



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: January 16, 2019
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 10:31am
Adjourned: 11:35am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, January 16th, 2019 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 Director Wilms.

Members present:

Jeane Anderson
Greg Burger
James Jens
Les Nath
Steve Ritter
Jim Salfer
Charles Sanow
Lois Schmidt
Corey Sik
Sherri Thompson
Mic VanDeVere
Dennis Welgraven

Members absent:

Rick Anderson
Carol Flahaven
Dave Forkrud
Steve Schulze
Pam VanOverbeke
Dan Wildermuth

Staff present:

Carol Biren	Janet Bush
Monica Christianson	Kristin Deacon
Ashley Gustafson	Sarah Kirchner
Jenifer Klein	Marie Meyers
Cindy Nelson	Tanlee Noomen
Ann Orren	Stacey Strand

Diane Vercruysse
Nancy Walker

Christine Versaevel
Beth Wilms

Guest Present:

E.J. Moberg

Cris Gilb

S. Election of Officers-

Director Wilms called for nominations for the position of Chairperson for the Governing Board. Motion by VanDeVere and second by Nath: To nominate Charlie Sanow for the position of Chairperson of the Governing Board. Director Wilms called for any additional nominations, none given. The motion carried unanimously.

Chairperson Sanow asked for nominations for the position of the Vice-Chairperson for the Governing Board. Motion by Nath second by Ritter: To nominate Jams Jens for the position of Vice-Person of the Governing Board. Chairperson asked for any other nominations, none given. Motion carried unanimously.

Meeting went into recess at 10:33 am.

Meeting reconvened at 10:44 am.

1. Appointment of Commissioner Corey Sik, Dan Wildermuth, Sherri Thompson, Jim Salfer, Charlie Sanow, and James Jens to the Executive Committee.
2. Appointment of Commissioner Dave Forkrud, Greg Burger, and Charlie Sanow to the Finance Committee.
3. Appointment of Commissioner Jim Salfer to the Insurance Committee.

T. Consent Agenda –

Chairperson Sanow asked if there were any additions to the meeting agenda. Wilms indicated there was an addition to Discussion/Information items #2. State Auditor Update; Decision Items #9. With the addition in contracts Western Mental Health Center Inc. (Various locations) – 01/01/2019 to 12/31/2019; Adult Community Support Program, Program Services \$72.08/hr. (no Increase), Community Support Aide #30.00/hr. (75 increase), misc. expense for Aides \$20/hr., ARMHS Individual \$72.08/hr. (no increase), ARMHS group service #32.50/hr. (8% increase), Cert Peer Specialist \$72.08/hr. (no Increase); \$180,000 cap – additional dollars require approval. (\$10,000 increase in cap) (Renewal). Also, Tech Tronix Inc. (Fergus falls, MN) – 11/01/2018 to 10/31/2019; Agreement for an End User License for EH Manager, a software program to record and manage environmental health data for inspections, licensing, and plan review (i.e.: Food, Beverage & Lodging, Food Stands, Swimming Pools, etc.); \$2,000 initial license costs with the initial year at \$6,000 (New). #10. Request for Child Protection Worker; #11. Tara VanderSteen, Child Support Officer, No salary change, effective 01/14/2019. Chairperson Sanow asked if anyone had a conflict of interest to identify. None were identified. Sanow asked for if there were any corrections that need to be made to the December 19th, 2018

meeting minutes. Motion by VanDeVere and second by Ritter: To approve the additions to the agenda and meeting minutes as presented. The motion carried unanimously.

U. **Financial –**

Chairperson Sanow 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 Ritter and second by Nath: To approve the financial report as forwarded by the Human Services Board. The motion carried unanimously.

V. **Human Resource Statistics.**

Chairperson asked if there were any questions regarding the statistics given. There were none.

W. **Discussion/Information Items –**

1. Director Wilms asked the Board if they would like to change anything about how the Board packet was received and if the Board would still like a paper copy printed for them the day of the Board meeting. The Board requested that it should stay the same with the packet being emailed to the members prior and a paper copy available the day of the meeting.
2. Director Wilms, and E.J. Moberg, Lyon County Auditor/Treasure, came forward to update the Board on the State Audit. Director Wilms indicated that we received an email back from Julie Blaha, Minnesota State Auditor. The email stated that they would like to meet with Director Wilms and Board Chair Charlie Sanow. Deputy Walker, then went through our options that were discussed in previous Board meetings. The direction of the Board is to set up a meeting the week of February 19th – 22nd, with the State Auditor and include Director Wilms, Deputy Director, Walker, Sarah Kirchner, Fiscal Manager, E.J. Moberg, and Chairperson Sanow.

X. **Decision Items –**

Chairperson asked item numbers 1-4 and the addition 11.

1. Melanie Gacke, Eligibility Worker, probationary appointment (12 months), \$18.28 hourly, effective 1/14/2019.
2. Tiffany Viger, Eligibility Worker, probationary appointment (12 months), \$18.28 hourly, effective 1/14/2019.
3. Megan Vangness, Public Health Nurse, probationary appointment (12 months), \$26.14 hourly, effective 1/28/2019.
4. Ashley Gustafson, Health Educator, probationary appointment (12 months), \$24.05 hourly, effective 1/2/2019.
11. Tara VanderSteen, Child Support Officer, no salary change, effective 1/14/2019.

Motion made by Ritter and second by Nath: To approve the employment changes listed. Motion carried unanimously.

5. Deputy Director Walker came forward to answer any questions the Board had on the Lead Eligibility Worker (Transportation Coordinator) request. This position is a replacement position and not a new position. Motion made by VanDeVere and second by Thompson: To approve the position as requested. Motion carried unanimously.

6. Carol Biren, Community Health Services Manager, came forward to request the replacement of two Public Health Nurses. Motion made by Jens second by Ritter: To approve the positions as requested. Motion carried unanimously.

10. Cindy Nelson, Social Services Supervisor, came forward to request the replacement of a Child Protection Worker. Motion made by Sik second by Thompson: To approve the position as requested. Motion carried unanimously

7. Director Wilms indicated the change made to the Administrative Policy 5 – Credit Card Policy was the addition of Ashley Gustafson to the list of card holders. Wilms explained as Gustafson would be taking over the Planning and Implementation Grant coordinator she would need to have access to a company credit card. Motion made by VanDeVere second by Ritter: To approve the addition of Ashley Gustafson to the authorized credit card holder. Motion carried unanimously.

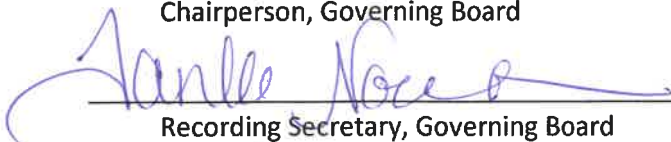
8. Director Wilms went over the donations given to Southwest Health and Human Services in the month of December. Pipestone County received a box of clothing items from the Kiwanis to go to children/families in need. First Presbyterian Church Women from Rock County donated children's clothes, coats, and toys to children in need. Peace Lutheran Church donated \$300.00 for diapers. Berdena Buys, Murray County donated a quilt to anyone in need. Motion made by Nath second by Ritter: To graciously accept the donations given. Motion carried unanimously.

9. Director Wilms went over the contracts listed in the Board packet with the two new additions. Motion made by Thompson second by Ritter: To accept the contracts presented. Motion carried unanimously.

Motion by Nath second by VanDeVere: To adjourn the meeting. The meeting was adjourned at 11:35 am.

Approved Date 2/28/19

Authorized 
Chairperson, Governing Board


Recording Secretary, Governing Board

Attest: 
Director