



SOUTHWEST HEALTH AND HUMAN SERVICES  
HUMAN SERVICES BOARD

MINUTES

Date: December 16th, 2020  
Place: Lyon County Government Center  
Commissioner Room  
Marshall, Minnesota

Opened: 9:00am  
Adjourned: 9:45am

The monthly meeting of the Human Services Board for Southwest Health and Human Services was held on Wednesday, December 16th, 2020 in the Commissioners room of the Lyon County Government Center in Marshall, Minnesota. The meeting was called to order by Vice Chairperson Wildermuth. The Pledge of the Allegiance was said.

Members present:

- Rick Anderson
- Dave Forkrud
- James Jens
- Les Nath
- Jim Salfer
- Charles Sanow
- Mic VanDeVere
- Dennis Welgraven
- Dan Wildermuth

Members present by phone:

- Greg Burger
- Lois Schmidt
- Sherri Thompson

Members absent:

- Jeane Anderson
- Carol Ann Flahaven
- Joan Jagt
- Steve Schulze
- Corey Sik

Staff present:

- Gail Bielen
- Sarah Kirchner
- Carol Biren
- Jason Kloss

Marie Meyers                      Cindy Nelson  
Tanlee Noomen                    Nancy Walker  
Beth Wilms

Staff present by phone:                      Monica Christianson      Stacy Jorgensen

**C. Consent Agenda-**

Vice Chairperson Wildermuth asked if there were any additions to the agenda. There were none. Wildermuth 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 November 18th, 2020 meeting. Motion made by Sanow second by Welgraven: to approve the complete consent agenda as presented. The motion carried unanimously.

**D. Introduce New Staff -**

Directors Wilms indicated due to COVID-19 we would not be asking new staff to come for introduction.

**E. Employee Recognition –**

Vice Chairperson Wildermuth asked Director Wilms to list the employee recognitions for this month. Amber Kinner, 5 years, Circle Specialist, Marshall; Corey Remiger, 15 years, Financial Assistance Supervisor, Redwood Falls. Director Wilms and Vice Chairperson gave recognition to Commissioner Jens on his services to the Southwest Health and Human Services Board for the last eight years.

**F. Financial-**

The month of November started out with a beginning balance in checking of \$1,766,383 and ended at \$1,752,351. Interest is for September and October due to delay in receiving funds from Lyon County. The Agency ended November with an overall cash and investment balance of \$6,288,111. When excluding the designated funds, the ending balance for the month was \$4,869,578. Third quarter revenues have been received and also received was the second half of Human Services levy funding from Murray County. Lyon, Redwood, and Pipestone Human Services levy funding came in the first week of December. Kirchner stated she will be transferring some funds to savings or MAGIC to keep the checking account balance around \$2,000,000 and earn a little interest. The self-insurance fund was at \$1,206,582 as of November 30<sup>th</sup>, 2020. As of today, that fund balance is \$ 1,136,268.00. Fund Balances: Fund 01 (PH) \$2,377,097.32 Fund 05 (HS) \$2,492,480.39. Now looking at the numbers from a budget perspective. Ending November Public Health was 15 percent over budget for revenues. This includes the \$188,292 in unbudgeted state revenue for COVID and \$460,072.28 in federal CARES funds from counties so far. Public Health was 3 percent over budget for expenditures. Overall, the revenues are exceeding expenses by \$466,099.90. Waiting on the remaining \$118,538.01 in

CARES funding to come in from Redwood & Rock County. Ending November Human Services was 10 percent under budget for revenues. The Intergovernmental Revenue is the ICWA Aide that the Department of Revenue sends to the counties who then turn it over to SWHHS and it comes in late December. The Agency will also have about \$4,141,400 in HS levy funding due to come in by the end of the year. Human Services was 5 percent under budget for expenditures. Year-end projection: Revenues: \$2,308,660 (current rev.) + \$4,100,000 (levy) + \$2,000,000 (Dec. receipts) = \$33,048,660; Expenses: \$23,232,400 (current exp.) + \$3,500,000 (Dec. expenses) = \$31,732,400. \$33,048,660 - \$31,732,400 = \$1,676,260 – Potential increase to reserves. Motion made by Salfer second by Nath: To move the financials onto the Governing Board for approval. Motion carried unanimously.

**G. Caseload-**

Vice Chairperson Wildermuth asked if there were any comments or concerns about the caseload. None were stated.

**H. Discussion/Information**

1. Cindy Nelson, Human Services Division Director, Stacy Jorgensen, Social Services Supervisor, talked with the Board about the Sanford Luverne Chemical Dependency Services contract renewal. There has been a letter sent to Sanford Luverne stating that Southwest Health and Human Services would not be renewing our 2021 contract. The contract was for Rule 25 assessments and Jorgensen stated that the Agency would be able to cover these services in house.

**I. Decision Items**

Gail Beilen, Licensing Supervisor, came forward to request the approval of items 1-5. Cindy Nelson came forward to request the approval of item 6.

1. Social Services Policy 2 – Initial Licensing Family Child Care Requirement had some verbiage changes to the licensing timeline. Motion made by Sanow second by Anderson: To approve the changes requested. Discussion on Social Services Policy 06 – Home Child Care Licensing only having one paragraph in the contents. Motion made by Anderson second by Sanow: To amend the previous motion to approve the addition of verbiage from SS Policy 06 to the SS Policy 02 eliminating the purpose to have a SS Policy 06. Motion carried unanimously.

2. Social Services Policy 03 – Licensing Fire Safety Inspections and Fees had some changes updating criteria for Fire Marshall inspections. Motion made by Jens second by Forkrud: To approve the changes requested. Motion carried unanimously.

3. Discussed in item one. Combined to Social Services Policy 02 – Initial Licensing Family Child Care Requirement.

4. Social Services Policy 07 – Relicensing Requirements for Foster and Day Care had criteria changes made in verbiage regarding one year to two-year licenses. Motion made by Salfer second by Nath: To approve the changes requested. Motion carried unanimously.

5. Social Services Policy 08 – Authority to Issue Variances added a few legislative changes, childcare variance changes, and also form usage changes. Motion made by VanDeVere second by Sanow: To approve changes as requested. Motion carried unanimously.

6. Social Services Policy 26 – Fees for 24-Hour Out-Of-Home Care had a few minor changes on adoption assistance fees. Motion made by Anderson second by VanDeVere: To approve the changes requested. Motion carried unanimously.

Vice Chairperson Wildermuth asked if there was anything further to bring to the Board. Hearing nothing, he adjourned the meeting at 9:45 am.

Approved Date 1/20/2021

Authorized Daniel Wildermuth

Vice Chairperson, Human Services Board

Tanlee Norman  
Recording Secretary, Human Services Board

Attest: Bedonwice  
Director