



SOUTHWEST HEALTH AND HUMAN SERVICES
HUMAN SERVICES BOARD

MINUTES

Date: July 17th, 2019

Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 9:00am

Adjourned: 9:25am

The monthly meeting of the Human Services Board for Southwest Health and Human Services was held on Wednesday, July 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 Vice Chairperson Wildermuth. The Pledge of Allegiance was said.

Members present:

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

Members absent:

- Corey Slk
- Steve Schulze
- Pam VanOverbeke

Guest Present:

- Jim Muchlinski

Staff present:

| | |
|---------------------|------------------|
| Carol Biren | Chris Cauwels |
| Monica Christianson | Marlene Erickson |
| Sarah Kirchner | Cindy Nelson |
| Ann Orren | Julie Schuelke |
| Nancy Walker | Beth Wilms |

C. **Consent Agenda –**

Vice Chairperson Wildermuth asked if there were any additions to agenda, none given. No conflict of interest. Vice Chairperson Wildermuth asked if there were any changes to be made to the June 19th, 2019 Board Minutes. Motion made by Anderson second by Sanow: To approve the complete agenda and Board minutes as presented. Motion carried unanimously.

D. **Introduce New Staff:**

None

E. **Employee Recognition:**

Vice Chairperson Wildermuth asked Commissioner Sanow to help with Employee Recognition. Julie Schuelke, 20 years, Social Worker, Marshall.

F. **Financial –**

Director Wilms asked Sarah Kirchner, Fiscal manager, to come forward and present the financials. The month of June started out with a beginning balance in checking of \$2,803,653.14 and ended at \$3,093,444.74. This included the levy funding from all remaining counties. I also transferred \$1,000,000 to MAGIC and \$1,500,000 to savings. We ended June with an overall cash & investment balance of \$7,062,814.89, which is about \$1,085,000 more than last year at this time. When excluding the designated funds, the ending balance for the month was \$5,822,998, an increase of about \$700,000 from last year. Fund Balances: Fund 01 (PH) \$1,918,780.30, Fund 05 (HS) 3,904,218.27. The self-insurance fund was at \$1,046,007.99 as of June 30th, 2019. As of today that fund balance is \$ 1,020,999.94. Now looking at the numbers from a budget perspective. Ending June Public Health was 2% OVER budget for revenues. PH was 2% UNDER budget for expenditures. Ending June Human Services was 1% UNDER budget for revenues. We will see another \$1,000,000 come in July for the block grant. HS was again 3% UNDER budget for expenditures. Overall, the revenues are exceeding expenditures by \$714,782.29 for June 2019. For comparison, last year revenues exceeded expenditures by \$378,976.12 in June of 2018. A difference of \$335,806.17. Motion by Anderson second by Burger: To move the financials to the Governing Board. Motion carried unanimously.

G. **Caseload –**

Vice Chairperson Wildermuth asked if there were any comments or concerns about the caseload. Director Wilms indicated everything was remaining static, with no concerns.

H. **Discussion/Information –**

1. Director Wilms asked Marlene Erickson, Health and Human Services Administrative Aide, to talk about the closed file destruction and imaging project. Marlene explained that she follows the Department of Human Services (DHS) destruction guidelines when going through the files. Marlene has been responsible for the destruction and scanning of old files for all six counties.

Marlene showed the Board members the before and after pictures of the storage rooms where files were kept. The project took approximately four years to complete.

- I. **Decision Items –**
None

Vice Chairperson Wildermuth asked if there was anything further to bring to the Board. Hearing nothing, he adjourned the meeting at 9:25am.

Approved Date 8/21/19

Authorized Dan Wildermuth
Vice Chairperson, Human Services Board

Janice Hoopes
Recording Secretary, Human Services Board

Attest: Beckmire
Director