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, 407 5th St. Jackson, MN on Thursday, January 11, 2024. The following members of the Des Moines Valley Health and Human Services Board were present: Jackson County Commissioners: Scott McClure, Roger Pohlman, Don Wachal, Phil Nasby, and Jim Eigenberg, and Cottonwood County Commissioners: Larry Anderson, Donna Gravley, Norm Holmen, Tom Appel, and Kevin Stevens. **Quorum Established.**

Present in person for all or portions of the meeting were Simoine Bolin, Executive Director; Craig Myers, Human Services Director; Scott Nagel, Fiscal Manager; Natane Sadusky, Fiscal Manager; Chris Macek, Administrative Services Manager; Julie Van Wyhe, Associate Board Secretary; and staff.

CALL TO ORDER

Chair Norm Holmen called the meeting to order at 9:00 a.m.

Motion by McClure second by Wachal and unanimous vote to approve the agenda with the following addition:

Add: RBA – Approve 2024 Pay Equity Report – MN Management & Budget under VIII. DVHHS Executive Director

Organizational Meeting

Resolution 24-001
Motion by McClure, second by Gravley and unanimous vote to elect Phil Nasby as DVHHS Board Chair for 2024.

Board Chair Nasby presided over the remainder of the meeting.

Resolution 24-002
Motion by Stevens, second by Appel and unanimous vote to elect Donna Gravley as DVHHS Vice Board Chair for 2024.

Resolution 24-003
Motion by McClure, second by Nasby and unanimous vote to elect Jim Eigenberg as DVHHS Secretary for 2024.

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

Associate Secretary: Julie Van Wyhe
Back Up Associate Secretary: Sarah Reckard
Associate Treasurer: Natane Sadusky
Executive Committee: Phil Nasby, Donna Gravley, Larry Anderson, Scott McClure, and Simoine Bolin
Finance Committee: Phil Nasby, Donna Gravley, Tom Appel, Jim Eigenberg, and Simoine Bolin.
Policy Committee: Norm Holmen, Don Wachal, Kevin Stevens, Scott McClure, Simoine Bolin, Craig Myers, Michelle Ebbers and Christine Macek
Personnel Committee: Norm Holmen, Larry Anderson, Scott McClure, Roger Pohlman, Simoine Bolin and Christine Macek

Advisory Committees Appointments were put on hold until February's Meeting.

Resolution 24-004
Motion by Holmen, second by Stevens and unanimous vote to approve the DVHHS Board meeting dates for 2024 and January 2025 as follows:

Monday,	February 5, 2024	9:00AM	Jackson Government Center West Conf. Room
Thursday,	March 14, 2024	9:00AM	Jackson Government Center West Conf. Room
Thursday,	April 11, 2024	9:00AM	Jackson Government Center West Conf. Room
Thursday,	May 9, 2024	9:00AM	Jackson Government Center West Conf. Room
Tuesday,	June 11, 2024	9:00AM	Jackson Government Center West Conf. Room
Thursday,	July 11, 2024	9:00AM	Cottonwood County LEC Meeting Room
Thursday,	August 8, 2024	9:00AM	Cottonwood County LEC Meeting Room
Tuesday,	September 10, 2024	9:00AM	Cottonwood County LEC Meeting Room
Thursday,	October 10, 2024	9:00AM	Cottonwood County LEC Meeting Room
Thursday,	November 14, 2024	9:00AM	Cottonwood County LEC Meeting Room
Thursday,	December 12, 2024	9:00AM	Cottonwood County LEC Meeting Room
Thursday,	January 9, 2025	9:00AM	Jackson Government Center West Conf. Room

Resolution 24-005
Motion by Gravley, second by Pohlman and unanimous vote to designate the Cottonwood County Citizen and Jackson County Pilot as the DVHHS Official Newspapers.

Resolution 24-006
Motion by Wachal, second by Anderson and unanimous vote to authorize Executive Director to execute and approve Host County Contracts and Purchase of Service Contracts.

RESOLUTION 24-006

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 utilizes 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 Executive Directors 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 Executive 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, 2024 and ending December 31, 2024.

2. That the authorization to the Executive 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 Executive 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 24-007
Motion by McClure, second by Stevens and unanimous vote to approve authorization for use of auditor warrants.

Resolution 24-008
Motion by Appel, second by Holmen and unanimous vote to approve United Prairie Bank as the official depository of DVHHS funds.

Resolution 24-009
Motion by Stevens, second by Wachal 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.

Commissioner Eigenberg arrived at 9:21 a.m.

Resolution 24-010
Motion by Holmen, second by Pohlman and unanimous vote to set 2024 per diem for DVHHS Board Members at $100.00.

Resolution 24-011
Motion by Wachal, second by Gravley and unanimous vote to set 2024 DVHHS Board Chair stipend at $500.00.

Resolution 24-012
Motion by McClure, second by Holmen and unanimous vote to set the 2024 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 24-013** Approve DVHHS Board Minutes December 14, 2023
- **Resolution 24-014** Approve December 2023 Auditor Warrants
- **Resolution 24-015** Approve Signature Authority for State Grant Awards
- **Resolution 24-016** Accept 2023 Donations and Grant Awards Received by DVHHS
- **Resolution 24-017** Declare Retired Technology Items as Surplus
- **Resolution 24-018** Approve Mental Health Local Advisory Council (LAC) Member Appointments for 2024
- **Resolution 24-019** Approve Evaluation to Regular Status for Casey Holmes, Data Analyst
- **Resolution 24-020** Approve Evaluation to Regular Status for Genna Scripture, Public Health Nurse
- **Resolution 24-021** Approve Joinder Agreements for Life, Long-Term Disability and Short-Term Disability Policies with Madison Life Insurance

- **Resolution 24-022** Approve 2024 Greater Minnesota Family Services Purchase of Service Agreement for Intensive In-home Family Services
- **Resolution 24-023** Approve Cleaning/Custodial Contract with Marsden
- **Resolution 24-024** Accept MDH Grant Project Agreement – Response Sustainability Grant - Emergency Preparedness and Response
- **Resolution 24-025** Ratify SWWC Service Cooperative Membership Agreement and Addendum G – Behavior Health Services
- **Resolution 24-026** Accept MDH Foundational Public Health Responsibilities Grant

Motion by Eigenberg second by Anderson and unanimous vote to approve the consent agenda. Motion carried.

EXECUTIVE DIRECTOR

Resolution 24-027
Motion by Nasby, second by Wachal and unanimous vote to Approve Revised Guardianship/Conservatorship Policy.

Resolution 24-028
Motion by McClure, second by Eigenberg and unanimous vote to Ratify the Hiring of Michelle Ebbers as Public Health Director.

Resolution 24-029
Motion by Wachal, second by Appel and roll call vote to Approve that the Des Moines Valley Health and Human Services 2024 budget be revised.

- Income Maintenance department revenues of $2,801,552 and expenditures of $3,267,104;
- Social Services department revenue of $9,208,900 and expenditures of $9,717,557;
- Public Health department revenue of $2,120,421 and expenditures of $2,399,258;

With total 2024 budget revenues of $14,130,873 and expenditures of $15,383,919, with a net outflow of $1,253,046 paid out of DVHHS reserve funds.

Voting in favor of were commissioners: Gravley, Anderson, Holmen, Stevens, Appel, Wachal, Eigenberg, Nasby, Pohlman, and McClure. Motion carried.

Resolution 24-030
Motion by Holmen, second by McClure and unanimous vote to Approve 2024 Pay Equity Report – MN Management & Budget

Commissioner McClure left at 9:40 a.m.
Commissioner McClure arrived at 9:45 a.m.

Other Business

The Southwestern MN Adult Mental Health Consortium Fiscal Host Agreement was discussed.

Resolution 24-031
Motion by Eigenberg, second by Pohlman and unanimous vote to move forward in resigning as fiscal host and applying for the Adult Mental Health Grant for the Southwestern MN Adult Mental Health Consortium.

INFORMATIONAL/DIRECTOR REPORTS

Simoine Bolin, Executive Director; Craig Myers, Human Services Director, Scott Nagel, Fiscal Manager, Natane Sadusky, Fiscal Manager and Chris Macek, Administrative Services Manager provided updates.

COMMITTEE AND BOARD REPOTS

An update was provided on the Prime West Lawsuit.

ADJOURN

Meeting was adjourned at 10:34 a.m.

_____ _____

Board Chair Date

_____ _____

Attest: Date