



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: December 18th, 2019
Place: Lyon County Government Center
Commissioner Room
Marshall, Minnesota

Opened: 10:30 am
Adjourned: 11:48 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, December 19th, 2018 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
- Les Nath
- Charles Sanow
- Lois Schmidt
- Corey Sik
- Sherri Thompson
- Mic VanDeVere
- Dan Wildermuth

Members absent:

- Steve Schulze
- Dennis Welgraven

Staff present:

Kristi Bergeron	Carol Biren
Megan Boerboom	Michelle Buysse
Chris Cauwels	Monica Christianson
Nicole Enemark	Andrea Fuerstenberg
Madison Getz	Amber Kinner
Sarah Kirchner	Stacey Longtin
Kristin Malin	Marie Meyers
Cindy Nelson	Tanlee Noomen
Corey Remiger	Michelle Salfer
Nancy Walker	Beth Wilms

Recessed at 10:30 am

Reconvened at 10:42 am

Q. Consent Agenda-

Chairperson Sanow asked if there were any changes to the agenda. Director Wilms indicated the additions of T. Discussion Items – AMC Recommendation to Delay SUD repayment to DHS; U. Decision Items 15. Contract additions 3 new contract additions; U. Decision Items 17. Request for County Agency Social Worker (CAC/CADI/BI). Sanow asked if there were any changes of the minutes of the November 20th, 2019 meeting. There were none. Motion made by Wildermuth second by Thompson: To approve the agenda additions to the meeting and board minute. The motion carried unanimously.

R. Financials-

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 VanDeVere and second by Jens: To approve the financial report as forwarded by the Human Services Board. The motion carried unanimously.

S. Human Resource Statistics-

It was asked what the Agencies fully staff number should be. Deputy Director responded with approximately 239.

T. Discussion/Information Items-

1. Carol Biren, and Ann Orren Health Educator Supervisor, came forward to present the details of the Agency's Strategic Plan. This is a plan that is created and updated every five years. The top categories that are highlighted in the plan which are: Evaluation; Diversity Equity and Inclusion, Development of communication within the office and community; Maximize Agency revenues; Streamline hiring and retention; Effectiveness of our programs.

2. Director Wilms gave an update on the AMC recommendation to delay SUD repayment to DHS. SWHHS is being asked to repay an amount of \$191,000.00 back to DHS as discussed in November 2019 Board meeting. It is the recommendation of AMC to not pay monies back until all other resources have been exhausted. Motion made by Burger second by Forkrud: To send a letter using AMC recommendation and include no payment until detail of the invoice amount is given. Motion carried unanimously.

U. Decision Items-

1. Christine Cauwels, Management Information Supervisor, probationary appointment (12 months), \$71,586.00 annually effective 1/1/2020. Motion made by Salfer second by SIK: To approve the probationary appointment as presented. Motion carried unanimously.

2. Request for Support Enforcement Aide. This is a replacement position. 3. Request for Social Worker – Seniors EW/AC. This is also a replacement position. Motion made by Wildermuth second by Forkrud: To approve the request of a Support Enforcement Aide and Social Worker Seniors EW/AC. Motion carried unanimously.

4. Personal Policy 2 – Condition of Employment has made a change on the first page. The one percent probationary period will no longer be given starting 01/01/2020. Motion made by

VanDeVere second by Anderson: To approve changes as presented. Motion carried unanimously.

5. Personnel Policy 3 – Leaves and Holidays had changes in section 1, section 1C, and section 2D. Motion made by Thompson second by Jens: To approve changes as presented. Motion carried unanimously.

6. Administrative Policy 8 – Disaster Recovery Plan has changes made to server names and vendor list updates. Motion made by Wildermuth second by Forkrud: To approve the changes presented. Motion carried unanimously.

7. Administrative Policy 9 – Physical and Technical Safeguards the changes in this policy were the same as presented to item 6. Motion made by VanDeVere second by Sik: To approve changes made. Motion carried unanimously.

8. Administrative Policy 10- Lan, E-Mail, Internet Access, And Personal Computing Equipment had clarification changes for not using google docs or drop boxes, also should not have any non - agency equipment connected to Agency computers. Motion made by Forkrud second by Salfer: To approve changes made. Motion carried unanimously.

9. Administrative Policy 29 – Web Accessibility and Section 508 of the Rehabilitation Act of 1973. This is a new policy. This will help start the process of making our website more accessible. It also helps track how the website accessibility was created. There is also a point on contact listed for anyone having questions. Motion made by Wildermuth second by Sik: To approve the policy as presented.

10. 2020 Accounting Policies and Procedures Handbook was presented in the Board packet. Motion made by Forkrud second by VanDeVere: To approve the handbook as presented. Motion carried unanimously.

11. 2020 Resolution of Signature Authority; 12. 2020 Resolution to Designate Depositories were presented to the Board in their packets. Motion made by VanDeVere second by Thompson: To approve the 2020 Resolution of Signature Authority as presented and 2020 Resolution to Designate Depositories. Motion carried unanimously.

13. 2020-2024 Strategic Plan was discussed earlier in the Board meeting. Motion made by Burger second by Forkrud: To approve the 2020-2024 Strategic Plan. Motion carried unanimously.

14. Directors Wilms indicated we received a donation from Avera, which donated gifts for 56 families in need throughout the counties of SWHHS. Motion made by VanDeVere second by Forkrud: To graciously accept the donations listed. Motion carried unanimously.

15. Director Wilms asked if there were any questions about the contracts listed in the Board packets. Big Fish helps get kids into their child and teen checkups. Funded by C&TC grant. Motion made by Anderson second by Salfer: To approve the contracts as presented. Motion carried unanimously.


16. Closed Session

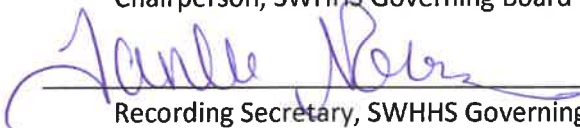
Chairperson Sanow asked if there was anything else to add. Hearing nothing he asked for a motion to go into closed session. Motion made by Thompson second by Salfer: To go into closed session at 11:33am. Motion carried unanimously.

Motion made by VanDeVere second by Jens: To come out of closed session at 11:47 am. Motion carried unanimously.

Motion made by VanDeVere second by Sik: To adjourn meeting at 11:48 am. Motion carried unanimously.

Approved Date 1/15/2020

Authorized 
Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest: 
Director