

**Official Minutes
of the
Des Moines Valley Health and Human Services Board**

The Des Moines Valley Health and Human Services Board met in regular session at the Jackson County Government West Large Conference Room, 405 4th St. Bldg 4. Jackson, MN on Thursday, January 8, 2026. The following members of the Des Moines Valley Health and Human Services Board were present: Jackson County Commissioners: Larry Liepold, Roger Pohlman, Phil Nasby, and Kent Bargfrede, and Cottonwood County Commissioners: Larry Anderson, Donna Gravley, Tom Appel, Wayne Maras, and Kevin Stevens. Absent was Jackson County Commissioner Don Wachal. **Quorum Established.**

Present in person for all or portions of the meeting were Chris Macek, Operations/Administrative Services Director; Natane Sadusky, Fiscal Manager; Craig Myers, Human Services Director; Michelle Ebbers, Public Health Director, and Julie Van Wyhe, Associate Board Secretary.

CALL TO ORDER

Chair Donna Gravley called the meeting to order at 9:00 a.m.

Motion by Nasby second by Bargfrede and unanimous vote to approve the agenda with the following addition:

Add: RBA - Approve MOU to Participate in the FFPSA RFP with Safe Generations under **Action Items**

Organizational Meeting

Resolution 26-001

Motion by Stevens, second by Nasby and unanimous vote to elect Roger Pohlman as DVHHS Board Chair for 2026.

Board Chair Pohlman presided over the remainder of the meeting.

Resolution 26-002

Motion by Appel, second by Gravley and unanimous vote to elect Kevin Stevens as DVHHS Vice Board Chair for 2026.

Resolution 26-003

Motion by Appel, second by Anderson and unanimous vote to elect Don Wachal as DVHHS Secretary for 2026.

Board Chair Pohlman made the following appointment as outlined in the By-Laws:

Associate Secretary: Julie Van Wyhe

Back Up Associate Secretary: Tamra Steen

Associate Treasurer: Natane Sadusky

Executive Committee: Roger Pohlman, Kevin Stevens, Larry Anderson, Larry Liepold, Christine Macek

Finance Committee: Roger Pohlman, Kent Bargfrede, Tom Appel, Kevin Stevens, Natane Sadusky, Christine Macek

Policy Committee: Donna Gravley, Phil Nasby, Tom Appel, Don Wachal, Michelle Ebbers, Craig Myers, Christine Macek

Personnel Committee: Phil Nasby, Larry Anderson, Larry Liepold, Wayne Maras, Christine Macek

Advisory Committees Appointments.

Negotiation Committee: Tom Appel, Don Wachal, Christine Macek, Natane Sadusky

Public Health Advisory Committee: Larry Anderson, Phil Nasby, Michelle Ebbers

Resolution 26-004

Motion by Appel, second by Liepold and unanimous vote to approve the DVHHS Board meeting dates for 2026 and January 2027 as follows:

Thursday,	February 12, 2026	9:00AM	Jackson Government Center West Conf. Room
Thursday,	March 12, 2026	9:00AM	Jackson Government Center West Conf. Room
Thursday,	April 9, 2026	9:00AM	Jackson Government Center West Conf. Room
Thursday,	May 14, 2026	9:00AM	Jackson Government Center West Conf. Room
Tuesday,	June 9, 2026	9:00AM	Jackson Government Center West Conf. Room
Thursday,	July 9, 2026	9:00AM	Cottonwood County LEC Meeting Room
Thursday,	August 13, 2026	9:00AM	Cottonwood County LEC Meeting Room
Thursday,	September 10, 2026	9:00AM	Cottonwood County LEC Meeting Room
Thursday,	October 8, 2026	9:00AM	Cottonwood County LEC Meeting Room
Thursday,	November 12, 2026	9:00AM	Cottonwood County LEC Meeting Room
Thursday,	December 10, 2026	9:00AM	Cottonwood County LEC Meeting Room
Thursday,	January 14, 2027	9:00AM	Jackson Government Center West Conf. Room

Resolution 26-005

Motion by Maras, second by Bargfrede and unanimous vote to designate the Cottonwood County Citizen and Jackson County Pilot as the DVHHS Official Newspapers.

Resolution 26-006

Motion by Gravley, second by Nasby and unanimous vote to authorize Administrative Services Director Christine Macek to execute and approve Host County Contracts and Purchase of Service Contracts.

RESOLUTION 26-006

EXECUTION OF CONTRACTS

WHEREAS, DVHHS, from time to time, may enter into the purchase of service contracts for the provision of services to recipients of services; and

WHEREAS, other Minnesota counties are similarly obligated to provide services and to enter into contracts for the provision of services to individuals in their counties; and

WHEREAS, Minnesota law contemplates that service providers situated within a county jurisdiction establish a purchase of service contract with their host county, and under the terms of said contracts other counties may utilize such services in accordance with the terms of such contract, the same being generically known as a “Host County Contract”; and

WHEREAS, Minnesota law further contemplates that Minnesota counties, by necessity, must arrange contracts with service providers to be able to utilize various services to benefit individuals on an as needed basis; and

WHEREAS, purchase of service contracts must be completed pursuant to Minnesota Statute 256.0112 and that the member counties of DVHHS have designated DVHHS Board to sign on its behalf; and

WHEREAS, this board believes a more expeditious handling of such Host County Contracts and Service Contracts may be obtained by delegating to the Operations/Administrative Services Director of the Des Moines Valley Health and Human Services agency the authority to sign Contracts on behalf of this Board.

NOW, THEREFORE BE IT RESOLVED as follows:

1. That the Operations/Administrative Services Director of Des Moines Valley Health and Human Services be and hereby is authorized to execute and approve Host County Contracts and Purchase of Service Contracts which allow for the purchase of community and social services on an as needed basis for the period commencing January 1, 2026 and ending December 31, 2026.
2. That the authorization to the Operations/Administrative Services Director of Des Moines Valley Health and Human Services herein is limited to the approval and execution of Host County Contracts and purchase of Service Contracts for the purchase of community of social services on an “as needed” basis and nothing herein shall authorize the Administrative Services Director of Des Moines Valley Health and Human Services to execute grants or purchase of service contracts which call for a specific commitment of funds without the prior approval of the board.

Date: _____

Des Moines Valley Health and Human Services Board Chair

Resolution 26-007

Motion by Anderson, second by Stevens and unanimous vote to approve authorization for use of auditor warrants.

Resolution 26-008

Motion by Nasby, second by Bargfrede and unanimous vote to approve United Prairie Bank as the official depository of DVHHS funds.

Resolution 26-009

Motion by Maras, second by Liepold and unanimous vote to approve authorization of Fiscal Manager to report to the Minnesota Office of the State Auditor (OSA) that DVHHS spend zero agency funds on lobbying expense for the year 2025.

Resolution 26-010

Motion by Gravley, second by Stevens and unanimous vote to set 2026 per diem for DVHHS Board Members at \$100.00.

Resolution 26-011

Motion by Nasby, second by Bargfrede and unanimous vote to set 2026 DVHHS Board Chair stipend at \$500.00.

Resolution 26-012

Motion by Maras, second by Bargfrede and unanimous vote to set the 2026 per diem of \$85.00 and mileage rate to follow the Federal IRS rate for appointed Lay Persons/Community Members serving on DVHHS Boards or Councils.

CONSENT AGENDA

- **Resolution 26-013** Approve DVHHS Board Minutes December 11, 2025
- **Resolution 26-014** Approve December 2025 Auditor Warrants
- **Resolution 26-015** Approve Signature Authority for State Grant Awards
- **Resolution 26-016** Accept 2025 Donations and Grant Awards Received by DVHHS
- **Resolution 26-017** Approve Mental Health Local Advisory Council (LAC) Member Appointments for 2026
- **Resolution 26-018** Approve Agreement for Services with New Life Treatment Center
- **Resolution 26-019** Ratify Closure of DVHHS Offices on Monday, December 29, 2025 – DVHHS Emergency Closing Policy #210

Motion by Bargfrede second by Appel and unanimous vote to approve the consent agenda. Motion carried.

ACTION ITEMS

Resolution 26-020

Motion by Nasby, second by Gravley and unanimous vote to Approve Revised Comp Plan Position Description – Case Aide – Grade 10.

Resolution 26-021

Motion by Anderson, second by Maras and unanimous vote to Approve Reclassification for Bryan Weinandt, Jackie Hill, Jolyssa Higley-Purrington, Madison Eisenmenger and Stephanie Johnson, Case Aides – Grade 10 effective January 11, 2026

Resolution 26-022

Motion by Gravley, second by Bargfrede and unanimous vote to Approve MOU to Participate in the FFPSA RFP with Safe Generations.

INFORMATIONAL/DIRECTOR REPORTS

Craig Myers, Human Services Director, Natane Sadusky, Fiscal Manager, Michelle Ebbers, Public Health Director and Chris Macek, Operations/Administrative Services Director provided updates.

ADJOURN

Meeting was adjourned at 10:03 a.m.

Board Chair

Date

Attest:

Date