



SOUTHWEST
HEALTH & HUMAN
SERVICES

**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date: July 16, 2025

Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 9:57 a.m.

Adjourned: 10:49 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday July 16, 2025 in the Commissioners Room in the Lyon County Government Center Marshall, Minnesota. The meeting was called to order by Chairperson Welgraven.

Members present:	Gary Crowley	Todd Draper
	Gary Overgaard	Doug Nagel
	Maydra Maas	Greg Burger
	Dennis Welgraven	Lois Schmidt
	Suanne Ohme	Steve Hauswedell
	Jim Salfer	Dan Wildermuth
	Rick Wakefield	Les Nath
	Jackie Meier	Jeanne Anderson
	Mic Vandever	

Members absent:	Joan Jagt	Dean Nielsen
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Staff present:	Lisa DeBoer	Carol Biren
	Chantelle Fogelson	Monica Christianson
	Cindy Nelson	Nancy Walker
	Jason Kloss	Caitlyn VanDamme
	Shelby Ormberg	Troy Knakmuhs
	Stacy Jorgenson	

M. Call to Order

N. Consent Agenda-

Chairperson Welgraven asked if there were any changes to the agenda. There were none. Chairperson Welgraven 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 June 18th meeting. None were identified. Motion by Commissioner Draper, second by Commissioner Overgaard to approve the agenda with the addition and the board minutes as presented. The Motion carried unanimously.

O. Financials-

Chairperson Welgraven 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 Meier second by Commissioner Hauswedell to approve the financial report as brought forward by the Human Services and Community Health Boards. The motion carried unanimously.

P. Human Resources Statistics-

Deputy Director, Nancy Walker, asked if there were any comments or concerns regarding the statistics that were provided. There were none.

Q. Discussion/Information Items-

1. Human Resources Semi-Annual Report

Deputy Director, Nancy Walker, came forward and introduced the Human Resources team, which includes, HR Specialist Monica Christianson, Payroll/HR Technician Troy Knakmuhs, and the HR Intern Shelby Ormberg. HR Specialist, Christianson, then gave a semi-annual report on human resources and openings. Currently for the end of June there are fifteen current openings. Six positions are currently on hold and are not part of the fifteen openings. Christianson reported the days to fill for 2025 thus far is forty-six days to fill; for 2025 there has been sixteen hires, with fourteen being internal. Deputy Director Walker, came forward with feedback from the new hires that she corresponds with at three and nine months. Walker shared that there have fifteen separations thus far in 2025 with seven of those being retirements. Exit interviews are offered and about 50% of the staff choose to do this voluntary interview.

2. SWHHS Director Search Update

Chairperson Welgraven came forward with the recommendation to hire Stacey Timm as the Director of Southwest Health and Human Services. Motion by Commissioner Burger, second by Commissioner Wakefield to move the recommendation of hiring Stacey Timm to a decision item. The Motion carried unanimously.

R. Decision Items-

1. New Director

Stacey Timm was recommended to be appointed as the Director of Southwest Health and Human Services. Director Timm's salary will be \$127,000 annual. Director Timm's personal leave will accrue at a rate of 8.25 hours of vacation bi-weekly. Discussion held regarding the hiring process. Motion by Commissioner Wakefield, second by Commissioner Burger to Appointment of Stacey Timm as the new Director of Southwest Health and Human Services.

The Motion carried unanimously.

2. Breanna Larson, Public Health Nurse, probationary appointment (12 months), \$29.00 hourly, effective 6/30/2025 – Redwood Falls Office
3. Jenna Stephenson, Community Public Health Supervisor, probationary appointment (12 months), \$62,000 annual, effective 7/14/2025 – Marshall Office
4. Dawn Anderson, County Agency Social Worker CAC/CADI/BI, probationary appointment (6 months), \$28.00 hourly, effective 7/21/2025 – Luverne Office

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

5. Request to apply for a private MN Paid Family Medical Leave Plan

Deputy Director, Nancy Walker, came forward with a request to apply for a private MN Paid Family Medical Leave plan. Walker stated she has received the results for the request of premium information from Integrity Benefits along with MET LIFE and provided what State of MN plan premium would be to the Board. The State is charging a \$500.00 application fee to apply to get a private plan Walker stated. Motion by Commissioner Burger, second by Commissioner Meier to approve the request to apply for private MN Paid Family Medical Leave. The Motion carried unanimously.

6. Donations

- Donation from Christ Lutheran Welca of \$25.00 for anyone in need.
- Donation from American Reformed Church of five \$25.00 gift cards to Sunshine Foods for Rock County foster homes.

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

7. Contracts

- **PH Ellison Center (St Cloud, MN)** - 01/01/26 – 12/31/26; contract to provide reflective consultation for home visits related to the MDH Strong Foundations FHV grant; \$21,850/contract maximum (no hourly increase, contract maximum decrease) (renewal). *Fiscal Note: 2025 \$14,650; 2024 \$17,844; 2023 \$17,020; 2022 \$14,195*
- **PH Onsolve**– 9/23/25 to 9/22/26; WIC phone messaging system, \$2,021.32 *Fiscal Note: expenses reimbursed through grant*
- **PH Southwest Regional Development Commission (SRDC) (Slayton, MN)** – 11/01/25 to 10/31/26; 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 \$2,000 (no increase, \$1000 maximum decrease). *Fiscal Note: 2025 \$150*
- **PH CRPHI MOU (Human Services of Faribault & Martin Counties)** – July 1, 2024 to June 30, 2026. MOU for the Collaborative for Rural Public Health Innovation. Reimbursement for time and travel for work on project. *Fiscal Note: \$8333*
- **Western Mental Health Center (Marshall, MN)** – 07/01/25 to 12/31/25; Provide parenting classes and individual parent education for clients that are using services through Child Protection unit; \$103/hour – Practitioner & \$145/hour - Therapist (new) *Fiscal Note:*

Motion by Commissioner Wildermuth second by Commissioner Wakefield to approve the contracts as listed. The Motion carried unanimously.

S. **Adjournment**

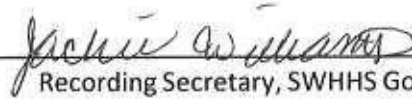
Chairperson Welgraven asked if there were any other questions. Hearing none, he adjourned the meeting at 10:49 a.m.

Approved Date _____

Authorized _____



Chairperson, SWHHS Governing Board



Recording Secretary, SWHHS Governing Board

Attest: _____



Director