



SOUTHWEST HEALTH AND HUMAN SERVICES  
HUMAN SERVICES BOARD

MINUTES

Date: August 18th, 2021

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 18th, 2021 in the Commissioners room of the Lyon County Government Center in Marshall, Minnesota. The meeting was called to order by Chairperson Wildermuth. The Pledge of the Allegiance was said.

Members present:

Jeane Anderson  
Greg Burger  
Carol Ann Flahaven  
Steve Hauswedell  
Les Nath  
Jim Salfer  
Charles Sanow  
Lois Schmidt  
Sherri Thompson  
Rick Wakefield  
Dennis Welgraven  
Dan Wildermuth

Members absent:

Rick Anderson  
Joan Jagt  
David Thiner  
Steve Schulze  
Corey Sik

Staff present:

Carol Biren	Michelle Buysse
Chris Cauwels	Chad Cunningham
Sarah Kirchner	Jason Kloss
Marie Meyers	Cindy Nelson
Tanlee Noomen	Nancy Walker
Beth Wilms	

Staff present by phone:

Monica Christianson

- C. Consent Agenda-  
Chairperson Wildermuth asked if there were any additions to the agenda. There were none indicated. 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 July 21st, 2021 meeting. There were none. Motion made by Sanow second by Salfer: To approve the complete consent agenda and minutes 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 in person at this time. A slide show was presented with the following new staff: Cody Rofshus, Public Health Nurse, Luverne; Michael Jans, County Agency Social Worker (AMH), Pipestone; Cassandra Woitaszewski, Public Health Nurse, Pipestone; Jennifer Beek, Eligibility Worker, Marshall.
- E. Employee Recognition:  
Director Wilms indicated due to COVID-19 staff are not present to accept recognition. A slide show presentation was shown with the following staff: Tristan Boetcher, 1 year, Information Technology Specialist, Marshall; Candace Swenson, 5 years, Social Worker (CPS), Luverne; Nicole Traen, 15 years, Public Health Nurse, Marshall/Ivanhoe; Amy Herigon, 20 years, Child Support Lead Worker, Marshall; Angie Orren, 20 years, Social Worker (DD), Marshall; Deanna Stelter, 20 years, Social Worker (CW), Marshall; Mavis Salfer, 20 years, Health Services Program Aide, Redwood Falls.
- F. Financial-  
Sarah Kirchner, Fiscal Manager, came forward to present the July 2021 financials. The month of July started out with a beginning balance in checking of \$7,821,876 and ended at \$5,290,189. Included is the Trial Balance report again which shows the \$2,000,000 CD broke out across the 3 department areas. This is not included in the total fund balance. The Agency ended June with an overall cash and savings balance of \$7,825,330.64. When excluding the designated funds, the ending balance for the month was \$6,620,019, again this is excluding the \$2,000,000, CD. The self-insurance fund was at \$957,506 as of July 31<sup>st</sup>, 2021. As of today, that fund balance is \$936,162. Fund Balances: Fund 01 (PH) \$2,534,166.91 Fund 05 (HS) \$4,083,584.58. Now looking at the numbers from a budget perspective. Ending July Public Health was nine percent over budget for revenues. PH was two percent under budget for expenditures. Ending June Human Services was two percent over budget for revenues. HS was one percent under budget for expenditures. Motion made by Sanow second by Nath: To forwards the financials to the Governing Board.
- G. Caseload-  
Chairperson Wildermuth asked if there were any comments or concerns about the caseload. No questions were stated.

H. Discussion/Information

1. Michelle Buysse, Social Services Supervisor, came forward to present information about out-of-home placements. Buysse began by going over the charts that were provided in the Board packets. First was Out-of-Home Placement Costs. There was a decrease in 2020 likely due to COVID and intake not being as busy. Also, it was harder to place children due to COVID preventative measures. Extended Foster Care (EFC) also will likely show an increase due to a mandate due to COVID. The age has been changed from 23 years old to 26. Discussion on stimulus checks being given to the foster parents or legal parents. Stimulus checks are given to the legal parents but foster parents were offered increased food support programs. Next two charts were Average Placement Numbers, and Removal Reasons. Discussion on the Agencies relationship with school systems. There is a regular discussion with school systems on the Agency. Discussion on Resource Officers in the schools. Discussion on Truancy during COVID and distant learning.

2. Buysse also explained the Electronic Home Monitoring Service. This would be a tool that would try and keep the child in their home to complete the requirements before going to placement. All of the fees of the ankle monitor would fall on the Agency. The hook-up, the monitoring, the calls that come due to violations, would be the responsibility of probation.

I. Decision Items

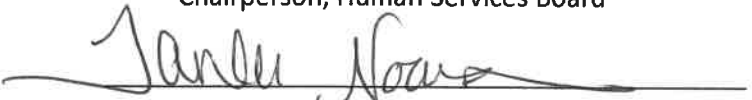
1. Director Wilms and Sarah Kirchner, Fiscal Manager, presented the Board with the 2022 budget. Kirchner went over the open positions that need to be refilled: 11 open positions mostly Social Workers and Public Health Nurses. In the budget for 2022 there are some new positions. Two being Social Workers, one Public Health Nurse. Also, two Fraud Prevention Investigator which are currently as a contracted services but will be moved to salaries and fringe as these positions are being brought back in house which has no impact to the budget. There will be eight desktop replacements, and 72 laptop replacements. Shared expenses with Lyon County related to IT equipment. Some new purchases for IT would be servers in four locations, Appxtender hardware upgrade, SAM replacements, HIPAA and FTI monitoring, and a zero-touch helpdesk. Kirchner went over vehicle expenses. There are 35 vehicles in the fleet this number is not changing. The six Ford Eco-sport that were ordered for this year have still not arrived. In a meeting with Enterprise, it was discussed to upgrade the remaining six 2016 Mailbus. Those six vehicles will go to Board next month in hopes to order them early to ensure delivery in the spring of 2022. They are not paid for until the vehicles are delivered. Kirchner pointed out County Burial costs have increased. Lastly, Kirchner went over rent cost and increases. Kirchner requested the Board to look into their packets to review the Human Services budget. It includes a levy increase of three percent, totaling an increase of \$348,185, with the total levy request being \$11,954,362. Total 2022 preliminary Human Services budget of \$29,392,484. No further questions were asked.

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


Approved Date SEP. 8 - 2021

Authorized 

Chairperson, Human Services Board



Recording Secretary, Human Services Board

Attest: 

Director