



SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD

MINUTES

Date: August 21st, 2019  
Place: Lyon County Government Center  
Commissioners Room  
Marshall, Minnesota

Opened: 10:09am  
Adjourned: 12:26pm

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

Members present:

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

Members absent:

- Greg Burger
- Steve Schulze
- Sheri Thompson
- Pam VanOverbeke

Guest present:

- Joel Flaten
- Dominic Benjamin
- Joe Flicker

Staff present:

- Jennifer Beek
- Monica Christianson
- Chris Cauwels
- Kristin Deacon

Emily Ellefson	Cassandra Hoefs
Sarah Kirchner	Stacey Longtin
Lauren Mellenthin	Marie Meyers
Cindy Nelson	Tanlee Noomen
Jessica Peterson	Lisa Schardin
Ann Schiller	Chelsea Self
Stacey Strand	Christine Versaevel
Nancy Walker	Beth Wilms

**Q. Consent Agenda-**

Chairperson Sanow asked if there were any changes to the agenda. Chairperson Sanow asked if there were any corrections or additions to the minutes of the July 17<sup>th</sup>, 2019 meeting. Motion made by Nath second by Anderson: To approve the agenda and board minutes. The motion carried unanimously.

Meeting recessed at 10:12am.

Meeting reconvened at 10:19am.

**R. Financials-**

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

**S. Human Resources Statistics**

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

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**Discussion/Information Items-**

1. Director Wilms discussed our 2019 MCIT Dividend Notice. This is informational only. Our 2019 dividend was for \$32,143.00.
2. Director Wilms introduced Dominic Benjamin and Joe Flicker from Enterprise to the Board. Benjamin and Flicker gave an excel presentation to the Board that explained what the Agency currently owns and leases for vehicles. This presentation gave detailed vehicle information regarding mileage, current worth, and future worth. The pair also gave a presentation on "Going Forward" report. This report showed what the average monthly spend would be on per vehicle with their recommendation. The Board requested that the reports be sent with September 2019 Board packets to allow the Board time to look more in depth at the numbers.
3. Director Wilms asked the Board if there could be some changes made to the Agency Bylaws. Currently the bylaw states one Commissioner from each county should sit on our finance committee. Right now there are only three commissioners. Also the Board requested for there to be more research done on teleconference meetings. There will be verbiage created and brought forward to the Board in the November 2019 meeting.

**U. Decision Items-**

Chairperson Sanow requested decision items 1-9 to be grouped together.

1. Chelsea Self, Public Health Nurse, probationary appointment (12 months), \$26.14 hourly, effective 8/12/2019; 2. Cassandra Hoefs, Public Health Nurse, probationary appointment (12 months), \$26.14 hourly, effective 8/19/2019; 3. Jessica Petersen, Public Health Nurse, probationary appointment 12 (months), \$26.14, effective 8/19/2019; 4. Kelli Buysse, Office Support Specialist, probationary appointment (12 months), \$14.64 hourly, effective 9/3/2019; 5. Amanda Mellenthin, Eligibility Worker, probationary appointment (12 months), \$19.00 hourly, effective 8/26/2019; 6. Amy Peterson, Eligibility Worker, probationary appointment (12 months), \$18.28 hourly, effective 8/26/2019; 7. Kayla Placsencia, Child Support Officer, probationary appointment (6 months), \$19.45 hourly, effective 8/26/2019; 8. Brittany Lembcke, Social Worker-Child Protection to Adult unit, probationary appointment(6 months), no changes to rate of pay, effective 8/19/2019; 9. Sarah Clarke, County Agency Social Worker, Child Protection to Adoption, probationary appointment (6 months), no charge to rate of pay, effective 9/03/2019. Motion made by Sanow second by Nath: To approve the listed positions and the probationary appointments. Motion carried unanimously.
10. Request for County Agency Social Worker – Child Protection – 4 positions being requested. Three of the positions are replacements one is a budgeted position. Motion made by VanDeVere second by Wildermuth: To approve the requested positions. Motion carried unanimously.
11. Request for County Agency Social Worker – Childrens Mental Health. This is a replacement position. Motion made by Sik and second by Nath: To approve the position requested. Motion carried unanimously.
12. Request for County Agency Social Worker – CAC/CADI/BI. This is a replacement position. Motion made by Forkrud second by Nath: To approve to position requested.
13. Request for Child Support Officer. This is a replacement position. Motion made by Anderson second by Sik: To approve position as requested.
14. Request for Eligibility Worker. This is a replacement position. Motion made by VanDeVere second by Wildermuth: To approve the position as requested.
15. Chris Cauwels, Network Systems Administrator, came forward to request computer monitors for our MNChoices workers. Currently staff are using their laptop as their second monitor. This position needs to use two monitors to effectively do their job and it would be beneficial to them if they were using two full size monitors. Cauwels requested a total of 14 monitors for our MNChoices workers. Cauwels presented the Board with two estimates Cauwels recommended to use the Computer Man. One from Walmart and the second from Computer Man. The Board asked Cauwels to contact Southern Prairie Community Care on discounted monitors. Motion made Anderson second by Sik: To approve the purchase of 14 monitors using the Computer Man’s quote and also contact Southern Prairie Care Center for cost savings. Motion carried unanimously.
16. Cauwels stated that the Agency has received some dollars for the sale of laptops to Lincoln County. The Agency has also received reimbursement from the state for Eligibility and Child Support laptops. Cauwels requested, with what is left in the budget in addition to the two new revenues in a total of \$5,797.00, the purchase to four new laptops. These laptops would replace two that are non-functional and two would be spares or new employees. Cauwels gave the Board two quotes, Computer Man and HP, with the

recommendation to go with Computer Man. Motion made Forkrud second by VanDeVere: To approve the purchase of 4 laptops from Computer Man. Motion carried unanimously.

17. Cauwels informed the Board that we are currently on the end of a three years contract with MnCC that carries our subscription for Adobe Acrobat DC. Cauwels gave to options to continue using Adobe which is widely used throughout the Agency's day to day work. One option would be to purchase straight from Adobe in the amount of approximately \$44,000.00, or go into another three-year contract with MnCC in the amount of \$15,306.75. Motion made by VanDeVere second by Nath: To approve the renewal of our MnCC contract. Motion carried unanimously.

20. Director Wilms requested for the approval of Personnel Policy Number 5 – Use of Vehicles for Agency Business. Wilms indicated this policy was brought forward during the July 2019 Board meetings regarding the new hands-free law. The Board asked the Agency to bring the policy back this month with clear reasons why staff would need to use phones in the cars at all. Wilms listed various scenarios where staff would need to have access to their phones while using agency cars. These scenarios included GPS, staff safety, and prompt response time for critical situations. Also there is a possibility of the travel time to be billed if staff are able to use the appropriate technology to have a conversation while driving. There were three options of the policy given to Board. One with no cell phone use, another with no cell phone use with the exception of GPS, the last one is obeying to the law regarding hands free driving. Motion by Forkrud second by Sik: To approve the Personnel Policy 5- Use of Vehicles for Agency Business – option following the letter of the law. Motion carried unanimously.

18. Wilms asked the board to approve Personnel Policy Number 27 – Cell Phone Policy. This is a policy that allows the Agency to provide particular staff with Agency cell phones. Currently we were allowing certain staff to use their own personal phones to conduct agency business with a stipend included. The Agency feels this is not best practice and ultimately puts staff at risk. This policy is written to outline that staff can only use this phone for company business. The Board would like some verbiage added to the policy that would outline auditing of these phone under section 4 – Security and Use item h. Motion made by Sik second by VanDeVere: To approve Personnel Policy Number 27 – Cell Phone Policy with the amendment. Motion carried unanimously.

19. Director Wilms requested the Personnel Policy 6 – Reimbursement, Lodging, and Other Expenses. There were some verbiage changes regarding the clarification of the total tip amount coming from 15% of the subtotal before tax. Motion made by Nath second by Forkrud: To approve Personnel Policy 6 – Reimbursement, Lodging, and Other Expenses. Motion carried unanimously.

21. Wilms asked for the approval of the 2020 Human Services preliminary budget. Motion made by VanDeVere second by Jens: To approve the proposed budget with a 5% levy increase, for a total levy request of \$ 11,378,603.00, and total budget of \$27,738,550. Motion carried unanimously.

Motion made by Forkrud second by Nath: To approve the 2020 Public Health preliminary budget with a \$1.00 increase per capita payment to \$13.75, for a total levy request of \$1,042,525.00, and a total budget of \$3,690,293. Motion carried unanimously.

22. Director Wilms went over the contracts listed in the Board packet. Motion made by Jens second by Wildermuth: To approve the contracts listed.


Motion made by Jens second by Nath: To start closed session meeting 12:00pm. Motion carried unanimously.

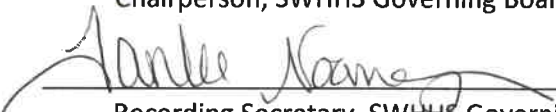
Motion made by Jens second by VanDeVere: To come out of closed session at 12:26pm. Motion carried unanimously.

Chairperson Sanow asked if there were any other questions. Hearing none the motion was made by Sik second by Nath: To adjourn the meeting at meeting was adjourned at 12:26am.

Approved Date 9/18/19

Authorized   
Chairperson, SWHHS Governing Board

Attest:   
Director

  
Recording Secretary, SWHHS Governing Board