



**SOUTHWEST**  
HEALTH & HUMAN  
SERVICES

**SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD**

**MINUTES**

Date: September 17, 2025

Place: Lyon County Government Center  
Commissioners Room  
Marshall, Minnesota

Opened: 9:47 a.m.

Adjourned: 10:18 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday September 17, 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       |
| Dennis Welgraven | Lois Schmidt     |
| Suanne Ohme      | Steve Hauswedell |
| Jim Salfer       | Dan Wildermuth   |
| Rick Wakefield   | Greg Burger      |
| Dean Nielsen     | Jackie Meier     |
| Jeanne Anderson  | Maydra Maas      |

**Members absent:**

|           |          |
|-----------|----------|
| Joan Jagt | Les Nath |
|-----------|----------|

**Staff present:**

|                    |                    |
|--------------------|--------------------|
| Lisa DeBoer        | Carol Biren        |
| Chantelle Fogelson | Ashley VanOverbeke |
| Cindy Nelson       | Nancy Walker       |
| Melody Caron       | Stacey Timm        |
| Stacy Jorgenson    | Evan Hacker        |

**N. Call to Order**

**O. 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 August 17, 2025 meeting. None were identified. Motion by Commissioner Crowley, second by Commissioner Meier to approve the agenda with the addition and the board minutes as presented. The Motion carried unanimously.

**P. 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 Burger second by Commissioner Wakefield to approve the financial report as brought forward by the Human Services and Community Health Boards. The motion carried unanimously.

**Q. Human Resources Statistics-**

Director, Stacey Timm, asked if there were any comments or concerns regarding the statistics that were provided. There were none.

**R. Discussion/Information Items-**

**1. 2024 Audit Summary- Melody Caron**

Melody Caron, Office of MN State Auditor office came forward with the 2024 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 2024 was a single audit which means 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 GAAP (generally accepted accounting principles). The audit did come back as unmodified. The second part of the audit on federal awards came back qualified. Schedule of findings provided information regarding any deficiency. Caron is working with upper management to get the report completed by the September 30, 2025 deadline.

**S. Decision Items-**

- 1. Paige Hentges, Public Health Educator, probationary appointment (12 months), \$26.59 hourly, effective 9/8/2025 – Marshall Office**
- 2. McKinley Hasert, Registered Nurse, probationary appointment (12 months), \$26.00 hourly, effective 9/15/2025 – Marshall Office**

3. Chantelle Fogelson, Financial Assistant Supervisor I, probationary appointment (12 months), \$60,000 annual, effective 9/8/2025 – Marshall Office
4. Shereen Masters Frank, County Agency Social Worker- CAC/CADI/BI, probationary appointment (12 months), \$26.50 hourly, effective 9/15/2025 – Redwood Falls
5. Jacquelyn Williams, Office Services Supervisor, probationary appointment (12 months), no change to rate of pay except hourly to salary, effective 9/22/2025 – Marshall Office
6. Amy Herigon-Jeremiason, Child Support Supervisor, probationary appointment (12 months), \$70,100 annual, effective 9/8/2025- Marshall Office
7. Melissa Hassebroek, Eligibility Worker, probationary appointment (6 months), \$20.57 hourly, effective 9/22/2025 – Redwood Falls Office

Motion by Commissioner Overgaard second by Commissioner Wildermuth to approve the probationary appointments as presented. The Motion carried unanimously.

8. Personnel Policy 05- Use of Vehicles for Agency Business- Nancy Walker  
Deputy Director, Nancy Walker, came forward with changes to the Personnel Policy 05. Walker stated currently the rate to utilize your own vehicle for agency purposes is \$.23 per mile. Walker is proposing to change that to 40% of the IRS rate starting October 1, 2025. Motion by Commissioner Nagel, second by Commissioner Meier to approve the rate to increase to 40% of the IRS rate. The Motion carried unanimously.
9. Donations

- Donation of suit case and winter hats and gloves by Wendy Bossuyt for children in foster care.
- Donation of twelve packages of diapers by Kara Miller to be used for Family Home Visiting and WIC families.

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

#### 10. Contracts

- **MDH Statewide Health Improvement Program (SHIP)** – 11/01/25 to 10/31/30; Renewal of the SHIP master grant that provides program services that target reducing obesity and tobacco usage in MN; Year 1 \$210,269, with 10% agency match (renewal) *Fiscal Note:*
- **Pipestone County (IT Services)** – 08/26/25 to 12/31/25; Information technology services, \$100/hour (NEW) *Fiscal Note:*
- **Western Mental Health Center Inc (Lincoln, Lyon, Murray, Redwood)** – 01/01/25 to 12/31/25; addendum to fund an additional \$3,000 for pre-petition screenings, original contract was for \$3500 (amendment). *Fiscal Note: annual max increased to \$6500 for pre-petition screenings*

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

#### T. Adjournment

Chairperson Welgraven asked if there were any other questions. Hearing none, he adjourned the meeting at 10:18 a.m.

Approved Date \_\_\_\_\_

Authorized \_\_\_\_\_



Chairperson, SWHHS Governing Board



Recording Secretary, SWHHS Governing Board

Attest: \_\_\_\_\_



Director