



SOUTHWEST HEALTH AND HUMAN SERVICES  
HUMAN SERVICES BOARD

MINUTES

Date: January 17, 2018  
Place: Lyon County Government Center  
Commissioners Room  
Marshall, Minnesota

Opened: 9:00am  
Adjourned: 9:44am

The monthly meeting of the Human Services Board for Southwest Health and Human Services was held on Wednesday, January 17th, 2018 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 Director Beth Wilms. The Pledge of Allegiance was said.

Members present:

- Jeane Anderson
- Rick Anderson
- Greg Burger
- Carol Ann Flahaven
- Dave Forkrud
- Lori Gunnink
- James Jens
- Les Nath
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Sherri Thompson
- Mic VanDeVere
- Dan Wildermuth

Members absent:

- Ron Boyenga
- Gerald Magnus
- Steve Schulze
- Pam VanOverbeke

Staff present:

Carol Biren	Monica Christianson
Karri Harvey	Sarah Kirchner
Jenifer Klein	Krista Kopperud
Lori McGee	Cindy Nelson
Tanlee Noomen	Renae VanGelderren
Nancy Walker	Beth Wilms

**C. Election of Officers-**

Director Wilms called for nominations for the position of Chairperson for the SWHHS Governing Board. Motion by VanDeVere second by Sanow: To nominate Gerald Magnus to the position of SWHHS Governing Board. Director Wilms called for any additional nominations, none given. The motion carried unanimously.

Director Wilms called for nominations for the position of Vice-Chair for the Governing Board. Motion by Anderson and second by Wildermuth: To nominate Charlie Sanow for the position of Vice-Chair of the Governing Board. Director Wilms called for any additional nominations, none given. The motion carried unanimously.

Director Wilms turned the meeting over to Vice Chairperson Sanow.

Vice Chairperson Sanow called for nominations for the position for Chairperson for the Human Services Board. Motion by Anderson second by Wildermuth: To nominate Les Nath for the position of Chairperson for the Human Services Board. Vice Chairperson Sanow called for additional nominations, none given. Motion made by Thompson: To close nominations and to cast a unanimous ballot for Les Nath for the position of Chair of the Human Services board Motion carried unanimously.

Vice Chairperson Sanow called for nominations for the position for Vice Chairperson for the Human Services Board. Motion by VanDeVere second by Forkrud: To nominate Corey Sik for the position of Vice Chairperson for the Human Services Board. Vice Chairperson Sanow called for additional nominations, none given. Motion made by Anderson: To close nominations and to cast a unanimous ballot for Corey Sik for the position of Vice Chair of the Human Services board Motion carried unanimously.

Vice Chairperson Sanow called for nominations for the position for Chairperson for the Community Health Board. Motion by VanDeVere second by Nath: To nominate Sherri Thompson for the position of Chairperson for the Community Health Board. Vice Chairperson Sanow called for additional nominations, none given. Motion made by Salfer second by Gunnick: To close nominations and to cast a unanimous ballot for Sherri Thompson for the position of Chair of the Human Services board Motion carried unanimously.

Vice Chairperson Sanow called for nominations for the position for Vice Chairperson for the Community Health Board. Motion by Anderson second by Thompson: To nominate Jim Salfer for the position of Vice Chairperson for the Community Health Board. Vice Chairperson Sanow called for additional nominations, none given. Motion made by Wildermuth second by VanDeVere: To close nominations and to cast a unanimous ballot for Jim Salfer for the position of Vice Chair of the Community Health board Motion carried unanimously.

**D. Consent Agenda –**

Chairperson Nath asked if there were any additions to agenda, none given. No conflict of interest. Motion by Salfer second by Anderson: To approve the complete consent agenda as presented. The motion carried unanimously.

**E. Introduce New Staff:**

None

**G. Financial –**

The month of December started out with a beginning balance in checking of \$1,576,084 and ended at \$1,797,574. Having received all of the 2<sup>nd</sup> half of county levy dollars I moved \$2,500,000 from checking to savings on Dec. 5<sup>th</sup> so the \$5,349,373 in disbursements does include this funds transfer. We ended December with an overall cash balance of \$5,684,747 including the funds in savings. When excluding any designated funds the ending available balance for the month was \$4,744,689. The self-insurance fund was at \$753,857 as of December 31<sup>st</sup>, 2017. As of today that fund balance is \$616,964.00. Ending December 2017, Public Health was 3% under budget for revenues and on budget for expenditures. Year-end revenues are \$3,734,892.50 and expenses are \$3,870,346.78 with a net of (\$135,454.28). Human Services was 1% over budget for revenues and 2% over budget for expenditures. Year-end revenues are \$26,403,507.53 and expenses are \$26,667,776.14 with a net of (\$264,268.61). 2017 - over budget by (\$399,722.89). 2016 – over budget by (\$1,365,512.82). 2015 – over budget by (\$1,439,673.29). Sarah asked if the new format was accurate for the Board, they approved. Sarah then mentioned things to watch for next year. Fund totals are not to go negative and Fund 5 has been negative in 2016 & 2017. Pg 3 of Treasurer's Cash Trial Balance Report. This will be a written finding in the audit. Auditors want to see 8 to 10 million in reserves consistently. This would be anything in excess of the 1.5 to 2 million kept in checking on average. Motion by Wildermuth second by Jens: To move the financials to the Governing Board. Motion carried unanimously.

**H. Caseload –**

Chairperson Nath asked if there were any comments or concerns about the caseload. Director Wilms stated she thought everything was pretty consistent with nothing to raise any level of concern.


**I. Discussion/Information –**

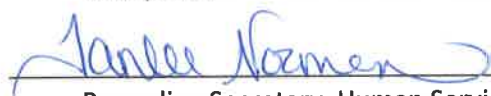
Krista Kopperud, Agency Planner, and Sarah Kirchner, Fiscal Manager, came forward to talk about the SEED Program experience. Krista started by explaining what the 9 month program entailed. There were 22 staff involved that ranged across counties in various departments. We worked with University of Minnesota Extension to help facilitate the educational speakers. There were nine different educational pieces that helped the cohort enhance their leadership experience. Sarah Kirchner, who was a SEED Program participant, shared her experience with the program. Sarah really enjoyed learning her strengths and weakness. The U of M Extension supplied them with tools to help work as a leader such as the book Strengths and Leadership, Critical Thinking, and Facilitating at a Glance. Over all Sarah had a great experience and recommends co-workers to apply to the next cohort. Commissioner Anderson, Commissioner Thompson, and Commissioner Wildermuth were able to attend the SEED graduation and had positive statements about their experience with that as well.


J. **Decision Items –**  
No items on the agenda

Chairperson Nath asked if there was anything further to bring to the Board. Hearing nothing, he adjourned the meeting at 9:44am.

Approved Date 2-21-18

Authorized   
Chairperson, Human Services Board

  
Recording Secretary, Human Services Board

Attest:   
Director