



SOUTHWEST HEALTH AND HUMAN SERVICES  
HUMAN SERVICES BOARD

MINUTES

Date: October 20, 2021

Opened: 9:00 am

Place: Lyon County Government Center  
Commissioners Room  
Marshall, Minnesota

Adjourned: 9:29 am

The monthly meeting of the Human Services Board for Southwest Health and Human Services was held on Wednesday, October 20, 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  
Rick Anderson  
Greg Burger  
Steve Hauswedell  
Jim Salfer  
Charles Sanow  
Lois Schmidt  
David Thiner  
Rick Wakefield  
Dennis Welgraven  
Dan Wildermuth

Members absent:

Carol Ann Flahaven  
Joan Jagt  
Les Nath  
Steve Schulze  
Corey Sik

Members present by phone:

Sherri Thompson

Staff present:

Carol Biren	Chris Cauwels
Monica Christianson	Lisa DeBoer
Toni Lecy	Cindy Nelson
Ann Orren	Nancy Walker
Beth Wilms	

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 September 8, 2021 meeting. There were none.

Director Wilms indicated that Tanlee Nooman has left the agency and there is a need to appoint a new recording secretary. Toni Lecy is being recommended by Beth Wilms to be the new recording secretary. A motion was made by Charlie Sanow to approve the complete consent agenda and minutes as presented and appoint Lecy as recording secretary, second by Greg Burger. 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: Kia Balster, Eligibility Worker, Luverne; Kayla Chester, Social Worker (CPS), 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: Samantha Antony, 1 year, Social Worker (CPS), Redwood; Lacey Sanow, 1 year, Eligibility Worker, Marshall; Ashley Ludemann, 5 years, Social Worker (CAC/CADI/BI), Marshall; Karen Stewart, 15 years, Social Worker (CMH), Luverne; Pamela Beckmann, 35 years, Eligibility Worker, Slayton.

Director Wilms indicated due to COVID-19 staff are not present to accept recognition for the Spirit Awards which would normally have been given at the all staff meeting. Nominations are sent to the Employee Recognition Committee. Nancy Walker presented the 2021 Southwest Spirit Awards slide presentation. The nominees have shown pride in being part of the Southwest community by supporting colleagues and clients and always promote SWHHS in a positive light.

Andrea Henning, Social Worker (DD), Marshall

Megan Boerboom, Circle Coordinator, Marshall

Angie Orren, Social Worker (DD), Marshall

Sherri Pickthorn, SS Supervisor, Marshall

Ashley VanOverbeke, Financial Assistance Supervisor, Marshall

Kathy Herding, Financial Assistance Supervisor, Slayton

Deb Werpy, OSS Senior, Public Health, Marshall

Jamie Hoffmann, Eligibility Worker, Marshall

Michelle Salfer, Community Program Specialist, Redwood

Jennifer Palmer, Child Protection Social Worker, Redwood

F. Financial-

Lisa DeBoer, Fiscal Officer, came forward to present the September 2021 financials. The month of September started out with a beginning balance in checking of \$5,151,776 and ended at \$4,052,561. Included is the Trial Balance report showing the \$2,000,000 CD broke out across the three department areas. Adjustment has been made to show a "true picture" of the ending fund balance. The CD came due October 1 and was deposited back into checking. The Agency ended September with an overall cash and savings balance of \$8,596,377. When excluding the designated funds, the ending balance for the month was \$7,193,294, which now includes the CD balance. The self-insurance fund was at \$1,075,655 as of September 30, 2021. As of today, that fund balance is \$991,970. Fund Balances: Fund 01 (PH) \$2,567,651 Fund 05 (HS) \$2,625,643. Now looking at the numbers from a budget perspective for month end: Public Health was seven percent over budget for revenues and four percent under budget for expenditures. Ending September, Human Services was five percent under budget for revenues and three percent under budget for expenditures. Overall expenditures have begun exceeding revenues by \$540,220. This is not uncommon this time of year due to the second levy payment will not be received until November or December. Motion made by Sanow second by Wildermuth: To forward the financials to the Governing Board. The motion carried unanimously.

G. Caseload-

Director Wilms asked if there were any comments or concerns about the caseload. No questions were stated.

H. Discussion/Information –  
None

I. Decision Items -

1. 2022-2023 TANF Biennial Service Agreement presented by Director Wilms, TANF is Temporary Assistance for Needy Families. The agreement is to provide MN Dept. Human Services information related to the work being done in all six of our counties. It looks at our needs statement, challenges with employment and training, work with our staff and community partners, including the Workforce Center. The agreement is provided on a biennial basis. Ensuring that we are meeting the needs of families that come from different ethnic background and that they have equitable access to all services we provide. Service Agreement dates January 2022 – December 31, 2023. Motion to sign and accept the 2022-2023 TANF Biennial Service Agreement by Anderson, second by Wildermuth. The motion carried unanimously.

Chairperson Wildermuth asked if there was anything further to bring to the board. Hearing nothing, he adjourned the meeting at 9:29 am.

Approved Date 11/17/21

Authorized *Don Wildermuth*  
Chairperson, Human Services Board

*Tom Jecy*  
Recording Secretary, Human Services Board

Attest: *Beckmire*  
Director