



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: November 15, 2023
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 10:30 a.m.
Adjourned: 11:04 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, November 15, 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	Jackie Meier
	Steve Hauswedell	Doug Nagel
	Maydra Maas	Dan Wildermuth
	Les Nath	Rick Wakefield
	Mic Vandever	Dennis Welgraven
	Jim Salfer	Greg Burger

Members absent:	Sherri Thompson	Lois Schmidt
	Joan Jagt	

Staff present:	Carol Biren	Cindy Nelson
	Chris Cauwels	Melissa Van Hyfte
	Monica Christianson	Nancy Walker
	Lisa DeBoer	Beth Wilms
	Chantelle Fogelson	

P. Call to Order

Q. Consent Agenda-

Chairperson Burger asked if there were any changes to the agenda. There was one decision item to add which was the request for MNCCC adobe acrobat license renewal invoice that was just received. One discussion item was added by Commissioner Anderson about the Consortium. 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 October 18, 2023 meeting. None were identified. Motion by Commissioner Welgraven, second by Commissioner Vandevier 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 Chairperson Anderson, second by Chairperson 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. Consortium

Commissioner Anderson has some concerns with the consortium. The original agreement was for Lincoln, Lyon and Murray signed in 2001. The agreement was never signed by the individual counties. It was resigned in 2013 by the 6 counties; however, there was never signatures from the other 3 counties. Question remains are the other 3 counties liable for these funds or is the agency since they didn't sign. The counties do not want give \$20,000 for a reserve but would consider a \$20,000 loan. Director Wilms has reached out to Stacy Jorgenson and is aware of these concerns; she stated this is a great opportunity to take a look at the joint power agreement and make sure it meets the needs of all 18 counties. Director Wilms agrees we need to take 2024 to really take a look at this document and push DHS for the funds. The next consortium meeting is December 8th; will add as a discussion item for December board meeting.

U. Decision Items-

1. Ashley Kokesch, Office Support Specialist, Sr., probationary appointment (12 months), \$16.32 hourly, effective 10/30/2023 – Redwood Falls Office
2. Sue Lingen, County Agency Social Worker, MnCHOICES, no probationary appointment and no change to rate of pay, effective 11/20/2023 – Pipestone Office
3. Christine Harmon, Registered Nurse, probationary appointment (12 months), \$23.85 hourly, effective 11/27/2023- Redwood Falls Office
4. Holly Baatz, Parenting Time Specialist (Part-Time/Temporary), \$25.00 hourly, effective 11/13/2023 – Pipestone Office

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

5. Request for Firewall

IT Director Cauwels presented the concern for cyber security following a meeting with Lyon County IT; and it was in the best interest of both entities to split out some of our equipment. Cauwels had 2 quotes for the firewall security system. One was from Morris Electronics for \$12,766.46 and the second quote was from CDWG for \$8,811.59. Due to licensing conflicts with CDWG it was requested to use Morris Electronics vs CDWG.

Motion to approve to go forward with Morris Electronics by Commissioner Wildermuth and second by Commissioner Hauswedell. The Motion carried unanimously.

6. MNCCC Invoice

IT Director Cauwels brought forward that we purchased the adobe acrobat subscription from MNCCC. It was a 3 year contract and this is our third payment to them. The total for the invoice is \$19,167.20. Motion to approve MNCCC invoice by Commissioner Vandevere and second by Commissioner Welgraven. The motion carried unanimously.

7. 2024 SWHHS Budget

Motion by Commissioner Anderson second by Commissioner Vandevere to approve the levy amount of \$14,188,897 for a total budget of \$35,920,354. In addition \$350,000 will be transferred from reserves to the agency insurance fund and \$125,000 in reserve would be utilized for capital expenditures. The Motion carried unanimously.

8. Donations

- Anonymous donation of 3 new fall theme infant onsies to a family in need.
- Sillerud Church of Balaton donated 10 quilts for families in need.
- Anonymous donation of many blankets and pillows for individuals/families in need.

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

Chairperson Greg Burger excused himself and Vice Chairperson Welgraven stepped in.

9. Contracts

- **Brown County Evaluation Center (New Ulm, MN)**– 01/01/24 to open; business associate agreement (renewal).

Fiscal Note: NA

- **Bud's Bus Service (Reading, MN)** – 01/01/24 – 12/31/24; Transportation for DD clients, \$23.50 per one way trip (11% increase) (renewal).

Fiscal Note: 2023 \$13,758; 2022 \$15,794; 2021 \$22,430; 2020 \$19,780; 2019 \$25,715

- **Butterfly Recruiting (Woodbury, MN)**– 11/15/23 to open; recruiting consultant for Public Health recruitment service, \$60/hour, maximum allowance of \$4000 (NEW).

Fiscal Note: paid through Workforce Grant

- **Central MN Mental Health Center (St Cloud, MN)** – 01/01/24 to 12/31/24; an agreement to provide detoxification services at \$1000/day (67% increase) plus additional charges for agreed upon medical care, and commitment holds at \$1500/day (50% increase) beyond the 72-hour maximum stay (renewal).

Fiscal Note: 2023 \$0; 2022 \$0; 2021 \$1,470

- **DHS Child & Teen Check Up** – 01/01/24 to 12/31/26; provides C&TC administrative services to children birth through age 20 that are MA eligible, \$26.50/child reimbursement; Amendment 1 \$174,767 for CY2024 (renewal).
Fiscal Note: grant CY2023 \$179,961; CY2022 \$211,417; CY2021 \$262,270
- **DHS Child Welfare/Juvenile Justice Screening Grant** – 01/01/24 to 12/31/24; Provide funds to support children’s mental health screening, assessment, and services in child welfare (\$114,044) and juvenile justice populations (\$8,244); \$122,288 (3% increase)(renewal).
Fiscal Grant Award: 2023 \$118,273; 2022 \$116,863; 2021 \$89,831; 2020 \$87,909; 2019 \$102,998
- **Hildi Inc (Minneapolis, MN)** - 01/01/24 – 12/31/25; Consulting agreement to provide Actuarial services related to GASB 75 reporting standards, approximately \$3,600 for 2024 and approximately \$800-1000 for 2025 (renewal).
Fiscal Note: 2022 \$4,195; 2020 \$3,860; 2018 \$3,950
- **Hoffman & Brobst - Marlene Verdoes CPA, Representative (Marshall, MN)** – 01/01/24 to 12/31/24; Accounting services for child support cases, \$130/hour plus expenses with a cap of \$2,500 for the year (4% increase) (renewal).
Fiscal Note: 2023 \$0; 2022 \$600; 2021 \$2,212; 2020 \$412; 2019 \$0
- **Journeys of Healing LLC** – 01/01/24 to 12/31/24; Contract that will provide children’s mental health clients with home based therapy to minimize family disruptions; \$200/hour (no increase) (renewal).
Fiscal Note: 2023 \$62,195; 2022 \$38,702.50; 2021 \$28,840
- **Journeys of Healing LLC** – 01/01/24 to 12/31/24; Contract that will provide children’s mental health client families with Parent Education Group services to help with family stability; \$200/hour, up to 2 hours per week (no increase) (renewal).
Fiscal Note: 2023 \$16,000; 2022 \$0
- **Lincoln County (Ivanhoe, MN)** – 01/01/24 to 12/31/24; Office lease agreement of \$24,544 annually or \$6,136/qtr, utilities included plus \$400/year postage meter share and 20% attorney budget expense (renewal).
Fiscal Note: 2023 \$24,544; 2022 \$24,544; 2021 \$24,544; 2020 \$24,544; 2019, \$24,544
- **Morris Electronics Inc. (Morris, MN)** – 01/01/24 – 12/31/24; Contract to provide computer and technical support on as needed basis, \$95/hour (no increase) (renewal).
Fiscal Note: 2023 \$20,060; 2022 \$39,061.74; 2021 \$45,308.19; 2020 \$35,946.75 2019 \$33,335.25
- **Nobles County Community Services (Worthington, MN)** – 01/01/24 to 12/31/25; SWHHS STAY (Successful Transition to Adulthood for Youth) social worker will provide program related service sessions to out-of-home placement youth; \$30/hour individual sessions and \$55/hour group sessions plus mileage (renewal).
Fiscal Note: contract revenue
- **PH Daycare Contracts (various)** – 01/01/24 to 12/31/25; Public Health contracts for daycare centers to provide services for the development and maintenance of a health and safety plan and meet State requirements of Rule 3, \$45/mo (12.5% increase) (renewal). Daycare centers are listed as follows:

Canoga Childcare LLC (Canoga Park)	Marshall
Canoga Childcare LLC (Southview)	Marshall
Kids N Care Center	Pipestone
Little Explorers Child Care Center LLC	Ghent
SMSU Daycare	Marshall
Stepping Stones Childcare and Preschool	Marshall
Tracy Kid's World	Tracy
United Community Action Partnership Head Start	Marshall
WonderWorld Preschool	Slayton

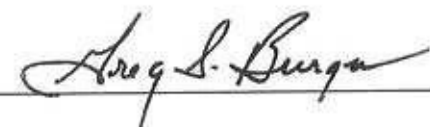
- **Service Enterprises Inc (Redwood Falls, MN)** - 01/01/24 – 12/31/24; Paper shredding services, \$.60/pound and pickup (20% increase) (renewal).
Fiscal Note: 2023 \$2947; 2022 \$2,882; 2021 \$3,711; 2020 \$4,376; 2019 \$5,371
- **Service Enterprises Inc (Redwood & Marshall locations)** – 01/01/24 to 12/31/24; provide extended employment services for clients, Tier I clients \$130/mo (3% increase) and Tier II clients \$32/day for actual days worked (10% increase) (renewal).
Fiscal Note: 2023 \$31,000; 2022 \$51,251; 2021 \$41,364; 2020 \$20,644; 2019 \$24,362

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

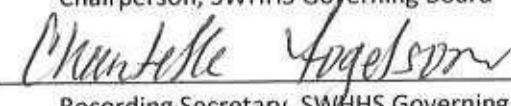
V. Adjournment

Vice-Chairperson Welgraven asked if there were any other questions. Hearing none, he adjourned the meeting at 11:04 a.m.

Approved Date 12-20-2023

Authorized 

Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest: 
Director