



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: September 18th, 2019
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 9:34am
Adjourned: 10:17am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, September 18th, 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
- Greg Burger
- Carol Flahaven
- Dave Forkrud
- James Jens
- Les Nath
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Corey Sik
- Sherri Thompson
- Mic VanDeVere
- Dennis Welgraven
- Dan Wildermuth

Members absent:

- Steve Schulze
- Pam VanOverbeke

Staff present:

Jennifer Beek	Carol Biren
JoAnne Brisk	Wendy Bossuyt
Kelli Buysse	Chris Cauwels
Monica Christianson	Shirley Hurley
Lori Johnson	Sarah Kirchner
Erin Klumper	Mandy Mellenthin
Tanlee Noomen	Ann Schiller

Q. Consent Agenda-

Chairperson Sanow asked if there were any changes to the agenda. Deputy Director Nancy Walker, stated there were additions: U. Decision item - 3. Quote from the Computer Man; and U. Decision Item – 7. Request for Child Protection Worker. Chairperson Sanow asked if there were any conflicts of interests. Commissioner Anderson stated he would abstain from U. Decision Item-U. 1. Jessica Bosma, Public Health Nurse, increase in hours, as needed, for a period of up to two weeks. Chairperson Sanow asked if there were any corrections or additions to the minutes of the August 21st, 2019 meeting. Motion made by Nath second by Thompson: To approve the agenda, additions, and board minutes. The motion carried unanimously.

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.

T.**Discussion/Information Items-**

1. Melody Caron, Office of State Auditor, presented the Board with a report of the 2018 Audit for the financial statements and federal awards single audit. The single audit was on Medical assistance, which has been consistent for the agency due to the risk factors and size of that program. The audit opinion in which they issued was un-modified. This means they feel that the financial statements are fairly presented in all material respects in accordance with generally accepted accounting principles. Caron then explained the 8 handouts which were given to the Board in their packets. Included in the audit report is a Management and Compliance report. There were no internal control deficiencies found. There was a finding pertaining to monitoring the financial health through the general fund as well as a legal finding for Contracting and bid laws. The single audit was turned in on September 2nd, 2019.

2. Deputy Director Walker, asked if there were any requests to modify the by-laws. This is a reminder that any modifications have to be made 30 days prior to the modification being brought to the Board for approval. This will be a standing discussion item the next couple of meetings.

U. Decision Items-

1. Deputy Director Walker requested Jessica Bosma, Public Health Nurse, be allowed to increase in hours as needed, for a period of up to twelve weeks. She is currently part-time and would like to increase her hours up to 37.5. Motion made by Wildermuth second by Sik: To approve the increase of the employee's hour to cover the work load as needed for a period up to twelve weeks. Motion carried unanimously. Commissioner Anderson abstained from the vote.

2. Deputy Director Walker asked for the change on Administrative Policy 5 – Credit Card Policy to be approved. This change was adding the name of our Network Systems Administrator to the policy as a card holder. Motion made by Anderson second by Wildermuth: To approve the addition to the policy. Motion carried unanimously.

3. Chris Cauwels, Systems Administrator, came forward to request the purchase of ShareGate Software. Cauwels explained the version of SharePoint the Agency is currently using isn't up to date. The Agency is currently using 2013 version and would like to update to 2016 version and then eventually to the 2019 version. The reason these updates are needed is due to the fact that when we attempt to apply Windows updates SharePoint crashes. This causes security problems in the fact if we can't update Windows we aren't receiving security updates either. Cauwels presented the Board with two different quotes for tools that help transfer information from one version to the other. The first was from ShareGate and the second from Computer Man. Cauwels recommended the ShareGate quote. Motion made by Thompson second by Nath: To approve the purchase from ShareGate. Motion carried unanimously.

4. Sarah Kirchner, Fiscal Manager, asked the Board to approve the purchase of Child and Teen Check-Up material. These materials are one hundred percent covered by the Child and Teen Check-Up Grant. Motion made by VanDeVere second by Anderson: To approve the purchases presented. Motion carried unanimously.

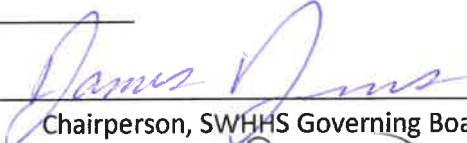
5. Deputy Director Walker, went over the recommendations from the Insurance Committee to the 2020 Insurance package. She explained the packages are now a 4 tier instead of a 2 tier package. There is no increase in funding for the year 2020. The recommendations for this year from the Insurance Committee would be to adopt the 4 tier structure and to not increase the funding factors. There was also a recommendation from Agent of Record (MMA) to move our Stop Loss to seventy thousand (\$70,000) from sixty thousand (\$60,000). Another recommendation was to drop the fitness reimbursement from our plan. This was due to not all staff having access to a gym and replacing it with the WellBeats program which allows for home workouts through an app. Motion made by Anderson second by VanDeVere: To approve the insurance package as provided, as well as raising the Stop Loss to seventy thousand, and discontinuing the Fitness Discount and replace with WellBeats program. Motion carried unanimously. Walker then present the Board with the dental changes which is changing to Standard from Sunlife. Motion made by Forkrud second by Wildermuth: To approve the change to Standard. Motion carried unanimously. Walker then asked for the approval of the vision. Motion made by Wildermuth second by Nath: To approve the change in rate of 5 percent. Motion carried unanimously. There was no change in Life, long Term Disability, Short Term Disability, Critical Illness, Accident, Hospitalization, Identity Theft, or Legal Shield premiums.

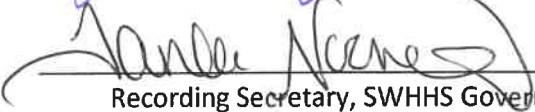
6. Carol Biren, Public Health Director, presented the Board with the contracts. Motion made by Burger second by Jens: To accept the contracts as presented. Motion carried unanimously.

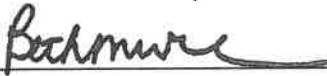
7. Cindy Nelson, Social Services Division Director, asked for the approval of a Child Protection Worker. This is a replacement position. Motion made by VanDeVere second by Wildermuth: To approve the position as requested. Motion carried unanimously.

Chairperson Sanow asked if there were any other questions. Hearing none. He adorns the meeting at meeting was adjourned at 10:17am.

Approved Date 10-16-2019

Authorized 
Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest: 
Director