

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

MINUTES

Date: February 20, 2013
Place: Lyon County Government Center
Commissioners' Rooms 1 & 2
Marshall, Minnesota

Opened: 9:00 am
Adjourned: 9:33 am

The monthly meeting of the Human Services Board of Southwest Health and Human Services was held on Wednesday, February 20, 2013 in Commissioners' Rooms 1 & 2 of the Lyon County Government Center at 607 West Main Street in Marshall, Minnesota. The meeting was called to order by Chairperson Jagt. The Pledge of Allegiance was said.

Members present:

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

Member(s) absent

Richard Bakken
Pam VanOverbeke

Staff present:

Michelle Buysse
Cindy Nelson
Nancy Walker
Marie Meyers
Carol Biren
Karla Drown
Dale Hiland
Jenifer Klein
Sherry Marks
Jason Kloss
Kristin Deacon
Kathy Herding

Chairperson Jagt asked Director Sorensen to give an explanation of the Board member designations. A handout giving detail from the Joint Powers Agreements was passed out. The membership of the Governing Board consists of two (2) commissioners from each county, one (1) to represent Health Services and one (1) to represent Human Services. The membership of the Human Services Board consists of two (2) commissioners from each county and one (1) lay member from each county. The membership of the Community Health Board consists of one (1)

commissioner from each county, unless a county has a population in excess of twice any other county, then that county will have two (2) commissioners. Alternates can be appointed for each commissioner on any of the Boards. All Board members are appointed by the county board for each member county. The need to re-evaluate the governance design was identified during the Strategic Planning session. Director Sorensen has talked to the state-local liaison at DHS about other possible governance models.

Chairperson Jagt requested that people introduce themselves and welcomed the new Board member from Redwood County.

Chairperson Jagt asked if there were any additions or deletions from the agenda for the meeting. There were none. She asked if any Board member needed to identify any conflict of interest. None were identified. She asked if there were any additions or corrections to the minutes from the January 16, 2013 meeting. Motion by Schmidt and second by Moline: To approve the Consent Agenda as presented. The motion carried unanimously.

Chairperson Jagt asked Deputy Director Walker to come forward to present the financial report. Deputy Director Walker stated that there had been three (3) meetings held with local banks to see if there is a better way to handle the agency investments. Another CD matured in early February, which was cashed in per instructions from the Chairperson for the Governing Board. Agency staff has been through the preliminary meeting with the audit manager for the audit of the agency's 2012 financial records. In reviewing the report sent out in the meeting packet, it was pointed out that the Health Services fund for January was 1% below budget for revenues and 1% below budget for expenditures and the Human Services fund was 4% below budget for revenue and 1% below budget for expenditures. When doing a quick review of the financials just before the meeting it showed that both funds were 5% below budget to date in February. Director Sorensen commented that the structure of the Office of the State Auditor is changing their business model by moving from a district manager to a local audit manager. Deputy Director Walker stated that staff has asked the auditor's office to look into the possibility of using digital or electronic signatures for payment approval for invoices, because many of the agency's supervisors work out of an office other than the Marshall location. Motion by Blumeyer and second by Magnus: To approve forwarding the Financial Report to the SWHHS Governing Board for final approval. The motion carried unanimously.

Chairperson Jagt asked if there were any questions or comments about the caseload report. Director Sorensen commented that the Board would notice a change in the numbers reported, which is due to the addition of two (2) counties. As we move into the upcoming months the Board will be able to see a truth comparison of caseload activity between months.

Chairperson Jagt invited the staff forward to share their success story. Director Sorensen asked Marie Meyers, Nursing Supervisor, and Dale Hiland, Social Services Supervisor, to come forward to report on agency involvement in response to a fire that took place in the Lakeside Manor apartment building in Redwood Falls. All of the residents of the building, which housed primarily elderly, mentally ill and developmentally delayed individuals, had been evacuated from the building and taken Redwood Falls Area Recreation Center. Marie reported that she had received a call at about 8:00 pm to come to the REC Center to help determine the immediate health needs of the residents, which were primarily to determine what their pm meds were or whether they needed a C-pap machine. Once it was determined what meds were needed they worked with a local pharmacist to decide how it could be decided if the meds were safe and the local police to retrieve the pills from the burned building. They then had to work with community partners to decide where the residents were going to spend the night. They sheltered thirteen (13) residents. The incident commander was the Chief of Police for Redwood Falls. The lessons learned were that we need community partners; need to maintain those relationships; and that it is important to have local contacts in each county. All of the community partners pulled together to help the residents needing assistance. It will be many months before the apartments will be ready for the residents to move back into, if they wish to go back to that location. Dale stated that he and Stacey Longtin, Social Services Supervisor, attended a couple of the meetings regarding the situation and agency customers. Dale commented that the Redwood County Human Services staff responded to the situation with little or no supervision, meeting the needs of the consumers. Moline commented on the good job done by staff.

Chairperson Jagt asked if there was anything more to bring before the Board. Hearing nothing, she adjourned the meeting at 9:33 am.

Approved _____ Date

Authorized _____
Chairperson, Human Services Board

Recording Secretary, Human Services Board

Attest: _____
Director