



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

**MINUTES**

Date: May 20, 2015  
Place: Lyon County Government Center  
Commissioners' Rooms 1 & 2  
Marshall, Minnesota

Opened: 9:00 am  
Adjourned: 9:30 am

The monthly meeting of the Human Services Board for Southwest Health and Human Services was held on Wednesday, May 20, 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
- Carol Ann Flahaven
- 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

Staff present:

Carol Biren	Nancy Boeck
Michelle Buysse	Kristin Deacon
Karla Drown	Alicia Eliason
Ardis Henriksen	Dale Hiland
Stacy Jorgensen	Jenifer Klein
Troy Knakmuhs	Stacey Longtin
Sherry Marks	Marie Meyers
Cindy Nelson	Jodi Robinson
Chris Sorensen	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 April 15, 2015 meeting.

Motion by Ritter and second by Tinklenberg: To approve the Consent Agenda as presented. The motion carried unanimously.

**D. Financial –**

Chairperson Magnus asked Karla Drown, Accounting Supervisor, to come forward to present the Financial Report. Karla reviewed information about the agency cash balance. She stated that at the time the report was printed four (4) of the counties had submitted their quarterly contributions for the Health Services side and the other two (2) have come in since. The insurance fund is currently in the negative. She and Deputy Director Walker recommend that the Board wait until June to determine whether or not to transfer funds to the insurance fund. The Health Services fund was 1% below budget for revenues and at budget for expenditures and the Human Services fund was 17% below budget for revenue and at budget for expenditures. The first half of the county contributions for the Human Services side most likely will be received during the end of May through June. Motion by Nath and second by Boyenga: 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 questions or comments regarding the caseload numbers. Director Sorensen stated that the number of children in out-of-home placement continues to go up. There is a heightened awareness of child protection issues across the state so the agency will need to be very aggressive in drawing top talent to work with child protection programs. It was stated that it would be helpful to work with students in Social Work training programs to help them become aware of what to expect in the work field.

**F. Decision Items –**

1. Director Sorensen stated that the only revisions to the Income Maintenance Policy Number 4 – Limited English Proficiency Plan was to update agency contact information. He asked that the Board approve the revised policy. Motion by Moline and second by Wildermuth: To approve the Income Maintenance Policy Number 4 – Limited English Proficiency Plan as revised. The motion carried unanimously.

**G. Discussion/Information –**

1. Chairperson Magnus invited staff to come forward to report on MNChoices. Dale Hiland, Jenifer Klein and Stacey Longtin, Adult Social Services Supervisors, and Marie Meyers, Nursing Supervisor, came forward to update the Board on the MNChoices program. Jenifer gave some background for the program and that staff had begun doing assessments on new clients during July, 2014. The assessments take from five (5) to ten (10) hours to complete. It is expected that staff will begin doing the reassessments on all clients during September 2015. Marie explained the qualifications to become an assessor. You need to be a Social Worker or Public Health Nurse with a bachelor degree and one (1) year of community services or a Register Nurse with two (2) years of community service. To be certified as an assessor staff needed to complete a number of modules and pass the tests on each module. Once a staff member is certified they need to have the time to do the assessment plus complete the necessary paperwork. A proposal to do a Quality Improvement project to determine if the agency should have an assessment team has been approved by the Quality Council. Dale reported that Rule 185 is a program that throws a “wrench” into the system, because for that program the determination must be made by a Social Worker. Stacey, who supervises Social Workers who work with the over 65 group, stated that if the client is on managed care they do not follow the same requirements. The team needs to work out how to function within the MNChoices program. The MNChoices team meets monthly to work through issues that come up. The assessment must be done in the county in

which the client resides. The original theory was to have clients assessed only once and not by every program they qualify for. A MNChoices assessment is available to anyone who requests one be done.

Chairperson Magnus asked if there was anything further to be brought to the Board. Hearing nothing he adjourned the meeting at 9:37 am.

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

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

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

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