SOUTHWEST HEALTH & HUMAN SERVICES

"Committed to strengthening individuals, families and communities by providing quality services in a respectful, caring and cost-effective manner."

Board Agenda
Wednesday March 19, 2025
Marshall Government Center
Commissioners Room – 2nd Floor
9:00 a.m.

HUMAN SERVICES

A. Consent Agenda
   1. Amend/Approval of Agenda
   2. Identification of Conflict of Interest
   3. Approval of 02/19/2025 Board Minutes

B. Introduce New Staff
   - Danielle Nuese, Office Support Specialist, Sr., Marshall
   - Andy Halverson, Accounting Technician, Luverne

C. Employee Recognition

• Julia Falsetta, Eligibility Worker, Marshall	1 Year
• Alexandra Saarloos, Social Worker, CAC/CADI/BI, Luverne	5 Years
• Andrea Henning, Social Worker, DD, Marshall	5 Years
• Makayla Voge, Social Worker, LTC, Slayton	5 Years
• Tiffany Bailey, Fiscal Officer, Marshall	10 Years
• Jamie Hoffman, Eligibility Worker, Marshall	15 Years
• Kelly Hengel, Social Worker, Adult Intake, Redwood	35 Years

D. Financial -Starting on Page 5

HUMAN SERVICES (Cont.)

E. Caseload - Starting on Page 21

	02/25	02/24	01/25	12/24
Social Services	3,568	3,776	3,623	3,594
Licensing	378	381	377	380
Out-of-Home Placements	147	158	146	142
Income Maintenance	12,843	13,403	12,793	13,045
Child Support Cases	2,613	2,702	2,631	2,650
Child Support Collections	$643,619	$694,210	$664,017	$717,527
Non IV-D Collections	$350,251	$93,219	$167,590	$214,151

F. Discussion/Information
   1. 2024 Annual Child Support Performance Report – JoAnne Brisk - Page 28

G. Decision Items

COMMUNITY HEALTH

H. Call to Order

I. Consent Agenda
   1. Amend/Approval of Agenda
   2. Identification of Conflict of Interest
   3. Approval of 02/19/2025 Board Minutes

J. Financial

K. Caseloads - Page 29

	02/25	01/25	12/24
WIC	N/A	2018	2004
Family Home Visiting	25	14	12
PCA Assessments	6	11	7
Managed Care	231	226	183
Dental Varnishing	0	0	0
Refugee Health	0	2	1
Latent TB Medication Distribution	1	1	1
Water Tests	80	113	96
FPL Inspections	36	30	32
Immunizations	60	65	50
Car Seats	10	23	17

COMMUNITY HEALTH (Cont.)

L. Discussion/ Information
   1. Opioid Settlement Funding Round 3 recommendations-Ann Orren - Page 30

M. Decision Items

GOVERNING BOARD

N. Call to Order

O. Consent Agenda
   1. Amend/Approval of Agenda
   2. Identification of Conflict of Interest
   3. Approval of 02/19/2025 Board Minutes

P. Financial

Q. Human Resources Statistics

	02/25	02/24	01/25	12/24
Number of Employees	241	243	241	239
Separations	2	6	5	3
New Hires	2	1	2	8

Current Open Positions	15
Public Health Nurse	6
Licensed Practical Nurse	1
Office Support Specialist SR	1
IT Director	1
Community Public Health Supervisor	1
Eligibility Worker	1
Social Worker AMH	1
Case Aide Parent Educator	1
Social Worker LADC	1
Fraud Investigator	1

R. Discussion/Information
   1. All Staff Day- April 30,2025 - Page 35,36
   2. Update on Minnesota Paid Family Medical Leave – Nancy Walker
   3. Vehicle Leases – Lisa DeBoer -Page 37

S. Decision Items
1. Madison Garnhardt, Eligibility Worker, probationary appointment (6 months), $20.57 hourly, effective 3/17/2025 – Redwood Falls Office
2. Brittany Rohde, County Agency Social Worker- Adult Mental Health, probationary appointment (12 months), $26.10 hourly, effective 3/17/2025 - Redwood Falls Office
3. Kathleen Kesteloot, Public Health Educator, probationary appointment (12 months), $29.00 hourly, effective 3/31/2025 – Marshall Office
4. Debra Seidel- Part-time Temporary Information Technology Specialist, Sr., $34.27 hourly effective 3/3/2025, ending 6/4/2025- Marshall Office
5. Administrative Policy 05 – Credit Card Policy - Page 40
6. Donations
    - Donation of $500.00 of UCAP Community Transportation Tokens by Women's Giving Circle in Luverne to be used for women and children for WIC Appointments and other approved transportation by Public Health.
    - Donation of $100.00 from Lake Sarah Lutheran Church to be used for diapers for children in need.
    - Donation of $100.00 from Grace Life Church to be used for diapers for children in need.
    - Anonymous donation of diapers to be used for Public Health.
    - Donation of several duffle bags full of items by First Christian Reformed Church of Edgerton GEMS Program to be used for children entering foster care.
7. Contracts - Page 44

T. Adjournment

Next Meeting Dates:

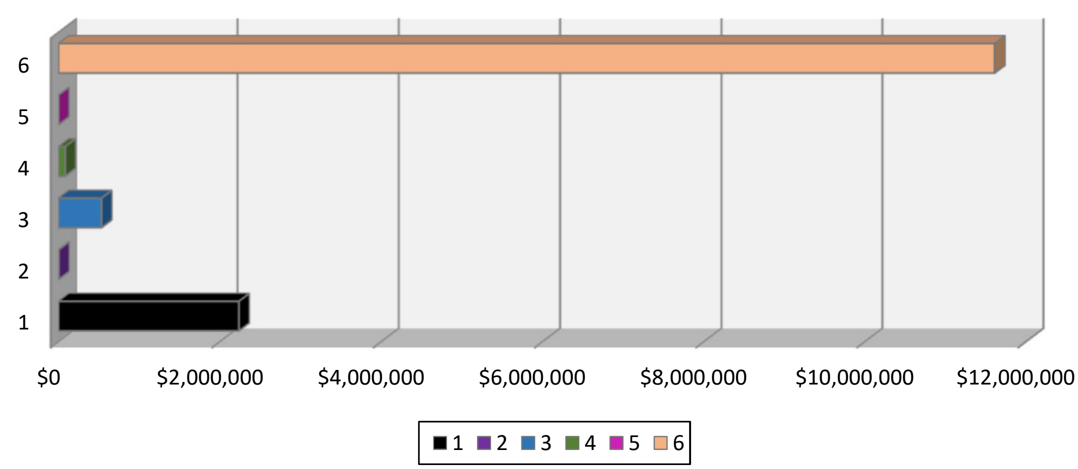
Wednesday, April 16, 2025 – Marshall
Personnel & Finance Committee Following Board
Wednesday, May 21, 2025 – Marshall
New Commissioner Training Following Board
Wednesday, June 18, 2025 – Marshall

SOUTHWEST HEALTH & HUMAN SERVICES

Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne

SUMMARY OF FINANCIAL ACCOUNTS REPORT		For the Month Ending:	February 28, 2025
* Income Maintenance * Social Services * Information Technology * Health *			
Description	**Month**	**Running Balance**	
BEGINNING CHECKING BALANCE		**$1,561,176**	
RECEIPTS			
Monthly Receipts	4,051,022		
County Contribution	35,929		
Interest on Savings	49,486		
TOTAL MONTHLY RECEIPTS		4,136,437	
DISBURSEMENTS			
Monthly Disbursements	3,461,956		
TOTAL MONTHLY DISBURSEMENTS		3,461,956	
ENDING CHECKING BALANCE		**$2,235,658**	
REVENUE			
Checking/Money Market	***$2,235,658***		
SS Benefits Checking	***$3,000***		
Bremer Savings	***$532,210***		
First Interstate Bank Savings	***$81,161***		
CD/Term Investment - Magic Fund	***$0***		
Investments - MAGIC Fund	***$11,613,361***		**February 2024 Ending Balance**
ENDING BALANCE		**$14,465,390**	**$13,358,838**
DESIGNATED/RESTRICTED FUNDS			
Opioid Settlement		**$989,286**	**February 2024 Ending Balance**
Agency Health Insurance		**$1,609,169**	**$1,119,962**
Private Purpose Trust Fund		**$3,164**	
LCTS Lyon Murray Collaborative		**$189,306**	
LCTS Rock Pipestone Collaborative		**$66,990**	
LCTS Redwood Collaborative		**$112,042**	
Local Advisory Council		**$556**	**February 2024 Ending Balance**
AVAILABLE CASH BALANCE		**$11,494,877**	**$11,407,913**

REVENUE DESIGNATION



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

FEBRUARY 2025

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				1,561,176.36
02/03/25	VOID 109822	Disb		(380.00)	1,561,556.36
02/03/25	VOID 110962	Disb		(436.60)	1,561,992.96
02/03/25	VOID 112967	Disb		(15.55)	1,562,008.51
02/03/25	VOID 113393	Disb		(277.07)	1,562,285.58
02/03/25	VOID 113514	Disb		(3.00)	1,562,288.58
02/03/25	VOID 113552	Disb		(3.08)	1,562,291.66
02/03/25	VOID 114101	Disb		(17.38)	1,562,309.04
02/03/25	VOID 114581	Disb		(350.50)	1,562,659.54
02/03/25	VOID 114991	Disb		(9.20)	1,562,668.74
02/04/25	Magic Fund Transfer		1,000,000.00		2,562,668.74
02/04/25	10640	Disb		2,064.80	2,560,603.94
02/04/25	59727-59745	Deposit	113,680.24		2,674,284.18
02/05/25	10641	Disb		3,290.48	2,670,993.70
02/07/25	10642	Disb		106,675.96	2,564,317.74
02/07/25	**11506-11524**	Payroll		179,552.23	2,384,765.51
02/07/25	**93767-94021 ACH**	Payroll		621,714.15	1,763,051.36
02/07/25	**136655-136661**	Disb		419.88	1,762,631.48
02/07/25	**26106-26109 ACH**	Disb		206.62	1,762,424.86
02/07/25	**136662-136715**	Disb		121,197.47	1,641,227.39
02/07/25	**26110-26166 ACH**	Disb		153,411.29	1,487,816.10
02/07/25	59746-59783	Deposit	751,402.37		2,239,218.47
02/07/25	10643	Disb		1,328.75	2,237,889.72
02/10/25	10644	Disb		17,748.13	2,220,141.59
02/10/25	10645	Disb		5,798.19	2,214,343.40
02/11/25	59784-59809	Deposit	36,113.34		2,250,456.74
02/13/25	10646	Disb		30,904.03	2,219,552.71
02/14/25	**136716-136735**	Disb		3,441.16	2,216,111.55
02/14/25	**26167-26170 ACH**	Disb		214.02	2,215,897.53
02/14/25	**136736-136791**	Disb		417,711.49	1,798,186.04
02/14/25	**26171-26222 ACH**	Disb		271,952.62	1,526,233.42
02/14/25	59810-59845	Deposit	925,288.61		2,451,522.03
02/18/25	59846-59857	Deposit	198,713.35		2,650,235.38
02/20/25	10647	Disb		77,214.95	2,573,020.43
02/21/25	10648	Disb		5,189.30	2,567,831.13
02/21/25	**11525-11542**	Payroll		179,506.24	2,388,324.89
02/21/25	**94022-94268 ACH**	Payroll		611,830.02	1,776,494.87
02/21/25	**136792-136822**	Disb		4,078.34	1,772,416.53
02/21/25	**26223-26243 ACH**	Disb		2,378.74	1,770,037.79
02/21/25	**136823-136851**	Disb		110,009.50	1,660,028.29
02/21/25	**26244-26255 ACH**	Disb		115,193.36	1,544,834.93
02/21/25	**136852-136892**	Disb		8,118.20	1,536,716.73
02/21/25	**26256-26296 ACH**	Disb		7,868.50	1,528,848.23
02/21/25	**136893-136953**	Disb		36,005.19	1,492,843.04
02/21/25	**26297-26414 ACH**	Disb		79,314.81	1,413,528.23
02/21/25	VOID 132083	Disb		(25.00)	1,413,553.23
02/21/25	VOID 131757	Disb		(25.00)	1,413,578.23
02/21/25	VOID 136537	Disb		(25,708.00)	1,439,286.23
02/21/25	10649	Disb		1,328.75	1,437,957.48
02/21/25	59858-59905	Deposit	491,992.14		1,929,949.62
02/24/25	10650	Disb		17,792.68	1,912,156.94
02/24/25	10651	Disb		5,798.19	1,906,358.75
02/25/25	59906-59943	Deposit	216,509.61		2,122,868.36
02/25/25	10652	Disb		684.75	2,122,183.61
02/26/25	Transfer from SS Acct	Transfer	5,980.00		2,128,163.61
02/27/25	10653	Disb		61,260.00	2,066,903.61
02/28/25	**136954-136960**	Disb		1,426.44	2,065,477.17
02/28/25	**26415-26420 ACH**	Disb		1,002.64	2,064,474.53
02/28/25	**136961-137002**	Disb		158,262.68	1,906,211.85
02/28/25	**26421-26459 ACH**	Disb		67,311.70	1,838,900.15
02/28/25	59944-59983	Deposit	396,757.59		2,235,657.74
					2,235,657.74
					2,235,657.74
					2,235,657.74
					2,235,657.74
					2,235,657.74
	balanced 3/3/25 js	**TOTALS**	**4,136,437.25**	**3,461,955.87**	

Checking - SS Beneficiaries	3,000.00
Savings - Bremer	532,209.83
Savings - First Interstate Bank	81,161.49
Investments - Magic Fund	11,613,361.35
TOTAL CASH BALANCE	**14,465,390.41**

SWHHS TREND ANALYSIS

Total Cash and Investment Balance by Month

ALL FUNDS

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2018	$4,721,044.88	$4,333,938.53	$2,935,770.10	$1,965,449.62	$2,570,090.71	$5,977,407.40	$6,033,326.24	$5,731,633.62	$4,391,517.44	$3,775,199.56	$5,252,398.36	$6,085,906.40	$4,481,140.24
2019	$5,468,300.08	$5,390,753.05	$3,560,027.40	$2,614,293.54	$4,269,080.30	$7,062,814.89	$7,420,076.79	$6,778,561.83	$5,219,902.01	$4,511,324.16	$5,788,830.92	$7,097,094.23	$5,431,754.93
2020	$5,612,100.09	$5,244,836.41	$3,999,085.28	$3,557,399.16	$3,544,281.51	$8,279,950.83	$8,206,914.72	$8,087,152.70	$7,320,202.93	$6,302,908.56	$6,288,111.05	$8,688,761.65	$6,260,975.41
2021	$8,213,250.83	$7,755,540.60	$6,331,255.58	$4,926,907.49	$5,077,191.48	$10,354,544.54	$9,823,063.10	$9,696,380.41	$8,596,377.19	$7,380,331.30	$7,918,904.38	$10,090,463.28	$8,013,684.18
2022	$9,063,232.17	$9,669,188.89	$8,757,032.95	$7,551,267.96	$7,600,154.97	$11,926,913.67	$11,759,179.93	$11,073,388.31	$9,901,872.00	$9,446,009.83	$10,477,101.38	$11,454,718.79	$9,890,005.07
2023	$11,060,333.16	$11,548,890.82	$10,317,240.69	$9,301,999.20	$10,138,948.20	$13,789,129.14	$14,781,337.63	$14,708,502.17	$13,461,381.69	$12,826,934.47	$13,827,985.91	$14,612,668.79	$12,531,279.32
2024	$12,990,412.51	$13,407,987.82	$11,788,426.03	$10,210,044.11	$10,134,674.15	$14,479,546.19	$15,771,391.01	$16,034,651.70	$14,484,828.29	$12,943,922.71	$14,085,622.55	$15,273,301.58	$13,467,067.39
2025	$14,741,422.60	$14,465,390.41											

PUBLIC HEALTH

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2018	$1,962,214.72	$1,943,637.75	$1,780,622.98	$2,023,315.56	$1,870,382.57	$1,633,344.06	$1,816,127.45	$1,643,850.72	$1,584,218.99	$1,914,793.23	$1,842,417.33	$1,743,836.48	$1,813,230.15
2019	$1,851,277.80	$1,972,764.31	$1,918,434.61	$2,063,608.18	$2,039,616.86	$1,918,780.30	$2,044,401.82	$2,039,261.99	$1,915,329.19	$2,036,424.83	$1,985,685.37	$1,910,997.42	$1,974,715.22
2020	$1,967,807.21	$2,029,158.92	$2,191,628.66	$2,443,036.94	$2,039,616.86	$1,918,780.30	$2,044,401.82	$2,039,261.99	$2,236,196.53	$2,383,533.05	$2,377,097.32	$2,458,002.48	$2,177,376.84
2021	$2,686,372.79	$2,595,490.74	$2,483,393.31	$2,394,881.79	$2,704,232.84	$2,797,102.25	$2,854,166.91	$2,927,270.22	$2,887,651.14	$2,943,305.87	$3,062,913.28	$3,061,698.33	$2,783,206.62
2022	$3,188,143.70	$3,522,705.99	$3,489,931.37	$3,750,709.18	$3,760,049.78	$3,637,055.84	$3,801,847.69	$3,792,898.70	$3,701,291.30	$3,780,582.03	$4,015,468.97	$3,958,921.27	$3,699,967.15
2023	$4,092,369.86	$4,485,621.04	$4,522,574.88	$4,317,365.64	$4,392,590.53	$4,413,234.48	$4,329,419.65	$4,465,577.48	$4,276,687.45	$4,346,328.21	$4,280,939.44	$3,969,889.82	$4,324,383.21
2024	$4,038,252.01	$4,221,609.24	$4,063,656.33	$4,222,559.23	$4,145,900.32	$4,122,413.31	$4,351,861.01	$4,363,581.38	$4,131,454.41	$4,130,140.57	$4,006,178.88	$3,909,410.51	$4,142,251.43
2025	$4,074,035.97	$4,191,641.50											

HUMAN SERVICES

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2018	$2,027,812.89	$1,484,259.33	$191,366.90	-$965,731.97	-$501,975.29	$2,490,788.49	$3,357,738.65	$3,035,839.30	$1,833,134.33	$948,482.40	$2,542,047.76	$3,397,063.22	$1,653,402.17
2019	$2,581,063.09	$2,265,158.91	$405,973.82	-$661,408.85	$934,705.49	$3,904,218.27	$4,115,284.54	$3,342,408.83	$1,895,296.62	$1,080,003.92	$2,347,069.20	$3,881,423.66	$2,174,266.46
2020	$2,332,934.55	$1,794,776.37	$446,580.09	-$301,075.40	-$322,039.73	$4,477,838.46	$4,384,474.68	$4,260,536.62	$3,518,651.39	$2,410,104.32	$2,492,480.39	$4,846,662.00	$2,528,493.65
2021	$4,187,134.17	$3,427,813.26	$2,563,120.41	$1,286,019.28	$934,705.49	$3,904,218.27	$4,115,284.54	$3,342,408.83	$4,305,643.19	$3,134,667.60	$3,557,047.37	$5,699,958.61	$3,371,501.75
2022	$4,620,423.53	$4,781,219.71	$3,878,657.09	$2,403,835.75	$2,505,036.95	$7,134,523.44	$6,827,202.31	$6,300,253.90	$5,236,120.79	$4,373,885.31	$5,527,904.49	$6,555,357.85	$5,012,035.09
2023	$6,052,424.45	$6,081,720.18	$4,666,308.71	$3,354,346.73	$4,090,366.08	$7,797,583.18	$8,821,277.15	$8,602,178.45	$7,457,835.03	$6,724,760.36	$7,810,473.46	$8,528,878.75	$6,665,679.38
2024	$6,839,001.71	$7,235,453.39	$5,532,685.68	$3,788,842.32	$3,831,588.73	$8,238,989.43	$9,073,694.44	$9,105,465.52	$7,668,104.26	$6,177,710.77	$7,158,530.28	$8,455,593.61	$6,925,471.68
2025	$7,745,871.12	$7,303,235.76											

HEALTH INSURANCE

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2018	$547,461.08	$661,779.26	$734,590.83	$705,226.64	$998,994.04	$688,218.46	$693,431.75	$820,833.21	$742,653.73	$690,065.54	$709,870.88	$736,904.37	$727,502.48
2019	$830,786.86	$898,632.50	$996,671.64	$973,046.88	$1,015,393.62	$1,046,007.99	$1,064,138.10	$1,127,623.68	$1,189,707.87	$1,200,976.08	$1,195,846.02	$1,051,604.82	$1,049,203.01
2020	$1,070,978.00	$1,108,164.79	$1,071,726.42	$1,126,237.51	$1,216,443.58	$1,252,789.13	$1,289,386.59	$1,328,430.70	$1,343,792.01	$1,297,527.65	$1,206,581.80	$1,132,234.63	$1,203,691.07
2021	$1,103,507.67	$1,443,581.40	$1,012,036.66	$973,311.22	$1,025,293.31	$970,211.29	$957,506.41	$1,089,406.61	$1,075,654.66	$1,043,092.63	$1,036,496.53	$1,025,248.14	$1,062,945.54
2022	$954,094.74	$996,914.99	$1,020,096.29	$1,046,274.83	$933,827.04	$843,343.19	$833,162.73	$700,529.94	$684,754.43	$988,223.72	$662,283.75	$623,422.50	$857,244.01
2023	$612,668.68	$678,479.43	$767,125.93	$804,622.27	$763,093.34	$779,663.23	$844,301.69	$833,854.87	$909,715.53	$929,036.75	$862,791.28	$1,271,163.67	$838,043.06
2024	$1,275,154.66	$1,119,962.06	$1,263,826.05	$1,277,248.67	$1,198,181.49	$1,246,485.98	$1,323,462.62	$1,412,742.21	$1,455,894.60	$1,327,744.15	$1,485,520.34	$1,510,590.02	$1,324,734.40
2025	$1,581,238.31	$1,609,168.89											

Southwest Health and Human Services

Treasurer's Cash Trial Balance As of 02/2025

Fund		Beginning Balance		This Month	YTD	Current Balance
1	Health Services Fund					
		3,909,410.51				
	Receipts			445,053.51	1,004,504.86	
	Disbursements			48,222.03-	165,078.29-	
	Payroll			279,225.95-	557,195.58-	
	Fund Total			**117,605.53**	**282,230.99**	**4,191,641.50**
2	Opioid Settlement					
		1,095,128.18				
	Disbursements			55,103.99-	105,409.23-	
	Payroll			432.95-	432.95-	
	Fund Total			**55,536.94-**	**105,842.18-**	**989,286.00**
5	Human Services Fund		**410**	General Administration		
		1,024,725.12-				
	Receipts			79,775.03	171,225.81	
	Disbursements			70,966.30-	163,984.06-	
	Payroll			12,073.98-	22,796.03-	
	Journal Entries			0.00	17,920.39	
	Dept Total			**3,265.25-**	**2,366.11**	**1,022,359.01-**
5	Human Services Fund		**420**	Income Maintenance		
		7,442,492.26				
	Receipts			1,022,341.54	1,882,978.48	
	Disbursements			373,847.73-	862,618.12-	
	Payroll			380,560.44-	760,682.07-	
	Dept Total			**267,933.37**	**259,678.29**	**7,702,170.55**
5	Human Services Fund		**431**	Social Services		
		6,509,466.11				
	Receipts			1,170,556.88	2,236,223.00	
	Disbursements			94,890.41-	318,070.34-	
	SSIS			864,261.29-	1,477,189.40-	
	Payroll			898,864.96-	1,802,468.44-	

Fund		Beginning Balance		This Month	YTD	Current Balance
	Dept Total			**687,459.78-**	**1,361,505.18-**	**5,147,960.93**
5	Human Services Fund		**461**	Information Systems		
		4,471,639.64-				
	Receipts			1,814.21	8,809.42	
	Disbursements			213.55-	1,594.71-	
	Payroll			21,444.36-	60,111.78-	
	Dept Total			**19,843.70-**	**52,897.07-**	**4,524,536.71-**
5	Human Services Fund		**471**	LCTS Collaborative Agency		
		0.00				
	Receipts			76,604.00	76,604.00	
	Disbursements			76,604.00-	76,604.00-	
	Dept Total			**0.00**	**0.00**	**0.00**
	Fund Total	**8,455,593.61**		**442,635.36-**	**1,152,357.85-**	**7,303,235.76**
61	Agency Health Insurance					
		1,510,590.02				
	Receipts			307,194.51	611,016.94	
	Disbursements			279,263.93-	512,438.07-	
	Fund Total			**27,930.58**	**98,578.87**	**1,609,168.89**
71	LCTS Lyon Murray Collaborative Fund		**471**	LCTS Collaborative Agency		
		152,996.21				
	Receipts			36,310.00	36,310.00	
	Dept Total			**36,310.00**	**36,310.00**	**189,306.21**
	Fund Total	**152,996.21**		**36,310.00**	**36,310.00**	**189,306.21**
73	LCTS Rock Pipestone Collaborative Fund		**471**	LCTS Collaborative Agency		
		52,775.81				
	Receipts			14,214.00	14,214.00	
	Dept Total			**14,214.00**	**14,214.00**	**66,989.81**

Fund			Beginning Balance		This Month	YTD	Current Balance
		Fund Total	**52,775.81**		**14,214.00**	**14,214.00**	**66,989.81**
75	Redwood LCTS Collaborative			**471**	LCTS Collaborative Agency		
			85,961.51				
		Receipts			26,080.00	26,080.00	
		Dept Total			**26,080.00**	**26,080.00**	**112,041.51**
		Fund Total	**85,961.51**		**26,080.00**	**26,080.00**	**112,041.51**
77	Local Advisory Council			**477**	Local Advisory Council		
			556.34				
		Dept Total			**0.00**	**0.00**	**556.34**
		Fund Total	**556.34**		**0.00**	**0.00**	**556.34**
78	Private Purpose Trust Fund			**431**	Social Services		
			10,289.39				
		Receipts			5,980.00	13,282.00	
		Disbursements			5,980.00-	20,407.00-	
		Dept Total			**0.00**	**7,125.00-**	**3,164.39**
		Fund Total	**10,289.39**		**0.00**	**7,125.00-**	**3,164.39**
All Funds			15,273,301.58				
		Receipts			3,185,923.68	6,081,248.51	
		Disbursements			1,005,091.94-	2,226,203.82-	
		SSIS			864,261.29-	1,477,189.40-	
		Payroll			1,592,602.64-	3,203,686.85-	
		Journal Entries			0.00	17,920.39	
		Total			**276,032.19-**	**807,911.17-**	14,465,390.41

Southwest Health and Human Services

RM-Stmt of Revenues & Expenditures

As Of 02/2025 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2025 BUDGET	% OF BUDG	% OF YEAR	
FUND 1 HEALTH SERVICES FUND						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	35,929.00-	243,759.75-	1,123,025.00-	22	17	
INTERGOVERNMENTAL REVENUES	7,120.00-	149,316.00-	163,000.00-	92	17	
STATE REVENUES	160,210.23-	208,384.75-	1,651,230.00-	13	17	
FEDERAL REVENUES	213,911.18-	332,467.28-	1,326,404.00-	25	17	
FEES	17,693.55-	48,917.14-	479,700.00-	10	17	
EARNINGS ON INVESTMENTS	9,154.99-	17,546.88-	40,100.00-	44	17	
MISCELLANEOUS REVENUES	141.60-	155.29-	400.00-	39	17	
TOTAL REVENUES	**444,160.55-**	**1,000,547.09-**	**4,783,859.00-**	**21**	**17**	4% over
EXPENDITURES						
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	17	
PAYROLL AND BENEFITS	279,225.95	557,449.54	4,180,987.00	13	17	
OTHER EXPENDITURES	47,329.07	160,866.56	704,966.00	23	17	
TOTAL EXPENDITURES	**326,555.02**	**718,316.10**	**4,885,953.00**	**15**	**17**	2% under

Southwest Health and Human Services

RM-Stmt of Revenues & Expenditures

As Of 02/2025 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2025 BUDGET	% OF BUDG	% OF YEAR	
FUND 5 HUMAN SERVICES FUND						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	0.00	537,950.13-	13,970,465.00-	4	17	
INTERGOVERNMENTAL REVENUES	10,000.00-	69,420.50-	111,515.00-	62	17	
STATE REVENUES	511,821.93-	1,032,027.47-	6,876,001.00-	15	17	
FEDERAL REVENUES	1,216,403.18-	1,837,277.97-	8,156,116.00-	23	17	
FEES	206,577.92-	433,197.57-	2,492,152.00-	17	17	
EARNINGS ON INVESTMENTS	40,331.44-	76,860.56-	186,518.00-	41	17	
MISCELLANEOUS REVENUES	276,235.35-	204,046.45-	1,342,650.00-	15	17	
TOTAL REVENUES	**2,261,369.82-**	**4,190,780.65-**	**33,135,417.00-**	**13**	**17**	4% under
EXPENDITURES						
PROGRAM EXPENDITURES	1,238,646.76	2,117,314.27	12,902,531.00	16	17	
PAYROLL AND BENEFITS	1,304,135.01	2,622,053.11	17,310,190.00	15	17	
OTHER EXPENDITURES	161,223.41	603,771.12	2,922,696.00	21	17	
TOTAL EXPENDITURES	**2,704,005.18**	**5,343,138.50**	**33,135,417.00**	**16**	**17**	1% under

Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
1 FUND	Health Services Fund							
410 DEPT	General Administration							
0 PROGRAM	...		**Revenue**					**17**
			Expend.	**1,182.94**	**4,087.49**	**0.00**	**0**	**17**
			Net	**1,182.94**	**4,087.49**	**0.00**	**0**	**17**
910 PROGRAM	CHA/CHIP		**Revenue**	**0.00**	**0.00**	**4,170.00-**	**0**	**17**
			Expend.	**1,691.57**	**7,193.76**	**66,146.00**	**11**	**17**
			Net	**1,691.57**	**7,193.76**	**61,976.00**	**12**	**17**
915 PROGRAM	CDC Infrastructure Grant		**Revenue**	**0.00**	**15,127.02-**	**57,702.00-**	**26**	**17**
			Expend.	**5,877.73**	**12,354.33**	**61,678.00**	**20**	**17**
			Net	**5,877.73**	**2,772.69-**	**3,976.00**	**70-**	**17**
919 PROGRAM	PH Foundational		**Revenue**	**75,276.32-**	**75,276.32-**	**216,045.00-**	**35**	**17**
			Expend.	**13,881.13**	**24,478.39**	**202,385.00**	**12**	**17**
			Net	**61,395.19-**	**50,797.93-**	**13,660.00-**	**372**	**17**
930 PROGRAM	Administration		**Revenue**	**45,097.13-**	**261,262.78-**	**1,279,137.00-**	**20**	**17**
			Expend.	**55,929.71**	**144,327.23**	**837,723.00**	**17**	**17**
			Net	**10,832.58**	**116,935.55-**	**441,414.00-**	**26**	**17**
410 DEPT	General Administration	**Totals:**	**Revenue**	**120,373.45-**	**351,666.12-**	**1,557,054.00-**	**23**	**17**
			Expend.	**78,563.08**	**192,441.20**	**1,167,932.00**	**16**	**17**
			Net	**41,810.37-**	**159,224.92-**	**389,122.00-**	**41**	**17**
481 DEPT	Nursing							
100 PROGRAM	Family Health		**Revenue**	**1,730.00-**	**3,080.00-**	**18,125.00-**	**17**	**17**
			Expend.	**3,868.70**	**6,872.77**	**24,353.00**	**28**	**17**
			Net	**2,138.70**	**3,792.77**	**6,228.00**	**61**	**17**
103 PROGRAM	Follow Along Program		**Revenue**	**0.00**	**0.00**	**33,717.00-**	**0**	**17**
			Expend.	**2,546.60**	**5,088.69**	**34,850.00**	**15**	**17**
			Net	**2,546.60**	**5,088.69**	**1,133.00**	**449**	**17**
110 PROGRAM	TANF		**Revenue**	**61,124.97-**	**61,124.97-**	**130,240.00-**	**47**	**17**
			Expend.	**1,742.65**	**27,171.61**	**130,368.00**	**21**	**17**
			Net	**59,382.32-**	**33,953.36-**	**128.00**	**26,526-**	**17**
125 PROGRAM	Asthma Program		**Revenue**					**17**
			Expend.	**315.30**	**539.33**	**13,522.00**	**4**	**17**
			Net	**315.30**	**539.33**	**13,522.00**	**4**	**17**

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
130 PROGRAM	WIC		**Revenue**	**63,856.00-**	**138,496.00-**	**550,150.00-**	**25**	**17**
			Expend.	**46,893.48**	**89,855.00**	**634,297.00**	**14**	**17**
			Net	**16,962.52-**	**48,641.00-**	**84,147.00**	**58-**	**17**
210 PROGRAM	CTC Outreach		**Revenue**	**19,452.34-**	**19,452.34-**	**187,858.00-**	**10**	**17**
			Expend.	**12,769.70**	**22,071.95**	**194,369.00**	**11**	**17**
			Net	**6,682.64-**	**2,619.61**	**6,511.00**	**40**	**17**
265 PROGRAM	Strong Foundations FHV		**Revenue**	**731.77-**	**23,878.41-**	**189,265.00-**	**13**	**17**
			Expend.	**7,454.02**	**13,744.51**	**175,983.00**	**8**	**17**
			Net	**6,722.25**	**10,133.90-**	**13,282.00-**	**76**	**17**
270 PROGRAM	Maternal Child Health - Title V		**Revenue**	**15,495.30-**	**17,694.67-**	**134,379.00-**	**13**	**17**
			Expend.	**13,870.78**	**29,780.29**	**261,092.00**	**11**	**17**
			Net	**1,624.52-**	**12,085.62**	**126,713.00**	**10**	**17**
280 PROGRAM	MCH Dental Health		**Revenue**	**0.00**	**0.00**	**2,000.00-**	**0**	**17**
			Expend.	**97.19**	**1,013.22**	**40,650.00**	**2**	**17**
			Net	**97.19**	**1,013.22**	**38,650.00**	**3**	**17**
285 PROGRAM	MCH Blood Lead		**Revenue**					**17**
			Expend.	**617.14**	**1,175.36**	**7,186.00**	**16**	**17**
			Net	**617.14**	**1,175.36**	**7,186.00**	**16**	**17**
295 PROGRAM	MCH Car Seat Program		**Revenue**	**1,507.76-**	**2,676.68-**	**17,000.00-**	**16**	**17**
			Expend.	**4,995.89**	**9,544.09**	**77,032.00**	**12**	**17**
			Net	**3,488.13**	**6,867.41**	**60,032.00**	**11**	**17**
300 PROGRAM	Case Management		**Revenue**	**12,022.08-**	**35,370.18-**	**405,212.00-**	**9**	**17**
			Expend.	**32,002.92**	**71,794.18**	**406,385.00**	**18**	**17**
			Net	**19,980.84**	**36,424.00**	**1,173.00**	**3,105**	**17**
330 PROGRAM	MNChoices		**Revenue**	**39,303.00-**	**39,303.00-**	**214,074.00-**	**18**	**17**
			Expend.	**22,680.24**	**44,030.79**	**393,306.00**	**11**	**17**
			Net	**16,622.76-**	**4,727.79**	**179,232.00**	**3**	**17**
603 PROGRAM	Disease Prevention and Control		**Revenue**	**32.00-**	**89.00-**	**202,739.00-**	**0**	**17**
			Expend.	**10,848.74**	**28,367.35**	**237,233.00**	**12**	**17**
			Net	**10,816.74**	**28,278.35**	**34,494.00**	**82**	**17**
481 DEPT	Nursing	**Totals:**	**Revenue**	**215,255.22-**	**341,165.25-**	**2,084,759.00-**	**16**	**17**
			Expend.	**160,703.35**	**351,049.14**	**2,630,626.00**	**13**	**17**
			Net	**54,551.87-**	**9,883.89**	**545,867.00**	**2**	**17**
483 DEPT	Health Education							

Southwest Health and Human Services

INTEGRATED FINANCIAL SYSTEMS

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
500 PROGRAM	Direct Client Services		**Revenue**	**0.00**	**0.00**	**7,112.00-**	**0**	**17**
			Expend.	**1,448.59**	**1,507.43**	**11,992.00**	**13**	**17**
			Net	**1,448.59**	**1,507.43**	**4,880.00**	**31**	**17**
510 PROGRAM	SHIP		**Revenue**	**11,586.64-**	**37,629.83-**	**224,631.00-**	**17**	**17**
			Expend.	**16,513.99**	**29,415.04**	**236,675.00**	**12**	**17**
			Net	**4,927.35**	**8,214.79-**	**12,044.00**	**68-**	**17**
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads L		**Revenue**	**0.00**	**1,039.99-**	**20,576.00-**	**5**	**17**
			Expend.	**704.24**	**902.94**	**23,257.00**	**4**	**17**
			Net	**704.24**	**137.05-**	**2,681.00**	**5-**	**17**
541 PROGRAM	Toward Zero Deaths (TZD) Safe Roads LP		**Revenue**	**0.00**	**1,778.74-**	**20,576.00-**	**9**	**17**
			Expend.	**548.53**	**830.43**	**23,632.00**	**4**	**17**
			Net	**548.53**	**948.31-**	**3,056.00**	**31-**	**17**
551 PROGRAM	Pipestone Drug Free Communities		**Revenue**	**8,482.68-**	**33,332.60-**	**125,000.00-**	**27**	**17**
			Expend.	**10,110.81**	**18,593.85**	**125,000.00**	**15**	**17**
			Net	**1,628.13**	**14,738.75-**	**0.00**	**0**	**17**
565 PROGRAM	Cannabis		**Revenue**	**8,970.17-**	**8,970.17-**	**156,370.00-**	**6**	**17**
			Expend.	**9,312.52**	**18,510.63**	**73,775.00**	**25**	**17**
			Net	**342.35**	**9,540.46**	**82,595.00-**	**12-**	**17**
900 PROGRAM	Emergency Preparedness		**Revenue**	**23,554.08-**	**23,554.08-**	**97,152.00-**	**24**	**17**
			Expend.	**5,585.35**	**12,937.63**	**95,803.00**	**14**	**17**
			Net	**17,968.73-**	**10,616.45-**	**1,349.00-**	**787**	**17**
903 PROGRAM	Response Sustainability-PHEP		**Revenue**	**35,533.75-**	**35,533.75-**	**178,358.00-**	**20**	**17**
			Expend.	**12,719.60**	**28,538.05**	**140,190.00**	**20**	**17**
			Net	**22,814.15-**	**6,995.70-**	**38,168.00-**	**18**	**17**
905 PROGRAM	COVID-19 Pandemic		**Revenue**	**10,589.22-**	**10,589.22-**	**0.00**	**0**	**17**
			Expend.	**4,342.61**	**6,067.14**	**0.00**	**0**	**17**
			Net	**6,246.61-**	**4,522.08-**	**0.00**	**0**	**17**
483 DEPT	Health Education	**Totals:**	**Revenue**	**98,716.54-**	**152,428.38-**	**829,775.00-**	**18**	**17**
			Expend.	**61,286.24**	**117,303.14**	**730,324.00**	**16**	**17**
			Net	**37,430.30-**	**35,125.24-**	**99,451.00-**	**35**	**17**
485 DEPT	Environmental Health							
800 PROGRAM	Environmental		**Revenue**	**7,270.34-**	**149,514.34-**	**222,771.00-**	**67**	**17**
			Expend.	**20,582.54**	**42,960.94**	**258,960.00**	**17**	**17**
			Net	**13,312.20**	**106,553.40-**	**36,189.00**	**294-**	**17**

Southwest Health and Human Services

INTEGRATED FINANCIAL SYSTEMS

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
809 PROGRAM	Environmental Water Lab		**Revenue**	**2,545.00-**	**5,773.00-**	**89,500.00-**	**6**	**17**
			Expend.	**5,419.81**	**14,561.68**	**98,111.00**	**15**	**17**
			Net	**2,874.81**	**8,788.68**	**8,611.00**	**102**	**17**
485 DEPT	Environmental Health	**Totals:**	**Revenue**	**9,815.34-**	**155,287.34-**	**312,271.00-**	**50**	**17**
			Expend.	**26,002.35**	**57,522.62**	**357,071.00**	**16**	**17**
			Net	**16,187.01**	**97,764.72-**	**44,800.00**	**218-**	**17**
1 FUND	Health Services Fund	**Totals:**	**Revenue**	**444,160.55-**	**1,000,547.09-**	**4,783,859.00-**	**21**	**17**
			Expend.	**326,555.02**	**718,316.10**	**4,885,953.00**	**15**	**17**
			Net	**117,605.53-**	**282,230.99-**	**102,094.00**	**276-**	**17**

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
5 FUND	Human Services Fund							
410 DEPT	General Administration							
0 PROGRAM	...		**Revenue**					**17**
			Expend.	**3,265.25**	**2,366.11-**	**34,482.00**	**7-**	**17**
			Net	**3,265.25**	**2,366.11-**	**34,482.00**	**7-**	**17**
410 DEPT	General Administration	**Totals:**	**Revenue**					**17**
			Expend.	**3,265.25**	**2,366.11-**	**34,482.00**	**7-**	**17**
			Net	**3,265.25**	**2,366.11-**	**34,482.00**	**7-**	**17**
420 DEPT	Income Maintenance							
0 PROGRAM	...		**Revenue**					**17**
			Expend.	**6.96**	**16.47**	**0.00**	**0**	**17**
			Net	**6.96**	**16.47**	**0.00**	**0**	**17**
600 PROGRAM	Income Maint Administrative/Overhead		**Revenue**	**45,332.26-**	**236,094.96-**	**4,996,856.00-**	**5**	**17**
			Expend.	**110,867.54**	**344,532.58**	**1,698,381.00**	**20**	**17**
			Net	**65,535.28**	**108,437.62**	**3,298,475.00-**	**3-**	**17**
601 PROGRAM	Income Maint/Random Moment Payroll		**Revenue**					**17**
			Expend.	**228,740.20**	**458,612.13**	**3,140,555.00**	**15**	**17**
			Net	**228,740.20**	**458,612.13**	**3,140,555.00**	**15**	**17**
602 PROGRAM	Income Maint FPI Investigator		**Revenue**	**15,367.00-**	**15,367.00-**	**210,256.00-**	**7**	**17**
			Expend.	**5,010.96**	**13,253.89**	**210,256.00**	**6**	**17**
			Net	**10,356.04-**	**2,113.11-**	**0.00**	**0**	**17**
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		**Revenue**	**3,512.53-**	**4,012.70-**	**50,500.00-**	**8**	**17**
			Expend.	**3,669.89**	**5,453.14**	**50,000.00**	**11**	**17**
			Net	**157.36**	**1,440.44**	**500.00-**	**288-**	**17**
610 PROGRAM	TANF(AFDC/MFIP/DWP)		**Revenue**	**1,562.00-**	**4,961.00-**	**8,400.00-**	**59**	**17**
			Expend.	**1,117.88**	**1,136.64**	**2,100.00**	**54**	**17**
			Net	**444.12-**	**3,824.36-**	**6,300.00-**	**61**	**17**
620 PROGRAM	General Asst(GA)/Final Disposition		**Revenue**	**5,194.41-**	**17,287.58-**	**37,000.00-**	**47**	**17**
			Expend.	**29,381.25**	**48,506.25**	**251,000.00**	**19**	**17**
			Net	**24,186.84**	**31,218.67**	**214,000.00**	**15**	**17**
630 PROGRAM	Food Support (FS)		**Revenue**	**152,006.50-**	**167,341.23-**	**706,000.00-**	**24**	**17**
			Expend.	**177.14**	**177.14**	**3,000.00**	**6**	**17**
			Net	**151,829.36-**	**167,164.09-**	**703,000.00-**	**24**	**17**

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
640 PROGRAM	Child Support (IVD)		**Revenue**	**170,393.00-**	**208,673.00-**	**1,044,500.00-**	**20**	**17**
			Expend.	**79,434.74**	**181,229.45**	**1,039,670.00**	**17**	**17**
			Net	**90,958.26-**	**27,443.55-**	**4,830.00-**	**568**	**17**
650 PROGRAM	Medical Assistance (MA)		**Revenue**	**628,394.97-**	**1,224,762.14-**	**4,805,000.00-**	**25**	**17**
			Expend.	**295,422.74**	**565,903.63**	**3,455,000.00**	**16**	**17**
			Net	**332,972.23-**	**658,858.51-**	**1,350,000.00-**	**49**	**17**
680 PROGRAM	Refugee Cash Assistance (RCA)		**Revenue**	**0.00**	**0.00**	**1,050.00-**	**0**	**17**
			Expend.					**17**
			Net	**0.00**	**0.00**	**1,050.00-**	**0**	**17**
420 DEPT	Income Maintenance	**Totals:**	**Revenue**	**1,021,762.67-**	**1,878,499.61-**	**11,859,562.00-**	**16**	**17**
			Expend.	**753,829.30**	**1,618,821.32**	**9,849,962.00**	**16**	**17**
			Net	**267,933.37-**	**259,678.29-**	**2,009,600.00-**	**13**	**17**
431 DEPT	Social Services							
0 PROGRAM	...		**Revenue**	**0.00**	**242,422.83**	**0.00**	**0**	**17**
			Expend.	**105.30**	**190.69**	**0.00**	**0**	**17**
			Net	**105.30**	**242,613.52**	**0.00**	**0**	**17**
700 PROGRAM	Social Service Administrative/Overhead		**Revenue**	**545,466.38-**	**987,063.83-**	**12,569,877.00-**	**8**	**17**
			Expend.	**292,252.19**	**710,940.74**	**4,648,845.00**	**15**	**17**
			Net	**253,214.19-**	**276,123.09-**	**7,921,032.00-**	**3**	**17**
701 PROGRAM	Social Services/SSTS		**Revenue**					**17**
			Expend.	**661,291.03**	**1,345,131.29**	**8,672,538.00**	**16**	**17**
			Net	**661,291.03**	**1,345,131.29**	**8,672,538.00**	**16**	**17**
710 PROGRAM	Children's Social Services Programs		**Revenue**	**222,414.10-**	**417,098.35-**	**1,794,885.00-**	**23**	**17**
			Expend.	**451,397.23**	**880,374.98**	**4,466,751.00**	**20**	**17**
			Net	**228,983.13**	**463,276.63**	**2,671,866.00**	**17**	**17**
711 PROGRAM	YIP Grant (Circle)-Dept of Public Safety		**Revenue**	**0.00**	**9,320.18-**	**37,507.00-**	**25**	**17**
			Expend.	**7,090.55**	**9,503.59**	**37,507.00**	**25**	**17**
			Net	**7,090.55**	**183.41**	**0.00**	**0**	**17**
712 PROGRAM	CIRCLE Program		**Revenue**	**10,000.00-**	**10,000.00-**	**5,000.00-**	**200**	**17**
			Expend.	**803.18**	**1,020.15**	**12,000.00**	**9**	**17**
			Net	**9,196.82-**	**8,979.85-**	**7,000.00**	**128-**	**17**
713 PROGRAM	STAY Program Grant (formerly SELF)		**Revenue**	**10,125.00-**	**10,125.00-**	**40,500.00-**	**25**	**17**
			Expend.	**2,079.24**	**3,149.09**	**40,500.00**	**8**	**17**
			Net	**8,045.76-**	**6,975.91-**	**0.00**	**0**	**17**

Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
714 PROGRAM	PrimeWest Reinvestment Grant		**Revenue**					17
			Expend.	4,374.79	9,780.68	0.00	0	17
			Net	4,374.79	9,780.68	0.00	0	17
715 PROGRAM	Children Waivers		**Revenue**	122.35	20,454.54-	94,000.00-	22	17
			Expend.	0.00	0.00	800.00	0	17
			Net	122.35	20,454.54-	93,200.00-	22	17
716 PROGRAM	FGDM/Family Group Decision Making		**Revenue**	28,612.00-	28,612.00-	123,032.00-	23	17
			Expend.	6,781.99	13,866.04	123,032.00	11	17
			Net	21,830.01-	14,745.96-	0.00	0	17
717 PROGRAM	Family Assmt Response Grant/Discr Fund		**Revenue**	0.00	0.00	43,163.00-	0	17
			Expend.	6,057.59	8,726.53	43,163.00	20	17
			Net	6,057.59	8,726.53	0.00	0	17
718 PROGRAM	PSOP/Parent Support Outreach Program		**Revenue**	7,544.50-	7,544.50-	28,587.00-	26	17
			Expend.	1,933.23	1,968.93	28,587.00	7	17
			Net	5,611.27-	5,575.57-	0.00	0	17
719 PROGRAM	CCIP/Comm.Crime Intervention&Prevent		**Revenue**	0.00	49,221.74-	75,015.00-	66	17
			Expend.	12,318.51	23,253.73	75,015.00	31	17
			Net	12,318.51	25,968.01-	0.00	0	17
720 PROGRAM	Child Care/Child Protection		**Revenue**	800.00-	1,200.00-	20,000.00-	6	17
			Expend.	0.00	566.46	2,500.00	23	17
			Net	800.00-	633.54-	17,500.00-	4	17
721 PROGRAM	CC Basic Slide Fee/Cty Match to DHS		**Revenue**	1,845.00-	3,364.00-	19,500.00-	17	17
			Expend.	3,614.00	7,225.00	50,000.00	14	17
			Net	1,769.00	3,861.00	30,500.00	13	17
726 PROGRAM	MFIP/SW MN PIC		**Revenue**	443.00-	781.00-	10,000.00-	8	17
			Expend.					17
			Net	443.00-	781.00-	10,000.00-	8	17
730 PROGRAM	Chemical Dependency		**Revenue**	19,167.28-	31,176.14-	239,500.00-	13	17
			Expend.	14,539.09	33,820.34	165,500.00	20	17
			Net	4,628.19-	2,644.20	74,000.00-	4-	17
741 PROGRAM	Mental Health - Adults Only		**Revenue**	112,121.28-	278,439.90-	1,587,535.00-	18	17
			Expend.	193,688.21	269,066.52	2,498,584.00	11	17
			Net	81,566.93	9,373.38-	911,049.00	1-	17

Southwest Health and Human Services

INTEGRATED FINANCIAL SYSTEMS

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
742 PROGRAM	Mental Health - Children Only		**Revenue**	**133,070.71-**	**208,253.21-**	**1,300,841.00-**	**16**	**17**
			Expend.	**151,063.75**	**200,537.47**	**1,485,674.00**	**13**	**17**
			Net	**17,993.04**	**7,715.74-**	**184,833.00**	**4-**	**17**
750 PROGRAM	Developmental Disabilities		**Revenue**	**1,083.99**	**95,431.42-**	**807,219.00-**	**12**	**17**
			Expend.	**19,128.84**	**29,011.30**	**252,140.00**	**12**	**17**
			Net	**20,212.83**	**66,420.12-**	**555,079.00-**	**12**	**17**
760 PROGRAM	Adult Services		**Revenue**	**56,910.14-**	**170,377.47-**	**1,609,694.00-**	**11**	**17**
			Expend.	**9,494.58**	**18,332.83**	**77,200.00**	**24**	**17**
			Net	**47,415.56-**	**152,044.64-**	**1,532,494.00-**	**10**	**17**
765 PROGRAM	Adult Waivers		**Revenue**	**13,875.89-**	**140,827.17-**	**785,000.00-**	**18**	**17**
			Expend.	**10,635.42**	**21,906.44**	**215,000.00**	**10**	**17**
			Net	**3,240.47-**	**118,920.73-**	**570,000.00-**	**21**	**17**
431 DEPT	Social Services	**Totals:**	**Revenue**	**1,161,188.94-**	**2,226,867.62-**	**21,190,855.00-**	**11**	**17**
			Expend.	**1,848,648.72**	**3,588,372.80**	**22,895,336.00**	**16**	**17**
			Net	**687,459.78**	**1,361,505.18**	**1,704,481.00**	**80**	**17**
461 DEPT	Information Systems							
0 PROGRAM	...		**Revenue**	**1,814.21-**	**8,809.42-**	**85,000.00-**	**10**	**17**
			Expend.	**21,657.91**	**61,706.49**	**355,637.00**	**17**	**17**
			Net	**19,843.70**	**52,897.07**	**270,637.00**	**20**	**17**
461 DEPT	Information Systems	**Totals:**	**Revenue**	**1,814.21-**	**8,809.42-**	**85,000.00-**	**10**	**17**
			Expend.	**21,657.91**	**61,706.49**	**355,637.00**	**17**	**17**
			Net	**19,843.70**	**52,897.07**	**270,637.00**	**20**	**17**
471 DEPT	LCTS Collaborative Agency							
702 PROGRAM	LCTS		**Revenue**	**76,604.00-**	**76,604.00-**	**0.00**	**0**	**17**
			Expend.	**76,604.00**	**76,604.00**	**0.00**	**0**	**17**
			Net	**0.00**	**0.00**	**0.00**	**0**	**17**
471 DEPT	LCTS Collaborative Agency	**Totals:**	**Revenue**	**76,604.00-**	**76,604.00-**	**0.00**	**0**	**17**
			Expend.	**76,604.00**	**76,604.00**	**0.00**	**0**	**17**
			Net	**0.00**	**0.00**	**0.00**	**0**	**17**
5 FUND	Human Services Fund	**Totals:**	**Revenue**	**2,261,369.82-**	**4,190,780.65-**	**33,135,417.00-**	**13**	**17**
			Expend.	**2,704,005.18**	**5,343,138.50**	**33,135,417.00**	**16**	**17**
			Net	**442,635.36**	**1,152,357.85**	**0.00**	**0**	**17**

Social Services Caseload:

Yearly Averages	Adult Services	Children's Services	Total Programs
2018	2683	617	3299
2019	2651	589	3241
2020	2623	572	3195
2021	2694	560	3254
2022	2729	567	3295
2023	2820	575	3395
2024	2727	579	3306
2025			

2025	Adult Services	Children's Services	Total Programs
January	2679	567	3246
February	2615	575	3190
March			0
April			0
May			0
June			0
July			0
August			0
September			0
October			0
November			0
December			0
Average	**2647**	**571**	**3218**

Adult - Social Services Caseload

Average	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
2018	11	299	14	0	282	43	880	18	353	451	331	2683
2019	9	319	13	0	261	58	887	17	295	542	339	2651
2020	10	328	12	0	270	61	869	15	287	453	319	2623
2021	9	362	13	0	272	50	926	14	299	446	303	2609
2022	8	387	12	0	260	72	996	16	230	448	303	2671
2023	8	406	10	0	246	83	1065	17	228	450	306	2757
2024	10	394	11	0	231	111	972	21	206	463	310	2773
2025												

*Note: CADI name change and there is a new category (Adult Essential Community Supports)

2025	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
January	9	388	11	0	246	132	948	18	189	442	296	2679
February	9	387	11	0	247	131	938	22	151	428	291	2615
March												0
April												0
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	9	**388**	**11**	**0**	**247**	**132**	**943**	**20**	**170**	**435**	**294**	**1765**

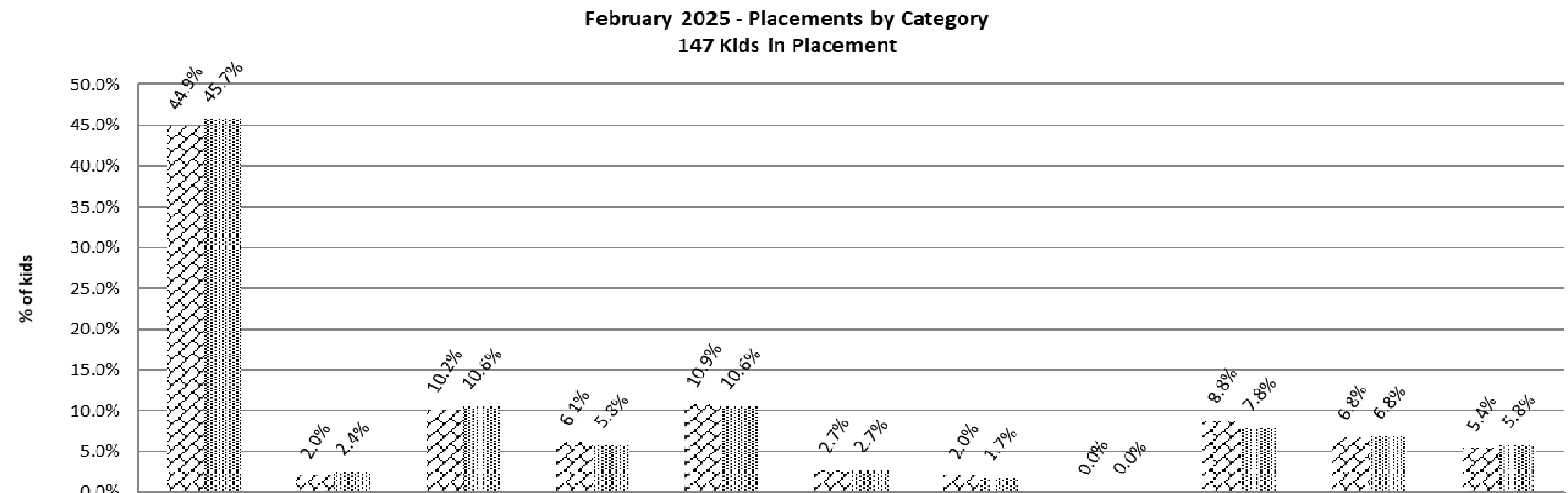
Children's - Social Services Caseload

Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Inter vention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
2018	46	23	0	11	40	180	182	110	0	0	25	604
2019	36	18	0	11	40	170	191	94	0	0	30	589
2020	30	29	0	12	48	163	178	82	0	0	32	572
2021	21	33	0	13	59	165	155	85	0	0	31	591
2022	23	30	0	13	64	176	145	78	0	0	38	592
2023	22	31	0	12	64	166	158	86	0	0	37	584
2024	21	19	0	11	64	162	168	105	0	0	30	642
2025												

2025	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Inter vention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
January	20	9	0	9	58	149	192	100	0	0	30	567
February	21	13	0	9	58	153	191	103	0	0	27	575
March												0
April												0
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	21	**11**	**0**	**9**	**58**	**151**	**192**	**102**	**0**	**0**	**29**	**381**

2025 KIDS IN OUT OF HOME PLACEMENT - BY COUNTY

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	YTD Average	2024 Average
Lincoln	9	11											**10**	**5**
Lyon	65	65											**65**	**70**
Murray	15	14											**15**	**17**
Pipestone	7	11											**9**	**19**
Redwood	38	39											**39**	**41**
Rock	12	7											**10**	**10**
Monthly Totals	**146**	**147**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**		



	Foster home: 66	Foster home - corporate: 3	Group Home: 15	Residential treatment center: 9	Supervised independent living: 16	Pre-adoptive home: 4	Juvenile correctional facility (non-secure): 3	Non-custodial parent's home: 0	Child's reunification home: 13	Other: 10 (pre-kinship home=9 (unauthorized absence=1)	Probation Placement: 8
Month %	44.9%	2.0%	10.2%	6.1%	10.9%	2.7%	2.0%	0.0%	8.8%	6.8%	5.4%
Yearly Avg	45.7%	2.4%	10.6%	5.8%	10.6%	2.7%	1.7%	0.0%	7.8%	6.8%	5.8%

February 2025: Total kids in placement = 147

Total of 6 Children entered placement

2	Lincoln	Foster Home
2	Lyon	Foster Home
1	Lyon	Group Home
1	Redwood	Group Home

Total of 5 Children were discharged from placement (discharges from previous month)

3	Rock	Foster Home
1	Rock	Foster Home-Corporate
1	Rock	Group Home

NON IVD COLLECTIONS

February 2025

PROGRAM		ACCOUNT	TOTAL
MSA/GRH		05-420-605.5803	3,513
TANF (MFIP/DWP/AFDC)		05-420-610.5803	1,562
GA		05-420-620.5803	251
GA	Final Disposition Recovery	05-420-620.5804	4,943
FS		05-420-630.5803	530
CS	(PI Fee, App Fee, etc)	05-420-640.5501	150
MA	Probate Fees	05-420-650-5501	0
MA	Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	254,342
REFUGEE		05-420-680.5803	0
CHILDRENS			
	Court Visitor Fee	05-431-700.5514	0
	Parental Fees, Holds	05-431-710.5501	54,898
	OOH/FC Recovery	05-431-710.5803	7,499
CHILDCARE			
	Licensing	05-431-720.5502	0
	Corp FC Licensing	05-431-720.5505	800
	Over Payments	05-431-721&722.5803	0
CHEMICAL DEPENDENCY			
	SUD Assessment Fee	05-431-730.5504	1,304
	CD Assessments	05-431-730.5519	3,060
	Detox Fees	05-431-730.5520	12,101
	SUD Treatment	05-431-730.5523	2,239
	Over Payments	05-431-730.5803	0
MENTAL HEALTH			
	Insurance Copay	05-431-740.5803	0
	Over Payments	05-431-741 or 742.5803	3,059
DEVELOPMENTAL DISABILITIES			
	Insurance Copay/Overpayments	05-431-750.5803	0
ADULT			
	Court Visitor Fee	05-431-760.5515	0
	Insurance Copay/Overpayments	05-431-760.5803	0
TOTAL NON-IVD COLLECTIONS			**350,251**

Spotlight on SWHHS County

Federal Performance Measures

FFY24	Paternities established (%)	Orders established (%)	Current collections (%)	Arrears collections (%)	Cost effect ($)
Statewide	96.01	86.04	73.34	69.39	2.65
SWHHS	99.95	86.94	75.41	73.50	7.11

Payment stats

- Total dollar amount disbursed: $8,526,543
- Total number of cases with payments: 1,914

Maintenance stats

- Total number of cases with a Cost-of-Living Adjustment: 611
- Total number of modified orders: 125

Staff stats

- Total number of child support staff (includes cooperative agreements if applicable): 15.0

People stats

- Number of children served: 3,127
- MSCO registrations: 34% of all participants are registered.

Percent by Role and Ethnicity

Ethnicity Group	Blank Field	African American	American Indian	Asian	Chose not to disclose	Hispanic	Multiple race	Other	Pacific Islander	Unknown	White
NCP	4.80%	8.00%	3.41%	1.43%	0.00%	4.13%	2.48%	27.87%	0.04%	0.00%	47.83%
CP	7.21%	4.95%	3.63%	1.68%	0.00%	1.33%	6.50%	6.50%	0.26%	0.53%	67.40%

SOUTHWEST HEALTH & HUMAN SERVICES

2025 Public Health Statistics

	WIC	Family Home Visiting	MnChoices PCA Assessments	Managed Care	Dental Varnish	Refugee Health	LTBI Medication Distribution	Water Tests	FPL Inspections	Imm	Car Seats	COVID Vaccine Admin
'12 Avg	1857	48	15	187	81							
'13 Avg	2302	37	21	211	90							
'14 Avg	2228	60	25	225	112	6	30					
'15 Avg	2259	86	23	238	112	12	36					
'16 Avg	2313	52	22	265	97	12	27					
'17 Avg	2217	47	22	290	56	9	25					
'18 Avg	2151	50	22	324	23	4	18	128	48	57	19	
'19 Avg	2018	31	10	246	18	4	10	131	47	63	20	
'20 Avg	2008	27	8	224	-	-	6	129	34	21	7	
'21 Avg	1921	19	8	195	-	1	4	132	41	24	9	633
'22 Avg	1984	35	9	189	-	1	17	171	47	41	12	4
'23 Avg	2096	33	11	175	-	4	2	133	41	57	16	-
'24 Avg	2059	30	12	234	-	7	4	118	40	55	19	-

	WIC	Family Home Visiting	MnChoices Assessments	Managed Care	Dental Varnish	Refugee Health	LTBI/DOT Medication Distribution	Water Tests	FPL Inspections	Imm	Car Seats
11/24	2010	24	10	184	0	6	1	109	37	175	16
12/24	2005	12	7	183	0	1	1	96	32	50	17
1/25	2018	14	12	231	0	2	1	113	30	65	24
2/25		27	7	232	0	0	1	80	36	60	10
3/25											
4/25											
5/25											
6/25											
7/25											
8/25											
9/25											
10/25											
11/25											
12/25											

FUNDING DISTRIBUTION BY CATEGORY

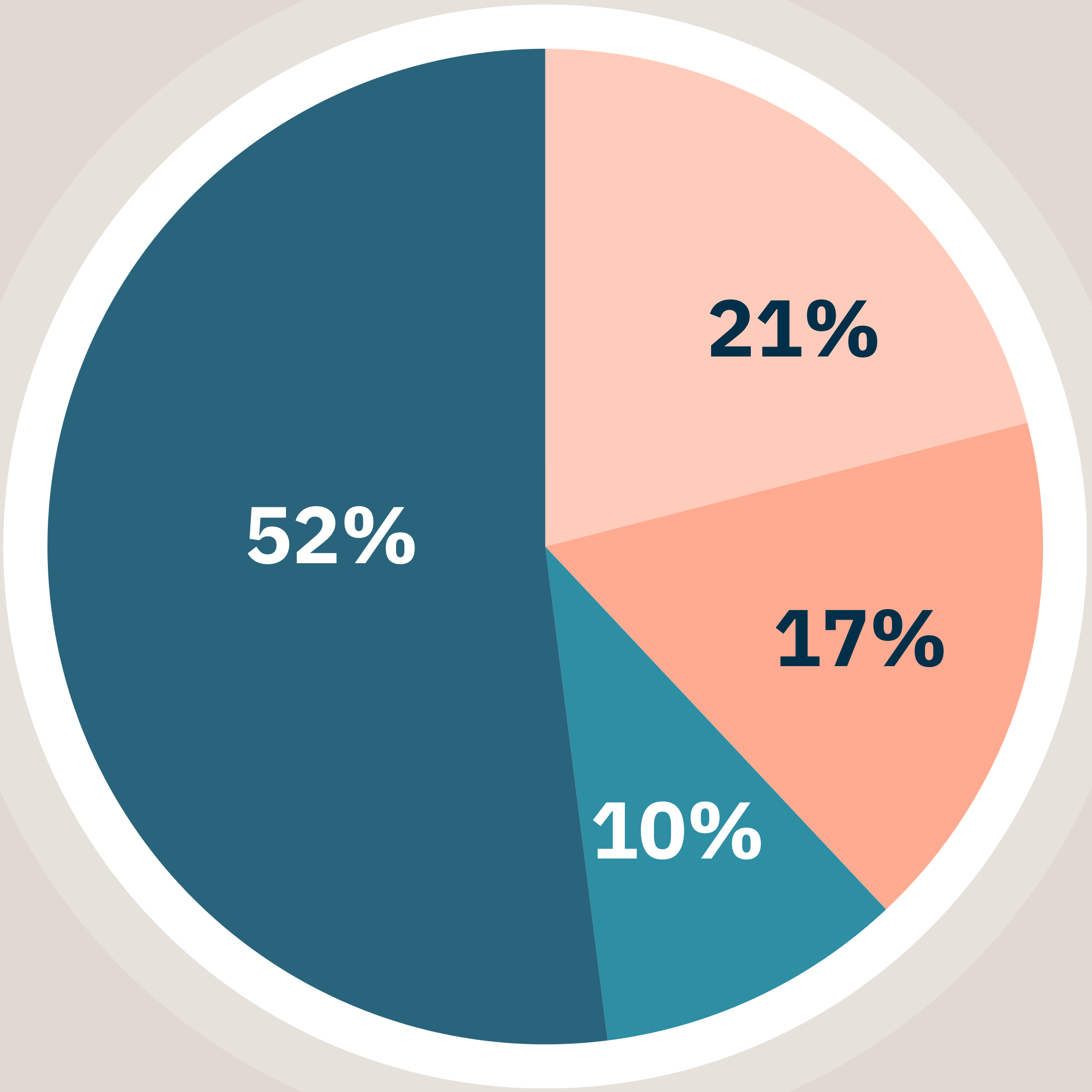
Prevention
$67,608

Harm Reduction
$38,448

Treatment & Recovery
$206,419

Criminal Justice
$82,440.67

Other
$180



***+ $100,00 for media campaign and curriculum in the schools**

AWARDS

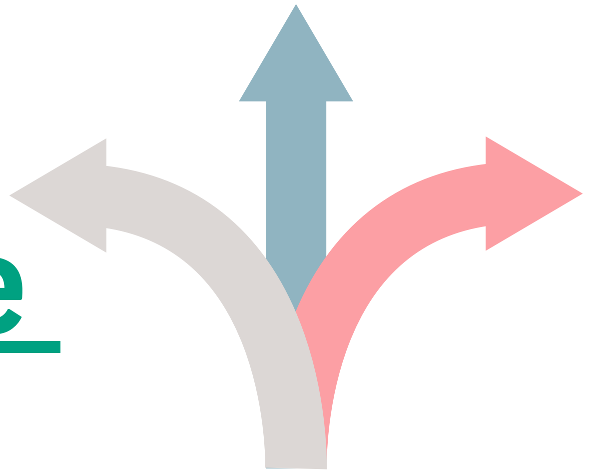
Brown Lyon Redwood Renville Drug Task Force	$19,750
Bufalo Ridge Drug Task Force	$17,690.67
Murray County Central Schools	$24,537 and $179
Pipestone Area Schools	$5,000
Project Turnabout	$80,000
Western Mental Health Center	$76,142
CentraCare	$76,896
Redwood County Sheriff's Office	$30,000
Lyon County Sheriff's Office	$15,000*
Mn West Community and Technical College	$49,900
Media campaign and School Curriculum	$100,000

Total $495,000

Opioid Settlement Funding (2.14.25)			
Allocated Funding			
Round 1	$ 223,119.67		
Round 2	$ 171,975.60		
Round 2* (media and curriculum allocation)	$ 100,000.00		
	$ 495,095.27		
		Total spent	funding left to spend
Brown Lyon Redwood Renville Drug Task Force	$ 19,750.00	$ 19,630.00	$ 120.00
Buffalo Ridge DTF	$ 17,690.67	$ 17,690.67	$ -
Murray County Central Schools	$ 24,537.00	$ 24,537.00	$ -
Pipestone Area School	$ 5,000.00	$ 5,000.00	$ -
Project Turnabout	$ 80,000.00	$ -	$ 80,000.00
Western Mental Health	$ 76,142.00	$ 11,727.23	$ 64,414.77
CentraCare	$ 76,896.00	$ 64,083.89	$ 12,812.11
Redwood Co SO	$ 30,000.00	$ 30,000.00	$ -
Lyon Co PD	$ 15,000.00	$ 1,408.55	$ 13,591.45
MnWest	$ 49,900.00	$ 48,577.63	$ 1,322.37
Murray County Central Schools	$ 179.60	$ 179.60	$ -
New Life Treament Center		$ -	$ -
Media	$ 50,000.00	$ 5,905.42	$ 44,094.58
Western Mental Health Center-school curriculum	$ 15,000.00	$ 5,375.20	$ 9,624.80
Approved funding for media/curriculum-not allocated	$ 35,000.00	$ -	$ 35,000.00
Totals	$ 495,095.27	$ 234,115.19	$ 260,980.08
Other expenses since January 2023			
salary and wages		$ 9,881.60	
fringe (FICA, health insurance, PERA, medicare,		$ 2,957.14	
advisory board expenses		$ 1,377.68	
mileage	333.73(agency rate), 228.2 (IRS rate)	$ 561.93	
meeting expenses (food, supplies, space rent,		$ 3,934.89	
		$ 252,828.43	
			$ 513,808.51
Revenue received through 2.14.25	$ 1,242,908.40		$ 729,099.89
		10% indirects, mileage and meeting costs	$ 656,189.90

Meeting discussion

<u>$656,189.90 available</u>



Options

<u>Considerations:</u>
*Funding is front loaded
*Anticipate around $230,000 in 2025
*Some grants may want sustained funding

<u>Priorities:</u>
*Harm reduction
*Prevention
*Treatment and Recovery
*Criminal Justice
*Organizations that have not received funding yet

<u>Other project ideas:</u>
*Fatality Review Team (SWHHS staff time)
*scholarship opportunities? Ann will look into this
*SWHHS staff time for community/youth awareness

1

$400,000
No priorities

2

$400,000/up to $500,000
Priorities:
*youth prevention
*community awareness

3

$500,000
Priorities:

Recommendations

$656,189.90 available

2

Considerations:
*Funding is front loaded
*Anticipate around $230,000 in 2025
*Some grants may want sustained funding

Other project ideas:
*Fatality Review Team (SWHHS staff time)
*Scholarship opportunities for LADC at MnWest? Ann will look into this
*SWHHS staff time for community/youth awareness
Lock boxes for Vape pens/paraphanelia

Please encourage schools to take the Minnesota Student Survey!

$400,000/up to $500,000 (if larger projects are approved)

Priorities:
*youth prevention
*community awareness/prevention

SAVE THE DATE

Southwest Health and Human Services All Staff Day

Wednesday April 30

Location: KB's Ballroom in Ghent

Time: 9:00-3:00

Strengthening Your Trauma Intelligence

SOUTHWEST
HEALTH & HUMAN
SERVICES

Dr. Carolyn Porta, PhD, MPH, RN, SANE-A, FAAN Professor and Associate Vice President at University of Minnesota

Join us on Tuesday April 29, 2025
from: 4:00-5:30
2nd Floor Conference Room
607 West Main Street Marshall, MN

By completing this workshop:

- Identify core categories of trauma
- Demonstrate trauma intelligent listening skills
- Identify self-care, nerve supporting strategies to mitigate trauma

Contact Carol Biren:

507-532-4136
carol.biren@swhhsmn.gov

RSVP to save your spot, limited seating available

Vehicle Comparison		
		
YMMS	2026 Chevrolet Equinox LT 4dr All-Wheel Drive 1PT26	2025 Chrysler Voyager LX Passenger Van RUCL53
Vehicle Type	SUV	Passenger Minivan
Engine	1.5L Turbo DOHC 4-Cyl SIDI VVT	3.6L V6 24V VVT UPG I w/ESS
EPA MPG City	24	19
EPA MPG Highway	29	28
Acquisition Cost	$29,624	$40,290
Total Actual Depreciation	$21,849	$28,216
Total Fuel Cost	$11,991	$11,281
Total Maintenance Cost	$8,107	$7,447
Monthly Payment	**$472.18**	**$640.95**
Lease Term	60 Months	60 Months
Holding Period	5 Years	5 Years
Annual Mileage	18,000	15,000
Cost Per Mile	$0.62	$0.85
RBV at Term	$6,295	$8,562
Expected Sales Price at Holding End	$7,775	$12,074
Estimated Equity at Term	$1,480	$3,512

Year 1 Payments	$5,666.14	$7,691.36
Down Payments (15%) Per Vehicle	$4,443.57	$6,043.50
# of Vehicles	6	1
Total Cost in Year 1	$60,658.28	$13,734.86

Total Year 1 Capital Cash Outlay	$74,393.13
Equity	$18,002
Total Year 1 Capital Cash Outlay to Replace 7 vehicles	$56,391.58

Vehicle Comparison

			
YMMS	2026 Chevrolet Equinox LT 4dr All-Wheel Drive 1PT26	2025 GMC Terrain Elevation 4dr All-Wheel Drive TPB26	2025 Toyota Camry LE 4dr Front-Wheel Drive Sedan 2559
Vehicle Type	SUV	SUV	Full-Size Sedan
Engine	1.5L Turbo DOHC 4-Cyl SIDI VVT	1.5L Turbo DOHC 4-Cylinder SIDI VVT	2.5L 4-Cylinder 16-Valve DOHC Hybrid
EPA MPG City	24	24	53
EPA MPG Highway	29	28	50
Acquisition Cost	$29,587	$30,923	$26,540
Total Actual Depreciation	$19,917	$19,323	$12,288
Total Fuel Cost	$11,991	$12,224	$6,144
Total Maintenance Cost	$8,107	$8,107	$7,213
Monthly Payment with Tax	**$472.18**	**$492.73**	**$423.39**
Lease Term	60 Months	60 Months	60 Months
Holding Period	5 Years	5 Years	5 Years
Annual Mileage	18,000	18,000	18,000
Cost Per Mile	$0.60	$0.60	$0.43
RBV at Term	$6,287	$6,571	$5,640
Expected Sales Price at Holding End	$9,670	$11,600	$14,252
Estimated Equity at Term	$3,383	$5,029	$8,612

Vehicle Comparison		
		
YMMS	2025 Chrysler Voyager LX Passenger Van RUCL53	2025 Toyota Sienna XLE 7 Passenger 4dr Front-Wheel Drive Passenger Van 5408
Vehicle Type	Passenger Minivan	Hybrid Van
Engine	3.6L V6 24V VVT UPG I w/ESS	2.5L I4 w/VVT-iE
EPA MPG City	19	36
EPA MPG Highway	28	36
Acquisition Cost	$40,290	$40,926
Total Actual Depreciation	$25,681	$25,226
Total Fuel Cost	$11,281	$7,339
Total Maintenance Cost	$7,447	$7,685
Monthly Payment with Tax	**$640.95**	**$651.01**
Lease Term	60 Months	60 Months
Holding Period	5 Years	5 Years
Annual Mileage	15,000	15,000
Cost Per Mile	$0.81	$0.76
RBV at Term	$8,562	$8,697
Expected Sales Price at Holding End	$14,609	$15,700
Estimated Equity at Term	$6,047	$7,003

SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 5

EFFECTIVE DATE: 01/01/11
REVISION DATE: 05/15/13; 02/15/17; 09/20/17; 10/17/18; 01/16/19; 09/18/19;07/21/21; 10/20/21; 05/18/22; 10/18/23;07/17/24;10/16/24;03/19/25
AUTHORITY: Southwest Health and Human Services Joint Governing Board
Minnesota Statute 375.171

--CREDIT CARD POLICY--

Section 1 – Purpose

a. The purpose of this policy is to provide user information to those employees who have been approved by the Southwest Health and Human Services Governing Board to do business for Southwest Health and Human Services (SWHHS) using a credit card issued in the agency's name. It is the intent that through the use of the agency credit card, the agency will benefit from the credit card's cash back program and it will reduce costs associated with processing manual warrants.

Section 2 - Authority to Establish

a. The Governing Board may authorize the use of an agency credit card to make purchases on behalf of the agency. Only those individuals identified and approved by the Governing Board and this policy will hold an agency credit card. A purchase by credit card must otherwise comply with all statutes, rules or agency policy applicable to agency purchases.

Section 3 – Authorization

a. Southwest Health and Human Services Governing Board approval is necessary for an employee to obtain a credit card.

b. Schedule A indicates all approved cardholders by the Southwest Health and Human Services Governing Board. Approved cardholders will be determined based on location, program and position.

c. The Director of Business Management may suspend an approved cardholder's credit card after consultation with the Executive Director. Examples of reasons to suspend include but are not limited to suspicion of fraudulent use, leave of absence, cardholder request, change of duties or etc.

d. The Southwest Health and Human Services Governing Board may review credit card use randomly. If it is determined that credit card use is not in the best interest of Southwest

Health and Human Services, they may at anytime, and without notice cancel credit card use privileges.

Section 4 – Controls

a. The Southwest Health and Human Services Governing Board will approve or deny any request for a credit card.

b. All existing purchasing policies apply to purchases made on a credit card.

c. All itemized receipts must be obtained by the person using the card and presented to accounting for reconciliation of the billing, no later than 1 (one) week after the transaction takes place with the appropriate supervisor and cardholder sign off along with additional required documentation (i.e. staff development form, SS 009 Social Service Request for Payment or etc.).

   If an itemized receipt cannot be obtained, a Declaration of Expenses Paid form (AG 002) is required.

d. It will be the responsibility of the Director of Business Management or designated Accounting Technician to cancel a lost card immediately and to notify the Director and the Southwest Health and Human Services Governing Board of the same.

e. Supervisors are authorized to charge items that are eligible up to $ 3,000. Any items exceeding $ 3,000 will require Southwest Health and Human Governing Board approval. Line staff who are cardholders must have prior approval from their supervisor for any charge.

e. The Board authorizes a credit card limit of $75,000, with varying individual cardholder limits based on department or program needs.

f. All cardholders are required to sign a Credit Card Use Acknowledgement form and route to the Director of Business Management.

g. When a cardholder separates from SWHHS, it is the cardholder's responsibility to turn in their agency credit card to the Director of Business Management.

Section 5 - Eligible Uses of the Credit Card

a. The credit card may be used to:

- Guarantee and pay for hotel rooms for conferences, meeting attendance, or client related travel.
- Purchase supplies and/or materials when purchase of the items by credit card is more time and cost efficient than if purchased by a county warrant (i.e. on line purchases/to reduce sales tax paid).
- Any expenses that meet public purpose.
- Out of state travel related to a client and/or approved by the Southwest Health and Human Services Governing Board.
- Food items when purchased as part of employee recognition, trainings, etc. where a meal is provided by the agency or as part of the service delivery (i.e. Circle Program) or for clients we serve when necessary. Gratuity of 15% is allowed.
- To ensure proper safeguarding of the agency credit card, no credit card information shall be saved to any website (i.e. Walmart, Amazon, or etc.).

Section 6 - Ineligible Uses of the Credit Card

a. The credit card may not be used for:
   - Personal purchases. Absolutely no personal use of the card is allowed.
   - Individual staff meals eligible for reimbursement. Use Form AG#100 or AG#101.
   - Gasoline for any employee's personal vehicle.
   - Cash advances.
   - Alcoholic beverages.

b. Any unallowable expenses charged on a card will be the responsibility of the employee making the purchase to payback to SWHHS. . Payment is expected to be made back to SWHHS, immediately following notification.

c. If a staff person makes an ineligible purchase(s) or fails to provide the required documentation, the following will occur:
   1. First offense – Staff person's immediate supervisor is notified.
   2. Second offense – Staff person's card is suspended for 90 (ninety) days.
   3. Third offense – Staff person is removed as an authorized user of the agency's credit card.

Section 7 - Monthly Reconciliation

a. Each month the accounting technician will be sent the monthly billing statement. It is the personal responsibility of the cardholder to ensure that the proper itemized receipts are turned into accounting, along with any required documentation .

b. The Director of Business Management and/or Accounting Technician will reconcile the monthly statement with all original receipts and documentation.

c. The Director of Business Management and Accounting Technician will have access to the credit card activity for monthly reconciliation.

d. No fees or interest charged by the credit card company because of late payments due to untimely submission of records to accounting will be paid from county funds. The cardholders will be personally responsible for those fees if they appear on the billing for their department.

Schedule A

Authorized Cardholders

Name	Title	Location
Beth Wilms	Director	Marshall – 1st Floor
Cindy Nelson	SS Division Director	Marshall – 1st Floor
Christine Versaevel	SS Supervisor – Children	Marshall – 1st Floor
Megan Boerboom	SS Supervisor – Restorative Practices	Marshall – 1st Floor
Craig Wilson	Social Worker – SELF Program	Marshall – 1st Floor
Chantelle Fogelson	Office Support Supervisor	Marshall – 1st floor
Shaniya Rogge	SS Supervisor – Children	Marshall – 1st floor
Amy Mead	Health Services Program Aide	Marshall – 2nd Floor
Dawn Hagen	Case Aide	Redwood Falls
Stacy Strand	SS Supervisor – Adult	Redwood Falls
Emilie Potter	SS Supervisor – Children	Redwood Falls
Stacy Jorgensen	SS Supervisor – Adults	Pipestone
Tylor Veldhuizen	Public Health Educator	Pipestone
Nancy Walker	Deputy Director	Luverne
Gail Bielen	SS Supervisor – Licensing	Luverne
Taalyr Egeness	SS Supervisor – Children	Luverne
Jennifer Nelson	Community Public Health Supervisor	Slayton
Trish Grieme	Office Support Specialist, SR	Slayton

Deleted: Ann Orren Community Public Health Supervisor Marshall – 2nd Floor¶

Deleted: Chris Cauwels IT Director Marshall – 1st Floor¶

Deleted: Jill Pieske Social Work Team Lead Slayton¶

MARCH 2025

GRANTS ~ AGREEMENTS ~ CONTRACTS

for Board review and approval

MDH Statewide Health Improvement Program (SHIP) – 11/01/20 to 10/31/25; Amendment of the SHIP master grant that provides program services that target reducing obesity and tobacco usage in MN; amendment to include multiple conferences $1,131,136 (amendment).
Fiscal Note: grant increase of $4,024

EHDI – Refugee Health/TB component (MDH) - 07/01/21 to 06/30/26 – grant agreement to eliminate health disparities in refugee and other non-US born populations; reduced to $0 from $1587 (renewal).

Porta, Carolyn (St. Paul, MN) – 4/29/25 to 4/30/25 – contract for two Trauma Intelligence workshop trainings; one workshop held for community members and the second workshop held for agency staff; $3,219.80 (NEW).
Fiscal Note: April 29th workshop, transportation and lodging reimbursed through COVID funding

PrimeWest Health (Pipestone, MN) – 01/01/24 to 12/31/24; Amendment to the Behavioral Health participation agreement to provide targeted case management services to clients; $1064/mo for children (6% increase) and $763/mo for adults (25% increase) (renewal).

Signatures None
Signatures Partial
Signatures Completed