



SOUTHWEST HEALTH AND HUMAN SERVICES  
COMMUNITY HEALTH BOARD

MINUTES

Date: August 15th, 2018

Opened: 9:02am

Place: Lyon County Government Center

Adjourned: 10:16am

Southwest Health and Human Services Conference Room 1 & 2  
Marshall, Minnesota

The monthly meeting of the Community Health Services Board for Southwest Health and Human Services was held on Wednesday, August 15th, 2018 in the Southwest Health and Human Services Conference 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 Vice Chairperson Salfer. The Pledge of the Allegiance was said.

Members present:

Jeane Anderson  
Rick Anderson  
Greg Burger  
Dave Forkrud  
James Jens  
Les Nath  
Jim Salfer  
Charles Sanow  
Corey Sik  
Mic VanDeVere  
Pam VanOverbeke  
Dan Wildermuth

Members absent:

Carol Flahaven  
Gerald Magnus  
Lois Schmidt  
Steve Schulze  
Sherri Thompson

Guest present:

Dr. Meister

Staff present:

Becca Baumann                      Carol Biren  
Megan Boerboom                  JoAnne Brisk

Monica Christianson	Karri Harvey
Stacey Jorgensen	Sarah Kirchner
Krista Kopperud	Marie Meyers
Cindy Nelson	Tanlee Noomen
Ann Schiller	Darcy Tribble
Nancy Walker	Beth Wilms

**C. Consent Agenda-**

Vice Chairperson Salfer asked if there were any additions to the agenda. Motion made by Burger second by Wildermuth: To approve the complete consent agenda as presented. Motion carried unanimously. Salfer 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 July 18th, 2018 meeting. Motion made by Forkrud second by Nath: To approve the minutes as presented. The motion carried unanimously.

**D. Introduce New Staff:**

None

**E. Employee Recognition:**

Vice Chairperson Salfer asked Commissioner Jens to help present the years of services awards. Mikaela DuFrane, 1 year, Social Worker, Marshall; Jennifer Nelson, 1 year, Public Health Educator, Slayton; Megan Boerboom, 5 years, Circle Coordinator, Marshall; Holly Louwagie, 5 years, Social Worker, Marshall; Brenda Rothmeier, 5 years, Social Worker, Redwood; Darcy Tribble, 30 years, Child Support Officer, Redwood.

**F. Financial –**

Sarah Kirchner, Fiscal Manager, and Director Wilms, came forward to share the financials with the Board members. The month of July started out with a beginning balance in checking of \$3,578,167 and ended at \$2,632,193. On 7/18/18 I moved \$1,000,000 from checking to savings. We ended July with an overall cash & investment balance of \$6,033,326. When excluding the designated funds, the ending balance for the month was \$5,173,866. Fund 01 (PH) \$1,656,127 - Fund 05 (HS) \$2,517,739. The self-insurance fund was at \$6, 93,431.75 as of July 31<sup>st</sup>, 2018. As of today that fund balance is \$ 896,618.91. Ending July Public Health was 2% over budget for revenues, and on budget for expenditures. Year to date revenues are \$2,294,900.51 and expenses are \$2,188,318.13 with a net of \$106,582.38. Ending July Human Services was on budget for revenues and 1% under budget for expenditures. Year to date revenues are \$15,444,188.54 and expenses are \$15,122,061.39 with a net of \$322,127.15. Overall the revenues are exceeding expenditures by \$428,709.53 ending July. Overall the expenditures exceeded revenues by (\$144,637.37) in June of 2017. This is a swing of over 573K to the good comparing July 2017 to July 2018. Motion made by Sanow second by Nath: To forward the financials to the Governing Board. Motion carried unanimously.

Director Wilms updated the Board on their directive of 100% time reporting. She recognized staff for all their hard work trying to accomplish this task.

G. **Caseload-**

Vice Chairperson Salfer asked if there were any comments or concerns regarding the caseload. There were none.

H. **Discussion/Information-**

1. Director Wilms asked that Marie Meyers, Adult Nursing Supervisor, come forward to talk with the Board on Disease Prevention & Control. Disease Prevention and Control has really been a core function of Public Health since it has begun and continues to be that way. Southwest Health and Human Services provides immunization for children ages zero to eighteen that do not have a pay source. We do encourage people with a pay source to use the clinics but last year we did administer 677 immunization shots. The vaccine is provided through the state at no cost to us. We do not charge for the vaccine itself but for the service of administering the vaccine. We are not allowed to not administer a vaccine if the client is unable to pay but we do ask for any donation they can give to help cover the cost. We also do have a selection of immunizations for adults as well that are provided by the Minnesota Department of Health. The immunization team also teaches immunization performance in clinics for their storage and handling. Immunization are a lifelong process and prevention is the key to stopping the spread of disease. The other part of Meyer's staff also works with Disease Control. Disease such as Pertussis, Salmonella, and E. Coli are handled mainly by MDH. We do assist in getting samples for them but they take the lead on the investigation of those diseases. The one disease we take the lead on is Tuberculosis, which is spread through inhalation. There are two kinds of Tuberculosis, one is active and the other is latent. Meyers talked about the Active Tuberculosis first. When we receive a call of an Active Tuberculosis case our nurse goes out to the home to provide an assessment with appropriate protective equipment to ensure they don't spread the disease. MDH then provides us with medication that our nurses have to go to the home and watch the client take for six months. They also do an investigation of who that person had been in contact with when they were contagious. We conduct interviews, administer testing, and if positive line up chest X-rays. The team mainly consists of Ann Abraham, Dawn Jenniges, and Renae VanGelderren. Christine Blomme and Melissa Kidrowski also help up when needed. The Latent Tuberculosis cases are when they client has the disease in their lungs but it is encapsulated and they can't transmit it to anybody else. In those cases the client come in one a month for 9 months and take their medication. At that time we talk about symptoms and any side effects they might have. We get very little from the State to refund us with this so we mainly use our Local Public Health grant.

2. Dr. Steven Meister came for to talk about the new Meningitis Type B vaccine. There have not been any outbreaks lately. This vaccine is given to people who are at risk recommended by the Center of Disease Control (CDC). This vaccine can make you really sore maybe a headache or fever. Dr. Meister thanked Marie Meyers on her team for the job well done.

I. **Decision Items-**

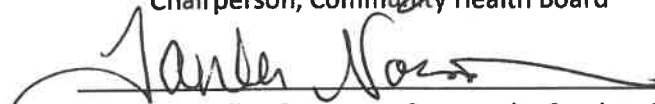
1. Director Wilms and Sarah Kirchner, Fiscal Manager, discussed the 2019 Human Services Budget with the Board. Kirchner explained to the Board that in 2018 they did not budget for the

1% personnel wage increase. In 2019 they had to include that 1% plus another 1.5% that came from negotiations. Also in the personnel expense was some employees that will be ending their one year probation and receiving their 1% increase. We were able to decrease the budget in office supplies and staff training considerably. There is a formula used based on FTE's to split the agencies over all expenses such as copiers and that split is 16% Public Health and 84% Human Services. Sarah then discussed the Revenue Budget with the Board. Kirchner then requested that the Board approve an increase in the per capita amount to \$13.25, an increase of \$1, which would balance the budget. There was discussion between Board members and Community Health Supervisor, Carol Biren, on ideas to reduce the expenses. Director Wilms stated that we are indicating is that this is just preliminary and can be decreased. As of right now this 1% gets the budget balanced and doesn't garnish any reserves which is the directive of the Board. We are continuing to have conversations on how to reduce expenses from today until the December 19<sup>th</sup>, 2018 when we finalize our budget. Commissioner Anderson stated he would like to see at least 25 cents of that dollar go into reserves. Motion made by Anderson second by VanDeVere: To approve the proposed budget with and increase per capita payment to \$13.25, equaling \$1,004,615.00, and to move it forward to the Governing Board with recommendation. The motion carried unanimously.

Vice Chairperson Salfer asked if there was anything further to bring to the Board. Hearing nothing else motion made by Wildermuth second by Sanow: To adjourn the meeting at 10:16 am. Motion carried unanimously.

Approved Date 9/19/18

Authorized   
Chairperson, Community Health Board

  
Recording Secretary, Community Services Board

Attest:   
Director