



SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD

MINUTES

Date: August 19th, 2020  
Place: Lyon County Government Center  
Commissioners Room  
Marshall, Minnesota

Opened: 10:14am  
Adjourned: 11:15am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, August 19th, 2020 in the Commissioners room of the Lyon County Government Center Marshall, Minnesota. The meeting was called to order by Chairperson Sanow.

Members present: Rick Anderson  
Jim Salfer  
Charles Sanow  
Corey Sik

Members present by phone: Greg Burger  
Dave Forkrud  
James Jens  
Les Nath  
Lois Schmidt  
Sherri Thompson  
Mic VanDeVere  
Dennis Welgraven  
Dan Wildermuth

Members absent: Jeane Anderson  
Carol Ann Flahaven  
Joan Jagt  
Steve Schulze

Staff present: Chris.Cauwels Sarah Kirchner  
Tanlee Noomen Ann Orren  
Christine Versaevel Nancy Walker  
Beth Wilms

Staff present by phone: Monica Christianson Cindy Nelson

**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 15<sup>th</sup>, 2020 meeting. Motion made by Salfer second by VanDeVere: To approve the agenda 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 Salfer: 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. Kirchner came forward to discuss the information that was received in the Board packet regarding the CARES Act COVID Relief Financial Reporting. Kirchner stated that she would be sending out a detailed report to each County on monies spent on COVID related expenses. Discussion on meetings to be held with County Administrators.
2. Director Wilms indicated the By-Laws require an Annual Meeting to be held. It was discussed and decided to have a meeting after the September 16<sup>th</sup>, 2020 Board meeting to decide the best way to have an Annual Meeting with social distancing measures.

**U. Decision Items-**

Chairperson Sanow requested decision items 1-4 to be grouped together.

1. Jean Soehl, County Agency Social Worker, probationary appointment (12 months), \$24.62 hourly, effective 7/20/2020; 2. Tristan Boetcher, Information Technology Specialist, probationary appointment (12 months), \$22.50 hourly, effective 8/17/2020; 3. Stephanie Holwerda, PH Nurse, probationary appointment (12 months), \$26.73 hourly, effective 9/14/2020; 4. Nicole Enemark, County Agency Social Worker, probationary appointment (6 months), no change of pay, effective 8/17/2020. Motion made by VanDeVere second by Wildermuth: To approve the probationary appointments as listed. Motion carried unanimously.
5. Request for Diane Boyenga, PH Nurse, temporary appointment (9/1/2020-12/31/2020 up to Hours per week), \$35.08 hourly, effective 9/1/2020. This request is to have now retired Boyenga to come back to the Agency to help train in the new Public Health Nurse which replaced her position. Motion made by Forkrud second by Burger: To approve the request. Motion carried unanimously.

Chairperson Sanow request items 6-8 be addressed together.

6. Request for County Agency Social Worker – Adoption; 7. Request for County Agency Social Worker – Intake; 8. Request for County Agency Social Worker – 3 CPS positions. All positions are replacement positions. Motion made by Wildermuth second by Salfer: To approve positions as requested. Motion carried unanimously.

9. Request for Public Health Nurse, replacement position. Motion made by VanDeVere second by Salfer: To approve the position as requested. Motion carried unanimously.

Chairperson Sanow requested items 10-15. be grouped together

10. Personnel Policy 1 General Provisions; 11. Personnel Policy 9 Announce and Recruit for Staff Vacancy; 12. Personnel Policy 11 Code of Ethics; 13. Administrative Policy 13 Equal Opportunity and Affirmative Action; 14. Personnel Policy 29 Discipline/ Appeals Board; 15. Personnel Policy 30 Job Establishment and Classification. Motion made by Nath second by Salfer: To approve the changes and policies as listed and revisions made in the Board Packet. Motion carried unanimously.

16. Chris Cauwels, Management Information Supervisor, came forward with a Phone Systems request. Cauwels provided the Board with two quotes from Voyant and Century Link. Cauwels gave the recommendation of Voyant. Motion made by VanDeVere second by Wildermuth: To approve the request and to use the recommendation of Voyant.

17. Cauwels also had a ShareGate request. Cauwels explained there was only one quote with this request as it is a renewal. The closest competitor would be a more difficult system to use and it was close to three times more than the price of ShareGate when quoted last year. Motion made by VanDeVere second by Anderson: To approve the request. Motion carried unanimously.

18. 2021 Preliminary Budget approval request. Motion made by Anderson second by VanDeVere: To approve the proposed preliminary 2021 budget with a two percent increase, for a total levy requested being \$11,606,177.00, and a total budget of \$28,583,818.00 for Human Services, and \$0.50 increase per capita payment to \$14.25, totaling the levy request to \$1,080,435.00, and a total budget of \$3,735,748.00 for Public Health. Roll call taken for vote. Motion carried unanimously.

19. No donations received this month.

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

Motion made by Salfer second by Sik: To start closed session meeting 11:15am. Motion carried unanimously.

Motion made by Sanow second by Salfer: To come out of closed session at 11:42am. Motion carried unanimously.

Chairperson Sanow asked if there were any other questions. Hearing none the motion was made by Sik second by Salfer: To adjourn the meeting at meeting was adjourned at 11:42am.

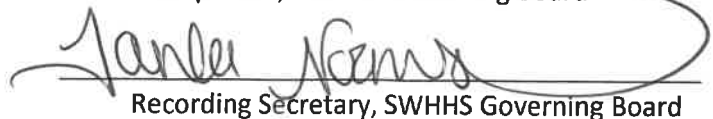
Approved Date

9/16/2020

Authorized



Chairperson, SWHHS Governing Board



Recording Secretary, SWHHS Governing Board

Attest:

Director