



SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD

MINUTES

Date: December 19th, 2018  
Place: Lyon County Government Center  
Commissioner Room  
Marshall, Minnesota

Opened: 9:46 am  
Adjourned: 11:28 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, December 19th, 2018 in the Commissioners room of the Lyon County Government Center at 607 West Main Street, Suite 200 in Marshall, Minnesota. The meeting was called to order by Chairperson Magnus.

Members present:

- Jeane Anderson
- Rick Anderson
- Greg Burger
- Carol Flahaven
- Dave Forkrud
- James Jens
- Gerald Magnus
- Les Nath
- Charles Sanow
- Lois Schmidt
- Steve Schulze
- Corey Sik
- Sherri Thompson
- Mic VanDeVere
- Dan Wildermuth

Members absent:

- Jim Salfer
- Pam VanOverbeke

Staff present:

Carol Biren	Monica Christianson
Lisa DeBoer	Sarah Kirchner
Krista Kopperud	Nathaniel Kuhnau
Jennifer Lundberg	Cindy Nelson
Tanlee Noomen	Ann Orren
Jodi Robinson	Nancy Walker
Beth Wilms	

**Q. Consent Agenda-**

Chairperson Magnus asked if there were any changes to the agenda. An addition to Agenda T. Discussion/Information. 3. Set the next finance meeting. Magnus asked if there were any changes of the minutes of the November 28<sup>th</sup>, 2018 meeting. There were none. Motion made by Nath second by VanDeVere: To approve the agenda additions to the meeting and board minute. The motion carried unanimously.

**R. Financials-**

Chairperson Magnus asked if there were any questions or comments regarding the financial report as given during the Human Services Board meeting. There were none. Motion made by Sanow and second by Thompson: To approve the financial report as forwarded by the Human Services Board. The motion carried unanimously.

**S. Human Resource Statistics-**

Nancy Walker, Deputy Director, and Jodi Robinson, Human Resource Specialist, came forward to update the Board on the statistics of 2018 Human Resource report given in the Board packet. The highest number of staff we employed was 255, in 2018 we started with 245 staff which is now down to 233. Robinson went over the open positions we are currently trying to fill. She also went over the complications of finding staff due such as low unemployment rate, competitive wages, and competitive benefit packages.

**T. Discussion/Information Items-**

1. Human Resources Report- Given by Nancy Walker and Jodi Robinson in the agenda item above.
2. Deputy Director Walker also informed the Board of the MCIT Outstanding Loss Ratio award the Agency had received.
3. Director Wilms asked the members if the Finance committee if they would be willing to meet after the January 16<sup>th</sup>, 2018 Board meeting. The members agreed that it works best to schedule them for the same day as the meeting.

**U. Decision Items-**

1. Deputy Director Walker asked the Board to approve the hiring of an Eligibility Worker. The position would be out of the Luverne office. This position is coming from a resignation from that office. Motion made by Anderson second by Nath: To approve the Eligibility Worker position.
2. Director Wilms asked to fill new Info Tech Analyst-Network Systems Administrator position. There was discussion our current IT staff and cost of our services to counties. Motion made by VanDeVere second by Thompson: To approve to fill the position requested. Motion carried unanimously.
3. Sarah Kirchner, Fiscal Manger, asked for the Board to approve the 2019 per diem rates. The mileage rate for 2019 had an increase of \$.035 making the total mileage for 2019 to come to \$0.585. The meeting rate is at \$50.00 for one or multiple meetings in the day. Motion made by Forkrud second by VanDeVere: To approve the per diem rate for 2019. Motion carried unanimously.
4. Kirchner asked for the approval of the 2019 Resolution of Signature Authority. There were no changes made. Motion made by Burger second by Forkrud: To approve the 2019 Resolution of Signature Authority. Motion carried unanimously.

5. Kirchner asked to the approval of the 2019 Resolution to Designate Depositories. Again, no changes were made to the document. Motion made by Thompson second by Sanow: To approve 2019 Resolution to Designate Depositories. Motion carried unanimously.
6. Director Wilms asked for the approval of the Redwood Valley Technical Solution Agreement. This agreement will get our website in compliance with the ADA. This would be a \$5,400.00 investment. Motion made by VanDeVere second by Nath: To approve the Redwood Valley Technical Solution agreement. Motion carried unanimously.
7. Kirchner presented the Board with the 2019 Accounting Policies and Procedures Manual. There was a change on page 13, added a section for the request of auditors. Motion made by Nath second by Wildermuth: To approve the 2019 Accounting Policies and Procedures Manual. Motion carried unanimously.
8. Director Wilms asked for the Board to approve the change of Dale Hiland started date to no earlier than 12/27/2018. Motion made by Burger second by Forkrud: To approve the amendment for Dale Hiland start date. Motion carried unanimously.
9. Director Wilms informed the Board of the donations received for the month. Cedar Mountain Student Council donating socks of various sizes to those in need. Motion made by VanDeVere second by Sik: To graciously accept the donation and send a letter of thanks. Motion carried unanimously.
10. Director Wilms asked for the approval of the contracts listed in the Board packet. Motion made by Anderson second by Forkrud: To approve the contracts listed. Motion carried unanimously.

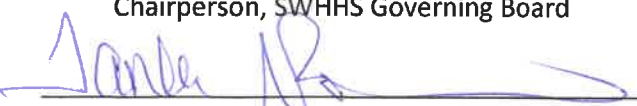
Chairperson Anderson asked if there was anything else to add. Hearing nothing he asked for a motion to go into closed session. Motion made by Wildermuth second by Nath: To go into closed session at 11:00am.

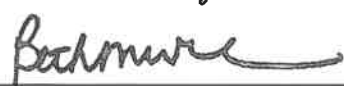
Motion made by Wildermuth second by Jens: To come out of closed session at 11:28 am.

Motion made by Sik second by Magnus: To adjourn meeting at 11:28 am.

Approved Date 11/16/19

Authorized   
Chairperson, SWHHS Governing Board

  
Recording Secretary, SWHHS Governing Board

Attest:   
Director