



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

**MINUTES**

Date: August 19, 2015  
Place: Lyon County Government Center  
Commissioners' Rooms 1 & 2  
Marshall, Minnesota

Opened: 9:00 am  
Adjourned: 9:55 am

The monthly meeting of the Human Services Board for Southwest Health and Human Services was held on Wednesday, August 19, 2015 in Commissioners' Rooms 1 & 2 of the Lyon County Government Center at 607 West Main Street, Suite 200 in Marshall, Minnesota. The meeting was called to order by Chairperson Magnus. The Pledge of Allegiance was said.

Members present:

- Jeane Anderson
- Rick Anderson
- Ron Boyenga
- Joan Jagt
- Priscilla Klabunde
- Gerald Magnus
- Bob Moline
- Les Nath
- Stephen Ritter
- Jim Salfer
- Lois Schmidt
- Sherri Thompson
- Marvin Tinklenberg
- Mic VanDaVere
- Pam VanOverbeke
- Dan Wildermuth

Member(s) absent: Carol Ann Flahaven

Guests present: Melody Caron  
E.J. Moberg

Staff present:

Jennifer Beek	Karla Drown
Ardis Henriksen	Rachel Higgins
Stacy Jorgensen	Jenifer Klein
Rebecca Kleinhuizen	Krista Kopperud
Tammy Markus	Marie Meyers
Cindy Nelson	Lisa Schardin
Chris Sorensen	Corrie Vollmer
Nancy Walker	

**C. Consent Agenda –**

1. Chairperson Magnus asked if there were any deletions or additions to the meeting agenda. There were none.
2. Chairperson Magnus asked if any member of the Board had a conflict of interest to report. None were identified.

3. Chairperson Magnus asked if there were any additions or corrections to the minutes from the July 15, 2015 meeting. Tinklenberg asked that he be taken from the present list and placed on the absent list. The change will be made before signature.

Motion by Tinklenberg and second by Moline: To approve the Consent Agenda, with the correction to the minutes of the July 15, 2015 meeting. The motion carried unanimously.

**D. Financial –**

Chairperson Magnus asked Karla Drown, Fiscal Manager, to come forward to present the financial report. Karla stated that she had asked E.J. Moberg, Lyon County Auditor/Treasurer and fiscal agent for the agency, to come to the meeting to review the investment options. He stated that he had spoken with the investment rep at Wells Fargo and been told that there are two options to choose from. The first option would be to purchase a callable product. There are two (2) CDs available at 2.0% interest. The amount would need to be split to stay under the amount that is protected by the FDIC. One CD would be for six (6) months, after which it would be monthly. The other CD would be for one (1) year, after which it would be monthly. The other callable possibly is an agency investment, such as with Freddie Mack, for 2% which would be callable quarterly and is usually called sometime in the six to nine month range. The second option to consider is non-callable and would be CDs for 5 years at 2.35%, 4 years at 2.1%, 3 years at 1.753%, 2 years at 1.25% or an agency investment at 1.3%. Moline pointed how that this money being considered for investment is the funds that were reported on at the July 2015 meeting. After discussion about the merits of the various options, motion by Klabunde and second by Jagt: To move the decision forward to the Governing Board with the recommendation to invest the money in two (2) callable CDs. The motion carried unanimously.

Karla reviewed the Summary of Financial Accounts Report. The Agency Health Insurance fund is still in the negative, a deficit of \$178,000, as of the beginning of the day. There will be more information about insurance reported on the agenda during the Governing Board meetings. Moline commented that this had been discussed during the audit conversation with the State Auditor's office. Karla stated that the Health Services Fund is 3% over budget in revenues and 2% over budget in expenses and the Human Services Fund is 1% below budget in revenues and 2% over budget in expenses. Motion by Nath and second by Thompson: To move the financial report forward to the Governing Board for approval. The motion carried unanimously.

**E. Caseload –**

Chairperson Magnus asked if there were any comments or questions regarding the caseload reports. Director Sorensen pointed out that there continues to be a slight down tick in the number of Out-of-Home placements.

**F. Decision Items –**

1. Director Sorensen reviewed the proposed budget for 2016. He stated that the information provided is taken from the IFS system and reformatted for ease in reading. The proposed budget accounts for 6 new FTEs in Social Services, primarily using the funds allocated by legislation regarding Child Protection Services. A source of funding from DHS that is not being fully utilized is the money received from random moments. That system needs to be improved because eligible staff positions are being missed in the process, as well as the times of day that the random moments are being sent out, which is not always during work times, for example before 8:00 am or over the traditional lunch time. The work done with the labor unions to adjust agency salaries necessitated the need to request an increase in the county tax levy, of 4%. This is a significant increase but is for a one-time fix on salary adjustments. There was a request that the Board be provided with a printout that gives the breakdown for each county. That will be provided after the break. Motion by Ritter and second by Nath: To move the proposed budget forward to the Governing Board for consideration with the 4% tax levy increase for a total tax levy of \$9,546,442.00. The motion carried unanimously.

**G. Discussion/Information –**

1. Director Sorensen stated that with changes to the Vulnerable Children and Adults Act the Board Chair is being asked to sign the amendment to certify the changes and how the agency will be spending the

funds received. This is an attachment to the program plan. Motion by Anderson and second by Boyenga: To authorize the Board Chair's signature on the Vulnerable Children and Adults Act amendment. The motion carried unanimously.

2. Director Sorensen stated that he is on a state committee, with other colleagues, who are working with the business architecture group at DHS to improve technology at the state level. He has been invited to go with the group to a technology conference in Philadelphia, PA. The conference is for two (2) days, after which they will go on to Washington DC to see a demonstration of the proposed software.

Chairperson Magnus asked if there was anything further to bring to the Board. Hearing nothing he adjourned the meeting at 9:55 am.

Approved \_\_\_\_\_ Date

Authorized \_\_\_\_\_  
Chairperson, Human Services Board

\_\_\_\_\_  
Recording Secretary, Human Services Board

Attest: \_\_\_\_\_  
Director