SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: September 18, 2024
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 10:12 a.m.
Adjourned: 11:25 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday September 18th , 2024 in the Commissioners Room in the Lyon County Government Center Marshall, Minnesota. The meeting was called to order by Chairperson Burger.

Members present:	Gary Crowley	Jim Salfer
	Steve Hauswedell	Doug Nagel
	Maydra Maas	Jeane Anderson
	Mic Vandevere	Rick Wakefield
	Dennis Welgraven	Lois Schmidt
	Suanne Ohme	Jackie Meier
	Greg Burger	Todd Draper
	Gary Overgaard	
Members absent:	Joan Jagt	Dan Wildermuth
	Les Nath	
Staff present:	Lisa DeBoer	Ann Orren
	Nancy Walker	Beth Wilms
	Chris Cauwels	Cindy Nelson
	Chantelle Fogelson	Ashley VanOverbeke
	Stacy Jorgensen	

P. Call to Order

Q. Consent Agenda-

Chairperson Burger asked if there were any changes to the agenda. Director Beth Wilms added one addition which was a discussion item being non-criminal transport. Chairperson Burger asked if anyone had a conflict of interest to identify. None were identified. He asked if there were any corrections or additions to the minutes of the August 21st ,2024 meeting. None were identified. Motion by Commissioner Vandevere, second by Commissioner Nagel to approve the agenda and the board minutes as presented with the change. The motion carried unanimously.

R. Financials-

Chairperson Burger asked if there were any questions or comments regarding the financial report as given during the Human Services Board meeting. There were none. Motion by Commissioner Vandevere, second by Commissioner Welgraven to approve the financial report as brought forward by the Human Services and Community Health Boards. The motion carried unanimously.

S. Human Resources Statistics-

Director Beth Wilms asked if there were any comments or concerns regarding the statistics that were provided. There were none.

T. Discussion/Information Items-

1. Non-criminal Transport

   Social Services Supervisor, Stacy Jorgensen, came forward with an update on non-criminal transport requests. Jorgensen stated that this is coming from bills that Southwest Health and Human Services are receiving on civil commitments over the past few years. In 2020 the Murray County Board had these transports for their county be part of the fee schedule. The cost range is $668.00-$2400.00 for each transport as we have to pay the cost for the sheriff's staff hourly wage and round trip mileage. Since 2020 we have paid six of the eight bills that have been sent to the county. Jorgensen stated now we are receiving bills from another county for these types of transports. Jorgensen stated there hasn't been any policies or procedures done for these types of transports and we foresee more counties starting to bill for these court ordered transports. In 2024 SWHHS had twenty three Sheriff transports through the end of August. In 2023 we had a total of thirty; in 2022 we had twenty three and in 2021 there were around seventeen. Jorgensen is looking to see who is responsible to pay these bills; the statue does say the counties are responsible. Do we want Southwest Health and Human Services to be the pass through or each county be responsible for this? The consensus of the Board was to have each county be responsible for these bills but each member will take it back to their County Board for recommendations. Director Beth Wilms will be sending out a correspondence to each county that includes the state Statue in regards to non-criminal transports that are court ordered.

U. Decision Items-

1. Mandy Morin, County Agency Social Worker- Prevention Worker, probationary appointment (12 months), $25.60 hourly, effective 8/26/2024 – Redwood Falls Office
2. Casey Collison, County Agency Social Worker- Children's Mental Health, probationary appointment (12 months), $30.00 hourly, effective 9/16/2024 – Pipestone Office

3. Crystal Reese, Eligibility Worker, probationary appointment (12 months), $20.07 hourly, effective 9/30/2024- Luverne Office

Motion by Commissioner Crowley, second by Commissioner Nagel to approve the probationary appointments as presented. The Motion carried unanimously.

4. 2023 Audit Summary

   Melody Caron, Office of MN State Auditor office came forward with the 2023 audit results that were provided in the Board packet. Caron started off by thanking the employees with Health and Human Services for their time and willingness to work with her. Caron said the Audit for 2023 was very similar to the audit in 2022 in which the audit covers both the financial statements and federal awards. The financial statement opinion that was released in the audit was unmodified and did follow GAP (generally accepted accounting principles). The second part of the audit on federal awards came back qualified. Schedule of findings has more information as well as the severity of the deficiency. Caron is working with upper management to get the report completed by the September 30, 2024 deadline. Motion by Commissioner Salfer, second by Commissioner Overgaard to accept the 2023 Audit Summary. The Motion carried unanimously.

5. 2025 Insurance Renewals

   Director Deputy Nancy Walker came forward with the 2025 Insurance Renewals. Walker stated when the preliminary budget was being set the pre renewal came in at 15.4% ($480,000) increase. The current contract until the end of 2025 is that the premium increase would be shared 50/50 with the employer and the employee. Walker then stated she got the final renewal that came in the beginning of September and it came in with a premium increase of 9.5% ($298,000) with the split the employer would be responsible for $149,000 of the increase. The insurance committee met and agreed to fund the 9.5% as expected. Walker provided the 2025 information for the remaining benefits that are available to staff and there was only one increase for dental coverage at 6.5%. Motion by Commissioner Welgraven, second by Commissioner Salfer to approve the 2025 insurance renewals. The Motion carried unanimously.

6. Administrative Policy 23 Information Technology Procurement Policy

   IT Director, Chris Cauwels, came forward with changes to the Administrative Policy #23 Information Technology Procurement Policy. Cauwels stated this policy has not been reviewed since 2015 and there has been a lot of changes in IT since 2015. Cauwels stated most of the changes were around more services going to the cloud and increased Cyber Security. Cauwels pointed out the biggest change in the policy is going from three years to five years for laptop or desktop changes. Motion by Commissioner Nagel, second by Commissioner Meier to approve the changes to Administrative Policy 23 Information Technology procurement Policy. The Motion carried unanimously.

7. Administrative Policy 28 Artificial Intelligence

   IT Director, Chris Cauwels, came forward with a new Administrative Policy 28 Artificial Intelligence. Cauwels stated this is a new policy that is around data privacy and we need to safeguard all the private data that we have. Cauwels stated there will be employee education that comes with this policy. Motion by Commissioner Draper, second by Commissioner Hauswedell to approve the request to add Administrative Policy 28 Artificial Intelligence. The Motion carried unanimously.

8. Request for Network Monitoring Software
   IT Director, Chris Cauwels, came forward with a request for Network Monitoring Software. Cauwels came forward to say this was a three year contract that we signed and we are on year three and it has been factored into our budget. Cauwels stated that the one year subscription cost is $5,490.80. Motion by Commissioner Vandevere, second by Commissioner Crowley to approve the request for Network Monitoring Software totaling $5,490.80. The Motion carried unanimously.
9. Request for Computer Imaging Software
   IT Director, Chris Cauwels, came forward with a request for Computer Imaging Software. Cauwels stated we can use this tool to speed up and standardize the process for loading a computer. This software also has MDM (Mobile Device Management) functionality in this software. The cost is $5,310.00 for all the agency laptops to have this software and has been budgeted. Motion by Commissioner Vandevere, second by Commissioner Crowley to approve the request for Computer Imaging Software totaling $5,310.00. The Motion carried unanimously.
10. Pipestone Postage Machine- New Lease
    Office Support Specialist Supervisor, Chantelle Fogelson, came forward with a request to renew the Pipestone Postage machine lease. Fogelson stated the Pipestone postage machine lease is up as of 10/27/2024, and based on the mail quantity in Pipestone she is looking to lease a smaller postage machine. Fogelson did get quotes from two different vendors. One being Quadiant, which we currently have a lease through, and the other being Pitney Bows. Quadiant came back with the lower quote of $179.93 per month for the IX-5 postage machine and Pitney Bowes quoted $256.19 per month. Motion by Commissioner Overgaard, second by Commissioner Meier to approve the request to renew the lease with Quadiant for the Pipestone Postage machine. The Motion carried unanimously.
11. Donations
    - Anonymous donation of three carry on size suitcases to be used for Social Services.
    - Donation from Goodwill in Marshall of twenty five $25.00 gift cards and one $20.00 gift card to be used for Social Services.
    - Anonymous Donation of many pillows to be used for anyone in need

Motion by Commissioner Crowley, second by Commissioner Nagel to accept the donations and send thank you notes for the donations. The Motion carried unanimously

12. Contracts
    - **Credible Mind** – 9/1/24 to 08/31/27; Virtual platform for mental health resources, available free to the entire community; Year 1 - $13,410, Year 2 & 3 - $21,410; additional costs for add on services. Fiscal Note: expenses reimbursed through grant
    - **Lincoln County (IT Services)** - 01/01/25 to 12/31/25; Information technology services, $95/hour plus mileage (no increase) (renewal).
      Fiscal Note: IT Revenue 2024 $33,395.13; 2023 $41,119; 2022 $21,198.52; 2021 $20,981; 2020 $22,556
    - **MN Counties Computer Cooperative (MnCCC)/TriMin (St Paul, MN)** – 01/01/25 – 12/31/27; CMHS service agreement for computer management services (JIC-IFS system support, maintenance, and enhancement), $7,886.34 for 2025. (renewal)
      Fiscal Note: amount calculated on a yearly basis

- **MN State Colleges & Universities (SMSU-Marshall, MN)**- 08/01/24 – 07/31/29; Memorandum of Understanding between the University and our organization to cooperate and to furnish an education experience program for students in the health field (renewal).

- **PH Onsolve**– 9/23/24 to 9/22/25; WIC phone messaging system. ($1992.85)
  Fiscal Note: expenses reimbursed through grant
- **PH Pipestone Publishing (Pipestone, MN)** – 10/1/24 to 09/29/25; Contract for media consultation services for the Pipestone Drug Free Communities grant to assist with all coalition message development in the media campaign, $980/mo for a total of $11,760 (renewal- no increase).
  Fiscal Note: expenses reimbursed through grant
- **PH Southwest Regional Development Commission (SRDC) (Slayton, MN)** – 11/01/24 to 10/31/25; Agreement for assistance with Active Living Plans and Safe Routes to Schools plan in connection with SHIP grant; $100/hour for planner, not to exceed $3,000 ($10/hour increase, $500 maximum increase).
- **PH Steve Rummler Hope Network (St. Paul, MN)** – 8/28/24; Provide naloxone rescue kits to the agency through the organizations Overdose prevention program. (No costs) *Fiscal Note: NA*
- **Woodland Centers (various locations)** – 01/01/25 to 12/31/25; Crisis stabilization services, adult per diem at $485 (4% increase), youth per diem at $675 (3.7% increase), and $3,000 annual administrative fee (no change) No longer offering detox services. (renewal).
  Fiscal Note: 2024 $40,005; 2023 $46,037; 2022 $45,575; 2021 $33,767; 2020 $78,590

Motion by Commissioner Meier second by Commissioner Draper to approve the contracts as listed. The motion carried unanimously.

V. Adjournment

Chairperson Burger asked if there were any other questions. Hearing none, he adjourned the meeting at 11:25 a.m.

Approved Date 10-16-2024

Authorized Greg S. Burger

Chairperson, SWHHS Governing Board

Recording Secretary, SWHHS Governing Board

Attest:

Director