



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

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

Opened: 9:51 a.m.
Adjourned: 10:44 a.m.

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

Members absent: Joan Jagt

Staff present:	Carol Biren	Beth Wilms
	Chris Cauwels	Nancy Walker
	Monica Christianson	Lisa DeBoer
	Chantelle Fogelson	

P. Call to Order

Q. Consent Agenda-

Chairperson Burger asked if there were any changes to the agenda. There were two addition items to add which were the request for a lead child support worker and also 12 board contract additions. 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 November

15, 2023 meeting. None were identified. Motion by Commissioner Wildermuth, second by Commissioner 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 Chairperson Anderson, second by Chairperson Vandevere 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. Nancy Walker, Deputy Director, did have an updated number for the current open positions from 10 versus 9.

T. Discussion/Information Items-

1. 2023 MCIT Dividend

Beth Wilms, Director, brought forward the dividend for this year. For the year of 2023 it is \$12,187 which this year was solely attributed to workers comp. This is a reduction of what we have seen in the past years.

U. Decision Items-

1. 2024 Board Member Per Diem and Mileage Reimbursement

Beth Wilms, Director, brought forward that the IRS mileage rate will change to \$.67 for the new year. Current per diem is \$75.00 for one meeting and \$125.00 for multiple meetings in the same day. Motion by Commissioner Wildermuth second by Commissioner Wakefield to approve the mileage rate change and keep the per diem the same for 2024. The Motion carried unanimously.

2. AnnaMarie Conte, County Agency Social Worker- Child Protection, probationary appointment (12 months), \$24.60 hourly, effective 12/18/2023- Redwood Falls Office
3. Becky Peterson, Eligibility Worker, probationary appointment (12 months), \$19.07 hourly, effective 12/18/2023 – Redwood Falls Office
4. Amy Johnson, County Agency Social Worker- Long Term Care, probationary appointment (12 months), \$27.75 hourly, effective 12/18/2023- Pipestone Office
5. Elizabeth Pitzl, Office Support Specialist, Sr., probationary appointment (12 months), \$16.32 hourly, effective 12/18/2023- Marshall Office
6. Brenda Rothmeier, County Agency Social Worker- MnCHOICES, no probationary appointment and no change to rate of pay, effective 2/5/2024- Redwood Falls Office
7. Jennifer Beek, County Agency Social Worker- AMH, probationary appointment (6 months), \$28.25 hourly, effective 1/22/2024- Marshall Office

Motion by Commissioner Hauswedell second by Commissioner Draper to approve the probationary appointments as presented. The Motion carried unanimously.

8. Lead Child Support Worker

Nancy Walker, Deputy Director, is requesting to have a full time Lead Child Support Officer in lieu of the child support officer position that is open currently. There has been a decrease in child support cases. However, we have a newer team in child support and there is a need for a lead child support worker to help with training, coaching. Walker mentioned that there used to be two child support supervisors and now there is just one and she also supervises the Fraud Department. Motion by Commissioner Salfer second by Commissioner Vandever to approve a full time lead child support worker. The Motion carried unanimously.

9. Personnel Policy 2- Conditions of Employment

Nancy Walker, Deputy Director, brought forward changes to Personnel Policy 2 Conditions of Employment which includes if the agency is closed staff would have access to use the emergency safe and sick time versus the agency paying staff for being closed due to the weather. Another change included if any employee is eligible to be dependent on another employee's health plan through the agency they can be on just one plan versus two. The last change provides that temporary staff are eligible for Emergency Safe and Sick Time.

10. Personnel Policy 3- Leaves and Holiday

Nancy Walker, Deputy Director, brought forward changes to Personnel Policy 3 which provides that staff with 20 or more years of service will now receive 8.25 vacation bi weekly. Also, executive and supervisory staff will have an increased vacation bank to 350 hours which is related to the change of executive and supervisory staff will have their leave deposited into a health care savings plan upon separation of employment. Medical leave section was also updated with the Emergency Safe and Sick Time language.

11. Personnel Policy 12- On Call for Adult and Children's Services

Nancy Walker, Deputy Director, brought forward changes to Personnel Policy 12 which included an increase of on call pay to \$30.00/day and \$60/day for holidays that are listed in the collective bargaining agreement. On call social services supervisors or designees will be increased to \$20.00/day and increased to \$40.00/day for holidays. The remaining changes were regarding the responsibilities for being on call and back up on call.

12. Personnel Policy 25- Employee Referral Program

Nancy Walker, Deputy Director, brought forward changes to Personnel Policy 25 which included removing the language that employees can't be paid for a referral of a relative.

Motion by Commissioner Anderson second by Commissioner Welgraven to approve the changes in Personnel Policy 2,3,12,and 25 effective 01/01/2024. The Motion carried unanimously.

13. Resolution for Human Resources to Refill Replacement Positions in 2024

Nancy Walker, Deputy Director, brought forth the annual resolution to refill replacement positions. The resolution allows for the replacement of existing job positions without board approval. Roll call vote was made for the approval of the Resolution to refill replacement positions and the resolution passed unanimously.

14. 2024 Accounting Policies and Procedure Handbook

Lisa DeBoer, Director of Business Management, came forward with the 2024 accounting policy and procedure handbook changes. There were a few updates that included title changes and language updates. This is done on a yearly basis, and it is the guideline that accounting follows and the auditors look at as well. Motion by Commissioner Wildermuth second by Commissioner Meier to approve the changes. The Motion carried unanimously.

15. 2024 Resolution of Signature Authority
Lisa DeBoer, Director of Business Management, brought forward the Resolution of Signature Authority for 2024, with no changes. This gives directors the ability to sign off on contracts and agreements. Roll call vote was made for the approval of the Resolution of Signature Authority and the resolution passed unanimously.
16. 2024 Resolution of Designate Depositories
Lisa DeBoer, Director of Business Management, brought forward the Resolution of Designate Depositories for 2024, with no changes. This identifies financial institutions we can do monetary transactions with. Roll call vote was made for the approval of the Resolution for Designate Depositories and the resolution passed unanimously.
17. Request to Renew Server Software
Chris Cauwels, IT Director, brought forward a request to renew our software server. The quote was from Computer Man it is 3 year renewal. \$3474.00 is the quote and it was budgeted for. Motion by Commissioner Vandevere second by Commissioner Wildermuth to accept the renewal of the server software totaling \$3,474.00 The Motion carried unanimously.
18. Modified request for moving open cases to CaseWorks
Chris Cauwels, IT Director, brought a new quote to move the documents from AppXtender to Caseworks. The modified request is lower than originally quoted which is \$9,100.00 Motion by Commissioner Wildermuth second by Commissioner Draper to approve the modified request for \$9,100.00. The Motion carried unanimously.
19. Request for MnCCC Dues
Chris Cauwels, IT Director, requested to pay the invoice of 11,071.19 to MnCCC as this is an annual expense. Motion by Commissioner Vandevere second by Commissioner Meier to pay the invoice totaling \$11,071.19. The Motion carried unanimously.
20. Request for IT Remote Support Software
Chris Cauwels, IT Director, requesting to have the one year contract for IT Remote Software be renewed totaling \$3040.00. Motion by Commissioner Meier second by Commissioner Draper to approve the IT remote support software totaling \$3040.00 The Motion carried unanimously.
21. Revised Firewall Quote
Chris Cauwels, IT Director, is requesting \$9,338.00 to proceed with Morris Electronics for the Firewall software. Morris Electronics was the selected vendor as they do the installation which the other companies do not. Motion by Commissioner Wildermuth second by Commissioner Wakefield to approve the Firewall quote of \$9,338.00 for Morris Electronics. The Motion carried unanimously.
22. Donations
 - Anonymous donation of 2 suitcases and a duffle bag for anyone in need.
 - Anonymous donation of a backpack for foster care or adoption.
 - Donation of a suitcase and duffel bag by Valerie Buisse for the foster care program.
 - Donation of many quilts and blankets from Jason Schueller to be used for anyone in need.
 - Donation of a check for \$6,000 from Jeff and Jeanne Knott to be used for extra items for foster children.

- Donation of 28 First Aid Kits from the Murray County ambulance to foster families or any families in need.

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

23. Contracts

- **Avera Marshall d/b/a Avera Marshall Regional Medical Center (Marshall, MN)** – 01/01/24 to 12/31/24; Mental Health Hold Orders and Civil Commitment Beds and Services, not to exceed \$1,495/day for hospital services (15% increase)(renewal). *Fiscal Note: 2023: \$5,525; 2022 \$5,470.75; 2021 \$28,254; 2020 \$28,198; 2019 \$47,239*
- **Brown County Evaluation Center Inc. (New Ulm, MN)** – 01/01/24 to 12/31/24; Detoxification and evaluation services, \$471/day (2.5% increase) or according to client's insurance plan plus a 12% service fee of total per diem cost for insurance processing (renewal). *Fiscal Note: 2023 \$53,062; 2022 \$58,922.61; 2021 \$115,149; 2020 \$100,588; 2019 \$58,406*
- **Callens, Jean (Taunton, MN)** – 01/01/24 to 12/31/24; Client guardianship services, \$20/hour plus expenses (no increase) (renewal). *Fiscal Note: 2023 \$3,066; 2022 \$2,126; 2021 \$2,990; 2020 \$1,335; 2019 \$2,747*
- **Dr. Joshua Friese & Community Health Board (Marshall, MN)** - 01/01/24 – 12/31/24; medical consultant contract, \$2,500 annually at \$625/qtr and \$150/hr during a public health emergency when deemed necessary by agency director (25% increase) (renewal). *Fiscal Note: 2023 \$2,000; 2022 \$2,000; 2021 \$2,000; 2020 \$2,000; 2019 \$2,000*
- **Ivonne Hart (Marshall, MN)** – 01/01/24 to 12/31/24; contract to provide interpreting services at \$40/hour for face-to-face during office hours and \$50/printed page for written document translation (no increase)(renewal). *Fiscal Note: 2023 \$15,866.40; 2022 \$4880; 2021 \$390; 2020 \$50*
- **Hunter's Place (Marshall, MN)** – 01/01/23 to 12/31/23; Contract to provide residential children's mental health treatment and care at facility in Marshall; \$298/day plus any transportation costs (19% increase) (renewal). *Fiscal Note: 2023 \$63,675; 2022 \$148,550; 2021 \$129,485*
- **Kinner & Company LTD (Tracy, MN)** – 01/01/24 to 12/31/24; Accounting services for child support cases, \$200/hour plus expenses with a cap of \$4,000 for the year (no increase) (renewal). *Fiscal Note: 2023 \$0*
- **Koch, Paulette (Walnut Grove, MN)** – 01/01/24 to 12/31/24; Client guardianship services, \$110/mo (29% increase) (renewal). *Fiscal Note: 2023 \$6,817; 2022 \$6,586; 2021 \$6,076; 2020 \$7,095; 2019 \$8,224*
- **Lac qui Parle County Family Services** – 01/01/24 to 12/31/24; providing various human resource services, \$85/hour plus mileage (renewal). *Fiscal Note: contract revenue*
- **Lutheran Social Services of MN (St Paul, MN)** – 01/01/24 to 12/31/24; Client guardianship services, \$61/hour (10% increase) (renewal). *Fiscal Note: 2023 \$5,746; 2022 \$3,130; 2021 \$4,623; 2020 \$5,640; 2019 \$5,908*
- **Midwest Monitoring and Surveillance Inc (Burnsville, MN)** – 12/01/23 to 11/30/26; contract for a GPS monitoring system and Random Breath Testing (scheduled or

random) for at-risk clients; equipment costs: \$14/day (renewal). *Fiscal Note: 2023 \$84; 2022 \$1,080; 2021 \$142*

- **Murray County DAC (Slayton, MN)** - 01/01/24 – 12/31/24; Paper shredding services, \$8.85/hour (minimum wage increase) (renewal). *Fiscal Note: 2023 \$222; 2022 \$249; 2021 \$126; 2020 \$54*
- **New Horizons Crisis Center (Marshall, Slayton, Redwood locations)** – 01/01/24 to 12/31/24; Block grant payment for supervised parenting time services, \$120,000 (no increase) (renewal). *Fiscal Note: 2023 \$85,263; 2022 \$101,954; 2021 \$73,525; 2020 \$91,330; 2019 \$101,802*
- **PH – Dept. of Health** - 12/01/23 – 06/30/27; contract to support a robust response to emergencies through planning, training, exercises and responses at a local level; \$173,110.41 (NEW).
- **PH - Ellison Center (St Cloud, MN)** - 01/01/24 – 12/31/24; contract to provide reflective consultation for home visits related to the MDH Strong Foundations FHV grant; \$22,950 (no change) (renewal). *Fiscal Note: 2023 \$17,020; 2022 \$14,195*
- **PH - MDH COVID-19 Vaccine Administration Grant** – 04/01/21 to 03/31/26; An amendment for an extension of expiration date to 3/31/2026 and additional funding to the pandemic response (COVID-19) and vaccination implementation which includes measures related to prevention as well as administrative costs, supplies, etc.; \$1,799,926, originally \$942,095.(renewal).
- **Hutchinson Leader (Savage, MN)** – 01/01/24 – 12/31/24; A contract for digital advertising and marketing for the Child and Teen Check Up (CTC) program; Social Media and Native Advertising \$857/month (11% increase) (renewal). *Fiscal Note: 2023 \$9,260.16; 2022 \$7,739.96; 2021 \$7,740; 2020 \$8,000*
- **Pipestone Counseling Center** – 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 \$9,850*
- **Pipestone County (Pipestone, MN)** - 01/01/24 – 12/31/24; Office space lease, \$58,000.00 annually at \$14,500/qtr (no increase) (renewal). *Fiscal Note: 2023 \$58,000; 2022 \$58,000; 2021 \$58,000; 2020 \$68,379.60; 2019 \$68,379.60*
- **Progress Inc. (Pipestone, MN)** - 01/01/24 to 12/31/24; Paper shredding and recycling services, \$.85/pound shredding (6% increase) and \$10.85/hr recycling pickup (increased to minimum wage) (renewal). *Fiscal Note: 2023 \$1,621; 2022 \$3,653; 2021 \$1,460.38; 2020 \$1,301; 2019 \$1,831*
- **Rock County Opportunities, Inc. (Luverne, MN)** – 01/01/24 to 12/31/24; day training and habilitation services, \$134.40/full day rate, \$100.80/service unity rate, \$35.48/transportation rate (renewal).
- **Southwest Crisis Center (Luverne, MN)** – 01/01/24 to 12/31/24; Community Education and Prevention Services to bring awareness and acceptance of mental illness, chemical dependency, or other social problems as well identify availability of resources and services, \$5,000 block grant (no increase) (renewal). *Fiscal Note: 2023 \$5,000; 2022 \$5,000; 2021 \$5,000; 2020 \$5,000; 2019 \$5,000*

- **Southwest Regional Development Commission (Slayton, MN)** – 01/01/24 to 12/31/24; contract to develop a five-year strategic plan for public health, \$100/hour plus printing and mileage costs, total contract not to exceed \$15,000 (NEW). *Fiscal Note:*
- **Southwestern Mental Health Center (Rock)** – 01/01/2024 to 12/31/2024; administrative reimbursement for Adult Rehabilitative Mental Health Services and Adult Community Support Services; \$25,750 (3% increase) (renewal). *Fiscal Note: 2023 \$25,000*
- **Southwestern Mental Health Center (Pipestone/Rock)** – 01/01/2024 to 12/31/2024; administrative reimbursement for Community Living Infrastructure and housing stabilization for Pipestone and Rock counties; \$17,304 (3% increase) (renewal). *Fiscal Note: 2023 \$16,800*
- **Southwestern Mental Health Center (Pipestone/Rock)** – 01/01/2024 to 12/31/2024; administrative reimbursement for Assertive Community Treatment for Pipestone and Rock counties; \$17,304 (3% increase) (renewal). *Fiscal Note: 2023 \$16,800*
- **Southwestern Mental Health Center Inc. (Rock County)** – 01/01/24 to 12/31/24; Mental health services (block grant) to provide adult and children’s outpatient treatment, crisis treatment, and medication management for Rock county only, \$206,000 (3% increase) (renewal). *Fiscal Note: 2023 \$200,000*
- **Toulouse, William with Quarnstrom & Doering PA (Marshall, MN)** - 01/01/24 – 12/31/24; Legal services for agency, \$3,200/month or \$38,400 annually (6.6% increase) (renewal). *Fiscal Note: 2023 \$36,000; 2022 \$29,184; 2021 \$34,397; 2020 \$37,837; 2019 \$36,684*
- **United Community Action Partnership (Marshall, MN)** – 01/01/24 to 12/31/24; Client transportation services that now services all agency counties, volunteer driver rate of \$ 1.035/mile (IRS rate + .38 administrative fee) with local support at \$2,500/county or \$15,000/year (no increase)(renewal).
- **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 (3.3% increase)(renewal). *Fiscal Grant Award: 2023 \$118,273; 2022 \$116,863; 2021 \$89,831; 2020 \$87,909; 2019 \$102,998*
- **Rock County Opportunities Inc (Luverne, MN)** – 12/01/23 to 12/31/24; Shredding services contract, \$0.55/lb., billable monthly (no increase) (renewal).
- **Western Mental Health Center Inc (various locations)** – 01/01/24 to 12/31/24; Mental health services (block grant) to provide adult and children’s outpatient treatment, crisis treatment, medication management, diagnostic assessment, and consultation, \$611,908 (no increase) (renewal). *Fiscal Note: all program areas –2023 \$1,645,156; 2022 \$983,776; 2021 \$1,193,936; 2020 \$1,082,003; 2019 \$1,175,979*
- **Western Mental Health Center Inc (Pipestone County)** – 01/01/24 to 12/31/24; Mental health services (block grant) to provide adult and children’s outpatient treatment, crisis treatment, medication management, diagnostic assessment, and consultation, \$213,531/annual plus clinical supervision at \$145/hr for master’s level or \$175/hr for doctoral level (annual amount decrease) (renewal). *Fiscal Note: 2023 \$434,500/annual*

- **Western Mental Health Center Inc (Lincoln, Lyon, Murray, Redwood)** – 01/01/24 to 12/31/24; Adult Community Support Program, MH Practitioner \$98/hr, Community Support Aide \$50/hr, ARMHS Individual Service \$98/hr, ARMHS group service \$50/hr, Certified Peer Specialist \$98/hr, BHH Individual service \$98/hr; \$180,000 cap – additional dollars require approval (no increase) (renewal).
- **Western Mental Health Center Inc (Lincoln, Lyon, Murray, Redwood)** – 01/01/24 to 12/31/24; provide adult mental health clinical supervision services, \$145/hr for masters level, \$175/hr for doctoral level, cap of \$20,000 (no increase) (renewal).
- **Western Mental Health Center Inc (Lincoln, Lyon, Murray, Redwood)** – 01/01/24 to 12/31/24; provide children mental health clinical supervision services, \$145/hr for masters level, \$175/hr for doctoral level, cap of \$20,000 (no increase) (renewal).
- **Western Mental Health Center Inc (Pipestone)** – 01/01/24 to 12/31/24; Adult Community Support Program, MH Practitioner \$98/hr, Community Support Aide \$50/hr, ARMHS Individual Service \$98/hr, ARMHS group service \$50/hr, Certified Peer Specialist \$98/hr, BHH Individual service \$98/hr; \$25,000 cap – additional dollars require approval (renewal).
- **Western Mental Health Center Inc (Pipestone)** – 01/01/24 to 12/31/24; provide adult mental health clinical supervision services, \$145/hr for masters level, \$175/hr for doctoral level, cap of \$20,000 (no increase) (renewal).
- **Western Mental Health Center Inc (various locations)** – 01/01/24 to 12/31/24; Family Community Support Program, CCBMHS grant \$33,300 and FCSP \$5,000 – contractor agrees to provide up to 2 hours/week for 52 weeks of clinical supervision (no increase) (renewal).
- **Western Mental Health Center Inc (various locations)** – 01/01/24 to 12/31/24; In Home Family Therapy services, \$50,000 or \$12,500/qtr (no increase) (renewal).
- **Western Mental Health (various locations)** – 01/01/24 to 12/31/24; Contract for parenting classes (\$3,000/qtr for Parenting 101 Group) and individual parent education (\$98/hr with a \$60,000 cap)(no increase) (renewal).

Motion by Commissioner Anderson second by Commissioner Salfer to approve the contracts and contract additions as listed. The motion carried unanimously.

22. Closed Session- Director Beth Wilms Annual Review

Motion by Commissioner Wildermuth second by Commissioner Vandever to go into closed session. The motion carried unanimously.

Closed session: 10:50 a.m.


Motion by Commissioner Wildermuth second by Commissioner Draper to go out of closed session. The motion carried unanimously.

Out of closed session 11:25 a.m.

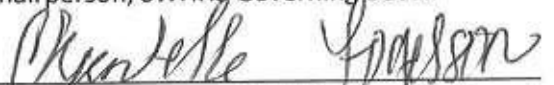
V. **Adjournment**

Chairperson Burger asked if there were any other questions. Hearing none, he adjourned the meeting at 11:25 a.m.

Approved Date 1.17.24

Authorized 

Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest: 
Director