



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

**Board Agenda
Wednesday June 18, 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 05/21/2025 Board Minutes

B. Introduce New Staff

- Paige Schatzke, Adult Mental Health Social Worker, Luverne
- Kevin Murfield, Fraud Prevention Investigator, Marshall

C. Employee Recognition

- | | |
|--|----------|
| • Evan Hacker, Network Administrator, Marshall | 1 Year |
| • Katelyn Croat, Restorative Practices Social Worker, Marshall | 1 Year |
| • Emily Giese, Adoption Social Worker, Slayton | 5 Years |
| • Connie Seaman, Accounting Technician, Redwood Falls | 10 Years |
| • Louise Smith, Eligibility Worker, Redwood Falls | 10 Years |
| • Ann Guttormsson, Lead Eligibility Worker, Marshall | 25 Years |
| • Troy Knakmuhs, Payroll/ HR Technician, Slayton | 30 Years |

D. Financial - Starting on page 5

HUMAN SERVICES (Cont.)

E. Caseload- Starting on Page 23

	<u>05/25</u>	<u>05/24</u>	<u>04/25</u>	<u>03/25</u>
Social Services	3,607	3,725	3,630	3,662
Licensing	374	387	370	401
Out-of-Home Placements	139	162	144	147
Income Maintenance	12,805	13,106	12,793	12,799
Child Support Cases	2,595	2,698	2,595	2,602
Child Support Collections	\$691,464	\$754,492	\$748,752	\$706,954
Non IV-D Collections	\$227,576	\$68,577	\$128,664	\$293,315

F. Discussion/Information

1. Megan Boerboom, Restorative Practices Update - Starting on Page 30

G. Decision Items

1. Income Maintenance Policy #3- Final Disposition - Starting on Page 35

COMMUNITY HEALTH

H. Call to Order

I. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 05/21/2025 Board Minutes

J. Financial

K. Caseloads - Starting on Page 39

	<u>05/25</u>	<u>04/25</u>	<u>03/25</u>
WIC	N/A	2026	2022
Family Home Visiting	32	19	23
PCA Assessments	8	15	16
Managed Care	223	248	219
Dental Varnishing	0	0	0
Refugee Health	0	0	0
Latent TB Medication Distribution	1	1	2
Water Tests	144	152	108
FPL Inspections	35	28	32
Immunizations	31	25	96
Car Seats	15	14	25

COMMUNITY HEALTH (Cont.)

L. Discussion/ Information

M. Decision Items

1. Round 3 Opioid Funding Approval- Jenna Stephenson, Kristin Deacon - Starting on Page 40

GOVERNING BOARD

N. Call to Order

O. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 05/21/2025 Board Minutes

P. Financial

Q. Human Resources Statistics

	<u>05/25</u>	<u>05/24</u>	<u>04/25</u>	<u>03/25</u>
Number of Employees	240	235	241	240
Separations	2	1	1	2
New Hires	1	1	1	2

Current Open Positions	13
Public Health Nurse	5
Licensed Practical Nurse	1
Office Support Specialist SR	1
Community Public Health Supervisor	1
Eligibility Worker	1
Social Worker CAC/CADI/BI	1
Social Worker DD	1
Social Worker LADC	1
Director	1

R. Discussion/Information

GOVERNING BOARD (Cont.)

S. Decision Items

1. Paige Schatzke, County Agency Social Worker- Adult Mental Health, probationary appointment (12 months), \$26.10 hourly, effective 6/2/2025 – Luverne Office
2. Kevin Murfield, Fraud Prevention Investigator, probationary appointment (12 months), \$30.00 hourly, effective 6/16/2025
3. Kathleen Kesteloot, County Agency Social Worker- Developmental Disabilities, probationary appointment to run concurrent, \$29.50 hourly, effective 6/16/2025
4. Personnel Policy #24- Vacation Payout- Nancy Walker - Page 54
5. 2025/2026 Compliance Plan- Nancy Walker - Page 56
6. Laptop Quotes- Beth Wilms and Evan Hacker - Page 70
7. Donations
 - Anonymous donation of children’s clothing to be used for foster care.
 - Anonymous donation of a baby bath bumpo, wipe warmers and a newborn sleeping pod; along with variety sizes of children’s clothes to be used for foster care.
 - Donation by Yoselyn Aleman of 192 size 1 diapers and 38 size 2 diapers to be used for WIC families.
 - Donation by Mary Timmerman of girls infant clothing to any family in need.
 - Donation by Hunter’s Place of backpacks, shampoo, conditioner, combs, brushes and plastic bottles to be used for anyone in need.
 - Donation by Lesley Fischer of toys, games, blankets, pillows, and play-doh to be used for anyone in need.
8. Contracts - Page 72

T. Adjournment

Next Meeting Dates:

Wednesday, July 16, 2025 – Marshall

Wednesday, August 20, 2025 – Marshall

Wednesday, August 20, 2025 Annual Meeting- Marshall

Wednesday, September 17, 2025 – Marshall

SOUTHWEST HEALTH & HUMAN SERVICES

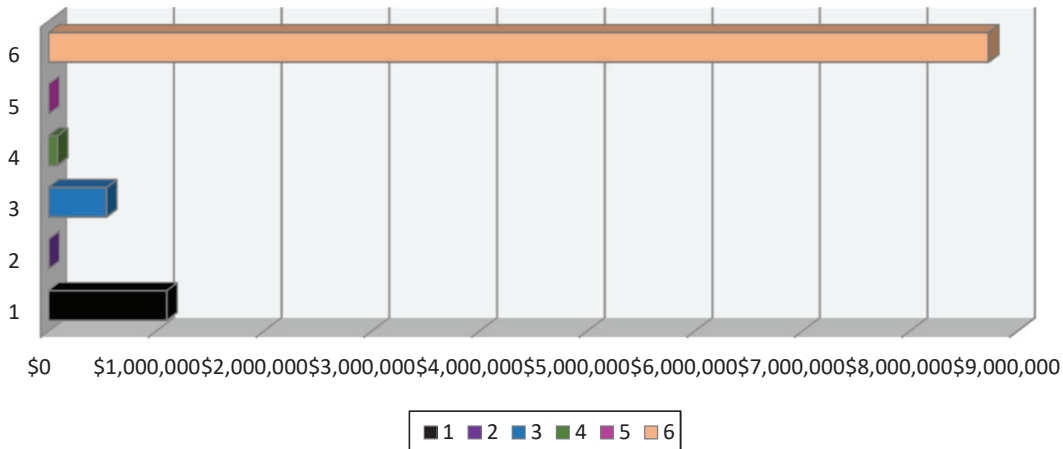
Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne

SUMMARY OF FINANCIAL ACCOUNTS REPORT For the Month Ending: **May 31, 2025**

* Income Maintenance * Social Services * Information Technology * Health *

Description	Month	Running Balance	
BEGINNING CHECKING BALANCE		\$1,370,394	
RECEIPTS			
Monthly Receipts	3,971,364		
County Contribution	0		
Interest on Savings	38,819		
TOTAL MONTHLY RECEIPTS		4,010,183	
DISBURSEMENTS			
Monthly Disbursements	4,283,532		
TOTAL MONTHLY DISBURSEMENTS		4,283,532	
ENDING CHECKING BALANCE		\$1,097,045	
REVENUE			
<i>Checking/Money Market</i>	<i>\$1,097,045</i>		
<i>SS Benefits Checking</i>	<i>\$3,000</i>		
<i>Bremer Savings</i>	<i>\$537,728</i>		
<i>First Interstate Bank Savings</i>	<i>\$81,241</i>		
<i>CD/Term Investment - Magic Fund</i>	<i>\$0</i>		
<i>Investments - MAGIC Fund</i>	<i>\$8,732,356</i>		
ENDING BALANCE		\$10,451,370	May 2024 Ending Balance \$10,134,674
DESIGNATED/RESTRICTED FUNDS			
Opioid Settlement		\$975,558	May 2024 Ending Balance
Agency Health Insurance		\$1,590,647	\$1,198,181
Private Purpose Trust Fund		\$11,724	
LCTS Lyon Murray Collaborative		\$183,762	
LCTS Rock Pipestone Collaborative		\$50,424	
LCTS Redwood Collaborative		\$133,019	
Local Advisory Council		\$556	May 2024 Ending Balance
AVAILABLE CASH BALANCE		\$7,505,680	\$7,937,058

REVENUE DESIGNATION



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

MAY 2025

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				1,370,393.54
05/01/25	10685	Disb		117,930.68	1,252,462.86
05/02/25	11616- 11635	Payroll		176,253.68	1,076,209.18
05/02/25	95271- 95524 ACH	Payroll		608,022.33	468,186.85
05/02/25	137762-137781	Disb		65,412.78	402,774.07
05/02/25	27204-27221 ACH	Disb		133,479.48	269,294.59
05/02/25	Transfer from Magic	Deposit	1,000,000.00		1,269,294.59
05/02/25	10686	Disb		20.00	1,269,274.59
05/02/25	10687	Disb		20.00	1,269,254.59
05/02/25	10688	Disb		1,282.00	1,267,972.59
05/02/25	10689	Disb		2,127.10	1,265,845.49
05/02/25	60534-60565	Deposit	398,204.84		1,664,050.33
05/05/25	10690	Disb		16,881.88	1,647,168.45
05/05/25	10691	Disb		5,798.19	1,641,370.26
05/05/25	10692	Disb		3,750.61	1,637,619.65
05/06/25	60566-60593	Deposit	189,159.88		1,826,779.53
05/06/25	10693	Disb		20.00	1,826,759.53
05/06/25	10694	Disb		20.00	1,826,739.53
05/08/25	10695	Disb		36,174.58	1,790,564.95
05/09/25	137782-137804	Disb		1,809.56	1,788,755.39
05/09/25	27222-27233 ACH	Disb		1,777.84	1,786,977.55
05/09/25	137805-137883	Disb		258,500.70	1,528,476.85
05/09/25	27234-27293 ACH	Disb		241,184.20	1,287,292.65
05/09/25	60594-60625	Deposit	584,679.35		1,871,972.00
05/12/25	VOID 116966	Disb		(11.00)	1,871,983.00
05/12/25	VOID 134875	Disb		(174.70)	1,872,157.70
05/12/25	VOID 135256	Disb		(174.70)	1,872,332.40
05/12/25	VOID 136039	Disb		(174.70)	1,872,507.10
05/12/25	VOID 137834	Disb		(11,054.26)	1,883,561.36
05/12/25	VOID 135705	Disb		(174.70)	1,883,736.06
05/13/25	60626-60664	Deposit	44,522.12		1,928,258.18
05/15/25	10696	Disb		53,854.08	1,874,404.10
05/16/25	10697	Disb		1,282.00	1,873,122.10
05/16/25	VOID 60573	Deposit	(465.90)		1,872,656.20
05/16/25	11636- 11653	Payroll		175,374.33	1,697,281.87
05/16/25	95525- 95771 ACH	Payroll		610,422.21	1,086,859.66
05/16/25	137884-137921	Disb		5,904.04	1,080,955.62
05/16/25	27294-27312 ACH	Disb		3,034.34	1,077,921.28
05/16/25	137922-137956	Disb		82,133.47	995,787.81
05/16/25	27313-27365 ACH	Disb		113,845.05	881,942.76
05/16/25	60665-60711	Deposit	1,132,734.85		2,014,677.61
05/19/25	VOID 132721	Disb		(193.62)	2,014,871.23
05/19/25	VOID 130463	Disb		(184.88)	2,015,056.11
05/19/25	VOID 136082	Disb		(135.02)	2,015,191.13
05/19/25	10698	Disb		17,016.34	1,998,174.79
05/19/25	10699	Disb		5,798.19	1,992,376.60
05/20/25	60712-60735	Deposit	74,322.71		2,066,699.31
05/20/25	10700	Disb		11,424.44	2,055,274.87
05/21/25	VOID 27312	Disb		(191.40)	2,055,466.27
05/22/25	10701	Disb		46,528.02	2,008,938.25
05/23/25	137957-137977	Disb		3,203.20	2,005,735.05
05/23/25	273766-27375 ACH	Disb		3,406.42	2,002,328.63
05/23/25	137978-138017	Disb		100,940.92	1,901,387.71
05/23/25	27376-27399 ACH	Disb		176,970.86	1,724,416.85
05/23/25	138018-138058	Disb		7,953.80	1,716,463.05
05/23/25	27400-27441 ACH	Disb		7,874.30	1,708,588.75
05/23/25	138059-138115	Disb		28,367.99	1,680,220.76
05/23/25	27442-27568 ACH	Disb		79,012.28	1,601,208.48
05/23/25	60736-60779	Deposit	158,417.75		1,759,626.23
05/27/25	10702	Disb		706.50	1,758,919.73
05/27/25	Transfer from SS Acct	Deposit	5,980.00		1,764,899.73
05/27/25	60780-60785	Deposit	65,562.92		1,830,462.65
05/29/25	10703	Disb		61,761.63	1,768,701.02
05/30/25	11654- 11656	Payroll		3,453.03	1,765,247.99
05/30/25	95772- 96018 ACH	Payroll		661,977.29	1,103,270.70
05/30/25	138116-138126	Disb		1,740.35	1,101,530.35
05/30/25	27569-27572 ACH	Disb		623.16	1,100,907.19
05/30/25	138127-138158	Disb		289,741.40	811,165.79
05/30/25	27573-27593 ACH	Disb		71,185.58	739,980.21
05/30/25	60786-60826	Deposit	357,064.79		1,097,045.00
		TOTALS	4,010,183.31	4,283,531.85	

Checking - SS Beneficiaries
 Savings - Bremer
 Savings - First Interstate Bank
 Investments - Magic Fund

3,000.00
537,728.17
81,240.67
8,732,356.14

TOTAL CASH BALANCE

10,451,369.98

SWHHS TREND ANALYSIS

Total Cash and Investment Balance by Month

ALL FUNDS

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	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	\$13,240,688.41	\$11,685,899.48	\$10,451,369.98								

PUBLIC HEALTH

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	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	\$4,078,476.22	\$4,267,923.26	\$4,152,381.67								

HUMAN SERVICES

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	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	\$6,248,994.18	\$4,503,163.26	\$3,353,298.27								

HEALTH INSURANCE

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	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	\$1,569,979.19	\$1,605,251.53	\$1,590,647.00								

Southwest Health and Human Services



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Treasurer's Cash Trial Balance

As of 05/2025

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 Health Services Fund	3,909,410.51			
Receipts		381,885.89	2,146,376.10	
Disbursements		104,107.75-	376,735.82-	
Payroll		393,319.73-	1,510,902.44-	
Journal Entries		0.00	15,766.68-	
Fund Total		115,541.59-	242,971.16	4,152,381.67
2 Opioid Settlement	1,095,128.18			
Receipts		11,815.48	29,840.72	
Disbursements		24,790.87-	147,958.43-	
Payroll		0.00	1,452.69-	
Fund Total		12,975.39-	119,570.40-	975,557.78
5 Human Services Fund 410 General Administration	1,024,725.12-			
Receipts		72,875.39	394,853.41	
Disbursements		69,788.85-	373,582.11-	
Payroll		11,502.57-	56,854.32-	
Journal Entries		0.00	15,888.26	
Dept Total		8,416.03-	19,694.76-	1,044,419.88-
5 Human Services Fund 420 Income Maintenance	7,446,669.00			
Receipts		772,545.18	3,482,434.58	
Disbursements		466,539.59-	2,021,612.44-	
Payroll		543,505.94-	2,064,869.70-	
Journal Entries		0.00	24,803.94-	
Dept Total		237,500.35-	628,851.50-	6,817,817.50
5 Human Services Fund 431 Social Services	6,505,289.37			
Receipts		1,362,202.95	4,786,728.66	
Disbursements		162,873.39-	636,171.99-	

Southwest Health and Human Services



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Treasurer's Cash Trial Balance

As of 05/2025

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
SSIS		825,006.24-	3,764,290.42-	
Payroll		1,261,535.00-	4,857,298.50-	
Journal Entries		0.00	4,345.38	
Dept Total		887,211.68-	4,466,686.87-	2,038,602.50
5	Human Services Fund	432	Restorative Justice	
		0.00		
Receipts		11,349.48	124,701.44	
Disbursements		2,446.78-	21,561.55-	
Payroll		25,639.63-	34,561.47-	
Journal Entries		0.00	55,640.63-	
Dept Total		16,736.93-	12,937.79	12,937.79
5	Human Services Fund	461	Information Systems	
		4,471,639.64-		
Payroll		0.00	93,898.00-	
Journal Entries		0.00	93,898.00	
Dept Total		0.00	0.00	4,471,639.64-
5	Human Services Fund	471	LCTS Collaborative Agency	
		0.00		
Receipts		61,617.00	138,221.00	
Disbursements		61,617.00-	138,221.00-	
Dept Total		0.00	0.00	0.00
Fund Total	8,455,593.61	1,149,864.99-	5,102,295.34-	3,353,298.27
61	Agency Health Insurance			
		1,510,590.02		
Receipts		304,293.98	1,542,554.23	
Disbursements		318,898.51-	1,462,497.25-	
Fund Total		14,604.53-	80,056.98	1,590,647.00
71	LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency	
		152,996.21		
Receipts		29,206.00	65,516.00	
Disbursements		0.00	34,750.00-	

Southwest Health and Human Services



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Treasurer's Cash Trial Balance

As of 05/2025

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		29,206.00	30,766.00	183,762.21
Fund Total	152,996.21	29,206.00	30,766.00	183,762.21
73 LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
	52,775.81			
Receipts		11,434.00	25,648.00	
Disbursements		0.00	28,000.00-	
Dept Total		11,434.00	2,352.00-	50,423.81
Fund Total	52,775.81	11,434.00	2,352.00-	50,423.81
75 Redwood LCTS Collaborative	471	LCTS Collaborative Agency		
	85,961.51			
Receipts		20,977.00	47,057.00	
Dept Total		20,977.00	47,057.00	133,018.51
Fund Total	85,961.51	20,977.00	47,057.00	133,018.51
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		8,800.00	39,782.00	
Disbursements		11,960.00-	38,347.00-	
Dept Total		3,160.00-	1,435.00	11,724.39
Fund Total	10,289.39	3,160.00-	1,435.00	11,724.39
All Funds	15,273,301.58			
Receipts		3,049,002.35	12,823,713.14	

Southwest Health and Human Services



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Treasurer's Cash Trial Balance

As of 05/2025

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Disbursements		1,223,022.74-	5,279,437.59-	
SSIS		825,006.24-	3,764,290.42-	
Payroll		2,235,502.87-	8,619,837.12-	
Journal Entries		0.00	17,920.39	
Total		1,234,529.50-	4,821,931.60-	10,451,369.98

Southwest Health and Human Services



RM-Stmt of Revenues & Expenditures

As Of 05/2025

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2025 BUDGET	% OF BUDG	% OF YEAR	
FUND 1 HEALTH SERVICES FUND						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	0.00	561,512.50-	1,123,025.00-	50	42	
INTERGOVERNMENTAL REVENUES	3,874.00-	158,779.00-	163,000.00-	97	42	
STATE REVENUES	220,331.99-	607,073.41-	1,651,230.00-	37	42	
FEDERAL REVENUES	94,589.32-	611,027.24-	1,326,404.00-	46	42	
FEES	55,655.79-	161,587.66-	479,700.00-	34	42	
EARNINGS ON INVESTMENTS	7,181.51-	40,596.44-	40,100.00-	101	42	
MISCELLANEOUS REVENUES	247.36-	1,506.51-	400.00-	377	42	
TOTAL REVENUES	381,879.97-	2,142,082.76-	4,783,859.00-	45	42	3% over
EXPENDITURES						
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	42	
PAYROLL AND BENEFITS	393,319.73	1,527,200.30	4,180,987.00	37	42	
OTHER EXPENDITURES	104,101.83	371,911.30	704,966.00	53	42	
TOTAL EXPENDITURES	497,421.56	1,899,111.60	4,885,953.00	39	42	3% under

Southwest Health and Human Services



RM-Stmt of Revenues & Expenditures

As Of 05/2025

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	554,703.12-	13,970,465.00-	4	42	
INTERGOVERNMENTAL REVENUES	0.00	69,420.50-	111,515.00-	62	42	
STATE REVENUES	408,251.53-	1,903,752.03-	6,876,001.00-	28	42	
FEDERAL REVENUES	1,034,221.25-	3,598,458.74-	8,156,116.00-	44	42	
FEES	241,995.31-	1,189,181.97-	2,492,152.00-	48	42	
EARNINGS ON INVESTMENTS	31,637.53-	178,403.31-	186,518.00-	96	42	
MISCELLANEOUS REVENUES	490,183.27-	1,021,080.06-	1,342,650.00-	76	42	
TOTAL REVENUES	2,206,288.89-	8,514,999.73-	33,135,417.00-	26	42	16% under
EXPENDITURES						
PROGRAM EXPENDITURES	1,238,249.03	5,334,299.39	12,902,531.00	41	42	
PAYROLL AND BENEFITS	1,839,096.60	7,053,859.07	17,310,190.00	41	42	
OTHER EXPENDITURES	278,808.25	1,229,136.61	2,922,696.00	42	42	
TOTAL EXPENDITURES	3,356,153.88	13,617,295.07	33,135,417.00	41	42	1% under

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
1 FUND	Health Services Fund							
410 DEPT	General Administration							
0 PROGRAM	...							
			Revenue					42
			Expend.	0.00	5,776.99	0.00	0	42
			Net	0.00	5,776.99	0.00	0	42
910 PROGRAM	CHA/CHIP		Revenue	0.00	0.00	4,170.00 -	0	42
			Expend.	877.30	13,479.20	66,146.00	20	42
			Net	877.30	13,479.20	61,976.00	22	42
915 PROGRAM	CDC Infrastructure Grant		Revenue	0.00	34,293.47 -	57,702.00 -	59	42
			Expend.	17,450.50	59,202.16	61,678.00	96	42
			Net	17,450.50	24,908.69	3,976.00	626	42
919 PROGRAM	PH Foundational		Revenue	33,254.00 -	108,530.32 -	216,045.00 -	50	42
			Expend.	39,644.13	82,626.90	202,385.00	41	42
			Net	6,390.13	25,903.42 -	13,660.00 -	190	42
930 PROGRAM	Administration		Revenue	84,271.86 -	691,062.66 -	1,279,137.00 -	54	42
			Expend.	94,214.97	390,081.18	837,723.00	47	42
			Net	9,943.11	300,981.48 -	441,414.00 -	68	42
410 DEPT	General Administration	Totals:	Revenue	117,525.86 -	833,886.45 -	1,557,054.00 -	54	42
			Expend.	152,186.90	551,166.43	1,167,932.00	47	42
			Net	34,661.04	282,720.02 -	389,122.00 -	73	42
481 DEPT	Nursing							
100 PROGRAM	Family Health		Revenue	6,047.18 -	13,549.95 -	18,125.00 -	75	42
			Expend.	3,558.28	13,688.81	24,353.00	56	42
			Net	2,488.90 -	138.86	6,228.00	2	42
103 PROGRAM	Follow Along Program		Revenue	0.00	5,368.70 -	33,717.00 -	16	42
			Expend.	3,120.39	13,060.87	34,850.00	37	42
			Net	3,120.39	7,692.17	1,133.00	679	42
110 PROGRAM	TANF		Revenue	0.00	89,751.45 -	130,240.00 -	69	42
			Expend.	18,758.27	58,653.50	130,368.00	45	42
			Net	18,758.27	31,097.95 -	128.00	24,295 -	42
125 PROGRAM	Asthma Program		Revenue					42
			Expend.	90.77	1,218.42	13,522.00	9	42
			Net	90.77	1,218.42	13,522.00	9	42

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
130 PROGRAM	WIC		Revenue	0.00	229,520.00-	550,150.00 -	42	42
			Expend.	54,412.48	233,079.83	634,297.00	37	42
			Net	54,412.48	3,559.83	84,147.00	4	42
210 PROGRAM	CTC Outreach		Revenue	6,779.42-	38,988.84-	187,858.00 -	21	42
			Expend.	10,772.46	47,557.06	194,369.00	24	42
			Net	3,993.04	8,568.22	6,511.00	132	42
265 PROGRAM	Strong Foundations FHV		Revenue	20,001.65-	46,075.72-	189,265.00 -	24	42
			Expend.	9,331.71	37,532.08	175,983.00	21	42
			Net	10,669.94-	8,543.64-	13,282.00 -	64	42
270 PROGRAM	Maternal Child Health - Title V		Revenue	18,221.22-	48,567.74-	134,379.00 -	36	42
			Expend.	25,807.39	76,973.26	261,092.00	29	42
			Net	7,586.17	28,405.52	126,713.00	22	42
280 PROGRAM	MCH Dental Health		Revenue	0.00	0.00	2,000.00 -	0	42
			Expend.	0.00	1,909.23	40,650.00	5	42
			Net	0.00	1,909.23	38,650.00	5	42
285 PROGRAM	MCH Blood Lead		Revenue					42
			Expend.	2,376.18	7,818.81	7,186.00	109	42
			Net	2,376.18	7,818.81	7,186.00	109	42
295 PROGRAM	MCH Car Seat Program		Revenue	3,091.52-	7,530.92-	17,000.00 -	44	42
			Expend.	5,874.77	26,147.19	77,032.00	34	42
			Net	2,783.25	18,616.27	60,032.00	31	42
300 PROGRAM	Case Management		Revenue	73,020.39-	190,749.54-	405,212.00 -	47	42
			Expend.	43,312.90	175,535.60	406,385.00	43	42
			Net	29,707.49-	15,213.94-	1,173.00	1,297-	42
330 PROGRAM	MNChoices		Revenue	31,645.74-	92,299.29-	214,074.00 -	43	42
			Expend.	28,340.05	113,899.59	393,306.00	29	42
			Net	3,305.69-	21,600.30	179,232.00	12	42
603 PROGRAM	Disease Prevention and Control		Revenue	117.10-	1,922.04-	202,739.00 -	1	42
			Expend.	13,129.32	62,502.42	237,233.00	26	42
			Net	13,012.22	60,580.38	34,494.00	176	42
660 PROGRAM	MIIC		Revenue					42
			Expend.	0.00	0.04	0.00	0	42
			Net	0.00	0.04	0.00	0	42

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
481 DEPT	Nursing	Totals:	Revenue	158,924.22-	764,324.19-	2,084,759.00 -	37	42
			Expend.	218,884.97	869,576.71	2,630,626.00	33	42
			Net	59,960.75	105,252.52	545,867.00	19	42
483 DEPT	Health Education							
500 PROGRAM	Direct Client Services		Revenue	199.06-	1,706.49-	7,112.00 -	24	42
			Expend.	603.54	2,748.80	11,992.00	23	42
			Net	404.48	1,042.31	4,880.00	21	42
510 PROGRAM	SHIP		Revenue	16,215.60-	83,565.56-	224,631.00 -	37	42
			Expend.	26,748.53	92,083.64	236,675.00	39	42
			Net	10,532.93	8,518.08	12,044.00	71	42
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads L		Revenue	0.00	1,494.99-	20,576.00 -	7	42
			Expend.	727.16	1,981.59	23,257.00	9	42
			Net	727.16	486.60	2,681.00	18	42
541 PROGRAM	Toward Zero Deaths (TZD) Safe Roads LP		Revenue	0.00	2,201.16-	20,576.00 -	11	42
			Expend.	518.48	1,656.48	23,632.00	7	42
			Net	518.48	544.68-	3,056.00	18-	42
551 PROGRAM	Pipestone Drug Free Communities		Revenue	42,678.26-	76,010.86-	125,000.00 -	61	42
			Expend.	19,660.27	69,708.18	125,000.00	56	42
			Net	23,017.99-	6,302.68-	0.00	0	42
565 PROGRAM	Cannabis		Revenue	19,166.00-	46,192.27-	156,370.00 -	30	42
			Expend.	14,743.20	49,403.92	73,775.00	67	42
			Net	4,422.80-	3,211.65	82,595.00 -	4-	42
900 PROGRAM	Emergency Preparedness		Revenue	15,357.48-	38,911.56-	97,152.00 -	40	42
			Expend.	9,051.61	28,124.93	95,803.00	29	42
			Net	6,305.87-	10,786.63-	1,349.00 -	800	42
903 PROGRAM	Response Sustainability-PHEP		Revenue	0.00	71,114.30-	178,358.00 -	40	42
			Expend.	16,545.61	59,078.57	140,190.00	42	42
			Net	16,545.61	12,035.73-	38,168.00 -	32	42
905 PROGRAM	COVID-19 Pandemic		Revenue	0.00	37,052.30-	0.00	0	42
			Expend.	0.00	26,240.53	0.00	0	42
			Net	0.00	10,811.77-	0.00	0	42
483 DEPT	Health Education	Totals:	Revenue	93,616.40-	358,249.49-	829,775.00 -	43	42
			Expend.	88,598.40	331,026.64	730,324.00	45	42
			Net	5,018.00-	27,222.85-	99,451.00 -	27	42
485 DEPT	Environmental Health							

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
800 PROGRAM	Environmental		Revenue	3,910.00-	159,271.34-	222,771.00 -	71	42
			Expend.	27,823.78	110,838.82	258,960.00	43	42
			Net	23,913.78	48,432.52-	36,189.00	134-	42
809 PROGRAM	Environmental Water Lab		Revenue	7,903.49-	26,351.29-	89,500.00 -	29	42
			Expend.	9,927.51	36,503.00	98,111.00	37	42
			Net	2,024.02	10,151.71	8,611.00	118	42
485 DEPT	Environmental Health	Totals:	Revenue	11,813.49-	185,622.63-	312,271.00 -	59	42
			Expend.	37,751.29	147,341.82	357,071.00	41	42
			Net	25,937.80	38,280.81-	44,800.00	85-	42
1 FUND	Health Services Fund	Totals:	Revenue	381,879.97-	2,142,082.76-	4,783,859.00 -	45	42
			Expend.	497,421.56	1,899,111.60	4,885,953.00	39	42
			Net	115,541.59	242,971.16-	102,094.00	238-	42

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
5 FUND	Human Services Fund							
410 DEPT	General Administration							
0 PROGRAM	...							
			Revenue					42
			Expend.	8,416.03	19,694.76	34,482.00	57	42
			Net	8,416.03	19,694.76	34,482.00	57	42
410 DEPT	General Administration	Totals:	Revenue					42
			Expend.	8,416.03	19,694.76	34,482.00	57	42
			Net	8,416.03	19,694.76	34,482.00	57	42
420 DEPT	Income Maintenance							
600 PROGRAM	Income Maint Administrative/Overhead		Revenue	33,725.03-	310,536.15-	4,996,856.00-	6	42
			Expend.	174,223.51	771,984.20	1,698,381.00	45	42
			Net	140,498.48	461,448.05	3,298,475.00-	14-	42
601 PROGRAM	Income Maint/Random Moment Payroll		Revenue					42
			Expend.	330,839.08	1,244,700.35	3,140,555.00	40	42
			Net	330,839.08	1,244,700.35	3,140,555.00	40	42
602 PROGRAM	Income Maint FPI Investigator		Revenue	14,415.00-	29,782.00-	210,256.00-	14	42
			Expend.	6,230.47	26,228.73	210,256.00	12	42
			Net	8,184.53-	3,553.27-	0.00	0	42
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		Revenue	6,685.87-	18,717.37-	50,500.00-	37	42
			Expend.	2,622.23	14,765.45	50,000.00	30	42
			Net	4,063.64-	3,951.92-	500.00-	790	42
610 PROGRAM	TANF(AFDC/MFIP/DWP)		Revenue	538.25-	6,827.25-	8,400.00-	81	42
			Expend.	921.01	4,642.16	2,100.00	221	42
			Net	382.76	2,185.09-	6,300.00-	35	42
620 PROGRAM	General Asst(GA)/Final Disposition		Revenue	94.91-	28,098.37-	37,000.00-	76	42
			Expend.	3,019.92	70,363.67	251,000.00	28	42
			Net	2,925.01	42,265.30	214,000.00	20	42
630 PROGRAM	Food Support (FS)		Revenue	133,950.19-	333,597.77-	706,000.00-	47	42
			Expend.	0.00	1,684.41	3,000.00	56	42
			Net	133,950.19-	331,913.36-	703,000.00-	47	42
640 PROGRAM	Child Support (IVD)		Revenue	201,774.00-	486,657.00-	1,044,500.00-	47	42
			Expend.	116,835.25	454,588.90	1,039,670.00	44	42
			Net	84,938.75-	32,068.10-	4,830.00-	664	42

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
650 PROGRAM	Medical Assistance (MA)		Revenue	379,787.43-	2,260,663.30-	4,805,000.00 -	47	42
			Expend.	374,990.56	1,517,485.84	3,455,000.00	44	42
			Net	4,796.87-	743,177.46-	1,350,000.00 -	55	42
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	1,211.00-	2,713.00-	1,050.00 -	258	42
			Expend.					42
			Net	1,211.00-	2,713.00-	1,050.00 -	258	42
420 DEPT	Income Maintenance	Totals:	Revenue	772,181.68-	3,477,592.21-	11,859,562.00 -	29	42
			Expend.	1,009,682.03	4,106,443.71	9,849,962.00	42	42
			Net	237,500.35	628,851.50	2,009,600.00 -	31 -	42
431 DEPT	Social Services		Revenue	294,852.95-	52,430.12-	0.00	0	42
			Expend.					42
			Net	294,852.95-	52,430.12-	0.00	0	42
0 PROGRAM	...		Revenue	294,852.95-	52,430.12-	0.00	0	42
			Expend.					42
			Net	294,852.95-	52,430.12-	0.00	0	42
700 PROGRAM	Social Service Administrative/Overhead		Revenue	513,663.94-	1,664,778.99-	12,569,877.00 -	13	42
			Expend.	437,765.51	1,790,152.72	4,648,845.00	39	42
			Net	75,898.43-	125,373.73	7,921,032.00 -	2 -	42
701 PROGRAM	Social Services/SSTS		Revenue					42
			Expend.	970,800.71	3,617,937.22	8,672,538.00	42	42
			Net	970,800.71	3,617,937.22	8,672,538.00	42	42
710 PROGRAM	Children's Social Services Programs		Revenue	144,928.71-	744,722.98-	1,794,885.00 -	41	42
			Expend.	478,757.15	2,211,237.90	4,466,751.00	50	42
			Net	333,828.44	1,466,514.92	2,671,866.00	55	42
711 PROGRAM	YIP Grant (Circle)-Dept of Public Safety		Revenue	0.00	0.00	37,507.00 -	0	42
			Expend.	0.00	0.00	37,507.00	0	42
			Net	0.00	0.00	0.00	0	42
712 PROGRAM	CIRCLE Program		Revenue	0.00	0.00	5,000.00 -	0	42
			Expend.	390.75	1,904.50	12,000.00	16	42
			Net	390.75	1,904.50	7,000.00	27	42
713 PROGRAM	STAY Program Grant (formerly SELF)		Revenue	3,872.00-	13,997.00-	40,500.00 -	35	42
			Expend.	49.93	4,133.24	40,500.00	10	42
			Net	3,822.07-	9,863.76-	0.00	0	42
714 PROGRAM	PrimeWest Reinvestment Grant		Revenue					42
			Expend.	6,603.86	37,173.96	0.00	0	42
			Net	6,603.86	37,173.96	0.00	0	42

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
715 PROGRAM	Children Waivers		Revenue	0.00	48,283.04-	94,000.00 -	51	42
			Expend.	0.00	0.00	800.00	0	42
			Net	0.00	48,283.04-	93,200.00 -	52	42
716 PROGRAM	FGDM/Family Group Decision Making		Revenue	23,100.93-	51,712.93-	123,032.00 -	42	42
			Expend.	9,468.78	38,452.54	123,032.00	31	42
			Net	13,632.15-	13,260.39-	0.00	0	42
717 PROGRAM	Family Assmt Response Grant/Discr Fund		Revenue	10,790.86-	20,262.94-	43,163.00 -	47	42
			Expend.	1,895.45	8,435.42	43,163.00	20	42
			Net	8,895.41-	11,827.52-	0.00	0	42
718 PROGRAM	PSOP/Parent Support Outreach Program		Revenue	2,668.00-	10,212.50-	28,587.00 -	36	42
			Expend.	50.00	1,343.13	28,587.00	5	42
			Net	2,618.00-	8,869.37-	0.00	0	42
719 PROGRAM	CCIP/Comm.Crime Intervention&Prevent		Revenue	0.00	0.00	75,015.00 -	0	42
			Expend.	0.00	0.00	75,015.00	0	42
			Net	0.00	0.00	0.00	0	42
720 PROGRAM	Child Care/Child Protection		Revenue	22,828.00-	25,528.00-	20,000.00 -	128	42
			Expend.	774.00	1,015.88	2,500.00	41	42
			Net	22,054.00-	24,512.12-	17,500.00 -	140	42
721 PROGRAM	CC Basic Slide Fee/Cty Match to DHS		Revenue	2,090.00-	9,312.00-	19,500.00 -	48	42
			Expend.	3,614.00	18,067.00	50,000.00	36	42
			Net	1,524.00	8,755.00	30,500.00	29	42
726 PROGRAM	MFIP/SW MN PIC		Revenue	555.00-	2,329.00-	10,000.00 -	23	42
			Expend.					42
			Net	555.00-	2,329.00-	10,000.00 -	23	42
730 PROGRAM	Chemical Dependency		Revenue	9,816.08-	117,416.90-	239,500.00 -	49	42
			Expend.	2,775.24	63,610.98	165,500.00	38	42
			Net	7,040.84-	53,805.92-	74,000.00 -	73	42
741 PROGRAM	Mental Health - Adults Only		Revenue	128,519.36-	577,726.08-	1,587,535.00 -	36	42
			Expend.	145,828.84	592,562.55	2,498,584.00	24	42
			Net	17,309.48	14,836.47	911,049.00	2	42
742 PROGRAM	Mental Health - Children Only		Revenue	77,286.00-	371,308.67-	1,300,841.00 -	29	42
			Expend.	147,493.49	590,376.05	1,485,674.00	40	42
			Net	70,207.49	219,067.38	184,833.00	119	42

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
750 PROGRAM	Developmental Disabilities		Revenue	17,127.00-	237,702.80-	807,219.00 -	29	42
			Expend.	16,640.57	91,368.79	252,140.00	36	42
			Net	486.43-	146,334.01-	555,079.00 -	26	42
760 PROGRAM	Adult Services		Revenue	109,041.90-	566,530.80-	1,609,694.00 -	35	42
			Expend.	9,125.73	46,936.77	77,200.00	61	42
			Net	99,916.17-	519,594.03-	1,532,494.00 -	34	42
765 PROGRAM	Adult Waivers		Revenue	0.00	260,230.33-	785,000.00 -	33	42
			Expend.	16,318.40	126,463.30	215,000.00	59	42
			Net	16,318.40	133,767.03-	570,000.00 -	23	42
431 DEPT	Social Services	Totals:	Revenue	1,361,140.73-	4,774,485.08-	21,190,855.00 -	23	42
			Expend.	2,248,352.41	9,241,171.95	22,895,336.00	40	42
			Net	887,211.68	4,466,686.87	1,704,481.00	262	42
432 DEPT	Restorative Justice							
700 PROGRAM	Social Service Administrative/Overhead		Revenue					42
			Expend.	5,694.87	21,146.13	0.00	0	42
			Net	5,694.87	21,146.13	0.00	0	42
711 PROGRAM	YIP Grant (Circle)-Dept of Public Safety		Revenue	11,349.48-	20,669.66-	0.00	0	42
			Expend.	4,753.77	21,193.07	0.00	0	42
			Net	6,595.71-	523.41	0.00	0	42
712 PROGRAM	CIRCLE Program		Revenue	0.00	10,000.00-	0.00	0	42
			Expend.					42
			Net	0.00	10,000.00-	0.00	0	42
719 PROGRAM	CCIP/Comm.Crime Intervention&Prevent		Revenue	0.00	94,031.78-	0.00	0	42
			Expend.	17,637.77	69,424.45	0.00	0	42
			Net	17,637.77	24,607.33-	0.00	0	42
432 DEPT	Restorative Justice	Totals:	Revenue	11,349.48-	124,701.44-	0.00	0	42
			Expend.	28,086.41	111,763.65	0.00	0	42
			Net	16,736.93	12,937.79-	0.00	0	42
461 DEPT	Information Systems							
0 PROGRAM	...		Revenue	0.00	0.00	85,000.00 -	0	42
			Expend.	0.00	0.00	355,637.00	0	42
			Net	0.00	0.00	270,637.00	0	42
461 DEPT	Information Systems	Totals:	Revenue	0.00	0.00	85,000.00 -	0	42
			Expend.	0.00	0.00	355,637.00	0	42
			Net	0.00	0.00	270,637.00	0	42

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
471 DEPT	LCTS Collaborative Agency							
702 PROGRAM	LCTS		Revenue	61,617.00-	138,221.00-	0.00	0	42
			Expend.	61,617.00	138,221.00	0.00	0	42
			Net	0.00	0.00	0.00	0	42
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	61,617.00-	138,221.00-	0.00	0	42
			Expend.	61,617.00	138,221.00	0.00	0	42
			Net	0.00	0.00	0.00	0	42
5 FUND	Human Services Fund	Totals:	Revenue	2,206,288.89-	8,514,999.73-	33,135,417.00-	26	42
			Expend.	3,356,153.88	13,617,295.07	33,135,417.00	41	42
			Net	1,149,864.99	5,102,295.34	0.00	0	42
FINAL TOTALS	1,223 Accounts		Revenue	2,599,984.34-	10,686,923.21-	38,072,638.00-	28	42
			Expend.	3,878,366.31	15,665,817.79	38,174,732.00	41	42
			Net	1,278,381.97	4,978,894.58	102,094.00	4,877	42

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	2674	587	3261
April	2694	566	3260
May	2650	583	3233
June			0
July			0
August			0
September			0
October			0
November			0
December			0
Average	2662	576	3238

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	9	389	11	0	253	140	950	20	186	427	289	2674
April	9	392	11	0	253	149	986	20	157	426	291	2694
May	9	385	11	0	254	161	992	19	108	418	293	2650
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	9	388	11	0	251	143	963	20	158	428	292	2656

Children's - Social Services Caseload

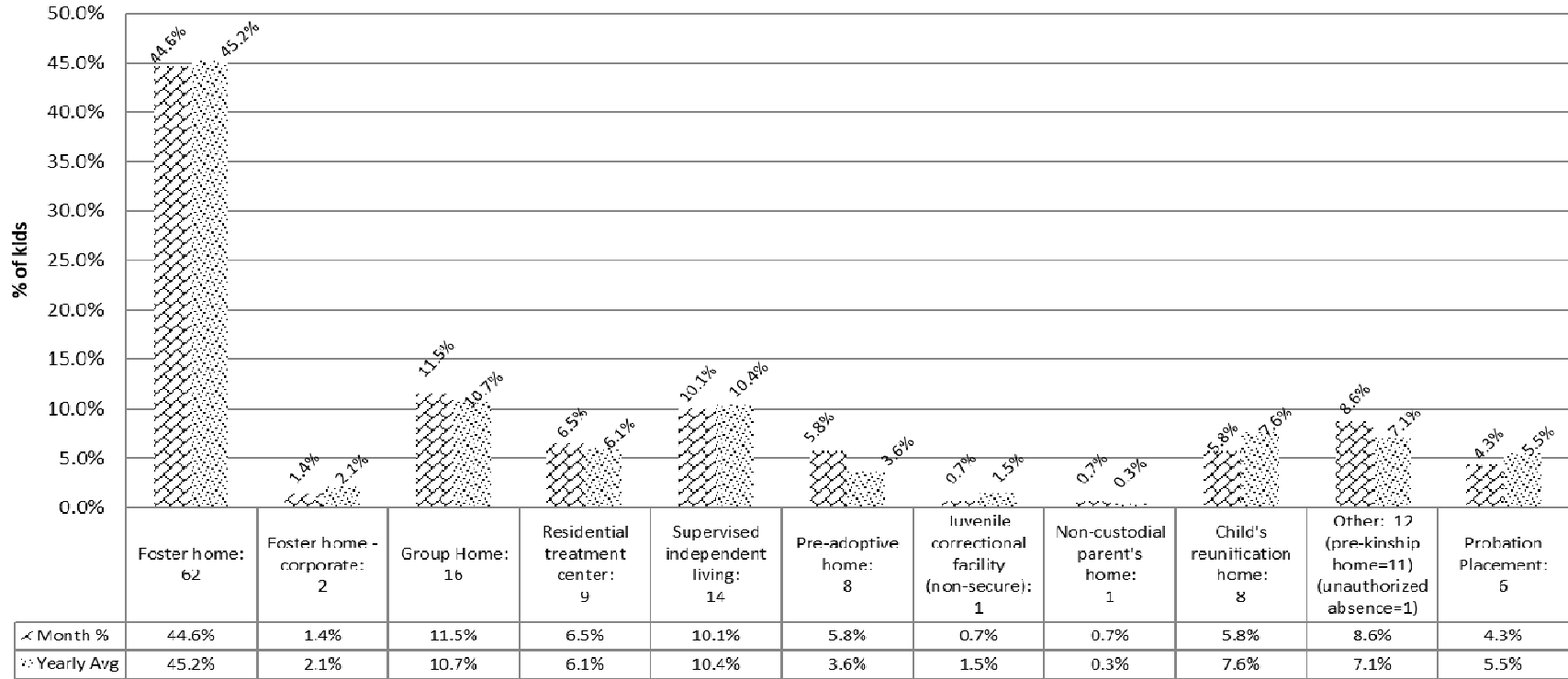
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	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 Intervention: 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	22	12	0	9	58	155	196	106	0	0	29	587
April	23	13	0	9	59	131	178	108	0	0	45	566
May	24	15	0	9	60	136	175	115	0	0	49	583
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	22	12	0	9	59	145	186	106	0	0	36	576

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	11	11	10								10	5
Lyon	65	65	64	60	57								62	70
Murray	15	14	13	13	14								14	17
Pipestone	7	11	13	14	13								12	19
Redwood	38	39	39	39	38								39	41
Rock	12	7	7	7	7								8	10
Monthly Totals	146	147	147	144	139	0	0	0	0	0	0	0		

May 2025 - Placement by Category
139 Kids in Placement



May 2025: Total kids in placement = 139

Total of 2 Children entered placement

1	Lyon	Probation
1	Murray	Residential Treatment Center

Total of 7 Children were discharged from placement (discharges from previous month)

1	Lincoln	Supervised Independent Living
2	Lyon	Child's Reunification Home
1	Lyon	Group Home
1	Lyon	Probation
1	Pipestone	Residential Treatment Center
1	Redwood	Probation

NON IVD COLLECTIONS

May 2025

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5803	6,686
TANF (MFIP/DWP/AFDC)	05-420-610.5803	538
GA	05-420-620.5803	0
GA Final Disposition Recovery	05-420-620.5804	95
FS	05-420-630.5803	1,780
CS (PI Fee, App Fee, etc)	05-420-640.5501	1,325
MA Probate Fees	05-420-650-5501	0
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	157,967
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	11,772
OOH/FC Recovery	05-431-710.5803	14,699
CHILDCARE		
Licensing	05-431-720.5502	22,628
Corp FC Licensing	05-431-720.5505	200
Over Payments	05-431-721&722.5803	0
CHEMICAL DEPENDENCY		
SUD Assessment Fee	05-431-730.5504	1,628
CD Assessments	05-431-730.5519	1,786
Detox Fees	05-431-730.5520	4,166
SUD Treatment	05-431-730.5523	2,236
Over Payments	05-431-730.5803	0
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	0
Over Payments	05-431-741 or 742.5803	0
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	70
TOTAL NON-IVD COLLECTIONS		227,576

2025

CIRCLE BREAKDOWN

NUMBER OF CIRCLES: 12

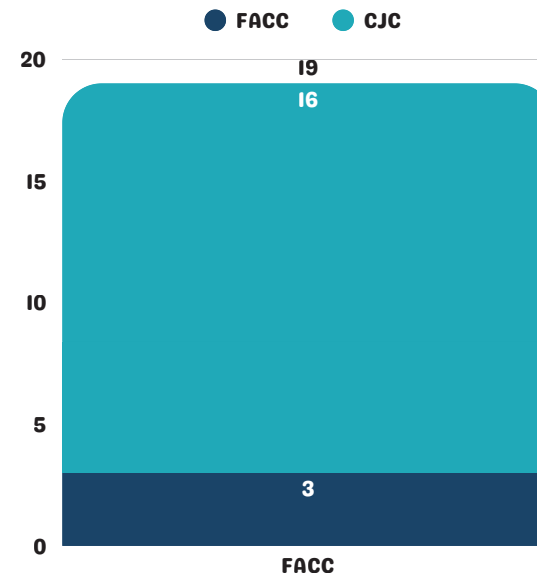
Circle Sentencing: 9
Family & Community: 1
Circle of Hope: 2

Current Expansion

Projects:

- Lincoln County
- Murray County
- FACC Youth

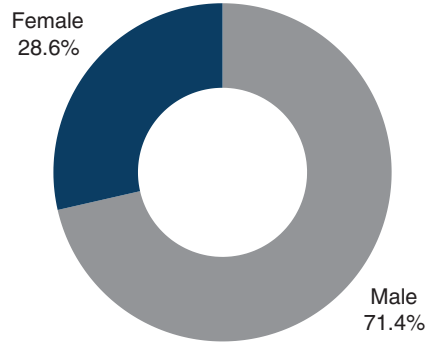
Number of Youth Involved



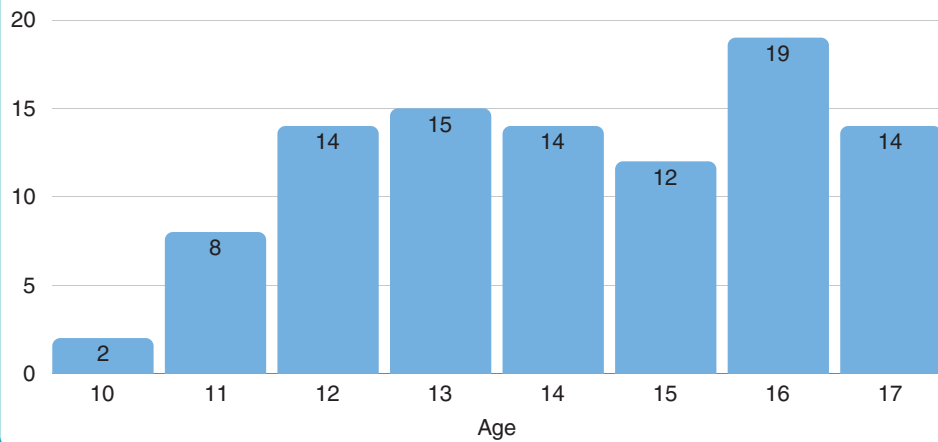
Circle Sentencing

Lincoln/Lyon Counties
2012-Present

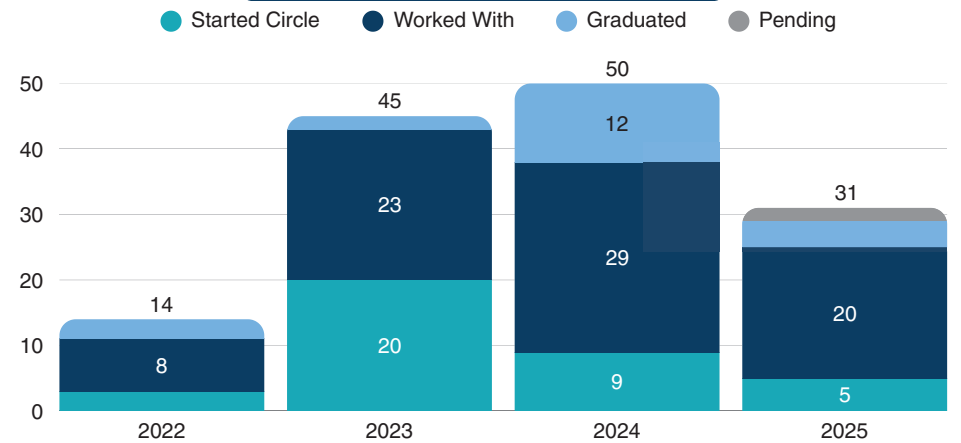
GENDER



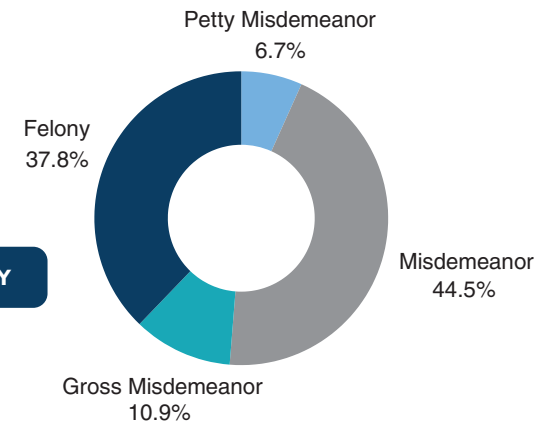
AGE AT ACCEPTANCE



YOUTH INVOLVED



OFFENSE SEVERITY



Circle Sentencing

Program Impacts



VOLUNTEER CONTRIBUTIONS

	Hours	\$
2023	572	\$20,569.55
2024	682	\$25,145.16

Volunteer Rate: independentsector.org

STATISTICS

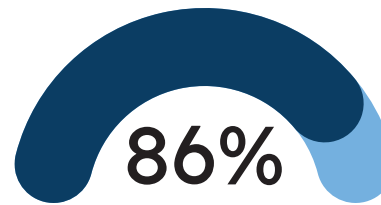
COMMUNITY SERVICE HOURS
COMPLETED
1,535 HRS

RESTITUTION PAID
\$12,989

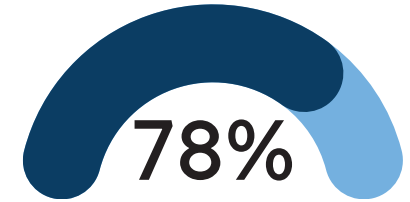
AVERAGE TIME IN CIRCLE
12 Mos

AVERAGE AGE AT START
14 YRS

GRADUATES

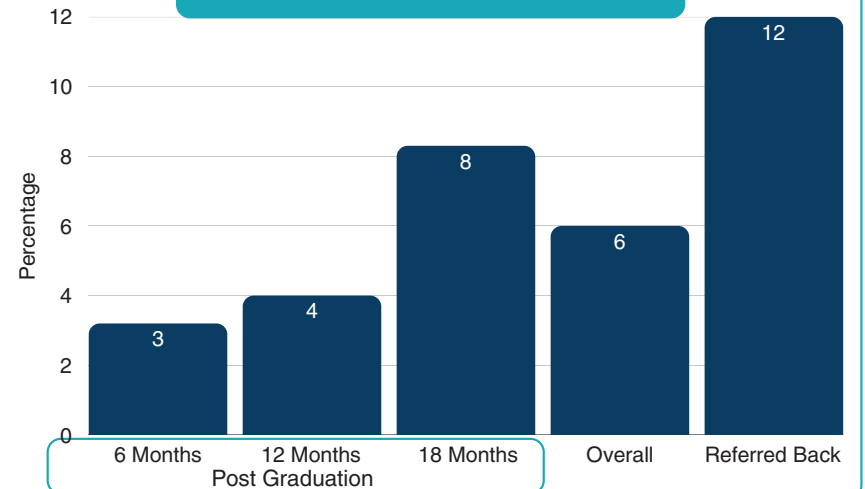


Improved/Maintained
Grades



Obtained/Maintained
Employment

RECIDIVISM RATE

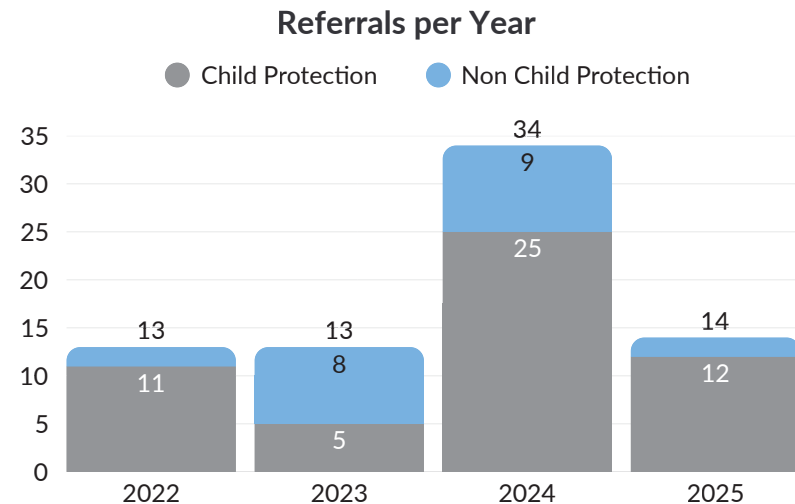
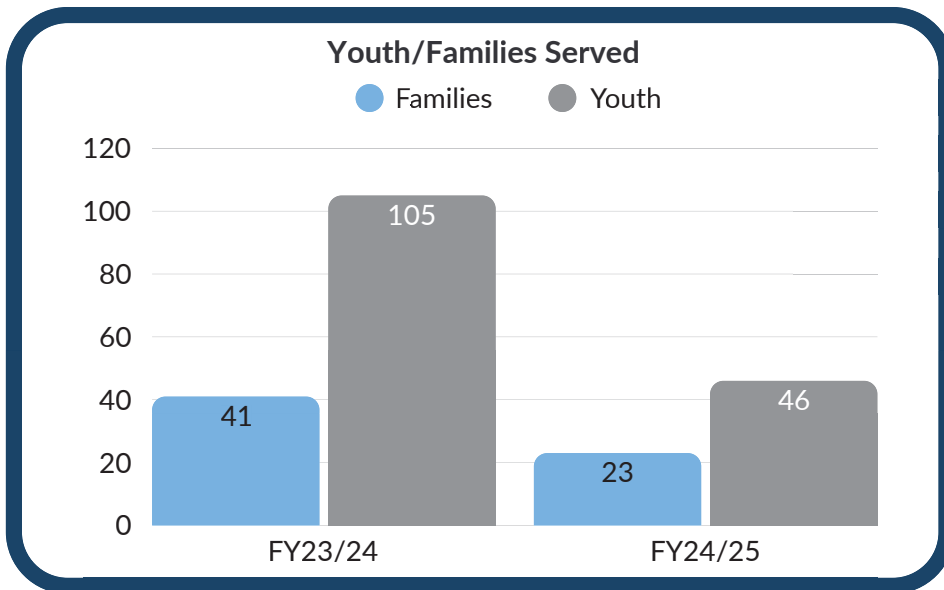
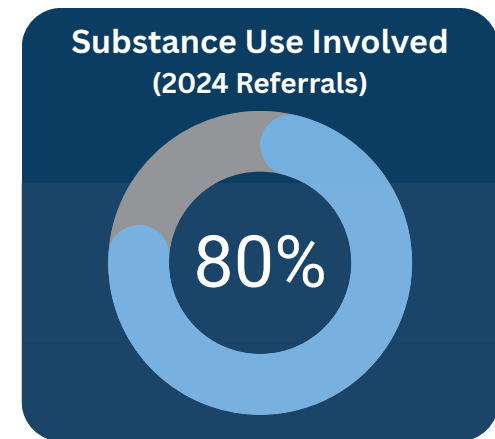


FAMILY GROUP DECISION MAKING

FGDM Satisfaction:

351 Responses

- People in the conference were treated with respect 96%
- I was satisfied with the plan we made 94%
- I was able to share my solutions to the problems 94%
- Overall, the conference was a positive experience for me 94%



JR'S STORY



**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 3**

EFFECTIVE DATE: 02/16/11

REVISION DATE: 09/16/15; 03/15/17; 07/19/17; 04/17/19; 11/18/20; 05/18/22; 05/01/24;06/18/25

AUTHORITY: Southwest Health and Human Services – Human Services Board

MN Statute §261.035, MN Statute §256.935, MN Statute §261.035, MN Statute §390.21,

MN Statute §524.3-805, MN Statute §261.04

---FINAL DISPOSITION POLICY---

In accordance to Minnesota Statute 261.035, Southwest Health and Human Services has developed the following policy to allow for the disposition of the person’s remains in which an ability to privately pay does not exist. This policy meets the minimum requirement to dispose of the person’s remains and still be considered dignified. Under this policy, the disposition method paid for by SWHHS will be by cremation. If it is determined that cremation is not in accordance with the decedent’s religious or cultural beliefs, an exception may be considered. All exception requests must be made in writing and will be reviewed on a case-by-case basis and approved by the Agency Director or their designee.

Section 1 - Eligibility Requirements for an Agency Paid Disposition

Applications & Prior authorization

Any agency paid disposition requires prior approval by Southwest Health and Human Service for any services rendered.

Application for Payment of Income Maintenance Final Disposition must be completed by the family or designated individual. An interview is required. The agency is not able to complete an application on behalf of the deceased. The eligibility decision will be communicated to the designated individual and funeral director prior to any services being provided.

Residency

To be eligible for an agency paid disposition, the deceased must be a resident of one of the counties within SWHHS:

- If the decedent was open on a public assistance case, SWHHS must be the agency of financial responsibility (CRF)
- If the decedent was not open on a public assistance case, the decedent must have a last known address within the counties of SWHHS based on verification (i.e. lease agreement, rent document, utility bill, etc.)

Benefit Determination

• **Resources**

- Resources owned by the deceased or responsible relative at the time of death are considered available to help defray the burial costs. “Responsible relative” is defined as the surviving spouse or parent(s) of a minor child.

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 3**

- Resources include pre-paid burial arrangements, bank accounts, life insurance, trust accounts, vehicles, real estate, assets, death benefits, etc. to which the deceased and/or responsible relative are entitled (including Veteran's benefits, Social Security Death Benefit, joint bank accounts, nursing home trust fund and/or social welfare fund).
- All available resources of the deceased, or the responsible relative, must be applied to the maximum agency contribution. No disposition expenses will be paid if resources are sufficient to pay the burial costs.
- **Excluded Resources**
 - Exclude \$1,000 if there is a surviving spouse, or minor children or both (Maximum exclusion is \$1,000)
 - Exclude the 1st home, if there is a surviving spouse or a minor child over the age of sixteen years old in the household
 - Exclude one vehicle for the surviving spouse or a minor child in the home of legal driving age
- **Crowdfunding**
 - Any crowdfunding sources such as benefits, fundraisers or online sources such as GoFundMe accounts, solicited to pay for burial expenses will be considered an available asset(s) to offset the disposition costs. Any crowdfunding benefits raised to help pay for medical expenses of a deceased recipient of Medical Assistance will be considered available if the Medical Assistance Program covered all medical expenses. Any outstanding medical bills of the deceased that are not covered by Medical Assistance may be paid by a crowdfunding source as an allowable expense, however, any remaining balance in the crowdfunding source will be considered an available asset to help offset the disposition costs. Any funds being raised via crowdfunding, benefits or fundraisers may be subject to recovery for reimbursement of the county paid disposition costs.
- **Property Evaluation**
 - In situations where the deceased person does not have adequate liquid assets for burial purposes but does own real property, an agency disposition will not be approved. It will be the responsibility of the funeral director to submit a claim against the deceased person's estate, inasmuch as reasonable funeral expenses are a priority claim pursuant to Minnesota Statute §524.3-805 (a) (2).
- **Vehicle Evaluation**
 - Vehicles more than 15 years old will be assigned a countable value of \$300.00 unless the applicant can provide a dealer assessment or National Automobile Dealers Association (NADA) verification showing a value of less than \$300.00. This provision does not apply to collector vehicles. Vehicles less than 15 years old and collector vehicles will be assigned a countable value equal to that of the NADA evaluation.

SOUTHWEST HEALTH AND HUMAN SERVICES INCOME MAINTENANCE POLICY NUMBER 3

Authorized Services

If the agency assumes financial responsibility for final disposition, the arrangements cannot exceed the agency limits. In unusual circumstances, if prior-approved by the agency, additional expenses may be covered.

Agency payment must be accepted as payment in full for a SWHHS agency funded disposition. An agency funded disposition is not intended to supplement other monies available for disposition services.

A responsible relative or other person cannot pay privately above the agency approved amount and would instead pay the entire cost of the disposition. This also includes visitation and/or funeral services.

In being financially prudent to county tax payers, immediate disposition must be held Monday through Friday.

Per MN Statute §256.935 Funeral Disposition Payment by County Agency, the Minnesota Family Investment Program (MFIP) will fund any disposition if the decedent was a recipient of MFIP at the time of death. No county dollars will be expended if there is eligibility for MFIP disposition funding.

This policy is applicable to fetuses of 20 weeks or more, stillborns, or any live births.

Section 2 - Basic Services

- Direct Cremation
 - Amount of payment is not to exceed \$3800 for the following services: Professional services, short time of remembrance/memorial, transfer of the body, and cremation process.
 - Additional payments can be authorized for general transportation for removal beyond 25 miles up to a maximum of 200 miles at \$2.00 per loaded mile.
 - Amount of payment allowed for urn is \$100

- Immediate Burial (Religious Exception Only)
 - Amount of payment is not to exceed \$3800 for the following services: Professional services, short time of remembrance/memorial, transfer of the remains and use of funeral coach.
 - Additional payments can be authorized for general transportation for removal and/or burial beyond 25 miles up to a maximum of 200 miles at \$2.00 per loaded mile.
 - Amount of payment for burial are as follows:
 - Casket \$750
 - Liner \$ 900 (if required by the cemetery)
 - Cemetery Lot and Grave (opening and closing) at cost

In accordance with Minnesota Statute 261.04, Southwest Health and Human Services shall have claim against the estate of a deceased person who received a county funded disposition. Please also refer to

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 3**

Administrative Policy #25 Funeral Allowance for Medical Assistance Estate Claim Policy.

ALL BILLS RECEIVED FROM THE FUNERAL HOME MUST BE ITEMIZED

Agency Forms Regarding This Policy:

ELIG #009 – Application for Payment of Income Maintenance Final Disposition

ELIG #032 – Final Disposition Payment Authorization Form

ELIG #083 – Cover Letter

ELIG #084 – Declaration and Claim of Funeral Director for Payment of Income Maintenance
Final Disposition

ELIG #118 – Estate Claims Fact Sheet Referral to Collections

ELIG # 011 - Request for Immediate Burial



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	2023	27	7	232	0	0	1	80	36	60	10
3/25	2023	23	16	219	0	0	2	108	32	96	25
4/25	2026	19	15	248	0	0	1	152	28	25	14
5/25		32	8	223	0	0	1	144	35	31	15
6/25											
7/25											
8/25											
9/25											
10/25											
11/25											
12/25											

Round 3 Opioid Settlement Grant Proposals

\$400,000 Available

Focus: Youth prevention and community awareness/prevention

	Organization	Request	Amount	Counties	Category	Recommendation
1	Brown-Lyon-Redwood-Renville Drug Task Force	Undercover car	\$ 15,000.00	Lyon, Redwood	Criminal Justice	No
2	Buffalo Ridge Drug and Violent Crime Task Force	Minivan	\$ 32,900.00	Pipestone, Rock	Criminal Justice	No
3	Edgerton Public Schools	Social worker salary	\$ 24,779.00	Pipestone, Rock	Prevention	Yes- full amount
4	Marshall Police Department	Inseyets Pro	\$ 15,800.00	Lyon, Redwood	Criminal Justice	Yes- full amount
5	Project Turnabout	Mobile Assessor	\$ 62,800.00	Lyon, Redwood	Criminal Justice, Treatment/Recovery	No- service already provided by WMH
6	Project Turnabout	LADC Tuition and Books	\$ 71,550.00	Lyon, Redwood	Harm Reduction, Treatment/Recovery	No
7	Redwood County Sheriff's Office	Tek84 Intercept Body Scanner	\$ 150,000.00	Redwood	Criminal Justice	No
8	Redwood Falls Police Department	Narcan	\$ 1,000.00	Redwood	Harm Reduction	No- can be obtained through state portal/SWHHS pilot program
9	Reunited	Sober Living Expansion	\$ 70,000.00	Lyon	Harm Reduction, Treatment/Recovery	Yes- require futher clarification
10	Sanford Luverne	Naloxone Boxes	\$ 150.00	Rock	Harm Reduction	Yes
11	Southwest/West Central Service Cooperative	PATH curriculum and implementation	\$ 25,000.00	Lyon, Pipestone, Redwood, Rock	Prevention	Yes
12	Western Mental Health	Staff 2 new LADC positions, uninsured services	\$163,924.39	Lyon, Pipestone, Redwood	Prevention, Harm Reduction, Treatment/Recovery	Yes- reduced from \$223,069.00
13	Women's Rural Advocacy Program (WRAP)	Bridges to Healing	\$ 50,346.61	Lyon, Redwood	Treatment/Recovery	Yes
	<i>Southwest Health and Human Services</i>	<i>Community Awareness Campaign</i>	<i>\$ 50,000.00</i>	<i>Lyon, Pipestone, Redwood, Rock</i>	<i>Community Awareness</i>	<i>Ongoing billboards, radio ads, social media posts, newspaper ads</i>



Round 3 Opioid Settlement Fund Application Summary Sheet

Application Not Recommended	
Organization:	Brown-Lyon-Redwood-Renville Drug Task Force
Funding Category:	Criminal Justice
Amount:	\$15,000
Counties Served:	<input checked="" type="checkbox"/> Lyon <input type="checkbox"/> Pipestone <input checked="" type="checkbox"/> Redwood <input type="checkbox"/> Rock
Paragraph Description:	<p>The BLRR DTF is pursuing an undercover (unmarked) vehicle to assist in our undercover buy operations. The BLRR DTF’s approach over the years has been using forfeited vehicles however the quality and dependability are less than adequate. The forfeited vehicles typically need major repair work which far outweighs the value of the vehicle or the Task Force’s budget. A used dependable undercover vehicle would allow the BLRR DTF to install cameras and have great audio/video for prosecution in court proceedings. Having this would allow undercover officers to be directly involved with the individuals distributing fentanyl in our coverage area.</p>
Previous Awardee:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Grant Manager Application Review:	<ul style="list-style-type: none"> The application lists prevention, harm reduction, criminal justice, treatment/recovery, and other as applicable project categories. BLRR DTF works across jurisdictional boundaries so this project would likely impact additional surrounding counties. Insurance and registration costs will be absorbed by DTF.
Comments/Questions:	<ul style="list-style-type: none"> Cost sharing with Brown County, Renville County, or Lower Sioux?



Round 3 Opioid Settlement Fund Application Summary Sheet

Application Not Recommended	
Organization:	Buffalo Ridge Drug and Violent Crime Task Force
Funding Category:	Criminal Justice
Amount:	\$32,900.00
Counties Served:	<input type="checkbox"/> Lyon <input checked="" type="checkbox"/> Pipestone <input type="checkbox"/> Redwood <input checked="" type="checkbox"/> Rock
Paragraph Description:	<p>The acquisition of a minivan will help with the transportation of key witnesses in State and Federal Court trials and grand juries, conducting surveillance inconspicuously, and transporting agents to classes and presentations.</p> <p>The Buffalo Ridge Drug and Violent Crime Task Force would pick up all licensing costs, insurance, maintenance, and outfitting of the vehicle.</p> <p>Chrysler 2022 Pacifica Touring Minivan</p>
Previous Awardee:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Grant Manager Application Review:	
Comments/Questions:	Cost sharing with Lincoln County and Murray County?



Round 3 Opioid Settlement Fund Application Summary Sheet

Application Recommended	
Organization:	Edgerton Public Schools
Funding Category:	Prevention
Amount:	\$24,779.00
Counties Served:	<input type="checkbox"/> Lyon <input checked="" type="checkbox"/> Pipestone <input type="checkbox"/> Redwood <input checked="" type="checkbox"/> Rock
Paragraph Description:	<p>Edgerton Public Schools seeks a grant of \$24,779.00 from the SWHHS Opioid Funding to implement Emily’s Hope Substance Use Prevention Curriculum. Emily’s Hope is a newer research-based substance use curriculum. The curriculum aims to help deter substance use by discussing whole body effects and use of substances. Funding requested from The SWHHS Opioid Settlement will cover:</p> <ul style="list-style-type: none"> • Salary/Benefits of Staff • Purchase of Curriculum • Training for educators • Program materials and resources • Evaluation and reporting
Previous Awardee:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grant Manager Application Review:	Edgerton Public Schools is asking for money to pay for the time Greg Scheitel (Mental Health Consultant, SWWC) will use to implement Emily’s Hope curriculum one day per week. Murray County Central has been granted this request in a previous round of funding.
Comments/Questions:	



Round 3 Opioid Settlement Fund Application Summary Sheet

Application Recommended	
Organization:	Marshall Police Department
Funding Category:	Criminal Justice
Amount:	\$15,800.00
Counties Served:	<input checked="" type="checkbox"/> Lyon <input type="checkbox"/> Pipestone <input type="checkbox"/> Redwood <input type="checkbox"/> Rock
Paragraph Description:	<p>Since 2019, the Marshall Police Department has used Cellebrite equipment and software (technology capable of extracting data from mobile electronic devices) to assist with investigations involved the criminal exploitation of children and drug related crimes. The base level resource is funded partially by the BCA, MN Internet Crimes against Children Task Force, Lyon County Sheriff’s Office, and Lyon County Attorney’s Office.</p> <p>Over the years, the Cellebrite company has updated its equipment and software. In 2024, the version of software that MPD utilizes was unable to extract all data needed from electronic devices in 4 opioid related death and overdose investigations. In 2025, MPD renewed their Cellebrite subscription and upgraded to a higher level software (Inseyets Pro) that can extra more data from devices in investigations. This software upgrade comes with an additional annual maintenance/subscription fee of \$1,580 over the base level subscription.</p> <p>The request is for funding of \$1,580.00 annually over the next 10 years to cover the cost of software and subscription upgrades. MPD will be able to maintain the rest of the expansion of the Cellebrite program using their normal operating budget.</p>
Previous Awardee:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grant Manager Application Review:	<ul style="list-style-type: none"> Cost sharing between BCA, ICAC TF, Lyon County Sheriff, and Lyon County Attorney noted Additional counties served include: Brown, Renville, and Lincoln
Comments/Questions:	



Round 3 Opioid Settlement Fund Application Summary Sheet

Application Not Recommended	
Organization:	Project Turnabout- LADCs
Funding Category:	Treatment/Recovery
Amount:	\$71,550.00
Counties Served:	<input checked="" type="checkbox"/> Lyon <input type="checkbox"/> Pipestone <input checked="" type="checkbox"/> Redwood <input type="checkbox"/> Rock
Paragraph Description:	<p>Currently there are 472 openings for licensed addiction counselors in Minnesota. This shortage of clinical staff limits the services being offered by treatment providers, and this is an acute situation with providers in rural Minnesota. This program will establish cohorts to provide additional clinical staff approximately (18-24) each year following year two of the program. The program has been accredited with the board of behavioral health and the previously mentioned Higher Learning Commission as it connected all the 12-core functions, ASAM 4 requirements, and evidence-based practices.</p> <p>We anticipate this project will routinely have 18-24 students in a cohort, that after a two year initial period we can graduate 18-24 new ADCT's into the field, these clinicians can serve 6-8 patients each month for a average of 147 patients per month and approximately 1,764 patients and their families per year.</p> <p>The entire project is 310,056.00 per year. We are asking for \$71,550.00 to cover tuition, books, a computer and an iPad per student with an anticipated 12 students per year in the program.</p>
Previous Awardee:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Grant Manager Application Review:	<ul style="list-style-type: none"> Sustainability statement does not reflect a sustainable program.
Comments/Questions:	<ul style="list-style-type: none"> Cost sharing with Kandiyohi County? When someone receives this scholarship, are they obligated to serve in one of our counties?



Round 3 Opioid Settlement Fund Application Summary Sheet

Application Not Recommended	
Organization:	Project Turnabout- Mobile Assessor
Funding Category:	Treatment/Recovery
Amount:	\$62,800.00
Counties Served:	<input type="checkbox"/> Lyon <input type="checkbox"/> Pipestone <input checked="" type="checkbox"/> Redwood <input type="checkbox"/> Rock
Paragraph Description:	<p>With the reduction and elimination of multiple chemical use assessors in rural Minnesota, Project Turnabout has developed a Mobile Assessor Program where we coordinate with county social services, jails, and probation agents to provide an immediate response to the need. We have witnessed as much as a 6-week reduction between the request for an assessment and the assessment being complete. We have individuals that are providing these valuable resources in the jails, with probation and as a result we have eliminated a barrier to receiving services. This quick response has been implemented to reduce overdose, reduce crime, and to develop a process which assists the patient/client in gaining recovery, re-building family structure and regain respect and dignity.</p>
Previous Awardee:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Grant Manager Application Review:	<ul style="list-style-type: none"> Funding categories mention on the application included prevention, harm reduction, criminal justice, and treatment/recovery. The amounts on the budget worksheet to not match up to the requested amount and total project costs. Request is uniquely specific to the needs of rural settings. Work plan is weak given the amount requested. Sustainability statement does not indicate how program will continue.
Comments/Questions:	<ul style="list-style-type: none"> Cost sharing with Kandiyohi County? Billable services?



Round 3 Opioid Settlement Fund Application Summary Sheet

Application Not Recommended	
Organization:	Redwood County Sheriff's Office
Funding Category:	Criminal Justice
Amount:	\$150,000.00
Counties Served:	<input type="checkbox"/> Lyon <input type="checkbox"/> Pipestone <input checked="" type="checkbox"/> Redwood <input type="checkbox"/> Rock
Paragraph Description:	<p>The proposed program guideline for the use of the Tek84 Intercept Body Scanner is to augment law enforcement and corrections services in the community including, but not limited to location contraband and confiscating narcotics prior to them entering into the general population within a jail setting. The Redwood County jail averages of 650 bookings a year and in 2024, an average of 30 arrests were made in relation to narcotics. Of those 30 arrests, 3 of them included having contraband brought into the jail without staff realizing.</p>
Previous Awardee:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Grant Manager Application Review:	<p>The application states that the body scanner can prevent unnecessary body cavity searches and prevent assaultive and combative behaviors from those being processed in the jail. The scanner uses x-ray imagine to reveal both metallic and non-metallic threats (weapons, narcotics, cell phones, needles, plastic baggies). The machine can scan up to 180 subjects per hour.</p>
Comments/Questions:	<ul style="list-style-type: none"> Application lists categories as prevention, harm reduction, and criminal justice. If approved, applicant will need to apply for a variance through MDH.



Round 3 Opioid Settlement Fund Application Summary Sheet

Application Recommended- requires further budget clarification	
Organization:	Reunited
Funding Category:	Treatment/Recovery, Prevention
Amount:	\$70,000.00
Counties Served:	<input checked="" type="checkbox"/> Lyon <input type="checkbox"/> Pipestone <input type="checkbox"/> Redwood <input type="checkbox"/> Rock
Paragraph Description:	<p>Reunited is seeking funding to support the expansion of our sober living program through the development of a second recovery home in Lyon County, as well as to implement targeted community awareness and outreach initiatives This project aligns with opioid settlement priorities by expanding access to safe, structured, drug-free housing for individuals affected by opioid addiction, increasing community awareness through local and other industry events, and establishing a Narcan distribution site in Lyon County.</p> <p>We use evidence-informed approaches, including 12-step recovery models, regular drug screening, mandatory recovery meetings, employment support, and individual mentorship. Our staff provides accountability, one-on-one mentoring, connection to the community, and recovery-based workshops. Residents must remain sober and actively participate in programming.</p>
Previous Awardee:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grant Manager Application Review:	<ul style="list-style-type: none"> • Sustainability is ensured through a housing support contract with Lyon County, ongoing community donations, and grant-seeking efforts. The second house will be self-sustaining through rent payments after initial support. • Application states that 15,000+ people will receive education through community events. • Work plan focuses on opening and maintaining a second sober home in Lyon County. The budget focuses on salaries?
Comments/Questions:	<ul style="list-style-type: none"> • Where will Narcan be distributed? Naloxone is already available free of charge in community. • Billable services? • \$10,000 for booth registration at community events? • \$19,000 for home furnishings when utilizing donors/donations? • Billable services?



Round 3 Opioid Settlement Fund Application Summary Sheet

Application Not Recommended	
Organization:	Redwood Falls Police Department
Funding Category:	Harm Reduction
Amount:	\$1000.00
Counties Served:	<input type="checkbox"/> Lyon <input type="checkbox"/> Pipestone <input checked="" type="checkbox"/> Redwood <input type="checkbox"/> Rock
Paragraph Description:	<p>Since state law required police officers to carry opioid overdose reversal medication, RFPD officers have administered dozens of Naloxone. Those expended doses were replaced, however, many doses currently being carried by RFPD officers are about to expire and funding is needed to quickly purchase new doses of Naloxone.</p> <p>A local pharmacy has quoted a price of \$50 per two dose unit of Naloxone. RFPD has 12 officers so it will cost approximately \$600 to purchase two doses of Naloxone for every officer. An additional \$400 is being requested in this application to purchase replacement doses that may be utilized over the course of the grant cycle. Starting in 2027 RFPD will begin requesting budget funds from the City of Redwood Falls to purchase Naloxone for officers.</p>
Previous Awardee:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Grant Manager Application Review:	
Comments/Questions:	SWHHS is working with Minnesota Department of Human Services to become a centralized location for groups mandated to carry Narcan to obtain supplies.



Round 3 Opioid Settlement Fund Application Summary Sheet

Application Recommended	
Organization:	Sanford Luverne
Funding Category:	Harm Reduction
Amount:	\$150.00
Counties Served:	<input type="checkbox"/> Lyon <input type="checkbox"/> Pipestone <input type="checkbox"/> Redwood <input checked="" type="checkbox"/> Rock
Paragraph Description:	<p>Requesting 2 non-locking cabinets which will be placed in the Hospital and Clinic entrance. Each box will be equipped with Nasal and IM Naloxone kits through the Steve Rummeler HOPE Network. The purpose of the boxes is to provide the public with immediate access to free Naloxone. Emma Lysne, LADC, will monitor and make sure the boxes are filled with the appropriate supplies.</p>
Previous Awardee:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grant Manager Application Review:	
Comments/Questions:	



Round 3 Opioid Settlement Fund Application Summary Sheet

Application Recommended	
Organization:	Southwest/West Central Service Cooperative
Funding Category:	Prevention and Harm Reduction
Amount:	\$25,000.00
Counties Served:	<input checked="" type="checkbox"/> Lyon <input checked="" type="checkbox"/> Pipestone <input checked="" type="checkbox"/> Redwood <input checked="" type="checkbox"/> Rock
Paragraph Description:	The project aims to provide schools with critical data, resources, and education surrounding the dangers of vaping and opioid misuse, with a strong focus on prevention and early intervention. Using local data and health statistics, the project will highlight the prevalence of vaping, hospitalizations, and deaths in the community, as well as the increasing risks related to unknown substances such as opioids. The initiative will educate students about the progressive health risks of vaping, including respiratory damage and addiction. This will be paired with guidance on recognizing the health risks and withdrawal symptoms related to opioid misuse, as well as providing life-saving education on Narcan (Naloxone) use for opioid overdoses. This project will include onsite presentations, handouts, and direct collaboration with students and staff. The target student audience will be middle and high school students.
Previous Awardee:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grant Manager Application Review:	<ul style="list-style-type: none"> In addition to the discussed curriculum piece, SWWC is looking to start a student led group. We are going to create the program P.A.T.H. We have specific goals and objectives that are not fulfilled by anything that is currently out there. So, we feel that with the help of credible resources like MDH and NIDA we will be able to meet these goals and objective to create an educational program that we will be effective and credible for our districts. We currently work with many schools and have formed great relationships and as a result have learned about the growing concerns. We are excited and passionate about this work! Approximately 15 school districts across participating middle and high schools will be directly impacted by the project. In addition, school staff—including nurses, counselors, teachers, administrators, and paraprofessionals—will receive training and resources, increasing the overall reach of the program.
Comments/Questions:	<ul style="list-style-type: none"> Salaries are already covered. Funding would cover the student group, travel, and training materials. Since they are already in the schools, they know each district’s unique needs.



Round 3 Opioid Settlement Fund Application Summary Sheet

Application Recommended- reduced amount of \$163,924.39	
Organization:	Western Mental Health
Funding Category:	Prevention, Treatment and Recovery
Amount:	\$223,069.00
Counties Served:	<input checked="" type="checkbox"/> Lyon <input checked="" type="checkbox"/> Pipestone <input checked="" type="checkbox"/> Redwood <input type="checkbox"/> Rock
Paragraph Description:	<p>We would look to provide services of 2 fulltime LADCs and would measure success with an increase in the number of adolescents served, along with number of adolescents graduating program. We will work with the schools, counselors and parents to provide evidence-based practices to increase compliance.</p> <p>We are looking to provide SUD services in schools, providing education, classroom training, staff education and training, collaboration and community events and involvement. These areas are non-billable activities.</p>
Previous Awardee:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Grant Manager Application Review:	<p>Does not explicitly state that funds are being requested for under-insured/uninsured services and UAs in the project narrative. That information is mentioned in the budget worksheet.</p> <p>“Helping with these stressors by providing relief in payments is much needed,” (in regards to high deductibles and expensive services) is stated in the project narrative but not expanded upon.</p>
Comments/Questions:	<ul style="list-style-type: none"> • Previous awards were given in Round 2. \$76,142.00 for a Peer Recovery Specialist and \$15,000.00 for curriculum. These previous awards have not been totally spent down yet. • Cost sharing with Murray, Lincoln, and/or Yellow Medicine counties? • Award will cover one year of services. • Target population is students with SUD- billable services?



Round 3 Opioid Settlement Fund Application Summary Sheet

Application Recommended	
Organization:	WoMen’s Rural Advocacy Programs, Inc. (WRAP)
Funding Category:	Treatment/Recovery
Amount:	\$50,346.61
Counties Served:	<input checked="" type="checkbox"/> Lyon <input type="checkbox"/> Pipestone <input checked="" type="checkbox"/> Redwood <input type="checkbox"/> Rock
Paragraph Description:	<p>WRAP’s <i>Bridges to Healing</i> initiative addresses the interconnected needs of survivors of domestic violence, sexual assault, and sex trafficking affected by opioid use disorder (OUD) in Lincoln, Lyon, and Redwood Counties. This survivor-led and lived experience expertise, trauma-informed project expands access to recovery services, reduces systemic barriers, and strengthens WRAP’s internal capacity to support complex client needs. In a May 2025 internal survey, 100% of WRAP advocates reported working with clients facing chemical dependency; nearly 90% identified lack of transportation and treatment access as key barriers.</p> <p>WRAP serves ~600 individuals annually in the three-county region supported by this grant. Based on staff estimates, 100–120 clients (17–20%, conservatively estimated) are navigating or at high risk for OUD. These individuals will receive direct services through this initiative. All 10 direct service staff will also complete the new internal training.</p>
Previous Awardee:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grant Manager Application Review:	<p>Application states that funding will be used to fund evidence-informed strategies including; SafeLink Transportation (expand transportation to include OUD-related support), Family Recovery Support, Justice-Informed Advocacy, and Internal Staff Training.</p> <p>Overall project cost is over \$120,000 (additional funds have been/will be secured for remaining amount). \$33,528.25 will be used for salary/fringe, \$9,241.40 will be used to cover mileage by staff, and \$3,000.00 will be used to train 10 staff members in <i>Bridges to Healing</i>.</p>
Comments/Questions:	<ul style="list-style-type: none"> • Cost sharing with Lincoln and Yellow Medicine counties? • Is transportation covered under MA? • Work plan and budget don’t directly support objectives listed in work plan?

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 24**

EFFECTIVE DATE: 01/01/16

REVISION DATE: 04/20/16; 01/18/17; 06/18/25

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- Vacation Pay Out ---

Section 1 - Policy Statement

- a. Southwest Health and Human Services (SWHHS) recognizes that employees need to take time off to relax and recharge from their busy and sometimes stressful jobs. This voluntary policy encourages staff to use their earned vacation and supports self-care.

Section 2 – Guidelines

- a. Each year an employee may request to be paid for 75 hours of accumulated vacation in conjunction with taking 75 hours of vacation. Staff may take this time off day by day or up to 5 days consecutively. The maximum number of days that can be taken consecutively will be 5 days. Staff may not borrow from future accruals for the pay out.

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- b. Per Personnel Policy 03, vacation leave must be made to the employee's supervisor in writing and must be authorized in advance by the supervisor in writing. In the absence of the employee's supervisor, the request may be made to another supervisor in the agency.

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- c. If taking 5 consecutive days, the employee shall complete and submit AG #039a Vacation Pay Out form to their supervisor. The supervisor must submit AG #039a Vacation Pay Out (week for a week) form to Human Resources at least 30 days prior to the start of the vacation. Human Resources will notify payroll. If not received at least 30 days prior, the request will be denied.

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The cash out of the vacation will be paid with the last payroll prior to the vacation time off at the salary rate in effect at the time of the payout.

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The employee may cancel the vacation with a two week notice prior to the 37.5 hours being paid out. However, if paid out then the vacation cannot be changed.

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**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 24**

d. If taking a day for a day, the employee shall complete and submit AG #039b Vacation Pay Out form (day for a day) to their supervisor. The supervisor must submit AG #039b Vacation Pay Out form to Human Resources at least the day prior to the vacation day.

The cash out of the vacation day(s) will be paid with the current scheduled payroll at the salary rate in effect at the time of the pay out.

If the employee fails to take the vacation day the pay out will not be processed. If the employee takes less hours of vacation the pay out will be adjusted accordingly.

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e. . The cash out of the vacation will be paid with the last payroll prior to the vacation time off at the salary rate in effect at the time of the payout. ¶

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Compliance Plan

What you need to know

This is a template for developing a Compliance Plan that meets the requirements of the Minnesota Human Rights Act, [Minn. Stat. § 363A.36](#), and the related [Minnesota Rules 5000.3400 – 5000.3600](#).

Southwest Health and Human Services

Compliance Plan

05/21/2025-05/20/2026

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Description of Company

Southwest Health and Human Services (SWHHS) is a joint-power agency in Southwest Minnesota who provides Human Services and Public Health programs to an estimated 73,641 individuals living in Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock Counties (US Census, 2020). Its mission is “strengthening individuals, families and communities by providing quality services in a respectful, caring and cost effective manner.”

Formed in 2011, Southwest Health and Human Services operates programs under two distinct divisions of service: Public Health and Human Services. Public Health provides over a dozen programs from (WIC) Women, Infants, Children to Maternal Child Health/home visiting immunizations; Refugee Health; emergency preparedness; health education and promotion; MN Choices; food, pools, and lodging licensing and inspection; among many other services. The Human Services Division provides approximately 40 different programs to the public including child and adult protection, foster and family day care licensing, disability services, Chemical Health services, adult and children’s mental health case management, child support, MN Families Investment Program (MFIP, eligibility services for Medicaid, and many others.

For 2025 the total annual budget for SWHHS is \$38,174,732 and currently has 240 employees.

Beth Wilms, Director/EEO Official

Southwest Health and Human Services

607 West Main Street

Marshall, MN 56258

(507) 537-6747 (Voice)

MN Relay Service: 711 or (800) 627-3529

(507) 537-6088 (fax)

beth.wilms@swhhsnmn.gov

Our company has developed policies prohibiting the harassment of or discrimination against any employee as required by Minnesota Human Rights Act. Senior management will distribute these policies routinely to current employees and incorporate these policies as a part of new employee orientation. Employees are aware of their obligation to follow the policies. Employees are also made aware of how to report any violation of these policies. We will also share this Compliance Plan externally with recruiters, prospective employees, subcontractors, and vendors.¹

¹ [Minnesota Rule 5000.3440](#)

Equal Employment Opportunity Policy

The Equal Employment Opportunity (EEO) Policy must be signed by the highest-ranking official of the company (CEO, President, or Chairperson of the Board). Please include it in the Compliance Plan and post at all worksites.

Business Name	Southwest Health and Human Services	Date	05/21/2025
EEO Official, Name	Beth Wilms	EEO Official, Title	Director
EEO Official Phone Number	507-532-1248	EEO Official Email Address	beth.wilms@swhhsmn.gov

This is to affirm our policy of providing equal employment opportunities to all employees and applicants for employment in accordance with all applicable laws and regulations.

Our company will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, gender identity, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status regarding public assistance. We will ensure that all our employment practices are free of discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities whenever possible.

We will evaluate the performance of employees based, in part, on their compliance with this policy and other related anti-discrimination and anti-harassment policies. Managers and supervisors have additional obligations under these policies and will be assessed accordingly.

I have appointed the above-named EEO Official to:

- Assess our compliance with this policy and related anti-discrimination and anti-harassment policies.
- Monitor all activities and assess the effectiveness of our Compliance Plan as required by law.
- Maintain reporting and record systems to measure the effectiveness of our Compliance Plan.

Our Compliance Plan is available for all employees and job applicants upon request. Please contact the EEO Official for further information.

Any employee or job applicant who believes they have been treated in a way that violates this policy should contact either the EEO Official or any other management representative, including me. We will take immediate action to investigate and address allegations of discrimination or harassment confidentially and promptly.

Signature of CEO/President or Board Chairperson

Title

First and last name (please print)

Date

Anti-Harassment Policy

As a part of our commitment to equal opportunity, Southwest Health and Human Services' has adopted an anti-harassment policy. Any employee who engages in harassment on a prohibited basis as outlined in the Minnesota Human Rights Act, which includes race, color, national origin, religion, creed, disability, age, sex, sexual orientation, gender identity, marital status, familial status, or status with regard to public assistance, or membership or activity in a local human rights commission. Any employee who permits employees under their supervision to engage in such harassment; or any employee who retaliates or permits retaliation against an employee who reports such harassment is guilty of misconduct and shall be subject to remedial action which may include the imposition of discipline or termination of employment.

Examples of harassment may include derogatory comments regarding a person's race, color, religion, or other protected characteristics, sexually explicit or other offensive images (whether printed or displayed on a computer), and jokes that are based on stereotypes of particular races, ethnicities, sexual orientations, gender identities, ages, religions, or other protected characteristics.

Sexual Harassment is prohibited and includes any unwelcome sexual advance, request for sexual favor and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment;
- Submission to or rejection of such conduct is used as a factor in any employment decision affecting any individual; or
- Such conduct has the purpose or effect of unreasonably interfering with any employee's work performance or creating an intimidating, hostile or offensive working environment.

Although the intent of the person engaging in the conduct may be harmless or even friendly, it is the perception of the conduct by the recipient that is relevant to whether the conduct is harassment. Given the difficulty of judging whether the conduct is welcome or unwelcome in particular situations, the company prohibits all employees from engaging in any conduct of a sexual nature or amounting to harassment based on any protected category in the work setting.

This policy applies to everyone in the organization as well as senior management. No retaliation or intimidation directed towards anyone who makes a complaint will be tolerated.

If you believe you have been a victim of harassment, take the following steps:

- Discuss the matter with your supervisor or manager.

- If, for any reason, you would prefer not to speak to your supervisor (for example, if you believe your supervisor to be the source of or a party to the harassment), you may talk to any other member of management, the human resources department, or EEO Official.

The company will investigate and attempt to resolve your complaint promptly. If, for any reason, you believe this has not occurred within a reasonable period of time, refer the matter to a member of senior management up to and including the Director of Southwest Health and Human Services.

Anti-Discrimination Policy²

We do not discriminate against any qualified applicant or employee because of their race, color, national origin, religion, creed, disability, age, sex, sexual orientation, gender identity, marital status, familial status, or status with regard to public assistance, or membership or activity in a local human rights commission. Employment opportunities and conditions of employment are not based on any of the prohibited reasons listed above.

Selection Process

We will assess if our selection process unlawfully discriminates against individuals in violations of the Minnesota Human Rights Act. All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes will be carefully selected and trained to ensure that these processes are free from discrimination as required under the law.

Schedule for Review of Job Requirements: We will annually review all job requirements to ensure that these requirements do not tend to screen out qualified individuals with disabilities. We will determine whether these requirements are job-related and are consistent with business necessity and the safe performance of the job, and we will remove any physical or mental requirements that do not meet these criteria. Any job descriptions or requirements changed after review will be distributed to all relevant employees, particularly those involved in the selection process and supervision of employees.

Pre-Employment Medical Examination: If we require medical examinations or inquiries as a part of our selection process, all exams or inquiries will be conducted after a conditional offer of employment. Only job-related medical examinations and inquiries will be conducted, and the results of these examinations or inquiries will not be used to screen out qualified individuals with disabilities. Information obtained in response to such inquiries or examinations will be kept confidential except that (a) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and regarding accommodations, (b) first aid and safety personnel may be informed, where and to the extent appropriate, if the condition might require emergency treatment,

² [Minnesota Rule 5000.3480](#)

and (c) officials, employees, representatives, or agents of the Minnesota Department of Human Rights or local human rights agencies investigating compliance with the act or local human rights ordinances will be informed if they request such information.

Recruitment of Employees

1. All job postings will state that our company does not discriminate against applicants on the basis of their race, color, national origin, religion, creed, disability, age, sex, sexual orientation, gender identity, marital status, familial status, or status with regard to public assistance, or membership or activity in a local human rights commission. Copies of job postings will be kept on file.
2. Recruitment resources are informed of our commitment to provide equal employment opportunity as well as our commitment to provide a workplace free from discrimination.
3. When we post jobs, we will not indicate a preference, limitation, or specification based on race, gender, disability, national origin, or other prohibited basis, unless that characteristic is a bona fide occupational qualification for a particular job. We will not allow any employment agency with which we work to express any such limitation on our behalf, and we will require that these agencies share our commitment to equal employment opportunity.
4. All positions for which we post or advertise externally will be listed with State of Minnesota Workforce Centers, America's Job Bank, or similar governmental agencies.
5. We will keep documentation of all contacts made and responses received, in connection with paragraphs 4 and 5 above, whether formal or informal. We will make every effort to give these agencies a reasonable amount of time to locate and refer applicants.
6. As necessary to ensure that potential candidates are aware of job openings, we will contact community organizations focused on the employment of women, people of color, and individuals with disabilities. We will request the Minnesota Department of Employment and Economic Development to refer qualified individuals with disabilities for employment consideration in accordance with [Minnesota Rule 5000.3557](#).
7. We will carry out active recruiting programs at schools and colleges as consistent with the Minnesota Human Rights Act, and share full-time, part-time employment opportunities, internships, or summer employment programs.
8. We will encourage employees to refer additional candidates for employment opportunities consistent with the Minnesota Human Rights Act.
9. We will rely on an applicant's skills, education, certifications, licenses, and other qualifications, as well as the job market, to set pay. We will not ask job applications or current employees about their past or current pay during the hiring process.

Employment Decisions

1. Educational, training, and apprenticeship programs will be offered to all employees, consistent with the Minnesota Human Rights Act .
2. Our promotion process has been developed and documented and only legitimate qualifications are considered in our promotion decisions.
3. We also use progressive discipline before terminating employees, where appropriate. All employees are made aware of our discipline process.
4. We will appropriately train supervisors and human resources professionals to ensure that employees are not subject to discipline, including termination from employment, because of their race, color, national origin, religion, creed, disability, age, sex, sexual orientation, gender identity, marital status, familial status, or status with regard to public assistance, or membership or activity in a local human rights commission.
5. We will make reasonable accommodations for an employee or applicant with a disability unless such an accommodation would impose an undue hardship on the conduct of the business.
6. We will also make reasonable accommodations for our employees' religious observances and practices, except where the requested accommodation would cause undue hardship on the conduct of our business.
7. We will regularly review employment decisions to ensure they are lawful.

Problem Resolution Policy

In any organization, dissatisfaction may arise because an employee does not know, understand, or agree with certain policy interpretations or management decisions. Such dissatisfactions are commonly referred to as grievances. At Southwest Health and Human Services, we believe that if any employee has a grievance concerning their wages, hours of work, or other terms or conditions of employment, the matter should receive attention from management.

An employee who feels aggrieved is urged to take the matter up immediately with their supervisor. The supervisor is required to investigate the grievance and provide a response or decision within a reasonable period of time. This investigation may consist of, but is not limited to, gathering information from other employees involved, reviewing company policy, and any other action necessary to understand the matter completely.

If an employee is not satisfied with the response/decision from their immediate supervisor, the employee is encouraged to notify the next level of management in writing. This next level of supervision will have a reasonable period of time in which to investigate the matter and respond to the employee in writing.

If, after these steps are taken, the employee believes inadequate action has been taken to resolve the complaint, contact Human Resources. It is the policy of this organization to respond to any and all complaints, and to take immediate and necessary actions to resolve the issue.

There will be no adverse action taken against a complaining employee as a result of making the complaint, regardless of the outcome of the investigation.

If an employee has a problem which is more specifically addressed by the anti-harassment policy, please follow the procedure described in the anti-harassment policy section.

Equal Employment Opportunity Official and Role³

Beth Wilms, Director is designated as the company's Equal Employment Opportunity (EEO) Official and is tasked with monitoring all employment activity to ensure that our equal employment related policies are being carried out. The EEO Official has been given the necessary staffing and support from senior management to fulfill the duties of the position. These duties include, but are not limited to, the following:

³ [Minnesota Rules 5000.3430](#) and [Minn. Stat. § 363A.36](#)

1. Develop an EEO Policy statement and Compliance Plan that are consistent with the company's EEO policies and objectives.
2. Develop and implement internal and external strategies for sharing the company's equal employment policies and related anti-discrimination and anti-harassment policies.
3. Conduct and/or coordinate equal employment recruitment, training, and orientation.
4. Ensure that our managers and supervisors understand it is their responsibility to take action to prevent the harassment of employees and applicants for employment.
5. Ensure that all people, as consistent with the Minnesota Human Rights Act, are provided equal opportunity as it relates to organization-sponsored training programs, recreational/social activities, benefit plans, pay, and other working conditions.
6. Implement and maintain EEO audit, reporting, and record-keeping systems in order to measure the effectiveness of our Compliance Plan and policies and to determine whether our objectives have been attained.
7. Serve as liaison on behalf of our company with relevant governmental enforcement agencies and community organizations.
8. Keep management informed of the latest developments in the areas of equal employment, anti-discrimination, and anti-harassment.

Internal Audit and Reporting Systems⁴

Our EEO Official is responsible for implementing and monitoring our Compliance Plan. Department heads, managers, and supervisors are responsible for providing the EEO Official with information and/or data as necessary to assess our company's compliance with anti-discrimination provisions under the Minnesota Human Rights Act. In addition, the EEO Official is also responsible for submitting formal reports to the EEO Official's manager or supervisor on a scheduled basis regarding the company's availability analysis and Workforce Certificate Annual Compliance Reports.

At least annually, internal audit reports will be prepared in table format and dated. Data collected for these reports will include applicant flow, new hires, promotions, transfers, and terminations (voluntary and involuntary) by job group. Figures for each personnel process must show a breakdown by gender, race, and disability status. Reports will be disseminated to appropriate levels of management, and any problem areas will be addressed as promptly as possible.

⁴ [Minnesota Rule 5000.3490](#), [5000.3570](#), and [5000.3580](#)

We will preserve all audit data and other applicable documentation and information available as required by law to the Minnesota Department of Human Rights and other government agencies.

Also, once a year we will submit to the Minnesota Department of Human Rights, on or before, the anniversary date of our Workforce Certificate of Compliance, our **Annual Compliance Report** as required under Minnesota Rule 5000.3580 for the company's regular workforce.

Availability Analysis⁵

We will make good faith efforts to meet or exceed the availability percentage for women and people of color in relevant job groups, as assessed by the availability, utilization, and underutilization analysis that we will complete on an annual basis when completing our Workforce Certificate Annual Compliance Report.

Problem Area Identification⁶

Southwest Health and Human Services periodically conducts an in-depth analysis of its total employment process to determine whether and where impediments to equal employment opportunity may exist. We commit to:

1. **Prohibit unlawful discrimination:** We will monitor our workforce and employment practices to ensure that we are not engaging in any unlawful discrimination.
2. **Compensation system:** We will routinely review our compensation system, including rates of pay and bonuses, to determine whether any employees are paid less because of a prohibited basis such as their gender, race, or disability. If we identify any such situations, we will promptly act to address the matter. In offering employment to individuals with disabilities, we will not reduce the amount of compensation offered because of any disability income, pension, or other benefit the applicant or employee receives from another source.
3. **Personnel procedures:** We will routinely review all of our personnel procedures and processes, including selection, recruitment, referral, transfers and promotions, seniority provisions, apprenticeship programs and company-sponsored training programs and other company activities to determine if all employees or applicants are fairly considered.
4. **Other company systems:** We continually analyze any other areas that may impact our success, such as accessibility of our facility to the available workforce, the attitude of our current workforce

⁵ [Minnesota Rule 5000.3460](#)

⁶ [Minnesota Rule 5000.3470](#)

towards equal employment opportunities, proper posting of our EEO policy and required governmental posters, proper notification to our subcontractors or vendors, and retention of records in accordance with applicable law.

5. **Prompt corrective action:** We take prompt action to remedy any problems in these areas through training of staff or other methods.

The Computer Man, Inc.

1105 Canoga Park Drive
 Marshall, MN 56258
 Phone (507) 532-7562
 Fax (507) 532-2680
 www.tcmi.com

6/6/2025

Quote # 624010



Quote

business partner



Microsoft Partner



Silver Midmarket Solution Provider

Prepared For

Southwest Health & Human Services
 607 West Main Street Suite 100
 Marshall, MN 56258

Description	Qty	Price	Extended Price	PO Number	Terms	Rep
					Net 10 Days	MWT
HP ZBook 8 G1i 16 inch Mobile Workstation PC, 16" WUXGA LED UWVA 300N Anti-Glare 60Hz (1920 x 1200, 1.6 (16:10)), Intel Core Ultra 5 235U (0.70 GHz, up to 4.90 GHz, 12 cores - 15th Generation) with Intel® Graphics and Intel® AI Boost (up to 11 TOPS), 512GB M.2 PCIe NVMe 2280 TLC 4X4 SSD, 16GB 5600MT/s DDR5 (1X16GB) SODIMM, Clickpad, Backlit Spill Resistant, Intel Wi-Fi 7 BE201 (2x2) vPro and Bluetooth® 5.4 Wireless Technology, No WWAN module, No Discrete Graphics, Hybrid 5MP+IR Camera, Camera, Windows® 11 Pro Standard, 1/1/0, Wrnty Ext HP 3y Care MWKS HW Support	50	1,509.00	75,450.00			
HP USB-C Dock G5 for business for Notebook - USB Type C - 3 Displays Supported - 4K, QHD, Full HD - 4 x USB Type-A Ports - USB Type-A - USB Type-C - 1 x RJ-45 Ports - Network (RJ-45) - HDMI - DisplayPort - Black - Wired - Ethernet - Windows 10, Windows 11, macOS, ChromeOS - 100W	60	182.00	10,920.00			
Thank you for your business.				Subtotal		\$86,370.00
				Sales Tax (6.875%)		\$0.00
				Total		\$86,370.00

JUNE 2025

GRANTS ~ AGREEMENTS ~ CONTRACTS

for Board review and approval

■ **DHS Mobile Crisis Response Services Grant for Adult & Children’s** – 05/15/25 to 09/30/26; Grant to help expand on the mobile crisis supports that are already established in Rock County, \$255,195, (NEW).

Fiscal Note: pass through grant monies to WMHC

■ **MN Dept of Agriculture (Rock County)** – 06/01/25 to 12/31/25, joint powers agreement to issue farmers market nutrition program checks to WIC participants; \$100; (renewal).

Fiscal Note: 2024 \$300; 2023 \$300; 2022 \$300



Signatures None

Signatures Partial

Signatures Completed