

**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, May 8, 2025. The following members of the Des Moines Valley Health and Human Services Board were present: Jackson County Commissioners: Larry Liepold, Roger Pohlman, Phil Nasby, Don Wachal, and Kent Bargfrede, and Cottonwood County Commissioners: Larry Anderson, Donna Gravley, Tom Appel, Kevin Stevens, and Wayne Maras.
Quorum Established.

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

CALL TO ORDER

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

Motion by Bargfrede second by Maras and unanimous vote to approve the agenda.

EMPLOYEE INTRODUCTIONS

The following new staff members were introduced:

- Larissa Rasmussen, Financial Assistance Supervisor

CONSENT AGENDA

- **Resolution 25-041** Approve DVHHS Board Minutes April 10, 2025
- **Resolution 25-042** April 2025 Auditor Warrants
- **Resolution 25-043** Accept Agreement with MN Dept. Of Agriculture – Farmers’ Market Nutrition Program
- **Resolution 25-044** Declare Cabinets & Fridge as Surplus for Disposal and/or Sale.

Motion by Wachal second by Stevens and unanimous vote to approve the consent agenda. Motion carried.

ACTION ITEMS

Resolution 25-045

Motion by Anderson, second by Wachal and unanimous vote to Approve the Elimination of the HHS Administrator/Executive Director Position Effective Immediately.

Resolution 25-046

Motion by Liepold, second by Bargfrede and unanimous vote to Approve Comp Plan Position Description – Agency Operations/Administrative Services Director – Grade 23.

Resolution 25-047

Motion by Stevens, second by Maras and unanimous vote to Approve the Transition and Reclassification for Chris Macek as Agency Operations/Administrative Services Director – Grade 23 Effective May 8, 2025.

Resolution 25-048

Motion by Pohlman, second by Stevens and unanimous vote to Approve Step Placement for Chris Macek, Agency Operations/Administrative Services Director at Grade 23, Step 3 effective May 8, 2025.

Resolution 25-049

Motion by Appel, second by Wachal and unanimous vote to Approve the Elimination of the Administrative Services Manager Position Effective Immediately.

Resolution 25-050

Motion by Maras, second by Liepold and unanimous vote to Approve the Revised Organizational Chart for DVHHS.

INFORMATIONAL/DIRECTOR REPORTS

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

OTHER BUSINESS

Mandated/Non-Mandated Services provided by DVHHS were reviewed and discussed.

ADJOURN

Meeting was adjourned at 10:08 a.m.

Board Chair

Date

Attest:

Date