



SOUTHWEST HEALTH AND HUMAN SERVICES  
ANNUAL PLANNING MEETING

MINUTES

Date: July 18, 2018

Place: Lyon County Government Center  
Commissioner Room  
Marshall, Minnesota

Opened: 1:00pm

Adjourned: 2:14pm

The Annual Planning Meeting for Southwest Health and Human Services was held on Wednesday, July 18th, 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 Wilms.

Members present:

Rick Anderson  
Charlie Sanow  
Les Nath  
Greg Burger  
James Jens  
Gerald Magnus  
Jim Salfer

Staff present:

Cindy Nelson	Sarah Kirchner
Karri Harvey	Carol Biren
Monica Christianson	Krista Kopperud
Beth Wilms	Nancy Walker

1. Discussion on agency goals and strategies for the coming one or more years. Decision to (1) continue on the path to become fiscally sound, continuing on the path we are on, and continue to be planful and judicious. (2) Re-establish adequate reserves; (3) evaluate the programs and staff for supervisors- making sure the program is a viable program, etc. How are the other counties doing, and what services are we not providing in our areas that we could be, to have options closer to home- internal and external. (4) Be the best employer in our region. SWHHS wants to have excellent retention rates and stay very transparent to staff. (5) Try and close gaps in services we provide.

2. Conversation held on the 2017-2018 planning and budgeting. Director Wilms came to agency during the planning and budgeting time for 2018. 2018 showed improvement and we have been working hard to have our revenues exceed expenditures.


3. Discussion about the 2019 budget is as follows: procedurally SWHHS is over-estimating expenditures and underestimating the revenue. There are many unexpected costs such as Out of Home Placements in which we have little control but we are financially responsible. Public Health generally does not get their notice of allocations or grants until September, so we are also estimating that income. Currently at this date, we are \$1 million over budget for 2019. This figure includes a 7% levy. We are trying to be realistic with this budget, and are considering that it is volatile and some expenses we do not have control over. There are four open positions that are included in the 2019 budget. Total expenses estimated for the 2019 budget is 34 million, with 3 million of that allocated to Public Health. Krista Kopperud is working on the Strategic Plan, and looking at ways of bringing training "in-house". Kopperud is also working on the Public Health accreditation, and is hopeful that will be completed in 2020/2021. Krista is completing the first annual report for SWHHS, and hopes to have that completed in September.

4. The committee briefly reviewed policies that were either established or modified in 2018. There are a couple policies that are currently being worked on, such as a fiscal policy and alcohol/drug testing policy. If there are costs to the drug/alcohol testing it should also be reflected within the 2019 budget.

5. Due to the bylaws being established in December of 2017, it was decided to look at them at the next annual meeting to see if there needs to be any changes. Once this happens, Bill Toulouse will review them as well. There was discussion about having a personnel subcommittee of the board to look at items such as leave without pay, personnel issues and personnel policies as a team approach is always best. Currently Nancy Walker, Beth Wilms and Jodi Robinson all review these - this could be put in place within the bylaws. It was decided that at the August 2018 board meeting, establishment of a Personnel Committee should be discussed or formed.

Director Wilms asked if there was anything further to bring to the forward. Hearing nothing, she adjourned the meeting at 2:14pm.

Approved Date 8/15/18  
Authorized   
Chairperson, Governing Board

  
Recording Secretary, SWHHS

Attest:   
Director