



SOUTHWEST HEALTH AND HUMAN SERVICES
HUMAN SERVICES BOARD

MINUTES

Date: November 20th, 2019
Place: Lyon County Government Center
Commissioner Room
Marshall, Minnesota

Opened: 9:00am
Adjourned: 9:59am

The monthly meeting of the Human Services Board for Southwest Health and Human Services was held on Wednesday, November 20th, 2019 in the Commissioner Room of the Lyon County Government Center at 607 West Main Street, Suite 200 in Marshall, Minnesota. Chairperson Sik called the meeting to order. Pledge of allegiance was said.

Members present:

Jeane Anderson
Rick Anderson
Dave Forkrud
Les Nath
Jim Salfer
Charles Sanow
Lois Schmidt
Corey Sik
Sherri Thompson
Mic VanDeVere
Dennis Welgraven
Dan Wildermuth

Members absent:

Greg Burger
Carol Flahaven
James Jens
Steve Schulze

Staff present:

Tara Baune	Jennifer Beek
Gail Bilen	Carol Biren
Chris Cauwels	Monica Christianson
Kristin Deacon	Emily Filzen
Melanie Guetter	Amanda Holzapfel
Cindy Johnson	Stacey Longtin
Jennifer Lundberg	Lauren Mellenthin

Marie Meyers Cindy Nelson
Tanlee Noomen Ann Orren
Dawn Popowski Jodi Robinson
Ann Schiller Stacy Strand
Jennifer Vander Schaaf Nancy Walker
Beth Wilms

C. Consent Agenda-

Chairperson Sik asked if there were any additions to the agenda. Director Wilms recognized the resignation of Pam Overbeke as the Lincoln County layperson. Wilms thanked for Overbeke for all of the work she has done for the Agency. Sik 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 October 16th, 2019 meeting. There were none. Motion made by Sanow second by Nath: To approve the complete consent agenda as presented and approval of minutes. The motion carried unanimously.

D. Introduce New Staff:

Tara Baune, Eligibility Worker, Marshall; Emily Filzen, Social Worker (CP), Redwood Falls.

E. Employee Recognition:

Chairperson Sik asked Commissioner Salfer to help with employee recognitions and years of service. Dawn Popowski, 5 years, Social Work Team Lead, Ivanhoe; Melanie Guetter, 5 years, Social Work-Licensing, Redwood Falls; Sarah Kirchner, 5 years, Fiscal Manager, Marshall; Jennifer VanderSchaaf, 15 years, Social Work)MN Choices, Luverne; Amy Lueck, 25 years, Public Health Nurse, Pipestone; Cindy Johnson, 30 years, Child Support Officer, Redwood Falls.

F. Financial-

Director Wilms and Deputy Director Walker went over the financials. The month of October started out with a beginning balance in checking of \$1,235,872.29 and ended at \$1,235,872. I transferred \$1,000,000 from our Bremer savings account on 10/17/19. We have \$379,258 left in Bremer savings. The Bremer money market rate dropped again from 2.07% to 1.95% for October. We still have the \$2,500,000 plus interest in MAGIC with none of it currently locked in. MAGIC monthly distribution yield was at 1.94%. We ended October with an overall cash & investment balance of \$4,511,324.16, which is 736,000 more than last year at this time. When excluding the designated funds, the ending balance for the month was \$3,116,429, an increase of 250,000 from last year at this time. Fund Balances: Fund 01 (PH) \$2,036,424.83, Fund 05 (HS) 1,080,003.92. The self-insurance fund was at \$1,200,976.08 as of October 31st, 2019. As of today, that fund balance is \$ 1,173,105.00. Now looking at the numbers from a budget perspective. Ending October Public Health was 4% OVER budget for revenues. We have received almost all levy funding for the year. PH was again 3% UNDER budget for expenditures.

So expenses are still holding steady if not better than expected. Ending October Human Services was up to 11% UNDER budget for revenues. If spreading the levy funding out through October we would actually be 2% under budget for revenues. We will also get quarterly state funding in November. HS was 3% under budget for expenditures. Director Wilms informed the Board the Agency has received correspondence from Department of Human Services. It stated they have for the last five years have inaccurately figured our substance use disorder county share. As a collective group, they are requesting to be paid back approximately \$191,000.00, at this time. There was a small discussion on options for repayment. Motion made by Sanow second by Anderson: To forward the financials to the Governing Board for approval. Motion carried unanimously.

G. Caseload-

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

H. Discussion/Information

1. Jennifer Lundberg, Social Worker, came forward to give the Board updates on the Local Advisory Council (LAC). LAC serves six counties, Lincoln, Lyon, Murray, Pipestone, Redwood, and Yellow Medicine. Lundberg indicated that they have had numerous speakers come talk to the group in 2019 and the attendee numbers have been growing providers and consumers. Lundberg invited the Board members to attend the Holiday Gathering at the Marshall Pizza Ranch on December 9th. Lundberg also indicated that the LAC budget is healthy. In the year 2020, the LAC plans to work on homelessness and housing.

I. Decision Items

1. Director Wilms discussed the finalized Human Services 2020 Budget with the Board. Kirchner returned to go over the initiatives Southwest Health and Human Services is working on it the year 2020. The finance committee recommended the following be brought before the Board: 27 pay periods in 2020 versus 26 in normal years; Union approved of up to 3.25 percent performance review raise; new position of Support Enforcement Aide, Social Worker in the Adults unit, social worker in MNChoices, and the planner position which have a 7/01/2019 or later hire date; review of IT budget needs including hardware, software licenses and Support, Service Agreements and laptop and desktop replacements; Agency vehicles. Director Wilms requested 5 percent increase for a total levy of \$11,378,603.00 and a total budget in the amount of \$28,204,937. Motion made by Sanow second by Burger: To accept the 5 percent increase and total levy amount of \$11,378,603.00 and total budget of \$28,204,937.00 and move to the Governing Board for final approval. Motion carried unanimously.

Chairperson Sik asked if there was anything further to bring to the Board. Hearing nothing, he adjourned the meeting at 9:59am.

Approved Date 12/18/19

Authorized [Signature]

Chairperson, Human Services Board

[Signature]

Recording Secretary, Human Services Board

Attest: [Signature]
Director