stated the only changes were who will be cardholders for the credit cards in the agency. Adding Chantelle Fogelson, Jenna Stephenson, and Gail Bielen. Removing Nicole Slegers, Ashley Gustafson, and Dawn Anderson. Motion by Commissioner Vandevere second by Commissioner Nagel. The motion was carried unanimously.

12. Unclaimed Property Listing

Lisa DeBoer has 10 outstanding checks totaling \$581.00 dated July 2019- June 2020, that

need to send to MN unclaimed property. Motion by Commissioner Draper second by Commissioner Thompson to send unclaimed property to the State. The motion was carried unanimously.

13. UCAP Local Homeless Prevention Aid Monies Contract

Director Wilms said we have had this contract since July and they wanted SWHHS to be the pass through, Murray and Redwood County wanted separated agreements, and not be part of the SWHHS. She is asking that each county hold on to their money and report that individually. Beth will be the go between to Angela and the Counties. Motion by Commissioner Vandevere second by Commissioner Anderson. The motion was carried unanimously.

14. Request for HIPAA Monitoring Software

Chris Cauwels presented that it is the 2nd payment of the 3-year software plan for this year. This software monitors all our HIPAA requirements. \$5796.04 is the quote for the program. Motion by Commissioner Draper second by Commissioner Anderson. The motion was carried unanimously.

15. Request for Moving Open cases to CaseWorks

There are 1 million documents that need to be transferred to CaseWorks. MA unwinding dollars will be used for this program, along with FFP dollars. The quote is \$89,465.00 to move the documents. Motion by Commissioner Anderson, second by Commissioner Salfer. The motion was carried unanimously.

16. Request for Zoom Subscription Renewal

We have decreased our zoom subscriptions from 150 to 130. Zoom is \$3.00 per user per month totaling \$24,385.00. Chris Cauwels requested \$24,385 for the one year. Motion by Commissioner Draper second by Commissioner Nagel. The motion was carried unanimously.

17. Request for IT Software

Chris Cauwels requested \$5,310.0 for IT Software. It was not budgeted but she had requested less lab tops to offset some of the funds. This software would control window updates and wipe laptops if a user departs abruptly. Motion by Commissioner Nagel and second by Commissioner Wakefield. The motion was carried unanimously.

18. 2024 Insurance Renewals

Nancy Walker presented the 2024 insurance renewals. Health insurance funding factors are increasing by 11.2 % for 2024. Dental premiums will increase by 6.5% for 2024. Short term disability will be changing vendors to Hartford. All other insurances had no change to rates. Nancy requested the ability to extend the proposed change to the amount for medical flex once that the IRS announces that. Motion by Commissioner Nagel, second by Commissioner Hauswedell. The motion was carried unanimously.

19. 2024-2025 Collective Bargaining Agreement

Nancy Walker presented the terms of the new tentative agreement with the union. The

union has also voted and approved the terms. It covers 2024-2025. Nancy will have clean copy of the new two year agreement within the next few days. The employer will absorb the 2024 health insurance increase and any increase to 2025 health insurance rates would be shared 50/50 between the employee and employer. At 20 years of service, employee will earn 8.25 hours of vacation bi-weekly. All staff will receive a \$2.25 per hour increase in 2024. All pay ranges will be adjusted \$1.00 per hour for the minimum and \$2.25 per hour for the maximum. In 2025 there will be a 4% increase across the board and ranges will adjusted by \$.50 per hour for both the minimums and maximums. The board authorized the board chair to signed the document once received by the union. Motion by Commissioner Vandevere, second by Commissioner Thompson. The motion was carried unanimously.

20. 2024 Nonunion wages and Compensation

Nancy Walker presented the 2024 nonunion wage and compensation package. Most terms mimic the 2024 union agreement. There has been offer to the nonunion group to consider to an increase to the vacation bank to 350 hours only if at time of separation the funds would go into MSRS Health Savings account. In addition, there would be a \$3.00 per hour base pay increase for social services supervisors and public health nursing supervisors. Motion by Commissioner Vandevere, second by Commissioner Thompson. The motion was carried unanimously.

21. Donations

- Lisa Sell donated duffle bags, backpack and a suitcase for anyone in need
- \$25.00 anonymous donation to buy kitchen items for the PSOP program.
- Don & Cathy Schwarz donated 16 Jonti Craft building blocks (8 large sets and 8 small sets) for foster care, adoptions, and daycare providers.

Motion by Commissioner Salfer second by Commissioner Vandevere to accept the donation and send thank you note for the donations. The Motion carried unanimously.

22. Contracts

- **DHS Mobile Crisis Services Grant- 07/01/22 to 03/14/24;**
Amendment to extend the end date from 6/30/23 to 3/14/24; Grant to enhance, expand, and strengthen Mobile Crisis Services and 24-hour mobile crisis lines, awarded \$180,198 (amendment).
Fiscal Grant Award: N/A
- **MDH Perinatal Hepatitis B (St. Paul, MN)- 10/01/23 to 09/30/28;**
Agreement for the Perinatal Hepatitis B program that provides for identification, care, and follow-up with client(s), reimbursement range of \$50-250 based on services provided as outlined in grant budget (renewal).
Fiscal Note:
- **Piotter, Jana (Jeffers, MN) -01/01/24 to 12/31/24;**
Client guardianship services, \$30/hour plus expenses (15% increase) (renewal).
Fiscal Note: 2023 \$944.90; 2022 \$371; 2021 \$836; 2020 \$2,237; 2019 \$4,773; 2018 \$4,895
- **Piotter, Jana (Jeffers, MN)- 01/01/23 to 12/31/23;**

Client guardianship services, Amendment to increase hourly rate to \$26/hour plus expenses (4% increase) from \$25/hour. (amendment).

Fiscal Note: 2022 \$371; 2021 \$836; 2020 \$2,237; 2019 \$4,773; 2018 \$4,895

- **Ray of Hope (Villard, MN)-** 10/01/23 to 08/31/26;
Reflective supervision/consultation/coaching with Southwest Health & Human staff, \$218.75/group sessions, \$125/individual sessions, \$250/hour for training. (NEW).
Fiscal Note: Supported by the Prime west Grant
- **Woodland Centers (various Locations)-** 01/01/2024 to 12/31/24;
Crisis stabilization services, adult per diem at \$485 (26.5% decrease), youth per diem at \$675 (2.3% increase), and \$3,000 annual administrative fee (no change) No longer offering detox services. (renewal).
Fiscal Note: 2023 \$46,037; 2022 \$45,575; 2021 \$33,767; 2020 \$78,590; 2019 \$53,574

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


V. Adjournment

Vice-Chairperson Welgraven asked if there were any other questions. Hearing none, he adjourned the meeting at 12:00 p.m.

Approved Date 11/15/23

Authorized 

Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest: 
Director