SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date: May 20, 2026
Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 10:15 a.m.
Adjourned: 10:58 a.m.

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday May 20, 2026 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	Dean Nielsen
	Todd Draper	Doug Nagel
	Maydra Maas	Lois Schmidt
	Rick Wakefield	Dan Wildermuth
	Dennis Welgraven	Jackie Meier
	Gary Overgaard	Jim Salfer
	Suann Ohme	
Members absent:	Joan Jagt	Jody Reisch
	Less Nath	Steve Hauswedell
Staff present:	Stacey Timm	Nancy Walker
	Evan Hacker	Kristin Deacon
	Jackie Williams	Gail Bilen
	Emilie Potter	Carol Biren
	Lisa DeBoer	Taalyr Egeness
	Stacy Jorgensen	Sherri Pickthorn
	Chelsea Self	Ashley VanOverbecke
	Jenna Stephenson	Jennifer Nelson
	Melissa Kidrowski	Megan Amundson
	Alyssa Salfer	Marki Casey
	Thomas Pauley	Katie Chapman
	Amalia McCalla	

N. Call to Order

O. Consent Agenda-

Chairperson Welgraven asked if there were any changes to the agenda. Director Stacey Timm stated there was an addition. Director Stacey, requested that a new position APS Team lead be added to the agenda. Commissioner Dean Nielsen requested that a discussion about Rock County's rent be added to the agenda. 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 April 15, 2026 meeting. None were identified. Motion by Commissioner Salfer, Second by Commissioner Meier to approve the April 15, 2026 minutes. 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 Crowley second by Commissioner Overgaard 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,

Currently we have 2 open positions.

R. Discussion/Information Items-

1. Rock County Rent- Discussion about Rock County rent being per square foot per month or per square foot per year.

S. Decision Items-

1. Megan Paradis, Eligibility Worker, probationary appointment (12 months), $20.98 hourly, effective 5/11/2026 – Marshall Office
2. Dora Facundo, County Agency Social Worker/Case Manager- CMH/Licensing, probationary appointment (12 months), $26.62 hourly, effective 6/1/2026 – Marshall Office
3. Trevor Theurer, Public Health Educator, probationary appointment (12 months), $27.80 hourly, effective 5/18/2026
4. Jamie Cody, Social Services Supervisor- Child Protection, probationary appointment (12 months), $73,000 annual, effective 5/18/2026 – Luverne Office
5. Ashley Kerkhoff, County Agency Social Worker/Case Manager- Children's Welfare, probationary appointment (12 months), $26.62 hourly, effective 5/18/2026 – Redwood Falls Office
6. Kylie Kessler-Gross, County Agency Social Worker/Case Manager- Long Term Care, probationary appointment (12 months), $26.62 hourly, effective 6/1/2026 – Marshall Office
7. Alexandra Dvorak, Social Services Supervisor- Child Protection, probationary appointment (12 months), $68,610 annual, effective 6/1/2026 – Marshall Office
8. Ellie Fleming, County Agency Social Worker/Case Manager- Restorative Practices, probationary appointment (12 months), $27.00 hourly, effective 6/1/2026 – Marshall Office

Motion by Commissioner Draper, Second by Commissioner Overgaard to approve the probationary appointments as presented. The Motion carried unanimously.

9. Personnel Policy 12 On-Call for Adult and Children's Services
   Recommended change to policy inclues language if a supervisor acts as the on call worker and carries the oncall phone, the supervisor will be paid the oncall rate and will indicate this on their reimbursement forms.
   Motion by Commissioner Crowley, Second by Commissioner Nagel to approve the changes to Personnel Policy 12. The Motion carried unanimously.
10. Administrative Policy 05 Credit Card Policy
    Recommended to add Alex Dvorak, Jamie Cody, and Angela Voss as SWHHS Credit Card holders.
    Motion by Commissioner Wildermuth, Second by Commissioner Wakefield to approve the probationary appointments as presented. The Motion carried unanimously.

11. Administrative Policy 10 LAN Email Internet Access and Personal Computing Equipment
    Adding timeline retention and accessibility of files after a worker leaves the agency.
    Motion by Commissioner Meier, Second by Commissioner Overgaard to approve changes made to Administrative Policy 10. The Motion carried unanimously.

12. APS Lead Position
    SWHHS is requesting approval to add APS Lead worker position.
    Motion by Commissioner Crowley, Second by Commissioner Wildermuth to approve the new APS Lead Position. The Motion carried unanimously.

T. Donations

- Smiling Tree Gifts Toys- Blocks and wood cutouts for foster care
- Emily Hildreth- Toddler clothes, shoes, winter items, toys and a pillow to be used for anyone in need
- Crisis Clean Team- $25 Gift Card for Social Services Client Activities
- Henderson- 2 suitcases and 2 large duffle- to be used for anyone in need
- SMOC- 10 baskets of diapers, wipes, swaddles and a sound machine- to be used for clients in Social Services

Motion by Commissioner Wildermuth, Second by Commissioner Wakefield to accept donations. The motion carried unanimously.

U. Contracts and Procurement

Procurement

- **Agency Phone Lines,** Agency Wide Expense
  Phone and Fax Services for Agency staff. Quote #1 - Voyant: 5-year contract at $47,374/year; Quote #2 Zoom Phones through Marco: 3-year contract at $89,076/year.

Board decided to go with the lowest bid and approved Voyant contract.

Contracts

- **Department of Agriculture (St. Paul, MN)** – 06/01/2026 to 12/31/2026
  Provide reimbursement for the Farmers Market Nutrition program for WIC families in Rock County.

Fiscal Note: $500, renewal, public health expense

- **Presbyterian Family Foundation (Willmar, MN)** – 06/01/2026 to 12/31/2026
  Provide guardianship services for eligible clients.
  Fiscal Note: $57.68/hour, new, social services expense

- **Well365 (Sioux Falls, SD)** – 10/08/2026 to 10/08/2026
  Provide a live training presentation for the agency all staff gathering
  Fiscal Note: $1000, plus $50/hour travel time, IRS mileage rate, new, agency wide expense

- **UCAP (Marshall, MN)** – 06/01/2026 to 09/01/2026
  Provide advertising on UCAP buses for the "The Power of Public Health" media campaign. Reimbursed through the CRPHI (27 County Collaborative)
  Fiscal Note: $1,242, new, public health expense

Motion by Commissioner Wakefield second by Commissioner Overgaard to approve the procurement and 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 10:58 a.m.

Approved Date 6/17/26

Authorized

Chairperson, SWHHS Governing Board

Recording Secretary, SWHHS Governing Board

Attest:
Director