



SOUTHWEST HEALTH AND HUMAN SERVICES
HUMAN SERVICES BOARD

MINUTES

Date: August 21st, 2019

Place: Lyon County Government Center
Commissioners Room
Marshall, Minnesota

Opened: 9:00am
Adjourned: 9:52am

The monthly meeting of the Human Services Board for Southwest Health and Human Services was held on Wednesday, August 21st, 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 Chairperson Sik. The Pledge of the Allegiance was said.

Members present:

Jeane Anderson
Rick Anderson
Carol Flahaven
Dave Forkrud
James Jens
Les Nath
Jim Salfer
Charles Sanow
Lois Schmidt
Corey Sik
Mic VanDeVere
Dennis Welgraven
Dan Wildermuth

Members absent:

Greg Burger
Steve Schulze
Sherri Thompson
Pam VanOverbeke

Guest present:

Joel Flaten
Dominic Benjamin
Joe Flicker

Staff present:

Jennifer Beek Chris Cauwels

Monica Christianson	Kristin Deacon
Emily Ellefson	Cassandra Hoefs
Sarah Kirchner	Stacey Longtin
Lauren Mellenthin	Marie Meyers
Cindy Nelson	Tanlee Noomen
Jessica Peterson	Lisa Schardin
Ann Schiller	Chelsea Self
Stacey Strand	Christine Versaevel
Nancy Walker	Beth Wilms

C. Consent Agenda-

Chairperson Sik asked if there were any additions to the agenda. There were none indicated. Nath 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 17th, 2019 meeting. There were none. Motion made by Anderson second by Wildermuth: to approve the complete consent agenda as presented. The motion carried unanimously.

D. Introduction of New Staff:

Emily Ellefson, Eligibility Worker, Marshall; Jessica Peterson, Public Health Nurse, Slayton; Chelsea Self, Public Health Nurse, Marshall; Cassandra Hoefs, Public Health Nurse, Pipestone.

E. Employee Recognition:

Presented by Director Wilms and Commissioner VanDeVere.
Lisa Schardin, 5 years, Social Worker (MNChoices), Pipestone.

F. Financial-

Sarah Kirchner, Fiscal Manager, came forward to present the July 2019 financials. The month of July started out with a beginning balance in checking of \$3,093,445 and ended at \$1,453,961. I transferred \$1,000,000 to our Bremer savings on 7/15 and another \$1,000,000 on 7/24. The Bremer savings rate was at 2.25% in July and is now at 2.2% in August. In addition, on 7/24 we locked on \$1,000,000 in MAGIC for 60 days at 2.12%. The other \$1,000,000 in MAGIC was at 2.31% in July but it is anticipated that rates are going to drop. We ended July with an overall cash & investment balance of \$7,240,077, which is about 1.3 million more than last year at this time. When excluding the designated funds, the ending balance for the month was \$6,159,686, an increase of just under 1 million from last year. Fund Balances -Fund 01 (PH) \$2,044,401.82, Fund 05 (HS) 4,115,284.54. The self-insurance fund was at \$1,064,138.10 as of July 31st, 2019. As of today that fund balance is \$ 1,150,488.00. Now looking at the numbers from a budget perspective. Ending July Public Health was 6% OVER budget for revenues. We have received Q3 levy funding from 4 of the 6 counties. PH was 2% UNDER budget for expenditures. So expenses are holding steady. Ending July Human Services was right ON budget for revenues. HS was again 3% UNDER budget for expenditures. Overall, the revenues are exceeding expenditures by \$1,051,470 for July 2019. For comparison, last year revenues exceeded expenditures by \$428,709 in July of 2018. A difference of \$622,761. The Board had some discussion on the

MAGIC fund balances. They would like to see as much as possible to be in that fund collecting interest, but ultimately gave the decision of the amount need to be left in our checking account to Kirchner. Motion made by Wildermuth second by Jens: To forwards the financials to the Governing Board.

G. Caseload-

Chairperson Sik asked if there were any comments or concerns about the caseload. There were none.

H. Discussion/Information

None


I. Decision Items

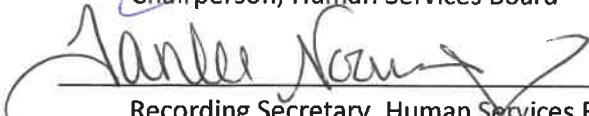
Director Wilms and Sarah Kirchner, Fiscal Manager, presented the Board with the 2020 preliminary Human Services budget.


Kirchner stated that there would be 27 pay periods in 2020 where as there is normally 26. This happens every eight to ten years. This would have an impact on the budget because it does not decrease the amount of pay periods in 2021 so there would be an extra payroll of approximately \$350,000.00 that needs to be adjusted for. There are two new positions included in 2020 budget that were not in 2019. First one is a Support Enforcement Aide; Second is an Adults Social Worker. The cost for the two new positions is approximately \$113,000.00. There are also two positions that were in the 2019 budget that have not been filled that are still in the 2020 budget. A MNChoices Worker, and a Child Protection Social Worker. Also, not removed from the 2020 budget was the Southwest Health & Human Services Planner position. The IT department has budgeted for \$5,000.00 for general upgrades and costs. There are a couple factors that increased the 2020 budget for IT. Windows 7 will no longer be supported after 2019, and a significant amount of equipment is close to expired warranty dates. They conducted an analysis for the Agency and determined what is needed going forward. The Agency will need 29 desktop computer that are approximately \$750.00 each in a total of \$21,750.00. There are 154 laptops that need replacements but the budget allows for 90 to be replaced in 2020 with a cost of \$110,000.00 for laptops. Lastly Kirchner spoke about the Agency's vehicle fleet. Kirchner stated that there would be a presentation at 10:00 am by Enterprise that would explain their recommendation for our leased and owned fleet at this time. Kirchner stated that the 2020 preliminary Human Services budget includes a 5% levy increase, equaling \$541,838, with a total of \$11,378,603.00 and a total budget of \$27,738,550. Motion made by Forkrud second by VanDeVere: To approve the proposed budget with a 5% increase, for a total levy request being \$ 11,378,603.00 and total budget of \$27,738,550, to move it forward to the Governing Board with recommendation. Motion carried unanimously.

Chairperson Sik asked if there was anything further to bring to the Board. Hearing nothing, he adjourned the meeting at 9:52am.

Approved Date 9/18/19

Authorized 
Chairperson, Human Services Board


Recording Secretary, Human Services Board

Attest: 
Director