



SOUTHWEST HEALTH AND HUMAN SERVICES  
HUMAN SERVICES BOARD

MINUTES

Date: January 16, 2019

Place: Lyon County Government Center  
Commissioners Room  
Marshall, Minnesota

Opened: 9:00am

Adjourned: 10:05am

The monthly meeting of the Human Services Board for Southwest Health and Human Services was held on Wednesday, January 16th, 2019 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  
Greg Burger  
James Jens  
Les Nath  
Steve Ritter  
Jim Salfer  
Charles Sanow  
Lois Schmidt  
Corey Sik  
Sherri Thompson  
Mic VanDeVere  
Dennis Welgraven

Members absent:

Rick Anderson  
Carol Flahaven  
Dave Forkrud  
Steve Schulze  
Pam VanOverbeke  
Dan Wildermuth

Staff present:

Carol Biren	Janet Bush
Monica Christianson	Kristin Deacon
Ashley Gustafson	Sarah Kirchner
Jenifer Klein	Marie Meyers
Cindy Nelson	Tanlee Noomen
Ann Orren	Stacey Strand

Diane Vercruysse  
Nancy Walker

Christine Versaevel  
Beth Wilms

Guest Present:

E.J. Moberg

Cris Gilb

**C. Election of Officers-**

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

Director Wilms turned the meeting over to Chairperson Sik.

Chairperson Sik called for nominations for the position for Vice Chairperson for the Human Services Board. Motion by Sanow second by Nath: To nominate Dan Wildermuth for the position of Vice Chairperson for the Human Services Board. Chairperson Sik called for additional nominations, none given. Motion carried unanimously.

**D. Consent Agenda –**

Chairperson Sik asked if there were any additions to agenda, none given. Commissioner Ritter asked for introduction of staff and Board members. Introductions were given. No conflict of interest. Motion by Salfer second by Ritter: To approve the complete consent agenda as presented. The motion carried unanimously. Chairperson Sik asked if there were any changes to be made to the December 19<sup>th</sup>, 2019 Board minutes. Motion made by Sanow second by Nath: To approve Board minutes as presented. Motion carried unanimously.

**E. Introduce New Staff:**

Ashley Gustafson – Health Educator, Pipestone.

**F. Employee Recognition:**

Chairperson Sik asked Commissioner Salfer to help with Employee Recognitions.

Janet Bush, 5 years, Registered Dietitian, Pipestone; Jenifer Klein, 30 years, Social Services Supervisor (Adults), Marshall; Dian Vercruysse, 30 years, Eligibility Worker, Ivanhoe.

**G. Financial –**

The month of December started out with a beginning balance in checking of \$3,819,516 and ended at \$2,650,551 including a transfer of \$2,000,000 from savings on 12/12/2018 and various levy funding from Lincoln, Pipestone, Redwood & Rock for various state aides on the Human Services side. We ended December with an overall cash & investment balance of \$6,085,906. When excluding the designated funds, the ending balance for the month was \$5,140,900. If we compare to last years ending balance, we are sitting about \$396,000 better from a total cash and investments perspective. Looking at the fund balances which are not a concern at this time of year. Fund 01 (PH) \$1,583,836.48 - Fund 05 (HS) \$2,557,063.22. Plus \$1,000,000 in MAGIC. The self-insurance fund was at \$736,904.37 as of December 31<sup>st</sup>, 2018. As of today that fund

balance is \$ 762,941.00. Now taking a look at the numbers from a budget perspective. Ending December Public Health was 3% under budget for revenues, and 4% under budget for expenditures. PH total revenues are at \$3,682,442.60 and expenses are \$3,648,151.19 with a net of \$34,291.41. Ending December Human Services was on budget for revenues and 1% under budget for expenditures. HS total revenues are at \$26,619,169.87 and expenses are at \$26,257,718.75 with a net of \$361,451.12. Overall the expenditures are exceeding revenues by \$395,742.53 to close out December 2018 which directly relates to the increase in our cash and investment balance as well. Last year expenditures exceeded revenues by (\$399,722.89) in December of 2017. Motion by Nath second by Ritter: To move the financials to the Governing Board. Motion carried unanimously.

H. **Caseload –**

Chairperson Sik asked if there were any comments or concerns about the caseload. None given.

I. **Discussion/Information –**

1. Christine Versaevel, Social Worker Supervisor for Childrens Mental Health, came to present the Board with a new program Tickets for Kids. Versaevel discussed the Respite Grant with the Board and it is used to provide caregivers with a break by providing activities for the children to do away from the home that are socially appropriate such as camps, or Tia Kwon Do. The Respite Grant has been decreased by approximately 18 percent for this coming year. Versaevel gave the Board a hand-out that listed details of the Tickets for Kids program and also a list of all the tickets available to the kids to attend. The organizations is targeted to help at risk, and low-income youth. This program is not only for children but could be used for the entire family, foster parents of the child, or our staff if we are attending with the child. There does have to be an adult with them to take responsibility of that child. Versaevel then went over the various tickets available through the program at this moment.

2. Stacey Strand, MNChoices Supervisor, and Marie Meyers, Adult Nursing Supervisor, came to present updates on MNChoices. MNChoices is a web-based assessment tool that was launched in 2014. This new assessment tool took over the process for various paper assessments. The MNChoices unit is reimbursed through random moments or time study. Southwest Health and Human Services has four and one half certified assessors. Assessors have to be recertified every three years. Assessments can take anyway from 8 hours to 40 hours to complete. Strand gave an estimate of approximately 600 assessments given in 2018.

3. Marie Meyers, Adult Nursing Supervisor, discussed the events from the fire at the River Ride Apartment fire that occurred on December 18<sup>th</sup>, 2018. This fire effected 24 residents in 21 units which unfortunately were many of the same people effected by the fire in 2013 at the Lakeside Fire Apartments. Ten of the 24 residents that did not go directly with family were bused to the Redwood Area Community Center. Meyers met the residents at the Community Center along with the Emergency Manager from Redwood County, Commissioner Bob VanHee, Sarah the apartment Manager, and Chief of Police Jason Cotner were also there. Meyers job when she first arrived was to interview the residents to assess their needs. Many residents had to leave with very little belongings and most had to leave their medications behind. The Redwood Lodge was the chosen establishment for the shelter site for the residents. The team was able to interview all 24 residents not just the ten that were housed in the shelter site. Meyers, informed Directors Wilms, and Carol Biren Community Health Manager of the fire. Meyers

wanted to thank everyone that helped with the fire and told the Board she couldn't be more proud of the support that was received. Meyers gave an extra special thanks to Stacey Strand MNChoices Supervisor, Stephanie Bangston, Brenda Rothmeier, Angela Doyle, Emily Potter, and Lauren Mellenthin, Emergency Preparedness Coordinator, for their extra work with these residents. Lions club provided the meal for Tuesday night and the local Meal on Wheels provided the meals for the rest of the week. The first set was paid for by the apartment management team other set was paid for by donations that came in. Jackpot Junction donated cell phone chargers.

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

Chairperson Sik asked if there was anything further to bring to the Board. Hearing nothing, he adjourned the meeting at 10:05am.

Approved Date 2/28/19

Authorized [Signature]  
Chairperson, Human Services Board

[Signature]  
Recording Secretary, Human Services Board

Attest: [Signature]  
Director