

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

MINUTES

Date:	July 17, 2013	Opened:	9:00 am
Place:	Public Health Conference Room Redwood Falls, Minnesota	Adjourned:	9:20 am

The monthly meeting of the Human Services Board for Southwest Health and Human Services was held on Wednesday, July 17, 2013 in the Public Health Conference Room at 266 East Bridge Street in Redwood Falls, Minnesota. The meeting was called to order by Chairperson Jagt. The Pledge of Allegiance was said.

Members present:

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

Member(s) absent:

- Bill Johnson
- Richard Bakken
- Gail Byers
- Pam VanOverbeke

Staff present:	Nancy Walker	Mandy Holzapfel
	Sherry Marks	Michelle Buysse
	Carol Biren	Ann Schiller
	Karla Drown	Lyn Rayburn
	Cindy Nelson	Dale Hiland
	Jenifer Klein	Michelle Salfer
	Stacy Jorgensen	Ardis Henriksen
	Kristin Deacon	Chris Sorensen
	Marie Meyers	

Chairperson Jagt asked if there were any additions or deletions from the agenda for the meeting. She stated that Moline had requested an addition under Discussion/Information – #1. Murray County – Gail Byers. Chairperson Jagt then asked if any Board member wished to identify a conflict of interest. None were identified. She asked if there were any additions or corrections to the minutes of the June 19, 2013 meeting. She pointed out that Curt Blumeyer needed to be added to the list of member absent from the meeting. Motion by Tinklenberg and second by Moline: To approve the Consent Agenda with the

addition to the meeting agenda and the correction to the minutes of the June 19, 2013 meeting as noted. The motion carried. Unanimously.

Chairperson Jagt asked Deputy Director Walker to come forward to give the financial report. Deputy Director Walker reviewed the Summary of Financial Accounts. She pointed out that the County Contribution figure does not include the money from Rock and Pipestone Counties. The Rock County money had been sent to Murray County and there is a new Auditor in Pipestone County whom staff is working with to get him trained in the process for payment of County Contributions. She pointed out that the cash balance matches the Treasurer's Cash Trial Balance. The month end standing of the funds was as follows: Health Services was 15% over budget for revenues and 5% over budget for expenditures and the Human Services was 1% over budget for revenues and 1% over budget for expenditures. Deputy Director Walker stated that staff is still waiting to hear the results of the audit. The Office of the State Auditor did reopen the audit to do more testing in the WIC program and Child Support program. When doing a mid-month check of revenues and expenditures for the funds she found that Health Services was 9% over budget in revenues and 2% over budget in expenditures and the Human Services fund was 3% over budget for revenues and 2% below budget for expenditures. She shared a new report format with the Board that shows dollar amounts rather than percentages and told the Board that if they would like to see the report in this format in the future they should let staff know. Motion by Anderson and second by Blumeyer: To forward the Financial Report to the Governing Board for acceptance. The motion carried unanimously.

Chairperson Jagt asked if there were any questions or comments regarding the caseload information on the agenda. There were none.

Director Sorensen stated that he would review each of the proposed policies on the agenda and they could be covered with one motion. Social Service Policy Number 12 – Fee: Detoxification is revised to remove old state statute language and to insert the agency name rather than having a list of county names. Social Services Policy 15 – Waivered Services is revised to change to the current program acronym plus the addition of language to bring the policy up to the current practice. Social Service Policy 31 – Home and Community Based Waiver (HCBS) Consumer Directed Community Support (CDCS) Services is a new policy which sets up the process for contracting with providers for consumers who choose the CDCS Services option during their screening process. Social Services Policy Number 32 – Consumer Support Grant is a policy that encourages the agency to use a community based model. Social Services Policy Number 33 – CAC, CADI, and BI Waivered Services establishes the process for resource management related to the process of selecting consumers who will receive CAC, CADI and BI Waivered Services. If the agency exceeds the allocation from DHS the funding has to come out of county dollars. Social Services Policy Number 34 – Investigation; Maltreatment of a Vulnerable Adult sets up the process that the agency will use to investigate reported cases of maltreatment. Schmidt stated that it would be helpful if the policies would spell out words rather than use acronyms within a policy. Miller asked if Policies #32, #33 and #34 were new policies. Director Sorensen stated that they are. Motion by Schmidt and second by Miller: To approved the revisions to Social Service Policy Number 12 – Fee: Detoxification and Social Services Policy 15 – Waivered Services and the approval of Social Service Policy 31 – Home and Community Based Waiver (HCBS) Consumer Directed Community Support (CDCS) Services, Social Services Policy Number 32 – Consumer Support Grant, Social Services Policy Number 33 – CAC, CADI, and BI Waivered Services and Social Services Policy Number 34 – Investigation; Maltreatment of a Vulnerable Adult as presented. The motion carried unanimously.

Chairperson Jagt asked Moline to address the announcement from Murray County. Moline stated that Gail Byers, lay representative to the Human Services Board, has resigned her position. The Murray County Board had accepted her resignation and the County is going to advertise for a person to fill the position.

Chairperson Jagt asked if there was anything more to bring before the Board, hearing nothing she adjourned the meeting at 9:20 am.

Approved _____ Date

Authorized _____
Chairperson, Human Services Board

Recording Secretary, Human Services Board

Attest: _____
Director