



SOUTHWEST HEALTH AND HUMAN SERVICES
HUMAN SERVICES BOARD

MINUTES

Date: December 20th, 2017
Place: Lyon County Government Center
Commissioner Room
Marshall, Minnesota

Opened: 9:00am
Adjourned: 9:39am

The monthly meeting of the Human Services Board for Southwest Health and Human Services was held on Wednesday, December 20th, 2017 in the Commissioners room of the Lyon County Government Center at 607 West Main Street, Suite 200 in Marshall, Minnesota. The meeting was called to order by Chairperson Nath. The Pledge of the Allegiance was said.

Members present:

- Jeane Anderson
- Rick Anderson
- Dave Forkrud
- James Jens
- Gerald Magnus
- Les Nath
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Steve Schulze
- Sherri Thompson
- Mic VanDeVere
- Pam VanOverbeke
- Dan Wildermuth

Members absent:

- Ron Boyenga
- Greg Burger
- Carol Flahaven
- Corey Sik

Staff present:

- Jennifer Beek
- Carol Biren
- Michelle Buysse
- Kristin Deacon
- Dale Hiland
- Gail Bilen
- JoAnne Brisk
- Monica Christianson
- Karyn Groenewold
- Stacy Jorgensen

Sarah Kirchner	Jenifer Klein
Krista Kopperud	Stacey Longtin
Marie Meyers	Cindy Nelson
Tanlee Noomen	Danielle Ogren
Ann Orren	Michelle Salfer
Michelle Schuelke	Nancy Walker
Beth Wilms	

C. **Consent Agenda-**

Chairperson Nath asked if there were any additions to the agenda. There were none. Nath asked if anyone had a conflict of interest to identify. None were identified. He asked if there were any correction or additions to the minutes of the November 15th, 2017 meeting. Motion made by VanDeVere, second by Sanow: to approve the complete consent agenda as presented. The motion carried unanimously.

D. **Introduce New Staff -**

None

E. **Employee Recognition –**

Chairperson Nath asked Commissioner Magnus to do staff recognitions with Director Wilms. Danielle Ogren, 1 year, Child Support Officer, Marshall; Michelle Schuelke, 1 year, Public Health Nurse, Marshall; Jane Evans, 10 years, Support Enforcement Aide, Marshall; Susan Lingen, 25 years, Social Worker, Pipestone.

F. **Financial-**

Sarah Kirchner, Fiscal Manager, came forward to give the monthly report. The month of November started out with a beginning balance in checking of \$1,033,115 and ended at \$1,576,084 with no transfers made to or from savings. The month of October ended with a balance of \$1,310,915 in the Bremer savings account and \$75,222 in the Great Western Bank savings account. The overall ending cash balance was \$2,962,222. Our average balance for the last 2 years at this time is \$3,262,757 and we ended Nov. 2017 at about \$600,000 less than where we ended Nov. 2016. The self-insurance fund was at \$665,075.30 as of November 30th, 2017. As of today the fund balance is \$ 598,878.00. Ending November 2017, Public Health was 2% under budget for revenues and 1% over budget for expenditures. Year to date Revenues are \$3,464,170.98 and expenses are at \$3,599,781.28 with a net of (\$135,610.30). Human Services was 9% under budget for revenues and 2% over budget for expenditures. Year to date Revenues are \$21,555,221.35 and expenses are at \$24,477,202.30 with a net of (\$2,921,980.95). Motion made by Magnus second by Anderson: To forward the financials to the Governing Board. Motion carried unanimously.

G. **Caseload-**

Chairperson Nath asked if there were any comments or concerns about the caseload. None were stated.

H. **Discussion/Information**

1. Director Wilms asked Gail Bielen, Licensing Supervisor, and Karyn Groenewold, Case Aide Licensing, to come forward and present to the Board. Gail started by giving the Board members current totals of providers. Family Child Care has 260 providers, Lincoln 22, Lyon 104, Murray 20, Pipestone 33, Redwood 45, and Rock 36; Child Foster Care has 46 providers, Lincoln 2, Lyon 21, Murray 4, Pipestone 4, Redwood 10, and Rock 5; Adult Foster Care Lincoln, Lyon, Murray has 44, Pipestone/Rock have 17, and Redwood has 24. Relative Foster Homes approximately 10 to 15 total. The Licensing department spends a lot of time recruiting families for Foster Care Parents. When choosing Foster families they use various criteria such as background studies, chemical use in the home, how they interact with their own children own children. Gail explained that we place the child in the best home for them not the best child for the Foster home. We are in constant support of Foster care families because often the children come from troubled homes or situations. There is also an increase in the number of relative homes that are getting licensed. These are the homes that have some relations to the child being placed. These families also have to be finger printed for a background check. Everyone in the house 13 and older need to have this done. We used to be able to give the families cards to have done at the local law enforcement but now it has to be done electronically. There is only four locations in our area that have the ability to do it and they have limited hours. Southwest Health and Human Services purchased an electronic finger print machine. Gail introduced Karyn to speak about the finger printing machine that's helps speed up the application process. Karyn explained that by having his machine we can meet clients in their homes or they can come into the office. Parents don't have to pull their children out of school just for fingerprinting. We can get results back between 24-72 hours after completion. It cost the family \$9.60 instead of the \$15-20 at law enforcement centers. Gail also talked about the shortage of Daycares in the area. She explained that with area school systems starting pre-school so young it has really taken a toll on our Daycare providers.


I. **Decision Items**

1. Director Wilms stated that with the direction of the Board we wanted to come with a very realistic 2018 budget. The financial team came together one last time in December to get some final figures together. Looked into some historical expenses and also considered our fiscal year versus the Federal Fiscal year. We will continue to track our expenses and revenues very closely. Also, we continue to watch the agency billing to ensure we are receiving all the revenue we should be getting. Motion made by Sanow second by Anderson: To move the 2018 Budget to the Governing Board. Motion carried unanimously.

Chairperson Nath asked if there was anything further to bring to the Board. Hearing nothing, he adjourned the meeting at 9:39am.

Approved Date 1-17-18

Authorized 
Chairperson, Human Services Board


Recording Secretary, Human Services Board

Attest: 
Director