



SOUTHWEST
HEALTH & HUMAN
SERVICES

**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date: November 20, 2024
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 10:02 a.m.
Adjourned: 11:27 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday November 20th, 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 Vandever	Rick Wakefield
	Dennis Welgraven	Lois Schmidt
	Suanne Ohme	Jackie Meier
	Greg Burger	Todd Draper
	Gary Overgaard	Dan Wildermuth
	Les Nath	

Members absent: Joan Jagt

Staff present:	Lisa DeBoer	Ann Orren
	Beth Wilms	Chantelle Fogelson
	Chris Cauwels	Cindy Nelson
	Carol Biren	Nancy Walker
	Caitlyn VanDamme	

P. Call to Order

Q. Consent Agenda-

Chairperson Burger asked if there were any changes to the agenda. None were presented. 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 October 16, 2024 meeting. None were identified. Motion by Commissioner Nagel, second by Commissioner Welgraven to approve the agenda and the board minutes as presented. 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 Vandever, second by Commissioner Nagel 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. Adult Mental Health Consortium Advisory Committee Designee/Representative
Director, Beth Wilms, came forward with a discussion on the Adult Mental Health Consortium. Wilms stated that with the new structure for the Consortium there is a Governing Board and then also an advisory committee. The Governing Board can designate one person, doesn't have to be a Commissioner, to sit on the advisory committee. Since we are a six county agency we can have up to six members on the advisory committee. Chairperson Burger suggest that we use five Southwest Health and Human Services employees and one board member. Wilms would like this discussion item to be moved to a decision item.

U. Decision Items-

1. Adult Mental Health Consortium Advisory Committee Designee/Representative
Director, Beth Wilms, came forward to request Stacy Jorgenson, Beth Wilms, Nancy Walker, Cindy Nelson, Carol Biren and Dan Wildermuth be part of the Advisory Committee with Lisa DeBoer being an alternate. Motion by Commissioner Vandever, second by Commissioner Welgraven to approve the advisory committee. The Motion carried unanimously.
2. Kerry Aberle, County Agency Social Worker- Primary Commitment Specialist, probationary appointment (12 months), \$25.60 hourly, effective 11/4/2024- Pipestone Office.

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

3. 2025 Medical Flex Amount

Deputy Director, Nancy Walker, came forward with the updated 2025 medical flex amounts. Walker stated that the IRS has changed the maximum amount that can be flexed from \$3,200 to \$3,300 a year as of January 1, 2025. Motion by Commissioner Overgaard, second by Commissioner Meier to approve the maximum amount of flex dollars for 2025. The Motion carried unanimously.

4. 2025 Non-Union Salary Increases and Insurance Contributions

Deputy Director, Nancy Walker, came forward with the 2025 Non-Union salary increases and insurance contributions. Walker stated that the non-union contract does mimic the union contract. Walker is requesting the 4% increase across the agency and staff that are at the maximum will receive a \$.50 increase per hour to their base rate of pay. The non-union classifications would be altered by \$.50 for the maximum and minimum per hour. The base rate for Child Protection Supervisors, and Social Service Supervisor along with Public Health Nursing Supervisors would increase \$3.00 an hour. The insurance increase contributions would be split 50/50. Motion by Commissioner Vandever, second by Commissioner Crowley to approve the salary increases along with the insurance contributions for 2025. The Motion carried unanimously.

5. 2025 SWHHS Budget

Director of Business Management, Lisa DeBoer, came forward with the 2025 SWHHS Budget. Motion by Commissioner Meier, second by Commissioner Crowley to approve the levy amount of \$15,093,490 for a total budget of \$38,174,732. The Motion carried unanimously.

6. Request to Renew Adobe Subscription

IT Director, Chris Cauwels, came forward to request to renew the Adobe Subscription. Cauwels stated that this is a budgeted item and it is used heavily in the agency. Motion by Commissioner Wildermuth, second by Commissioner Welgraven to approve the Adobe subscription totaling \$19,167.20. The Motion carried unanimously.

7. Request for Budgeted Laptops and Docks

IT Director, Chris Cauwels came forward to request the laptops and docks that were budgeted for 2025. Cauwels stated that she is replacing fifty laptops and docks every year with the same type of an equipment for each employee. With this rotation there would be new laptops every five years vs three that was set up in the past. Cauwels brought forward two quotes one from Computer Man at \$82,640.00 and the other from CDWG at \$95,081. Cauwels is recommending Computer Man as it is a lower quote. Motion by Commissioner Crowley, second by Commissioner Nagel to approve the request for the budgeted laptops and docks totaling \$82,640.00 from Computer Man. The Motion carried unanimously.

8. Request for Cubicles IT Area

IT Director, Chris Cauwels, came forward with a request for cubicles in the IT area. Cauwels stated that in the IT area all the servers and IT equipment are in the middle area with only one cubicle. Cauwels stated it is very noisy, when she did measure the noise level it was at 81 decibel and has received complaints from IT staff that it is hard to work in those conditions. Cauwels is requesting to move the equipment to the one of the offices and have all five IT staff in the same area. Cauwels brought forward two quotes to add the cubicles.

One quote was from Innovative Office Solutions totaling \$ 9,923.46, the second quote was from One Office that came in at \$11,433.20. Motion by Commissioner Overgaard, second by Commissioner Wildermuth to approve the request for cubicles in the IT area using Innovative Office Solutions quote totaling \$ 9,923.46. The Motion was passed with a dissenting vote.

9. Request for SIEM Software

IT Director, Chris Cauwels, came forward with a request for SIEM Software. Cauwels gave background on the request for cyber security and in August of 2024 it was brought to Board with an estimate of \$15,503.00 to purchase extra cyber security. The estimate did have some contingences, and when the rest of the paperwork was completed by Cauwels, based on the amount of sensitive data we have the price for the cyber security increased. Cauwels stated the new estimate came back at \$30,000 and she was able to work with them to get down to \$21,324.00. Cauwels stated there is a SIEM tool that all cyber security insurance company's look for when approving a quote. This SIEM tool would alert Cauwels if there was a potential breach on the network. The cost for the SEIM Software is a \$9,000 implementation cost, \$18,100 per year which is a total cost of \$54,300 for three years. Motion by Crowley, second by Commissioner Overgaard to table this request until December 16, 2024 for Commissioners to go back to their County Boards to discuss as this was not a budgeted item.

10. Donations

- Anonymous donation of two forty-two packs of mini play doh containers to be given out as treats for WIC/Kids in the Redwood Falls Office during Halloween week.
- Ashley Hickman donated a riding toy and two doll houses to any children in foster care placement.
- Anonymous donation of a Pack and Play

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

11. Contracts

- **DPS Toward Zero Deaths (TZD) Safe Roads – Lincoln & Pipestone Counties –** 10/01/24 to 09/30/25; Grant agreement to facilitate a reduction in distracted driving and texting thus promoting safer roads, \$20,576.24, matching requirement of \$5,341.04 (renewal). *Fiscal Note: FFY 2023 \$14,282; FFY2022 \$16,931; FFY2021 \$17,340; FFY2020 \$17,541*
- **DPS Toward Zero Deaths (TZD) Safe Roads – Lyon & Redwood Counties –** 10/01/24 to 09/30/25; Grant agreement to facilitate a reduction in distracted driving and texting thus promoting safer roads, \$20,576.24, matching requirement of \$4,115.24 (renewal). *Fiscal Note: FFY2023 \$16,768; FFY2022 \$16,931; FFY2021 \$17,300; FFY2020 \$17,537; FFY2019 \$17,009*
- **Hoffman & Brobst - Marlene Verdoes CPA (Marshall, MN) –** 01/01/25 to 12/31/25; Accounting services for child support cases, \$136/hour plus expenses with a cap of \$5,000 for the year (4% increase, 50% increase to annual cap) (renewal). *Fiscal Note: 2024 \$0; 2023 \$0; 2022 \$600; 2021 \$2,212; 2020 \$412*

- **Hunter's Place (Marshall, MN)** – 01/01/24 to 12/31/24; Contract to provide residential children's mental health treatment and care at facility in Marshall; \$327/day plus any transportation costs (10% increase) (renewal).
Fiscal Note: 2024 \$135,153; 2023 \$63,675; 2022 \$148,550; 2021 \$129,485
- **Jason Anderson Consulting (Grand Rapids, MN)** – 01/01/25 to 06/30/25; contract for strengths finders additional advanced workshops, \$4,000 (New). *Fiscal Note: reimbursed through Foundational funding*
- **Lac qui Parle County Family Services** – 01/01/25 to 12/31/25; providing various human resource services, \$85/hour plus mileage (renewal – no rate change).
Fiscal Note: contract revenue
- **Lamar Companies (Sioux Falls, SD)** – 11/18/24; billboard improvement contract for advertising agreement on billboard posters promoting alcohol and drug prevention, Drug Free Communities grant monies of \$175 (NEW).
Fiscal Note: reimbursed by Drug Free Communities
- **MDH Local Public Health** – 01/01/25 to 12/31/29; Grant to address the areas of public health responsibility, foundational public health responsibilities, and essential public health responsibility; 2025 award: Local Public Health - \$538,451, Foundational PH - \$216,045, Total Grant Funds - \$754,496 (renewal).
Fiscal Note: NA
- **MDH CHB Master Grant** – 01/01/25 to 12/31/29; Contract designed to administratively simplify the review of grant project agreements for community health boards and applies to all grants MDH distributes(renewal).
Fiscal Note: NA
- **Dr. Joshua Friese (Marshall, MN)** - 01/01/25 – 12/31/25; medical consultant contract, \$2,500 annually at \$625/qtr and \$150/hr during a public health emergency when deemed necessary by agency director (no increase) (renewal).
Fiscal Note: 2024 \$2,500; 2023 \$2,000; 2022 \$2,000; 2021 \$2,000; 2020 \$2,000
- **PH J. Chad Professional Training (Prosper, Texas)** – 09/30/25 to 10/02/25; current substance abuse training \$25,500 (NEW)
Fiscal Note: half reimbursed through Drug Free Communities and half through Cannabis grant
- **Prairie Support Services (Walnut Grove, MN)** – 01/01/25 to 12/31/25; client guardianship services, \$40/hour plus mileage (no increase) (renewal).
Fiscal Note: 2024 \$59,169; 2023 \$46,110; 2022 \$29,482; 2021 \$19,159; 2020 \$19,326
- **Service Enterprises Inc (Redwood Falls, MN)** - 01/01/25 – 12/31/25; Paper shredding services, \$.68/pound and pickup (13% increase) (renewal).
Fiscal Note: 2024 \$4,187; 2023 \$2947; 2022 \$2,882; 2021 \$3,711; 2020 \$4,376
- **Service Enterprises Inc (Redwood & Marshall locations)** – 01/01/25 to 12/31/25; provide extended employment services for clients, Tier I clients \$130/mo (3% increase) and Tier II clients \$32/day for actual days worked (no increase) (renewal).
Fiscal Note: 2024 \$33,963; 2023 \$31,000; 2022 \$51,251; 2021 \$41,364; 2020 \$20,644

- **Toulouse, William with Quarnstrom & Doering PA (Marshall, MN)** - 01/01/25 – 12/31/25; Legal services for agency, \$3,333.33/month or \$40,000 annually (4% increase) (renewal). *Fiscal Note: 2024 \$32,000; 2023 \$36,000; 2022 \$29,184; 2021 \$34,397; 2020 \$37,837*
- **UCARE (Minneapolis, MN)** – 1/1/24 to ongoing; contract amendment to continue services through UCARE for MSHO/MSO+ Care Coordination. Will automatically renew on one year terms until ended by either party.
Fiscal Note: NA
- **Western Mental Health Center Inc (various locations)** – 01/01/25 to 12/31/25; Mental health services (block grant) to provide adult and children's outpatient treatment, crisis treatment, medication management, diagnostic assessment, and consultation, \$611,908 (no increase) (renewal).
Fiscal Note: all program areas –2024 \$1,252,372; 2023 \$1,645,156; 2022 \$983,776; 2021 \$1,193,936; 2020 \$1,082,003
- **Western Mental Health Center Inc (Pipestone County)** – 01/01/25 to 12/31/25; Mental health services (block grant) to provide adult and children's outpatient treatment, crisis treatment, medication management, diagnostic assessment, and consultation, \$259,458/annual plus clinical supervision at \$145/hr for master's level or \$175/hr for doctoral level (21.5% increase) (renewal).
- **Western Mental Health Center Inc (Lincoln, Lyon, Murray, Redwood)** – 01/01/25 to 12/31/25; Adult Community Support Program, MH Practitioner \$103/hr, Community Support Aide \$51.50/hr ARMHS Individual Service \$103/hr, ARMHS group service \$51.50/hr, Certified Peer Specialist \$103/hr, BHH Individual service \$103/hr; \$180,000 cap – additional dollars require approval (no increase) (renewal).
- **Western Mental Health Center Inc (Lincoln, Lyon, Murray, Redwood)** – 01/01/25 to 12/31/25; provide adult mental health clinical supervision services, \$145/hr for masters level, \$175/hr for doctoral level, cap of \$20,000 (no increase) (renewal).
- **Western Mental Health Center Inc (Lincoln, Lyon, Murray, Redwood)** – 01/01/25 to 12/31/25; provide children mental health clinical supervision services, \$145/hr for masters level, \$175/hr for doctoral level, cap of \$40,000 (no increase) (renewal).
- **Western Mental Health Center Inc (Pipestone)** – 01/01/25 to 12/31/25; Adult Community Support Program, MH Practitioner \$103/hr, Community Support Aide \$51.50/hr, ARMHS Individual Service \$103/hr, ARMHS group service \$51.50/hr, Certified Peer Specialist \$103/hr, BHH Individual service \$103/hr; \$25,000 cap – additional dollars require approval (renewal).
- **Western Mental Health Center Inc (Pipestone)** – 01/01/25 to 12/31/25; provide adult mental health clinical supervision services, \$145/hr for masters level, \$175/hr for doctoral level, cap of \$20,000 (no increase) (renewal).
- **Western Mental Health Center Inc (various locations)** – 01/01/25 to 12/31/25; Family Community Support Program, CCBMHS grant \$33,300 and FCSP \$5,000 – contractor agrees to provide up to 2 hours/week for 52 weeks of clinical supervision (no increase) (renewal).

- **Western Mental Health Center Inc (various locations)** – 01/01/25 to 12/31/25; In Home Family Therapy services, \$140/hr, (change from annual amount to hourly rate – was \$50,000/annual) (renewal).
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Motion by Commissioner Meier second by Commissioner Nagel to approve the contracts as listed. The Motion carried unanimously.

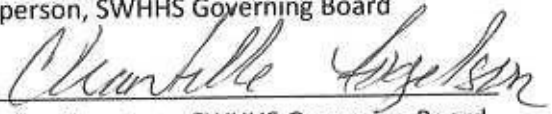
V. Adjournment

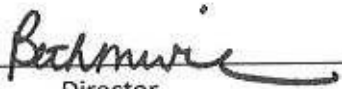
Chairperson Burger asked if there were any other questions. Hearing none, he adjourned the meeting at 11:27 a.m.

Approved Date 12-18-2024

Authorized 

Chairperson, SWHHS Governing Board


Recording Secretary, SWHHS Governing Board

Attest: 
Director