



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: April 17th, 2019
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

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

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday April 17th, 2019 in the Commissioners room of the Lyon County Government Center at 607 West Main Street, in Marshall, Minnesota. The meeting was called to order by Chairperson Sanow.

Members present:

- Jeane Anderson
- Rick Anderson
- Greg Burger
- Carol Flahaven
- Dave Forkrud
- James Jens
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Corey Sik
- Mic VanDeVere
- Pam VanOverbeke
- Dennis Welgraven
- Dan Wildermuth

Members absent:

- Les Nath
- Steve Schulze
- Sherri Thompson

Staff present:

Jennifer Beek	Stephanie Bengston
Carol Biren	Janet Bush
Chris Cauwels	Monica Christianson
Amanda Holzapfel	Sarah Kirchner
Jenifer Klein	Jason Kloss
Erin Klumper	Kristin Malin
Cindy Nelson	Tanlee Noomen
Nancy Walker	Beth Wilms

P. **Consent Agenda –**

Chairperson Sanow asked if there were any additions to the meeting agenda. 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 March 20th, 2019 meeting minutes. Motion by Wildermuth and second by Salfer: To approve the additions to the agenda and meeting minutes as presented. The motion carried unanimously.

Recessed for break at 10:11 am.

Reconvened from break at 10:21am.

R. **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 Nath and second by Sik: To approve the financial report as forwarded by the Human Services Board. The motion carried unanimously.

S. **Human Resource Statistics.**

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

T. **Discussion/Information Items –**

1. Director Wilms gave a brief update on the 2018 DHS Financial Reporting. Wilms indicated that there were 32 reports submitted in the calendar year of 2018. This report indicated that the Agency had perfect reporting in the calendar year of 2018.

U. **Decision Items –**

1. Director Wilms asked for the approval of hire of Christine Cauwels, Network Systems Administrator, probationary appointment (12 months), \$65,000 annually, effective 04/15/2019. Motion made by Wildermuth second by Forkrud: To approve the hire of Chris Caulwels as requested. Motion carried unanimously.

2. Director Wilms asked for the approval of hire of Danielle Ogren, County Agency Social Worker, probationary appointment (6 months), \$23.59 hourly, effective 4/29/2019. Motion made by Forkrud second by Wildermuth: To approve the hire of Danielle Ogren as requested. Motion carried unanimously.

3. Director Wilms asked for the replacement position of a Child Support Officer. Motion made by Burger second by VanDeVere. Motion carried unanimously.

4. Janet Bush, Registered Dietitian, came forward to provide some information of preventative measures the Wellness Committee has provided for employees. This committee is mainly funded by a small portion of our health insurance premiums and the last couple years the agency has been awarded a \$10,000.00 grant from Preferred One. Bush explained to the Board the Preferred One has indicated that employees are not using preventative care as much as we would like them to. The committee has scaled back on their Biometric Screenings due to having

a healthy relationship with their provider. The committee has created an incentive program which would allow an employee to get a Southwest Health and Human Service apparel item if the complete a health care screening in the calendar year of 2019. Janet provided the Board with two quotes from local providers one being Janice designs out of Pipestone, and the other being AP designs in Marshall. The committee is looking at half-zips and full zips. Janice Apparel was quoted at \$40-\$45, and AP Design's was at \$30-\$35. It was also indicated through our Wellness Survey and Preferred One's high claim reports that back pain and stress were high areas of concern. There were two quotes presented to the Board one being from Cynthia Fitzgerald out of Slayton was \$75/hr.: Mitchell Hart out of Pipestone was quoted at \$64.13/hr. It was asked if the mileage was already included in these quotes, Bush indicated it was. These massages would be 10-minute chair massages with ten given per hour, and received quarterly. Motion made by VanDeVere second by Anderson: Approved the quote from AP Design's and Mitchell Hart as long as the funds are available. Motion carried unanimously.

5. Sarah Kirchner, Fiscal Manager, came forward with the two quotes as requested in March of 2019 Board meeting, for the Slayton copier replacement lease, and state printer replacements. The two quotes were from Marco and A&B Business and were included in the Board packets. Motion made by Burger second by Anderson: To approve the Marco quote for the replacement printers as indicated.

6. Director Wilms informed the Board of the donations received in the Month of April. Wells Fargo donated baby items for infants/families in need. Motion made by VanDeVere second by Forkrud: To graciously accept the donation received.

8. Director Wilms went over the contracts listed in the Board packet. Motion made by Forkrud second by Wildermuth: To accept the contracts presented. Motion carried unanimously.

Motion by VanDeVere second by Wildermuth: To adjourn the meeting. The meeting was adjourned at 10:57 am.

Approved Date 5-15-19

Authorized Charles Sarrow
Chairperson, Governing Board

Janice Norman
Recording Secretary, Governing Board

Attest: Beckman
Director