



SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD

MINUTES

Date: May 15th, 2019  
Place: Lyon County Government Center  
Commissioner Room  
Marshall, Minnesota

Opened: 9:34am  
Adjourned: 10:29am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, May 15th, 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 Chairperson Sanow.

Members present:

- Jeane Anderson
- Rick Anderson
- Carol Ann Flahaven
- Dave Forkrud
- James Jens
- Les Nath
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Steve Schulze
- Corey Sik
- Sherri Thompson
- Mic VanDeVere
- Pam VanOverbeke
- Dennis Welgraven
- Dan Wildermuth

Members absent: Greg Burger

Guest present: Jim Muchlinski

Staff present:

Carol Biren	Chris Cauwels
Monica Christianson	Amanda Holzappel
Stacy Jorgensen	Sarah Kirchner

Courtney Lundy	Kristin Malin
Lauren Mellenthin	Marie Meyers
Cindy Nelson	Hayley Ruschen
Darian Sanders	Angie Stephens
Nancy Walker	Beth Wilms

**Q. Consent Agenda-**

Chairperson Sanow asked if there were any changes to the agenda. Conflict of interest. None stated. Sanow also asked if there were any changes or concerns with the April 17<sup>th</sup>, 2019 board minutes. There were none Motion made by Salfer second by Forkrud: To approve the agenda additions and board minutes. The motion carried unanimously.

**R. Financials-**

Chairperson Sanow stated the financials were discussed in the Health Board and asked if there were any further questions. None were stated. Motion made by VanDeVere second by Thompson: To approve financials as forwarded in the Human Services board. Motion carried unanimously.

**S. Human Resources Statistics**

No comments.

Recess began 9:35 am

Reconvened at 9:48 am.

**T. Discussion/Information Items-**

1. Carol Biren, Community Health Services Manager, came forward to give updates on HIPAA, Data Privacy, and Security. There is a risk assessment overview done annually which is a walk through to all the offices making sure employees are using safe standards to protect confidential data. This year there was 9 corrections done and also changes to some policies that will be reviewed in the decision items.

2. Director Wilms discussed the process of our 2020-2024 Strategic Plan. We make a new plan every five years. There will be meetings in each office to ask staff their opinions. Also, there will be meetings with both our southern and northern community partners. Previously the agency has used the SWOT analysis (Strengthens, Weaknesses, Opportunities, and Threats). This year the agency is going to use the SOAR analysis (Strengths, Opportunities, Aspirations, and Results). Biren gave a couple highlights from our 2015-2019 Strategic Plan. A few things we improved on from the last Strategic plan were staff training, staff safety, Workforce Development Plan, and Agency Resources. Wilms indicated that all Board members will receive invitations to the community meetings. Lincoln County will be held June 10<sup>th</sup>, in the Lincoln County assembly room at the courthouse, from 1:30 pm – 4:30 pm; Lyon and Redwood Counties will be June 19<sup>th</sup>, in the Commissioners room in the Lyon County courthouse, from 1:00 pm – 4:00 pm; Murray, Pipestone, and Rock Counties will be June 26<sup>th</sup> 1:00pm-4:00pm in the Southwest Health and Human Services Conference room in Pipestone, from 1:00 pm – 4:00 pm. After all the meeting the Strategic Planning Committee will be collecting all the information and coming back to the Board in September or October with a new Strategic Plan to be approve for January 1<sup>st</sup>, 2020.

**U. Decision Items-**

1. Nancy Walker, Deputy Director, came forward to ask for the approval of a replacement position for an Eligibility Worker in the Marshall office. Motion made by Wildermuth second by Welgraven: To approve the request for an Eligibility Worker. Motion carried unanimously.
2. Biren came forward to request a replacement of a Public Health Nurse in the Pipestone office. In this request the current employee is working 30 hours a week and the agency would like to increase that to 40 hours a week with the new position. Motion made by Salfer second Forkrud: To approve the Public Health Nurse as requested. Motion carried unanimously.
3. Biren requested the Board to approve the second half of the Adult Health Survey invoice. Motion made by VanDeVere second by Anderson: To approve the payment of the second half of the invoice. Motion carried unanimously.
4. Chris Cauwels, Information Technology Specialist Sr., presented the Board with information on purchasing Agency Panic Buttons in the interview rooms. Director Wilms gave an update on the interview rooms and how these items are needed for the safety of our employees. Cauwels asked the Board to look at the two quotes that were in their Board packets from Heartland Security and IPS (Integrated Protection Systems). She highlighted the difference in the quotes and made a recommendation to go with Heartland Security, with the exception of Redwood County, as it is currently in a contract with another company. There was a short discussion on who is or should be alerted when activated. Currently it is just the local law enforcement. Motion made by VanDeVere second by Anderson: To approve the purchasing of panic buttons. Motion carried unanimously.
5. Cauwels also discussed the two quotes that were provided to them for the replacement of the Redwood County postage machine. The current provider is Neopost but the contract had expired as of last month. The quotes are from the current provider and another from Pitney Bowes. Cauwels described that she did not feel there was anything that stood out for either machine they were both comparable in quality. Cauwels made the recommendation to go with the Pitney Bowes. Motion made by Forkrud second by Sik: To approve the lease for the Pitney Bowes quote. Motion carried unanimously.
6. Director Wilms indicated that the only change to Administrative Policy 1 – Data Privacy and Procedures was adding Chris Cauwels as the Network Systems administrator as the Security Officer. Motion made by Nath second by Wildermuth: To approve the changes made. Motion carried unanimously.
7. Wilms indicated the changes made on Administrative Policy 14 – Health Care Insurance Portability & Accountability Act were in section 3. This is also just an update to add Chris Cauwels as our Security Data Privacy Officer. Motion made by Anderson second by Salfer: To approve the changes made. Motion carried unanimously.
8. Director Wilms went over the contract listed in the Board packet. Motion made by VanDeVere second by Thompson: To approve contracts as listed.

Chairperson Sanow asked if there were any questions. Hearing none he adjourned the meeting at 10:29am.

Approved Date 4/19/19

Authorized Charles Sanow  
Chairperson, Governing Board

Janet Sanow  
Recording Secretary, Governing Board

Attest: Beckman  
Director