



SOUTHWEST HEALTH AND HUMAN SERVICES
HUMAN SERVICES BOARD

MINUTES

Date: August 19th, 2020

Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 9:00am

Adjourned: 9:47am

The monthly meeting of the Human Services Board for Southwest Health and Human Services was held on Wednesday, August 19th, 2020 in the Commissioners room of the Lyon County Government Center in Marshall, Minnesota. The meeting was called to order by Chairperson Sik. The Pledge of the Allegiance was said.

Members present:

Rick Anderson
Jim Salfer
Charles Sanow
Corey Sik

Members present by phone:

Greg Burger
Dave Forkrud
James Jens
Les Nath
Lois Schmidt
Sherri Thompson
Mic VanDeVere
Dennis Welgraven
Dan Wildermuth

Members absent:

Jeane Anderson
Carol Ann Flahaven
Joan Jagt
Steve Schulze

Staff present:

Chris Cauwels	Sarah Kirchner
Tanlee Noomen	Ann Orren
Christine Versaevel	Nancy Walker
Beth Wilms	

Staff present by phone:

Monica Christianson	Cindy Nelson
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- C. Consent Agenda-
Chairperson Sik asked if there were any additions to the agenda. There were none indicated. Sik asked if anyone had a conflict of interest to identify. None were identified. He asked if there were any correction or additions to the minutes of the July 15th, 2020 meeting. There were none. Motion made by Sanow second by Salfer: to approve the complete consent agenda as presented. The motion carried unanimously.
- D. Introduction of New Staff:
Director Wilms indicated that due to COVID-19 the Agency would not be introducing new staff at this time.
- E. Employee Recognition:
Director Wilms indicated due to COVID-19 staff are not present to accept recognition; she then listed the employees to be recognized at a later date. Cassandra Hoefs, 1 year, Public Health Nurse, Marshall; Amanda Mellenthin, 1 year, Eligibility Worker, Marshall; Jessica Peterson, 1 year, Public Health Nurse, Slayton; Amy Peterson, 1 year, Eligibility Worker, Marshall; Chelsea Self, 1 year, Public Health Nurse, Marshall; Matt Carlson, 5 years, Social Worker (CPS), Slayton; Heather Gorden, 5 years, Social Worker (CPS), Marshall; Kassandra VanderPlaats, 5 years, Social Worker (DD), Luverne; Jason Kloss, 25 years, Environmental Health Manager, Slayton.
- F. Financial-
Sarah Kirchner, Fiscal Manager, came forward to present the July 2019 financials. The month of July started out with a beginning balance in checking of \$3,750,431 and ended at \$2,677,986. All Human Services county levy funding was received in June. The amount of \$1,000,000 was moved to Bremer Savings mid-month after receiving the VCAA allocation. The Agency ended July with an overall cash & investment balance of \$8,206,915. When excluding the designated funds, the ending balance for the month was \$6,691,564. This leaves the Agency about \$500,000 ahead of where we were last year at this time. The self-insurance fund was at \$1,289,387 as of July 31st, 2020. As of today, that fund balance is \$ 1,292,437. Fund Balances: Fund 01 (PH) \$2,307,089.45 Fund 05 (HS) \$4,384,474.68. Now looking at the numbers from a budget perspective. Ending July Public Health was 12 percent over budget for revenues and one percent over budget for expenditures. With June being the end of the state fiscal year for grant reporting there was some program spending that carried over into July that was claimed last quarter. Overall, the revenues are exceeding expenses by \$396,092.03. Ending July Human Services was two percent over budget for revenues and right on budget for expenditures. Overall revenues are exceeding revenues by \$502,935.63. Update on Agency vehicles. On August 3rd, 2020 we rolled out the remaining 11 of the 23 new vehicles which included eight Equinox's. Kirchner is also in the final stages of wrapping up the 2019 audit and would expect to have our exit meeting in the upcoming month or so and will have Melody give the board an update as well when we get to that point. Kirchner states she would provide an update on CARES reporting and the 2021 Preliminary budget during Governing Board. Motion made by Sik second by Anderson: To forwards the financials to the Governing Board.
- G. Caseload-

Chairperson Sik asked if there were any comments or concerns about the caseload. Directors Wilms indicated that there was a spike in Income Maintenance possible due to enhancement in unemployment along with casino lay-offs. No further questions were stated.

H. Discussion/Information

Commissioner Anderson stated while at a recent, Association of Minnesota Counties (AMC), meeting Governor Walz stated he would not hold Counties accountable for the Substance-Use Disorder overpayments.

Discussion on procurement procedures.


I. Decision Items


1. Director Wilms and Sarah Kirchner, Fiscal Manager, presented the Board with the 2021 budget. Kirchner went over the open positions that need to be refilled: Eligibility Worker, three Social Workers (CPS), and two Public Health Nurses. Also, two Fraud Prevention Investigator which will be budgeted as a contracted service. Kirchner then went through positions that are new to the 2021 budget but also positions that were removed from the current budget. New positions: Child Support Officer or Support Enforcement Aide, Social Worker, Social Services Supervisor (Adults) this would be replacing a previous supervisor that had been taken out of the 2020 budget and added back into the 2021. Positions that were removed: two Social Worker (MnChoices), Communications Officer, Child Support Supervisor, and a Division Director. Kirchner then moved on to the items required by the IT department. There are still 45-50 laptops that will need to be replaced. Also, there will be a request for general security updates that will need to happen. Kirchner lastly went over vehicles. There are 12 vehicles that will be coming to the end of the lease in 2021. Kirchner requested the Board to look into their packets to review the Human Services budget. It includes a levy increase of two percent, totaling an increase of \$ 227,572.00, with a total amount requested being \$11,606,177.00. Motion made by Sanow second by Salfer: To recommend and move forward to the Governing Board, the 2021 Preliminary Budget of an increase of two percent, increase totaling \$227,572.00, with a total amount requested being \$11,606,177.00. Roll call taken for vote. Motion carried unanimously.


2. Cindy Nelson, Social Services Division Supervisor, and Stacy Jorgensen, Social Services Supervisor, explained the changes made to the SS Policy 25 Consolidated Chemical Dependency Treatment Fund (CCDTF) Rule 25/Comprehensive Assessments. There was some verbiage clean-up, fee has remained the same but how the fee is determined was changed slightly. Verbiage was added to bridge a gap for the next two years and into the new reform. Motion made by Anderson second by Nath: To approve the changes made to the SS Policy 25 Consolidated Chemical Dependency Treatment Fund (CCDTF) Rule 25/Comprehensive Assessments with a revision date of 8/19/2020. Motion carried unanimously.

Chairperson Sik asked if there was anything further to bring to the Board. Hearing nothing, he adjourned the meeting at 9:47am.

Approved Date 9/11/2020

Authorized 
Chairperson, Human Services Board


Recording Secretary, Human Services Board

Attest: 
Director