



SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: March 18, 2020
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 10:01am
Adjourned: 11:31am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday March 18th, 2020 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 Vice Chairperson Jens.

Members present: Rick Anderson
James Jens
Les Nath
Jim Salfer
Corey Sik
Mic VanDeVere
Dennis Welgraven

Members present by phone: Greg Burger
Sherri Thompson
Dan Wildermuth
Lois Schmidt

Members absent: Jeane Anderson
Carol Ann Flahaven
Dave Forkrud
Joan Jagt
Charles Sanow
Steve Schulze

Staff present: Carol Biren Sarah Kirchner
Lauren Mellenthin Cindy Nelson
Tanlee Noomen Ann Orren
Nancy Walker Beth Wilms

Staff present by phone: Chris Cauwels Kristin Deacon
 Jason Kloss Marie Meyers

P. **Consent Agenda –**
Vice Chairperson Jens asked if there were any additions to the meeting agenda. Vice Chairperson Jens asked if anyone had a conflict of interest to identify. None were identified. Jens asked for if there were any corrections that need to be made to the February 20th, 2020 meeting minutes. Motion by VanDeVere and second by Wildermuth: To approve the additions to the agenda and meeting minutes as presented. Roll call: Welgraven-yes, VanDeVere-yes, Sik-yes, Jens-yes, Salfer-yes, Nath-yes, Anderson-yes, Wildermuth-yes. Motion carried unanimously. The motion carried unanimously.

R. **Financial –**
Vice Chairperson Jens 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 Anderson and second by Nath: To approve the financial report as forwarded by the Human Services Board. Roll call: Welgraven-yes, VanDeVere-yes, Sik-yes, Jens-yes, Salfer-yes, Nath-yes, Anderson-yes, Wildermuth-yes, Thompson-yes, Burger-yes. Motion carried unanimously. The motion carried unanimously.

Recessed for break at 10:03 am.
Reconvened from break at 10:11 am.

S. **Human Resource Statistics.**
Vice Chairperson Jens asked if there were any questions regarding the statistics given. There were none.

T. **Discussion/Information Items –**
None

U. **Decision Items –**
Vice Chairperson asked items 1-3 be given together.
1.Andrea Henning, County Agency Social Worker, probationary appointment (12 months), \$24.12 hourly, effective 3/16/2020; 2. Sarah Weinkauf, Office Support Specialist, probationary appointment (12 months), \$14.97 hourly, effective 3/16/2020; 3. Makayla Voge, County Agency Social Worker, probationary appointment (12 months), \$24.12 hourly, effective 3/30/2020.
4. Request for Office Support Specialist. This is a replacement position in Redwood County office. Motion made by Wildermuth second by Salfer: To approve the request as presented. Roll call: Welgraven-yes, VanDeVere-yes, Sik-yes, Jens-yes, Salfer-yes, Nath-yes, Anderson-yes, Wildermuth-yes, Thompson-yes, Burger-yes. Motion carried unanimously. The motion carried unanimously.

5. Chris Cauwels, Systems Administrator, presented the Board with phone system support and upgrade proposals. Cauwels started going over the quotes for the phone system support from Highpoint Networks and Marco presented in the Board packets. Cauwels recommended Highpoint Networks. Motion made by Salfer second by Nath: To accept the recommendation and quote with Highpoint Networks. Roll call: Welgraven-yes, VanDeVere-yes, Sik-yes, Jens-yes, Salfer-yes, Nath-yes, Anderson-yes, Wildermuth-yes, Thompson-yes, Burger-yes. Motion carried unanimously. The motion carried unanimously. Cauwels then went over the quotes from Highpoint and Marco provided in the Board packets for the phone upgrade proposals. Cauwels stated that the phone systems are being inundated with support calls at the moment. It is possible that this will not happen immediately. Cauwels recommended to go with Highpoint Networks. Motion made by Anderson second by Sik: To go with the recommendation and quote from Highpoint Networks. Roll call: Welgraven-yes, VanDeVere-yes, Sik-yes, Jens-yes, Salfer-yes, Nath-yes, Anderson-yes, Wildermuth-yes, Thompson-yes, Burger-yes. Motion carried unanimously. The motion carried unanimously.

6. Cauwels then went over the quotes for the lease for the Rock County postage machine. Two quotes were provided in the Board packet one from Neopost and the other from Pitney Bowes. Cauwels recommended Neopost. Motion made by VanDeVere second by Nath: To approve the recommendation and quote from Neopost. Roll call: Welgraven-yes, VanDeVere-yes, Sik-yes, Jens-yes, Salfer-yes, Nath-yes, Anderson-yes, Wildermuth-yes, Thompson-yes, Burger-yes. Motion carried unanimously. The motion carried unanimously.

7. Ann Orren, Public Health Educator Supervisor, came forward to talk about the Drug Free Communities Grant Application. There are two cost proposals included in the Board packet for evaluation services. One is from Wilder Research the other is from PACT for families collaborative. Orren recommended to go with Wilder Research. Motion made by Anderson second by Nath: To approve the recommendation and quote of Wilder Research to not exceed \$12,500.00 if awarded the Drug Free Communities Grant. Roll call: Welgraven-yes, VanDeVere-yes, Sik-yes, Jens-yes, Salfer-yes, Nath-yes, Anderson-yes, Wildermuth-yes, Thompson-yes, Burger-yes. Motion carried unanimously. The motion carried unanimously.

8. Deputy Director Walker, came forward to talk about Personnel Policy 2 – Conditions of Employment. Changes in section 3 b. regarding accrual of vacation time; Section 10 h., i., j. regarding leave without pay status. Some of the changes are in conjunction with union negotiations made in the last contract and some are changes initiated to simplify calculations for payroll. All changes were vetted with the union. Motion made by Salfer second by Sik: To approve the changes as presented. Roll call: Welgraven-yes, VanDeVere-yes, Sik-yes, Jens-yes, Salfer-yes, Nath-yes, Anderson-yes, Wildermuth-yes, Thompson-yes, Burger-yes. Motion carried unanimously. The motion carried unanimously.

9. Deputy Walker also discussed changes made to the Personnel Policy 3 – Leaves and Holidays. The changes made in this policy Section 10 b., c. are in correlation with the changes approved in Personnel Policy – 2. Motion made by Anderson second by VanDeVere: To approve changes as requested. Roll call: Welgraven-yes, VanDeVere-yes, Sik-yes, Jens-yes, Salfer-yes, Nath-yes, Anderson-yes, Wildermuth-yes, Thompson-yes, Burger-yes. Motion carried unanimously. The motion carried unanimously.

10. Walker also discussed the new Personnel Policy 28 – SWHHS COVID -19 (Coronavirus) Staffing Considerations/Operations. Orren came forward to go over Section 1 Policy Statement,

and Section 2 Agency's PHEP Emergency Plans in the event of an outbreak of COVID-19 in staff. Orren stated her concern that some of these recommendations are changing daily for example Section 2 a. item 7. Is now recommended to stay home seven days from the first day you notice symptoms or three days after being fever free without fever reducing medications. Walker and Orren made the recommendation of changing the wording of Section 2 a. item 4. and 7. to included according to CDC guidelines. Walker talked about Section 3 – Staff assistance, Section 4 – Temporary Telework Arrangement, and Section 5 – Operations. It has been recommended that we add in verbiage stated the Board may sunset this Policy at any time. Discussion on self-quarantining of stay due to travel. Board requested verbiage to be added regarding agency directed self-quarantining due to travel. Board requested under Section 1 – Policy Statement "In the event of a large outbreak of COVID-19" be changed to "In the event of a COVID -19 outbreak". Discussion on stricter social distancing, and ways to communicate through technology. Motion made by Salfer second by Nath: To approve Personnel Policy 28 – COVID-19 (Coronavirus) Staffing Considerations/Operations with the recommended changes made to Section 2 4., 7. And the addition of 10. Of Agency directed self-quarantine verbiage; also verbiage regarding the Board's ability to sunset at any time. Walker advised that this policy was discussed with the union and that both parties agreed to keep the lines of communication open. Roll call: Welgraven-yes, VanDeVere-yes, Sik-yes, Jens-yes, Salfer-yes, Nath-yes, Anderson-yes, Wildermuth-yes, Thompson-yes, Burger-yes. Motion carried unanimously. The motion carried unanimously.

11. Director Wilms informed the Board of the donations received in the Month of March. Birthright donated miscellaneous infant items for families within the WIC program; Our Saviour's Lutheran Church donated 10 Easter baskets to families in need; Darla Timmerman donated a 3-piece luggage set and a soft sided suitcase. Motion made by VanDeVere second by Sik: To graciously accept the donations and send a card of thanks. Roll call: Welgraven-yes, VanDeVere-yes, Sik-yes, Jens-yes, Salfer-yes, Nath-yes, Anderson-yes, Wildermuth-yes, Thompson-yes, Burger-yes. Motion carried unanimously. The motion carried unanimously.


12. Director Wilms went over the contracts listed in the Board packet. Motion made by Burger second by Anderson: To accept the contracts presented. Roll call: Welgraven-yes, VanDeVere-yes, Sik-yes, Jens-yes, Salfer-yes, Nath-yes, Anderson-yes, Wildermuth-yes, Thompson-yes, Burger-yes. Motion carried unanimously. The motion carried unanimously.

Vice Chairperson Jens adjourned the meeting at 11:09 am.

Approved Date 4/15/2020

Authorized


Chairperson, Governing Board


Recording Secretary, Governing Board

Attest:


Director