

**SOUTHWEST HEALTH AND HUMAN SERVICES
HUMAN SERVICES BOARD**

MINUTES

Date:	August 21, 2013	Opened:	9:00 am
Place:	Murray County Health and Human Services Building Conference Room Slayton, Minnesota	Adjourned:	9:35 am

The monthly meeting of the Human Services Board of Southwest Health and Human Services was held on Wednesday, August 21, 2013 in the conference room of the Murray County Health and Human Services building at 3001 Maple Road in Slayton, Minnesota. The meeting was called to order by Chairperson Jagt. The Pledge of Allegiance was said.

Members present:

- Marvin Tinklenberg
- William Johnson
- Bob Moline
- Gerald Magnus
- Rick Anderson
- Lois Schmidt
- Pam VanOverbeke
- Stephen Ritter
- Bob Jarchow
- Ron Boyenga
- Al Kokesch
- Priscilla Klabunde
- Carol Ann Flahaven
- Curt Blumeyer
- Joan Jagt

Member(s) absent:

- Butch Miller
- Richard Bakken

Guest:

- Bonnie Christiansen, U of M Extension, NEA

Staff present:

Chris Sorensen	Dale Hiland
Sherry Marks	Jenifer Klein
Ardis Henriksen	Karla Drown
Kathryn Herding	Stacey Longtin
Cindy Nelson	Anita Van Veldhuizen
Stacy Jorgensen	Marie Meyers
Kristin Deacon	Krista Kopperud
Carol Biren	Michelle Buysse
Nancy Walker	

Chairperson Jagt asked if there were any additions or deletions from the agenda for the meeting. There were none. She asked if any member of the Board wished to identify a conflict of interest. None were identified. She asked if there were any additions or corrections to the minutes of the July 17, 2013 meeting. It was requested that the name of Gerald Magnus be added to those in attendance and that the name Pam VanOverbeke be added to those absent. Johnson requested that on page 2, line 4 of the first full paragraph that the word treasurer be changed to auditor. Motion by Johnson and second by Boyenga: To approve the Consent Agenda with the corrections to the minutes of the July 17, 2013 as requested. The motion carried unanimously.

Chairperson Jagt asked Deputy Director Walker to come forward to present the Financial Report. She stated that this is the second month in a row during which receipts have been over \$3,000,000, which results in an increase in the

running balance of about \$1,000,000. In the area of investments, the yield for the Magic Fund continues to be very low. There will, in the near future, be a \$100,000 CD coming due and E.J. Moberg, the fiscal agent for the agency, is requesting direction from the Board on how they would like to see it handled. Deputy Director Walker pointed out that the Treasurer's Cash Trial Balance matches the agency's IFS report. At the end of July the Health Services fund was 13% over budget for revenues and 8% over for expenditures and the Human Services fund was 7% over budget for revenues and 2% over budget for expenditures. Deputy Director Walker stated that the agency is \$1,400,000 to the positive for its combined funds. When she had done a sneak peak at the financial activity for mid-month she found nothing out of the ordinary. In regards to the audit, they are patiently waiting for the final report. The findings have already been reviewed with the audit manager and staff had made their responses to those findings. Motion by Tinklenberg and second by Moline: To forward the Financial Report to the Governing Board for their approval. The motion carried unanimously.

Chairperson Jagt asked if there were any comments or questions in relation to the caseload numbers as presented on the agenda. There were none brought forward.

Director Sorensen stated that staff has worked more into the budget this year than before because, with added knowledge of agency wide needs, they were able to look into future needs. He stated that he does not see a lot of changes in program areas. There has been a 7.2% increase in total FTEs, with a projection of six (6) new FTEs in Human Services, and a 3% growth in salaries. Because of the unknowns involved with MNChoice it remains to be seen what the potential increase in revenues might be. There was a question about the large increase in the amount put down in the area of administrative overhead in the Income Maintenance fund. Director Sorensen stated that it is due to a realignment of administrative time spent in the various program areas to make the breakdown a more accurate picture. He asked Kathryn Herding, Income Maintenance Supervisor, and Cindy Nelson, Human Services Division Director, to come forward to talk about the probable personnel changes that will need to be made as a result of MNChoices. Kathy stated that the rollout is slated for October and Eligibility Workers are supposed to start their training next week but they still do not know what they will be trained on. What they do know is that there will be eight (8) weeks of training, the first four (4) of which they will be given homework to do in preparation for the webinars that will be held the fifth week and the last three (3) weeks they will be trained through the use of a virtual classroom. They have reviewed the changes that are being proposed, some of which will change what workers will be doing under the new program. Kathy then reported that the scanning project is scheduled to "go live" in Lyon and Rock Counties the day of the Board meeting. When the system is running the information will auto populate into the DHS forms so that everything is together to mail out. Cindy reported that the Social Workers have already started on their training, in preparation for the rollout, which is projected for April of 2014. Social Workers and Public Health Nurses will both need to go through a certification process. The evaluation that will be required for clients will be more comprehensive than what is now done. Director Sorensen reviewed how the proposed county tax levy was calculated, using three (3) years of SEAGR data. Motion by Anderson and second by Boyenga: To approve the 2014 preliminary budget as presented, setting the county tax levy at \$9,088,387, no increase over the 2013 levy. The motion carried unanimously.

Chairperson Jagt asked if there was anything more to come before the Human Services Board. Hearing nothing, she adjourned the meeting at 9:35 am.

Approved _____ Date

Authorized _____
Chairperson, Human Services Board

Recording Secretary, Human Services Board

Attest: _____
Director