

**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 Cottonwood County Law Enforcement Center (LEC), 902 5th Avenue #1, Windom, MN on Thursday, November 13th, 2025. The following members of the Des Moines Valley Health and Human Services Board were present: Jackson County Commissioners: Larry Liepold, Roger Pohlman, Kent Bargfrede, and Phil Nasby, and Cottonwood County Commissioners: Tom Appel, Larry Anderson, Donna Gravley, Kevin Stevens, and Wayne Maras. Absent was Jackson County Commissioner Don Wachal. **Quorum Established.**

Present in person for all or portions of the meeting were Chris Macek, Administrative Services Director; Natane Sadusky, Fiscal Manager; Craig Myers, Human Service Director, Michelle Ebbers, Public Health Director, Tamra Steen, Back-up 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 with the following addition:

EMPLOYEE INTRODUCTIONS

The following new staff members were introduced:

- Cindy Cihak, Office Support Specialist
- Jackie Hill, Case Aide

STAFF/PROGRAMMING PRESENTATIONS

Michelle Ebbers, Public Health Director, presented on Opioid RFP Process and the applications that will be reviewed and considered at each respective county board meeting.

CONSENT AGENDA

- **Resolution 25-088** Approve DVHHS Board Minutes October 9, 2025
- **Resolution 25-089** Approve October 2025 Auditor Warrants
- **Resolution 25-090** Approve Contract for MFIP/DWP/SNAP with SW MN PIC for Employment and Training Services for January 1, 2026 – December 31, 2027
- **Resolution 25-091** Approve United Community Action Partnership (UCAP) Transportation Agreement 2026
- **Resolution 25-092** Approve Cleaning/Custodial Service Agreement with Marsden
- **Resolution 25-093** Approve the Purchase of Additional Equipment to Implement Salamander Live for Emergency Preparedness Use
- **Resolution 25-094** Approve In-Person NIMS 300 and 400 Level Training
- **Resolution 25-095** Approve Fiscal Admin Policy #212 – Electronic Transfer of Funds
- **Resolution 25-096** Approve the Resolution to Delegate Authority for Electronic Funds Transfers
- **Resolution 25-097** Accept Amended MDH Grant Contract for WIC Program
- **Resolution 25-098** Accept MN DHS Grant Contract for MH Child Welfare and Juvenile Justice Screenings 2026

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

Commissioner Bargfrede left at 9:49 AM.

ACTION ITEMS

Resolution 25-099

Motion by Pohlman, second by Nasby and unanimous vote to Approve Revised Personnel Policies: #115, #205, #210, #285, #290, #335, #340, #709, #724 & #750

Resolution 25-100

Motion by Maras, second by Liepold and unanimous vote to Approve New Personnel Policy – Leave Benefits – MN Paid Leave #737

Resolution 25-101

Motion by Liepold, second by Stevens and unanimous vote to Approve Revised Personnel Policies: #560, #739, #745

Resolution 25-102

Motion by Anderson, second by Appel and unanimous vote to Approve Request to Hire an Additional Eligibility Worker

Resolution 25-103

Motion by Maras, second by Stevens and unanimous vote to Approve the Comp Plan Position Description for Community Health Educator and Assignment of the Position to Grade 13 of the DVHHS Compensation Plan

Resolution 25-104

Motion by Nasby, second by Pohlman and unanimous vote to Approve the Reallocation of the Open Nutrition Educator Position to a Community Health Educator Position

INFORMATIONAL/DIRECTOR REPORTS

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

CLOSED MEETING

Motion by Pohlman, second by Liepold and unanimous vote to go into closed session as permitted by MN Statute 13D.05 Subd.3(a) to discuss the Six (6) Month Evaluation of Agency Operations/Administrative Services Director, Chris Macek.

The meeting was closed at 10:50 a.m.

Motion by Stevens, second by Liepold and unanimous vote to adjourn closed session.

There being no further business to discuss in the closed session, session was adjourned at 11:08 a.m.

Motion by Pohlman, second by Wayne and unanimous vote to approve the satisfactory Six (6) month performance evaluation for Agency Operations/Administrative Services Director, Chris Macek.

ADJOURN

Meeting was adjourned at 11:09 a.m.

Board Chair

Date

Attest:

Date