



SOUTHWEST HEALTH AND HUMAN SERVICES  
HUMAN SERVICES BOARD

MINUTES

Date: January 19, 2022

Place: Lyon County Government Center  
Commissioners Room  
Marshall, Minnesota

Opened: 9:00 am

Adjourned: 9:50 am

The monthly meeting of the Human Services Board for Southwest Health and Human Services was held on Wednesday, January 19, 2022 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:

Rick Anderson  
Greg Burger  
Steve Hauswedell  
Les Nath  
Jim Salfer  
Charles Sanow  
Lois Schmidt  
Corey Sik  
David Thiner  
Sherri Thompson  
Rick Wakefield  
Dennis Welgraven  
Dan Wildermuth

Members absent:

Jeanne Anderson  
Carol Ann Flahaven  
Joan Jagt  
Steve Schulze

Staff present:

Carol Biren	Venessa Bahr
Heather Bruse	Chris Cauwels
Lisa DeBoer	Stacy Jorgensen
Toni Lecy	Rhonda Lux
Cindy Nelson	Sherri Pickthorn
Nancy Walker	Beth Wilms

C. Election of Officers

Director Beth Wilms opened the election of officers, stating the terms are 2-year terms for all chair positions.

1a. Director Wilms called for nominations for Governing Board Chairperson, motion by Salfer second by Sik: to elect Rick Anderson as Governing Board Chairperson. Wilms called three times for other nominations, hearing none, the motion carried unanimously.

1b. Chairperson Anderson opens nominations for Vicechair of the Governing Board. Motion by Nath second by Thompson to elect Burger. Anderson called three times for other nominations, hearing none, the motion carried unanimously.

1c. Chairperson Anderson opens nominations for Chairperson for the Human Services Board. Motion by Salfer second by Burger: to elect Wildermuth as Chairperson of the Human Services Board. Anderson called three times for other nominations, hearing none, the motion carried unanimously.

1d. Chairperson Anderson opens nominations for Vicechair of Human Services Board. Motion by Burger second by Nath: to elect Welgraven as Vicechair of the Human Services Board. Anderson called three times for other nominations, hearing none, the motion carried unanimously.

1e. Chairperson Anderson makes a motion to nominate Wakefield for Chair of the Public Health Board, second by Welgraven. The motion carried unanimously.

1f. Chairperson Anderson makes a motion for Hauswedell for Vicechair of the Public Health Board, second by Wildermuth. Anderson called three times for other nominations, hearing none, the motion carried unanimously.

2. Wildermuth calls for the appointment of two people to the Adult Mental Health Consortium, seeking volunteers to replace Sanow. Burger volunteers for the position. Wildermuth nominates Burger to serve on the Consortium. Wildermuth will continue to serve on the Consortium. The motion carried unanimously.

3. Wilms recommends Toni Lecy as recording secretary. The motion carried unanimously.

D. 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 corrections or additions to the minutes of the December 15, 2021 meeting. There were none. Motion by Nath second by Hauswedell: to approve the Consent Agenda. The motion carried unanimously.

E. Introduction of New Staff: No new staff to introduce at this time.

F. Employee Recognition:

Director Wilms indicated that staff are present to receive recognition. Deputy Director Nancy Walker recognized Venessa Bahr, 1 year, Child Support Officer, Redwood Falls; Mary Bose, (not present), 1 year, Public Health Nurse, Pipestone. Social Services Division Director Cindy Nelson recognized Sherri Pickthorn, 10 years, Social Services Supervisor, Marshall. Walker recognized Rhonda Lux, 15 years, Child Support Officer, Redwood Falls.

G. Financial-

Lisa DeBoer, Director of Business Management, came forward to present the December 2021 financials. The month of December started out with a beginning balance in checking of \$5,386,018 and ended at \$3,555,857. Based on the large amount in checking after receiving all of the remaining levy funding in the early part of the month, and discussion with the Lyon County Auditor-Treasurer, our fiscal host, we decided to purchase a 3-month CD for \$3,000,000 at .15 percent. This short-term CD will allow us a little higher return verses the .02 percent in savings. It will also mature by the end of March 2022 allowing use of the funds for operational activity in April and May. We ended December with an overall cash and investment balance of \$10,090,463. When excluding the designated funds, the ending balance for the month was \$8,761,657, which is up \$1,132,235 from last year at this time. The self-insurance fund was at \$1,025,248 as of the end of the month. The fund is down approximately \$106,987 from the prior year. As of today, that fund balance is \$914,225. Fund Balances: Fund 01 (PH) \$3,061,698, Fund 05 (HS) \$5,699,959. Looking at the numbers from a budget perspective for month end: Public Health was 11 percent OVER budget for revenues and 5 percent UNDER budget for expenditures. Overall, revenues exceeded expenditures by \$603,707. Human Services was 0 percent OVER/UNDER budget for revenues and 3 percent UNDER budget for expenditures. Overall, revenues exceeded expenditures by \$854,094. Agency wide revenues exceeded expenditures by \$1,457,802.

Motion by Sanow second by Wakefield: to forward the Financials to the Governing Board. The motion carried unanimously.

H. Caseload-

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

I. Discussion/Information-

1. Substance Use Disorder Program, Social Services Supervisor (Adults) Stacy Jorgensen and Social Worker (CPS) Heather Bruse came forward to discuss the Substance Use Disorder Program. DHS has gone through revisions on who can do assessments and how we can bill for treatment coordination services. As of July of 2022 chemical use assessments must be done by a licensed alcohol and drug counselor (LADC) to do assessments. Two assessors in the agency have LADC credentials, two others have gone through special training to do the case management services. Typical case load in Lyon County is about 450 assessments per year. Most assessments are court ordered, they call into the office and set up an assessment which by statute must take place within 20 days. Most assessments are scheduled within the week. Works with the courts, probation and adult mental health and with treatment facilities to transition clients back into the community and after-care with groups. Charges for the services are billed through the client's insurance. Court reports are provided to probation and the court system so they are aware the client is going through the system. The assessors also work closely with child protection, guardian ad litem and with the families. Treatment coordination can now be done longer term and there is a funding mechanism to cover the costs.

Circle of Hope Group covers the southern region area and is funded by the opioid grant with the primary goal to reduce out of home placement.

J. Decision Items -

1. Income Maintenance Policy 02-EA Policy

Deputy Director Walker came forward to discuss the income maintenance policy, the revision date should be dated today Jan. 19, not Jan. 29. There is one change to page 2 to put in the verbiage to state that the amount allowed for the personal needs allowance will be the amount allowed per the combined manual. This change is being made so changes to the amount will not have to be brought forward to the board each time there is an amount change.

Motion by Sanow second by Nath: to approve changes to the verbiage in the Income Maintenance Policy 02-EA Policy as presented. The motion carried unanimously.

Chairperson Wildermuth asked if there was anything further to bring to the Board. Hearing nothing, he adjourned the meeting at 9:50 am.

Approved Date 2/16/2022

Authorized *Dan Wildermuth*  
Chairperson, Human Services Board

*Joni Leacy*  
Recording Secretary, Human Services Board

Attest: *[Signature]*  
Director - Deputy