



SOUTHWEST HEALTH AND HUMAN SERVICES  
HUMAN SERVICES BOARD

MINUTES

Date: April 17, 2019

Place: Lyon County Government Center  
Commissioners Room  
Marshall, Minnesota

Opened: 9:00am

Adjourned: 9:49am

The monthly meeting of the Human Services Board for Southwest Health and Human Services was held on Wednesday, April 17th 2019 in the Commissioners room of the Lyon County Government Center at 607 West Main Street, in Marshall, Minnesota. The meeting was called to order by Chairperson Sik. The Pledge of Allegiance was said.

Members present:

Jeane Anderson  
Rick Anderson  
Greg Burger  
Carol Flahaven  
Dave Forkrud  
James Jens  
Jim Salfer  
Charles Sanow  
Lois Schmidt  
Corey Sik  
Mic VanDeVere  
Pam VanOverbeke  
Dennis Welgraven  
Dan Wildermuth

Members absent:

Les Nath  
Steve Schulze  
Sherri Thompson

Staff present:

Jennifer Beek	Stephanie Bengston
Carol Biren	Janet Bush
Chris Cauwels	Monica Christianson
Amanda Holzapfel	Sarah Kirchner
Jenifer Klein	Jason Kloss
Erin Klumper	Kristin Malin
Cindy Nelson	Tanlee Noomen
Nancy Walker	Beth Wilms

C. **Consent Agenda –**

Chairperson Sik asked if there were any additions to agenda, none given. No conflict of interest. Chairperson Sik asked if there were any changes to be made to the March 20th, 2019 Board Minutes. Motion made by Sanow second by Wildermuth: To approve the complete agenda and Board minutes as presented. Motion carried unanimously.

D. **Introduce New Staff:**

Christine Cauwels, Network Systems Administrator, Marshall location.

E. **Employee Recognition:**

Chairperson Sik asked Commissioner VanDeVere to help with Employee Recognitions. Director Wilms indicated that Kay Dardis was out of the office but would be recognized in May. Stephanie Bengtson, 5 years, Social Worker, Redwood Falls location.

F. **Financial –**

Director Wilms asked Sarah Kirchner, Fiscal manager, to come forward and present the financials. The month of March started out with a beginning balance in checking of \$1,944,660 and ended at \$1,106,470. This included a transfer from savings of \$1,000,000 on 3/27/19. We ended March with an overall cash & investment balance of \$3,560,027, which is over \$800,000 more than last year at this time. When excluding the designated funds, the ending balance for the month was \$2,324,408, an increase of about \$350,000 from last year. The insurance fund accounts for the majority of the change in designated funds with little change to the collaborative funds. When working on the investments for the audit it was determined that, the MAGIC funds are to be designated with cash and pooled investments rather than investments. Therefore, that was moved back and actually helps to have included in the fund balances. Fund Balances: Fund 01 (PH) \$1,918,434.61, Fund 05 (HS) \$405,973.82. The self-insurance fund was at \$996,671.64 as of March 31, 2019. As of today that fund balance is \$ 919,000. Now looking at the numbers from a budget perspective. Ending March **Public Health** was 6% OVER budget for revenues, but under budget for state funding which we will be seeing come in now with quarterly reporting being done in April. PH was 1% OVER budget for expenditures specifically in payroll, which is because we have 3 pay periods in March. Ending February **Human Services** was 11% UNDER budget for revenues as we are waiting on the quarterly funding to come in, which the reporting for is due on April 20th. We can anticipate April looking similar. HS was 1% UNDER budget for expenditures. Overall, the expenditures are exceeding revenues by (\$2,784,126.18) for March 2019. For comparison, last year expenditures exceeded revenues by (\$2,772,519.64) in March of 2018. Motion by Sanow second by Salfer: To move the financials to the Governing Board. Motion carried unanimously.

G. **Caseload –**

Chairperson Sik asked if there were any comments or concerns about the caseload. Short discussion on how long out-of-home placements take to become adopted.

H. **Discussion/Information –**

1. Erin Klumper, Amanda Holzapfel, Kristin Malin, Child Protection Supervisors, came forward to provide information about the Child Protection Unit. The first contact with the unit is through Centralized Intake with Shandra Bavier. Bavier works in Redwood County office and she takes care of all six counties intake process. She does the initial screen and contacts the appropriate worker if it is an emergency. For the non-emergency cases, every morning the whole unit does a conference call to go through each case and decides what the action is that needs to be done. To do this they have to go through a large set of guidelines driven by state criteria, determine the obligation, and what response will need to be taken. A response has to be made within 24 hours from the time the report was made for those that fit into the state criteria. There might be many contacts that have be made during that time such as law enforcement, tribes, and possible placement options. CPS workers try if possible to keep the children with their families when it's a safe environment. In the cases where placement needs to be done there are various challenges that arise due to fewer foster care providers available. Sometimes it is not possible to place that child in the same school district so our CPS workers have to find them transportation or drive the child themselves to their school. The CPS workers are required to meet with these families at least once month, but it is more likely to be many more times than that. A child is usually in out of home placement for approximately 12 months before they would file for permanency residence. Holzapfel described that the Lower Sioux Indian Community has their own Tribal court system. Their court system is not governed by the State rules and regulations it's governed by their own Tribal code. When talking about time lines it could look very different to those rules. There was discussion on finding home for infants that would need child care and the shortage of daycare providers. Also discussed was funding options that would help cover those out of home placements that come from the Lower Sioux.

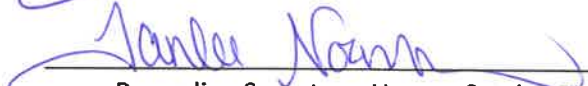
I. **Decision Items –**


1. Deputy Director Walker, came forward to talk about the changes in Income Maintenance Policy 3 – Burial and Cremation Policy. There was a change in Section 1a, regarding a 72-hour timeline for requests. Also some verbiage changes in Section 1e, and Section 2c. Discussion on the distribution of this policy. All area funeral homes do have a copy of this policy. Motion made by Wildermuth second by Sanow: To approve the changes made to Income Maintenance Policy 3 – Burial and Cremation Policy.

Chairperson Sik asked if there was anything further to bring to the Board. Hearing nothing, he adjourned the meeting at 9:49am.

Approved Date 5.15.19

Authorized  \_\_\_\_\_  
Chairperson, Human Services Board

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Recording Secretary, Human Services Board

Attest:  \_\_\_\_\_  
Director