



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

Board Agenda
May 20th , 2026
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 04/15/2026 Board Minutes

B. Introduce New Staff

- Marki Casey, County Agency Social Worker, CAC/CADI/BI, Sherri Pickthorn
- Thomas Pauley, County Agency Social Worker, DD, Sherri Pickthorn

C. Employee Recognition

- Alyssa Salfer, County Agency Social Worker, MN Choices, Redwood Falls, 1 year
- Megan Amundson, County Agency Social Worker, Adult Mental Health, Marshall, 5 years
- Taalyr Egeness, Social Services Supervisor, CPS, Luverne, 5 years
- Justine Heinis, County Agency Social Worker, CAC/CADI/BI, Marshall, 10 years
- Melissa Kidrowski, Public Health Nurse, Redwood Falls, 10 years

D. Financial- Page 5

E. Caseload- Page 23

	<u>04/26</u>	<u>04/25</u>	<u>03/26</u>	<u>02/26</u>
Social Services	3,558	3,630	3,560	3,557
Licensing	359	370	357	355
Out-of-Home Placements	119	144	129	131
Income Maintenance	13,005	12,793	13,003	12,949
Child Support Cases	2,455	2,595	2,461	2,459
Child Support Collections	\$714,635	\$748,752	\$727,240	\$650,285
Non IV-D Collections	\$84,342	\$128,664	\$92,227	\$586,351

HUMAN SERVICES (Cont)

- F. Discussion/Information
 - 1. County Eligibility Worker Changes- Ashley and Nancy- page 30
- G. Decision Items
 - 1. SS Policy 09- Licensing Division Conflict of Interest Policy- Gail- Page 31

COMMUNITY HEALTH

- H. Call to Order
- I. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 04/15/2026 Board Minutes

- J. Financial

- K. Caseloads- Page 33

	<u>04/26</u>	<u>03/26</u>	<u>02/26</u>
WIC	N/A	2035	2055
Family Home Visiting	36	34	29
PCA Assessments	22	17	15
Managed Care	228	219	193
Refugee Health	0	0	0
Latent TB Medication Distribution	0	0	0
Water Tests	165	99	107
FPL Inspections	33	34	32
Immunizations	39	24	31
Car Seats	26	25	32

- L. Discussion/ Information
 - 1. Statewide Health Improvement Partnership (SHIP) – Katie Chapman and Jen Nelson-Page 34
- LI. Decision Items
 - 1. Administrative and Budget Preparedness Plan – Carol Biren- Page 46
 - 2. Public Health Fee Schedule – Carol Biren- Page 54
 - 3. Round 4 Opioid Funding Approval – Jenna Stephenson and Kristin Deacon- Page 55

GOVERNING BOARD

N. Call to Order

O. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of the 04/15/2026 Board Minutes

P. Financial

Q. Human Resources Statistics

	<u>04/26</u>	<u>04/25</u>	<u>03/26</u>	<u>02/26</u>
Number of Employees	239	241	237	236
Separations	4	1	2	1
New Hires	0	1	3	2
Current Open Positions		2		
Office Support Specialist Sr Eligibility		1		1

R. Discussion/Information

S. Decision Items

1. Megan Paradis, Eligibility Worker, probationary appointment (12 months), \$20.98 hourly, effective 5/11/2026 – Marshall Office
2. Dora Facundo, County Agency Social Worker/Case Manager- CMH/Licensing, probationary appointment (12 months), \$26.62 hourly, effective 6/1/2026 – Marshall Office
3. Trevor Theurer, Public Health Educator, probationary appointment (12 months), \$27.80 hourly, effective 5/18/2026
4. Jamie Cody, Social Services Supervisor- Child Protection, probationary appointment (12 months), \$73,000 annual, effective 5/18/2026 – Luverne Office
5. Ashley Kerkhoff, County Agency Social Worker/Case Manager- Children’s Welfare, probationary appointment (12 months), \$26.62 hourly, effective 5/18/2026 – Redwood Falls Office
6. Kylie Kessler-Gross, County Agency Social Worker/Case Manager- Long Term Care, probationary appointment (12 months), \$26.62 hourly, effective 6/1/2026 – Marshall Office
7. Alexandra Dvorak, Social Services Supervisor- Child Protection, probationary appointment (12 months), \$68,610 annual, effective 6/1/2026 – Marshall Office

GOVERNING BOARD (Cont.)

8. Ellie Fleming, County Agency Social Worker/Case Manager- Restorative Practices, probationary appointment (12 months), \$27.00 hourly, effective 6/1/2026 – Marshall Office
9. Personnel Policy 12 On-Call for Adult and Children's Services- Page 71
10. Administrative Policy 05 Credit Card Policy- Page 74
11. Administrative Policy 10 LAN EMail Internet Access and Personal Computing Equipment- Page 78

12. Donations
 - Smiling Tree Gifts Toys- Blocks and wood cutouts for foster care
 - Emily Hildreth- Toddler clothes, shoes, winter items, toys and a pillow to be used for anyone in need
 - Crisis Clean Team- \$25 Gift Card for Social Services Client Activities
 - Henderson- 2 suitcases and 2 large duffle- to be used for anyone in need
 - SMOC- 10 baskets of diapers, wipes, swaddles and a sound machine- to be used for clients in Social Services
13. Procurement Items and Contracts- Page 85

T. Adjournment

Next Meeting Dates:
Wednesday, June 17, 2026 – Marshall
Wednesday, July 15, 2026 – Marshall
Wednesday, August 19, 2026 – Marshall

APRIL 2026

Financial Notes

(05-20-26 Board)

The month started out with a beginning balance in checking of \$2,071,156 and ended at \$1,643,892.

We ended the month with an overall cash & investment balance of \$13,465,517. When excluding the designated and restricted funds, the ending balance for the month was \$10,916,825.

The self-insurance fund was at \$1,157,075 as of the end of the month. Compared to prior year, the fund is down by \$448,177. To date, that fund balance is at \$_____.

Fund Balances:

Fund 01 (PH) \$4,270,560

Fund 05 (HS) \$6,646,265

Now looking at the numbers from a budget perspective for month end:

Public Health:

At 2% OVER budget for revenues and 3% UNDER budget for expenditures.

Overall to date, revenues exceeded expenditures by \$114,058.

Human Services:

At 15% UNDER budget for revenues and 7% UNDER budget for

expenditures. Overall to date, expenditures exceeded revenues \$2,707,985.

SOUTHWEST HEALTH & HUMAN SERVICES

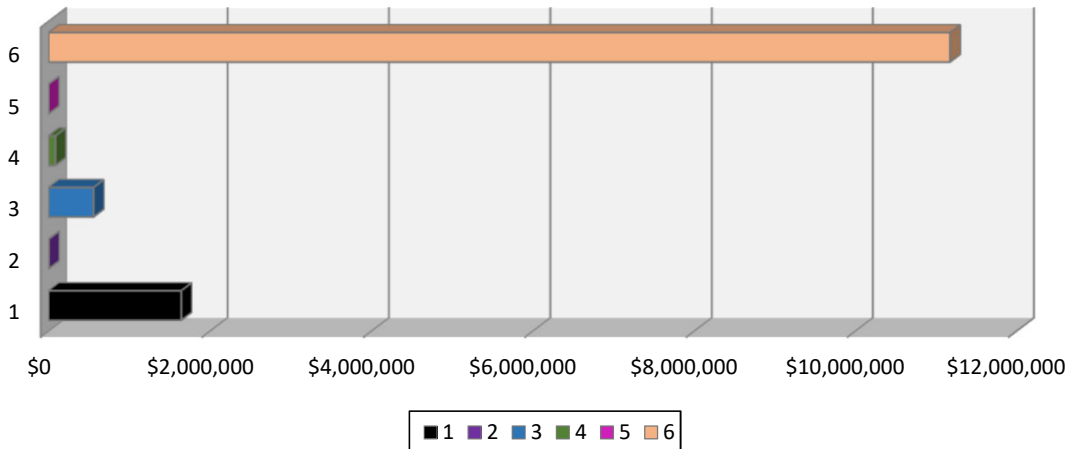
Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne

SUMMARY OF FINANCIAL ACCOUNTS REPORT For the Month Ending: **April 30, 2026**

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

Description	Month	Running Balance	
BEGINNING CHECKING BALANCE		\$2,071,156	
RECEIPTS			
Monthly Receipts	2,534,842		
County Contribution	243,760		
Interest on Savings	42,173		
TOTAL MONTHLY RECEIPTS		2,820,774	
DISBURSEMENTS			
Monthly Disbursements	3,248,039		
TOTAL MONTHLY DISBURSEMENTS		3,248,039	
ENDING CHECKING BALANCE		\$1,643,892	
REVENUE			
<i>Checking/Money Market</i>	<i>\$1,643,892</i>		
<i>SS Benefits Checking</i>	<i>\$3,000</i>		
<i>Bremer Savings</i>	<i>\$557,483</i>		
<i>First Interstate Bank Savings</i>	<i>\$84,879</i>		
<i>CD/Term Investment - Magic Fund</i>	<i>\$0</i>		
<i>Investments - MAGIC Fund</i>	<i>\$11,176,264</i>		
ENDING BALANCE		\$13,465,517	April 2025 Ending Balance \$11,685,899
DESIGNATED/RESTRICTED FUNDS			
Opioid Settlement		\$1,033,497	
Agency Health Insurance		\$1,157,075	\$1,605,252
Private Purpose Trust Fund		\$24,117	
LCTS Lyon Murray Collaborative		\$149,307	
LCTS Rock Pipestone Collaborative		\$72,414	
LCTS Redwood Collaborative		\$111,745	
Local Advisory Council		\$536	
AVAILABLE CASH BALANCE		\$10,916,825	\$8,771,087

REVENUE DESIGNATION



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

APRIL 2026

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				2,071,156.24
04/02/26	10873	Disb		2,180.50	2,068,975.74
04/02/26	10874	Disb		142,970.67	1,926,005.07
04/03/26	12044-12062	Payroll		184,964.42	1,741,040.65
04/03/26	101139-101379	Payroll		594,564.76	1,146,475.89
04/03/26	31240-31256 ACH	Disb		1,319.92	1,145,155.97
04/03/26	142015-142052	Disb		4,682.96	1,140,473.01
04/03/26	31257-31300 ACH	Disb		44,151.50	1,096,321.51
04/03/26	142053-142091	Disb		69,362.73	1,026,958.78
04/03/26	10875	Disb		1,164.25	1,025,794.53
04/03/26	63898-63945	Deposit	422,160.13		1,447,954.66
04/06/26	10876	Disb		19,184.77	1,428,769.89
04/06/26	10877	Disb		6,058.22	1,422,711.67
04/06/26	10878	Disb		20.00	1,422,691.67
04/06/26	10879	Disb		20.00	1,422,671.67
04/07/26	63946-63963	Deposit	76,886.72		1,499,558.39
04/08/26	12063-12063	Payroll		3.46	1,499,554.93
04/08/26	101380-101382	Payroll		504.01	1,499,050.92
04/09/26	10880	Disb		33,202.95	1,465,847.97
04/10/26	142092-142153	Disb		298,471.70	1,167,376.27
04/10/26	31301-31349 ACH	Disb		94,922.22	1,072,454.05
04/07/26	VOID 123505	Disb		(43.34)	1,072,497.39
04/09/26	VOID 140510	Disb		(55.88)	1,072,553.27
04/06/26	VOID 134936	Disb		(967.44)	1,073,520.71
04/09/26	VOID 142053	Disb		(31.02)	1,073,551.73
04/10/26	10881	Disb		232.00	1,073,319.73
04/10/26	10882	Disb		30.00	1,073,289.73
04/10/26	63964-63999	Deposit	179,706.95		1,252,996.68
04/15/26	Tfr from Magic	Deposit	1,000,000.00		2,252,996.68
04/16/26	10883	Disb		131,674.74	2,121,321.94
04/17/26	12064-12082	Payroll		184,571.75	1,936,750.19
04/17/26	101383-101617	Payroll		592,628.14	1,344,122.05
04/14/26	64000-64021	Deposit	72,620.65		1,416,742.70
04/17/26	142154-142171	Disb		2,137.02	1,414,605.68
04/17/26	31350-31357 ACH	Disb		751.42	1,413,854.26
04/17/26	142172-142216	Disb		140,147.25	1,273,707.01
04/17/26	31358-31395 ACH	Disb		177,974.21	1,095,732.80
04/17/26	142217-142248	Disb		8,061.70	1,087,671.10
04/17/26	31396-31449 ACH	Disb		11,361.20	1,076,309.90
04/17/26	142249-142305	Disb		32,060.47	1,044,249.43
04/17/26	31450-31561 ACH	Disb		65,157.52	979,091.91
04/17/26	10884	Disb		1,164.25	977,927.66
04/17/26	64022-64065	Deposit	272,888.66		1,250,816.32
04/20/26	10885	Disb		18,795.01	1,232,021.31
04/20/26	10886	Disb		5,912.39	1,226,108.92
04/20/26	10887	Disb		2,332.95	1,223,775.97
04/21/26	VOID 126357	Disb		(720.00)	1,224,495.97
04/21/26	VOID 141390	Disb		(1,288.00)	1,225,783.97
04/21/26	64067-64096	Deposit	131,540.67		1,357,324.64
04/23/26	10888	Disb		4,006.88	1,353,317.76
04/23/26	10889	Disb		39,363.94	1,313,953.82
04/24/26	142306-142340	Disb		7,434.60	1,306,519.22
04/24/26	31562-31579 ACH	Disb		6,099.43	1,300,419.79
04/24/26	142341-142369	Disb		114,012.76	1,186,407.03
04/24/26	31580-31600 ACH	Disb		48,164.63	1,138,242.40
04/24/26	10890	Disb		697.00	1,137,545.40
04/24/26	64097-64131	Deposit	357,523.19		1,495,068.59
04/27/26	Transfer from SS Account	Deposit	4,958.00		1,500,026.59
04/28/26	64132-64156	Deposit	297,719.86		1,797,746.45
04/29/26	VOID 31507	Disb		(132.62)	1,797,879.07
04/30/26	64157-64173	Deposit	4,769.63		1,802,648.70
04/30/26	10891	Disb		161,779.29	1,640,869.41
04/30/26	VOID 142120	Disb		(3,022.19)	1,643,891.60
					1,643,891.60
					1,643,891.60
					1,643,891.60
					1,643,891.60
	balanced 5/1/26	TOTALS	2,820,774.46	3,248,039.10	

Checking - SS Beneficiaries
 Savings - Old National
 Savings - First Interstate Bank
 Investments - Magic Fund

3,000.00
557,483.18
84,878.72
11,176,263.54

TOTAL CASH BALANCE

13,465,517.04

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
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	\$16,726,259.24	\$16,885,469.66	\$17,359,062.14	\$15,994,401.25	\$13,043,301.78	\$14,848,529.81	\$16,275,396.38	\$14,643,099.26
2026	\$15,840,181.29	\$15,969,361.99	\$14,850,609.05	\$13,465,517.04									

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
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	\$4,098,379.38	\$4,378,582.03	\$4,451,768.81	\$4,292,210.21	\$4,184,485.39	\$4,118,158.55	\$4,156,501.56	\$4,203,712.05
2026	\$4,244,678.37	\$4,192,916.88	\$4,204,632.86	\$4,270,559.66									

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
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	\$9,769,751.09	\$9,791,009.80	\$9,981,437.74	\$8,709,635.34	\$5,963,392.07	\$7,853,205.08	\$9,353,688.17	\$7,548,056.82
2026	\$8,717,620.44	\$9,017,713.31	\$7,820,530.64	\$6,646,265.55									

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
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	\$1,603,927.37	\$1,498,302.55	\$1,537,306.06	\$1,571,600.79	\$1,454,757.34	\$1,488,568.17	\$1,352,219.94	\$1,538,580.60
2026	\$1,472,779.55	\$1,346,748.47	\$1,359,373.35	\$1,157,074.76									

Southwest Health and Human Services



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Treasurer's Cash Trial Balance

As of 04/2026

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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	4,156,501.56			
Receipts		395,039.71	1,561,917.20	
Disbursements		46,308.09-	266,300.53-	
Payroll		300,924.94-	1,181,485.27-	
Journal Entries		0.00	73.30-	
Fund Total		47,806.68	114,058.10	4,270,559.66
2 Opioid Settlement	1,102,373.85			
Receipts		0.00	33,836.94	
Disbursements		40,379.10-	102,543.80-	
Payroll		14.03-	169.78-	
Fund Total		40,393.13-	68,876.64-	1,033,497.21
5 Human Services Fund		410	General Administration	
	1,081,179.35-			
Receipts		83,881.07	351,104.16	
Disbursements		92,831.09-	327,849.27-	
Payroll		8,924.66-	38,957.03-	
Journal Entries		5.63	602.16	
Dept Total		17,869.05-	15,099.98-	1,096,279.33-
5 Human Services Fund		420	Income Maintenance	
	9,447,510.37			
Receipts		302,797.09	2,391,528.55	
Disbursements		197,578.40-	1,008,942.79-	
Payroll		386,262.43-	1,566,620.90-	
Journal Entries		0.00	219.67-	
Dept Total		281,043.74-	184,254.81-	9,263,255.56
5 Human Services Fund		431	Social Services	
	5,465,490.22			
Receipts		723,670.17	3,896,533.46	
Disbursements		95,160.81-	509,356.99-	

Southwest Health and Human Services



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Treasurer's Cash Trial Balance

As of 04/2026

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
SSIS		664,856.14-	2,536,615.70-	
Payroll		853,020.35-	3,408,277.20-	
Journal Entries		398.68-	646.45-	
Dept Total		889,765.81-	2,558,362.88-	2,907,127.34
5 Human Services Fund	432	Restorative Justice		
	5,930.93-			
Receipts		42,482.60	117,477.60	
Disbursements		1,858.84-	15,168.53-	
Payroll		8,090.13-	52,576.73-	
Journal Entries		0.00	0.21	
Dept Total		32,533.63	49,732.55	43,801.62
5 Human Services Fund	461	Information Systems		
	4,471,639.64-			
Dept Total		0.00	0.00	4,471,639.64-
5 Human Services Fund	471	LCTS Collaborative Agency		
	0.00			
Receipts		0.00	87,297.00	
Disbursements		0.00	87,297.00-	
Dept Total		0.00	0.00	0.00
Fund Total	9,354,250.67	1,156,144.97-	2,707,985.12-	6,646,265.55
61 Agency Health Insurance	1,352,219.94			
Receipts		309,430.45	1,289,130.44	
Disbursements		512,122.09-	1,484,668.67-	
Journal Entries		393.05	393.05	
Fund Total		202,298.59-	195,145.18-	1,157,074.76
71 LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
	151,107.57			
Receipts		0.00	45,699.00	
Disbursements		34,750.00-	47,500.00-	

Southwest Health and Human Services



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Treasurer's Cash Trial Balance

As of 04/2026

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		34,750.00-	1,801.00-	149,306.57
Fund Total	151,107.57	34,750.00-	1,801.00-	149,306.57
73 LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
	57,270.41			
Receipts		0.00	15,144.00	
Dept Total		0.00	15,144.00	72,414.41
Fund Total	57,270.41	0.00	15,144.00	72,414.41
75 Redwood LCTS Collaborative	471	LCTS Collaborative Agency		
	85,291.15			
Receipts		0.00	26,454.00	
Dept Total		0.00	26,454.00	111,745.15
Fund Total	85,291.15	0.00	26,454.00	111,745.15
77 Local Advisory Council	477	Local Advisory Council		
	536.34			
Receipts		0.00	40.00	
Disbursements		0.00	40.00-	
Dept Total		0.00	0.00	536.34
Fund Total	536.34	0.00	0.00	536.34
78 Private Purpose Trust Fund	431	Social Services		
	16,407.39			
Receipts		5,646.00	22,584.00	
Disbursements		4,958.00-	14,874.00-	
Dept Total		688.00	7,710.00	24,117.39
Fund Total	16,407.39	688.00	7,710.00	24,117.39
All Funds	16,275,958.88			

Southwest Health and Human Services



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Treasurer's Cash Trial Balance

As of 04/2026

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		1,862,947.09	9,838,746.35	
Disbursements		1,025,946.42-	3,864,541.58-	
SSIS		664,856.14-	2,536,615.70-	
Payroll		1,557,236.54-	6,248,086.91-	
Journal Entries		0.00	56.00	
Total		1,385,092.01-	2,810,441.84-	13,465,517.04

Southwest Health and Human Services



RM-Stmt of Revenues & Expenditures

As Of 04/2026

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2026 BUDGET	% OF BUDG	% OF YEAR	
FUND 1 HEALTH SERVICES FUND						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	243,759.75-	524,516.00-	1,123,025.00-	47	33	
INTERGOVERNMENTAL REVENUES	3,183.00-	157,662.61-	171,333.00-	92	33	
STATE REVENUES	91,874.96-	456,662.80-	1,573,481.00-	29	33	
FEDERAL REVENUES	12,639.96-	259,635.84-	1,177,911.00-	22	33	
FEES	35,776.41-	130,566.77-	416,770.00-	31	33	
EARNINGS ON INVESTMENTS	7,801.93-	31,249.26-	56,425.00-	55	33	
MISCELLANEOUS REVENUES	3.70-	930.87-	570.00-	163	33	
TOTAL REVENUES	395,039.71-	1,561,224.15-	4,519,515.00-	35	33	2% over
EXPENDITURES						
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	33	
PAYROLL AND BENEFITS	300,924.94	1,181,558.57	4,187,074.00	28	33	
OTHER EXPENDITURES	46,308.09	265,607.48	672,217.00	40	33	
TOTAL EXPENDITURES	347,233.03	1,447,166.05	4,859,291.00	30	33	3% under

Southwest Health and Human Services



RM-Stmt of Revenues & Expenditures

As Of 04/2026

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2026 BUDGET	% OF BUDG	% OF YEAR	
FUND 5 HUMAN SERVICES FUND						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	0.00	667,393.59-	15,088,102.00-	4	33	
INTERGOVERNMENTAL REVENUES	0.00	63,257.50-	149,953.00-	42	33	
STATE REVENUES	175,312.05-	1,038,288.66-	6,243,191.00-	17	33	
FEDERAL REVENUES	327,102.79-	2,249,876.33-	7,855,789.00-	29	33	
FEES	327,938.46-	955,208.64-	2,431,025.00-	39	33	
EARNINGS ON INVESTMENTS	34,370.70-	147,665.72-	248,575.00-	59	33	
MISCELLANEOUS REVENUES	65,546.83-	1,181,040.35-	2,102,930.00-	56	33	
TOTAL REVENUES	930,270.83-	6,302,730.79-	34,119,565.00-	18	33	15% under
EXPENDITURES						
PROGRAM EXPENDITURES	673,052.01	3,129,432.18	13,710,640.00	23	33	
PAYROLL AND BENEFITS	1,268,836.91	5,049,064.93	17,430,373.00	29	33	
OTHER EXPENDITURES	144,526.88	832,218.80	2,978,552.00	28	33	
TOTAL EXPENDITURES	2,086,415.80	9,010,715.91	34,119,565.00	26	33	7% 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					33
			Expend.	799.25	799.25	0.00	0	33
			Net	799.25	799.25	0.00	0	33
910 PROGRAM	CHA/CHIP		Revenue	0.00	2,447.51-	8,333.00-	29	33
			Expend.	6,680.91	11,996.55	63,087.00	19	33
			Net	6,680.91	9,549.04	54,754.00	17	33
915 PROGRAM	CDC Infrastructure Grant		Revenue	0.00	7,609.91-	57,702.00-	13	33
			Expend.	12,234.28	21,846.13	82,427.00	27	33
			Net	12,234.28	14,236.22	24,725.00	58	33
919 PROGRAM	PH Foundational		Revenue	0.00	54,595.47-	210,916.00-	26	33
			Expend.	9,240.11	79,632.91	250,229.00	32	33
			Net	9,240.11	25,037.44	39,313.00	64	33
930 PROGRAM	Administration		Revenue	294,878.97-	693,906.95-	1,432,890.00-	48	33
			Expend.	61,015.67	282,165.88	938,862.00	30	33
			Net	233,863.30-	411,741.07-	494,028.00-	83	33
410 DEPT	General Administration	Totals:	Revenue	294,878.97-	758,559.84-	1,709,841.00-	44	33
			Expend.	89,970.22	396,440.72	1,334,605.00	30	33
			Net	204,908.75-	362,119.12-	375,236.00-	97	33
481 DEPT	Nursing							
100 PROGRAM	Family Health		Revenue	398.31-	3,648.31-	24,874.00-	15	33
			Expend.	1,494.51	6,164.34	23,274.00	26	33
			Net	1,096.20	2,516.03	1,600.00-	157-	33
103 PROGRAM	Follow Along Program		Revenue	0.00	12,821.23-	26,200.00-	49	33
			Expend.	3,939.13	10,299.66	27,055.00	38	33
			Net	3,939.13	2,521.57-	855.00	295-	33
110 PROGRAM	TANF		Revenue	0.00	33,631.72-	130,240.00-	26	33
			Expend.	0.00	29,019.53	120,302.00	24	33
			Net	0.00	4,612.19-	9,938.00-	46	33
125 PROGRAM	Asthma Program		Revenue					33
			Expend.	0.00	65.64	12,032.00	1	33
			Net	0.00	65.64	12,032.00	1	33

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	131,306.00-	568,273.00 -	23	33
			Expend.	45,410.49	182,584.36	580,782.00	31	33
			Net	45,410.49	51,278.36	12,509.00	410	33
136 PROGRAM	WIC Clinic Travel (136)		Revenue					33
			Expend.	1,230.77	1,522.20	0.00	0	33
			Net	1,230.77	1,522.20	0.00	0	33
210 PROGRAM	CTC Outreach		Revenue	6,566.56-	25,045.61 -	171,110.00 -	15	33
			Expend.	8,851.59	36,371.52	145,416.00	25	33
			Net	2,285.03	11,325.91	25,694.00 -	44-	33
265 PROGRAM	Strong Foundations FHV		Revenue	1,468.00-	37,862.43 -	175,600.00 -	22	33
			Expend.	8,986.24	36,243.17	177,310.00	20	33
			Net	7,518.24	1,619.26-	1,710.00	95-	33
270 PROGRAM	Maternal Child Health - Title V		Revenue	11,881.43-	38,397.81 -	154,359.00 -	25	33
			Expend.	11,504.05	51,202.83	262,982.00	19	33
			Net	377.38-	12,805.02	108,623.00	12	33
280 PROGRAM	MCH Dental Health		Revenue	0.00	0.00	2,900.00 -	0	33
			Expend.	73.29	73.29	81,492.00	0	33
			Net	73.29	73.29	78,592.00	0	33
285 PROGRAM	MCH Blood Lead		Revenue					33
			Expend.	515.13	4,003.60	12,922.00	31	33
			Net	515.13	4,003.60	12,922.00	31	33
295 PROGRAM	MCH Car Seat Program		Revenue	2,234.51-	7,890.57 -	17,500.00 -	45	33
			Expend.	6,388.30	23,488.16	72,643.00	32	33
			Net	4,153.79	15,597.59	55,143.00	28	33
300 PROGRAM	Case Management		Revenue	34,193.21-	122,871.39 -	447,319.00 -	27	33
			Expend.	34,648.37	142,590.47	424,955.00	34	33
			Net	455.16	19,719.08	22,364.00 -	88-	33
330 PROGRAM	MNChoices		Revenue	0.00	61,472.89-	206,708.00 -	30	33
			Expend.	33,176.32	116,764.75	328,880.00	36	33
			Net	33,176.32	55,291.86	122,172.00	45	33
603 PROGRAM	Disease Prevention and Control		Revenue	21.00-	81.00 -	12,747.00 -	1	33
			Expend.	13,501.54	45,679.80	251,542.00	18	33
			Net	13,480.54	45,598.80	238,795.00	19	33

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>
660 PROGRAM	MIIC		Revenue					33
			Expend.	0.00	2.96	0.00	0	33
			Net	0.00	2.96	0.00	0	33
481 DEPT	Nursing	Totals:	Revenue	56,763.02-	475,028.96-	1,937,830.00-	25	33
			Expend.	169,719.73	686,076.28	2,521,587.00	27	33
			Net	112,956.71	211,047.32	583,757.00	36	33
483 DEPT	Health Education							
500 PROGRAM	Direct Client Services		Revenue	989.62-	2,191.81-	5,330.00-	41	33
			Expend.	411.55	3,056.17	9,120.00	34	33
			Net	578.07-	864.36	3,790.00	23	33
510 PROGRAM	SHIP		Revenue	0.00	39,460.45-	210,269.00-	19	33
			Expend.	15,696.27	61,002.41	208,905.00	29	33
			Net	15,696.27	21,541.96	1,364.00-	1,579-	33
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads L		Revenue	0.00	1,532.09-	24,979.00-	6	33
			Expend.	1,710.72	3,812.70	26,646.00	14	33
			Net	1,710.72	2,280.61	1,667.00	137	33
565 PROGRAM	Cannabis		Revenue	33,355.07-	51,149.07-	136,350.00-	38	33
			Expend.	13,141.11	61,059.10	135,041.00	45	33
			Net	20,213.96-	9,910.03	1,309.00-	757-	33
900 PROGRAM	Emergency Preparedness		Revenue	0.00	21,082.38-	91,083.00-	23	33
			Expend.	7,904.34	31,083.80	88,857.00	35	33
			Net	7,904.34	10,001.42	2,226.00-	449-	33
903 PROGRAM	Response Sustainability-PHEP		Revenue	0.00	40,476.43-	166,410.00-	24	33
			Expend.	19,036.55	90,482.83	171,456.00	53	33
			Net	19,036.55	50,006.40	5,046.00	991	33
483 DEPT	Health Education	Totals:	Revenue	34,344.69-	155,892.23-	634,421.00-	25	33
			Expend.	57,900.54	250,497.01	640,025.00	39	33
			Net	23,555.85	94,604.78	5,604.00	1,688	33
485 DEPT	Environmental Health							
800 PROGRAM	Environmental		Revenue	3,201.00-	155,281.10-	164,600.00-	94	33
			Expend.	21,972.80	90,099.92	271,089.00	33	33
			Net	18,771.80	65,181.18-	106,489.00	61-	33
809 PROGRAM	Environmental Water Lab		Revenue	5,852.03-	16,462.02-	72,823.00-	23	33
			Expend.	7,669.74	24,052.12	91,985.00	26	33
			Net	1,817.71	7,590.10	19,162.00	40	33

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>
485 DEPT	Environmental Health	Totals:	Revenue	9,053.03-	171,743.12-	237,423.00 -	72	33
			Expend.	29,642.54	114,152.04	363,074.00	31	33
			Net	20,589.51	57,591.08-	125,651.00	46-	33
1 FUND	Health Services Fund	Totals:	Revenue	395,039.71-	1,561,224.15-	4,519,515.00 -	35	33
			Expend.	347,233.03	1,447,166.05	4,859,291.00	30	33
			Net	47,806.68-	114,058.10-	339,776.00	34-	33

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					33
			Expend.	17,869.05	15,099.98	26,209.00	58	33
			Net	17,869.05	15,099.98	26,209.00	58	33
410 DEPT	General Administration	Totals:	Revenue					33
			Expend.	17,869.05	15,099.98	26,209.00	58	33
			Net	17,869.05	15,099.98	26,209.00	58	33
420 DEPT	Income Maintenance							
600 PROGRAM	Income Maint Administrative/Overhead		Revenue	13,014.93-	297,688.20-	5,375,145.00-	6	33
			Expend.	113,068.25	559,906.87	1,786,348.00	31	33
			Net	100,053.32	262,218.67	3,588,797.00-	7-	33
601 PROGRAM	Income Maint/Random Moment Payroll		Revenue					33
			Expend.	237,706.64	962,643.50	3,203,462.00	30	33
			Net	237,706.64	962,643.50	3,203,462.00	30	33
602 PROGRAM	Income Maint FPI Investigator		Revenue	0.00	20,190.00-	92,657.00-	22	33
			Expend.	3,469.26	23,644.50	93,942.00	25	33
			Net	3,469.26	3,454.50	1,285.00	269	33
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		Revenue	3,909.77-	25,891.86-	45,500.00-	57	33
			Expend.	3,022.47	19,087.79	45,000.00	42	33
			Net	887.30-	6,804.07-	500.00-	1,361	33
610 PROGRAM	TANF(AFDC/MFIP/DWP)		Revenue	0.00	1,756.00-	9,500.00-	18	33
			Expend.	0.00	175.13	4,000.00	4	33
			Net	0.00	1,580.87-	5,500.00-	29	33
620 PROGRAM	General Asst(GA)/Final Disposition		Revenue	1,432.06-	5,050.90-	41,200.00-	12	33
			Expend.	5,745.38	34,191.38	176,000.00	19	33
			Net	4,313.32	29,140.48	134,800.00	22	33
630 PROGRAM	Food Support (FS)		Revenue	16,126.00-	192,996.42-	530,000.00-	36	33
			Expend.	1,904.67	2,002.42	6,000.00	33	33
			Net	14,221.33-	190,994.00-	524,000.00-	36	33
640 PROGRAM	Child Support (IVD)		Revenue	41,015.00-	390,923.00-	1,045,500.00-	37	33
			Expend.	77,790.91	333,199.61	1,141,085.00	29	33
			Net	36,775.91	57,723.39-	95,585.00	60-	33

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	226,979.33-	1,453,302.17-	4,795,000.00-	30	33
			Expend.	140,813.25	637,202.16	3,375,000.00	19	33
			Net	86,166.08-	816,100.01-	1,420,000.00-	57	33
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	0.00	0.00	2,500.00-	0	33
			Expend.					33
			Net	0.00	0.00	2,500.00-	0	33
420 DEPT	Income Maintenance	Totals:	Revenue	302,477.09-	2,387,798.55-	11,937,002.00-	20	33
			Expend.	583,520.83	2,572,053.36	9,830,837.00	26	33
			Net	281,043.74	184,254.81	2,106,165.00-	9-	33
431 DEPT	Social Services		Revenue	0.00	368,972.61-	0.00	0	33
			Expend.					33
			Net	0.00	368,972.61-	0.00	0	33
0 PROGRAM	...		Revenue	0.00	368,972.61-	0.00	0	33
			Expend.					33
			Net	0.00	368,972.61-	0.00	0	33
700 PROGRAM	Social Service Administrative/Overhead		Revenue	117,642.01-	1,274,687.39-	13,387,273.00-	10	33
			Expend.	270,793.09	1,196,163.02	4,805,092.00	25	33
			Net	153,151.08	78,524.37-	8,582,181.00-	1	33
701 PROGRAM	Social Services/SSTS		Revenue					33
			Expend.	672,379.45	2,652,435.94	8,859,258.00	30	33
			Net	672,379.45	2,652,435.94	8,859,258.00	30	33
710 PROGRAM	Children's Social Services Programs		Revenue	96,266.66-	424,463.36-	1,885,680.00-	23	33
			Expend.	302,638.42	1,281,221.62	5,106,651.00	25	33
			Net	206,371.76	856,758.26	3,220,971.00	27	33
712 PROGRAM	CIRCLE Program		Revenue	0.00	10,000.00-	0.00	0	33
			Expend.	660.68	2,504.02	6,854.00	37	33
			Net	660.68	7,495.98-	6,854.00	109-	33
713 PROGRAM	STAY Program Grant (formerly SELF)		Revenue	0.00	3,285.00-	36,000.00-	9	33
			Expend.	1,445.78	2,515.29	36,000.00	7	33
			Net	1,445.78	769.71-	0.00	0	33
714 PROGRAM	PrimeWest Reinvestment Grant		Revenue					33
			Expend.	0.00	1,156.25	35,000.00	3	33
			Net	0.00	1,156.25	35,000.00	3	33
715 PROGRAM	Children Waivers		Revenue	244.70-	13,290.35-	120,000.00-	11	33
			Expend.	0.00	0.00	800.00	0	33
			Net	244.70-	13,290.35-	119,200.00-	11	33

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>
716 PROGRAM	FGDM/Family Group Decision Making		Revenue	0.00	18,550.26-	110,000.00 -	17	33
			Expend.	8,945.94	26,001.62	28,372.00	92	33
			Net	8,945.94	7,451.36	81,628.00 -	9-	33
717 PROGRAM	Family Assmt Response Grant/Discr Fund		Revenue	0.00	10,790.86-	39,215.00 -	28	33
			Expend.	773.43	4,043.30	39,215.00	10	33
			Net	773.43	6,747.56-	0.00	0	33
718 PROGRAM	PSOP/Parent Support Outreach Program		Revenue	0.00	11,797.00-	31,099.00 -	38	33
			Expend.	865.18	3,539.75	31,099.00	11	33
			Net	865.18	8,257.25-	0.00	0	33
720 PROGRAM	Child Care/Child Protection		Revenue	0.00	300.00-	18,700.00 -	2	33
			Expend.	0.00	3,283.50	8,668.00	38	33
			Net	0.00	2,983.50	10,032.00 -	30-	33
721 PROGRAM	CC Basic Slide Fee/Cty Match to DHS		Revenue	2,286.00-	8,166.00-	21,000.00 -	39	33
			Expend.	3,614.00	10,839.00	43,365.00	25	33
			Net	1,328.00	2,673.00	22,365.00	12	33
726 PROGRAM	MFIP/SW MN PIC		Revenue	792.00-	3,213.00-	10,000.00 -	32	33
			Expend.					33
			Net	792.00-	3,213.00-	10,000.00 -	32	33
730 PROGRAM	Chemical Dependency		Revenue	8,821.96-	60,492.20-	224,000.00 -	27	33
			Expend.	0.00	43,222.80	187,000.00	23	33
			Net	8,821.96-	17,269.40-	37,000.00 -	47	33
741 PROGRAM	Mental Health - Adults Only		Revenue	128,522.88-	377,153.96-	1,510,469.00 -	25	33
			Expend.	30,120.49	421,215.43	2,451,018.00	17	33
			Net	98,402.39-	44,061.47	940,549.00	5	33
742 PROGRAM	Mental Health - Children Only		Revenue	104,406.03-	343,581.19-	1,178,103.00 -	29	33
			Expend.	86,493.19	415,145.59	1,645,911.00	25	33
			Net	17,912.84-	71,564.40	467,808.00	15	33
750 PROGRAM	Developmental Disabilities		Revenue	1,391.40	98,208.48-	806,959.00 -	12	33
			Expend.	15,212.77	44,970.64	238,959.00	19	33
			Net	16,604.17	53,237.84-	568,000.00 -	9	33
760 PROGRAM	Adult Services		Revenue	115,063.07-	486,497.26-	1,502,322.00 -	32	33
			Expend.	57,416.50	85,421.93	149,700.00	57	33
			Net	57,646.57-	401,075.33-	1,352,622.00 -	30	33

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>
765 PROGRAM	Adult Waivers		Revenue	12,657.23-	196,708.72-	820,000.00 -	24	33
			Expend.	23,718.03	74,840.82	250,000.00	30	33
			Net	11,060.80	121,867.90-	570,000.00 -	21	33
431 DEPT	Social Services	Totals:	Revenue	585,311.14-	3,710,157.64-	21,700,820.00 -	17	33
			Expend.	1,475,076.95	6,268,520.52	23,922,962.00	26	33
			Net	889,765.81	2,558,362.88	2,222,142.00	115	33
432 DEPT	Restorative Justice							
700 PROGRAM	Social Service Administrative/Overhead		Revenue					33
			Expend.	3,480.50	14,409.01	0.00	0	33
			Net	3,480.50	14,409.01	0.00	0	33
711 PROGRAM	YIP Grant (Circle)-Dept of Public Safety		Revenue	0.00	5,087.87-	0.00	0	33
			Expend.					33
			Net	0.00	5,087.87-	0.00	0	33
712 PROGRAM	CIRCLE Program		Revenue	0.00	0.00	5,000.00 -	0	33
			Expend.	0.00	0.00	5,000.00	0	33
			Net	0.00	0.00	0.00	0	33
719 PROGRAM	CCIP/Comm.Crime Intervention&Prevent		Revenue	42,482.60-	112,389.73-	211,743.00 -	53	33
			Expend.	6,468.47	53,336.04	69,557.00	77	33
			Net	36,014.13-	59,053.69-	142,186.00 -	42	33
432 DEPT	Restorative Justice	Totals:	Revenue	42,482.60-	117,477.60-	216,743.00 -	54	33
			Expend.	9,948.97	67,745.05	74,557.00	91	33
			Net	32,533.63-	49,732.55-	142,186.00 -	35	33
471 DEPT	LCTS Collaborative Agency							
702 PROGRAM	LCTS		Revenue	0.00	87,297.00-	265,000.00 -	33	33
			Expend.	0.00	87,297.00	265,000.00	33	33
			Net	0.00	0.00	0.00	0	33
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	0.00	87,297.00-	265,000.00 -	33	33
			Expend.	0.00	87,297.00	265,000.00	33	33
			Net	0.00	0.00	0.00	0	33
5 FUND	Human Services Fund	Totals:	Revenue	930,270.83-	6,302,730.79-	34,119,565.00 -	18	33
			Expend.	2,086,415.80	9,010,715.91	34,119,565.00	26	33
			Net	1,156,144.97	2,707,985.12	0.00	0	33

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	2656	564	3221
2026			

2026	Adult Services	Children's Services	Total Programs
January	2656	552	3208
February	2643	559	3202
March	2630	568	3198
April	2641	558	3199
May			0
June			0
July			0
August			0
September			0
October			0
November			0
December			0
Average	2643	559	3202

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	9	391	11	0	259	159	978	20	120	418	292	2656
2026												

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

2026	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	398	10	0	288	186	989	24	64	405	283	2656
February	9	396	10	0	277	195	994	21	63	400	278	2643
March	9	399	10	0	278	175	983	23	61	403	289	2630
April	9	404	10	0	271	185	982	25	64	402	289	2641
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	9	399	10	0	279	185	987	23	63	403	285	2643

Children's - Social Services Caseload

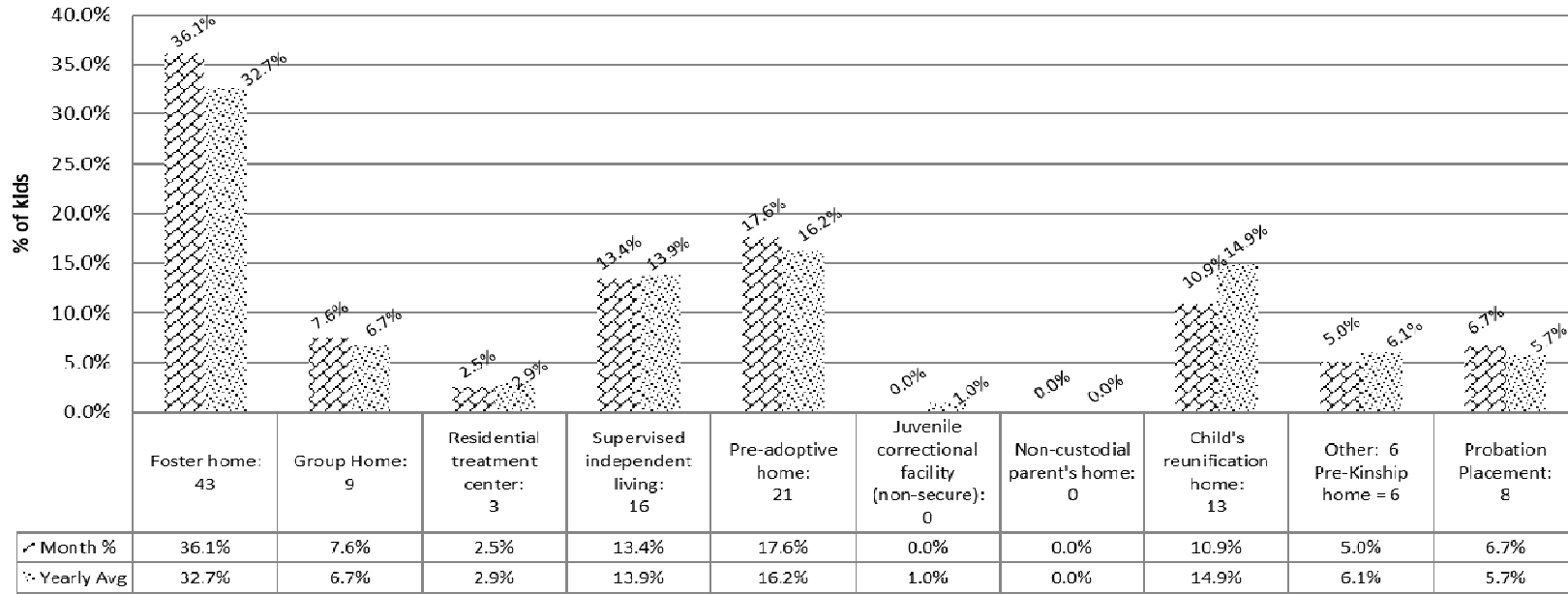
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	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	23	15	0	9	60	135	183	105	0	0	35	564
2026												

2026	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	22	18	0	8	59	112	190	95	0	0	48	552
February	22	17	0	8	59	109	200	97	0	0	47	559
March	22	17	0	8	58	132	196	98	0	0	37	568
April	22	16	0	8	60	126	197	96	0	0	33	558
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	22	17	0	8	59	120	196	97	0	0	41	559

2026 KIDS IN OUT OF HOME PLACEMENT - BY COUNTY

	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	YTD Average	2025 Average
Lincoln	6	7	7	7									7	9
Lyon	58	56	57	53									56	65
Murray	10	11	11	11									11	13
Pipestone	22	21	19	14									19	16
Redwood	28	28	26	26									27	35
Rock	8	8	9	8									8	8
Monthly Totals	132	131	129	119	0	0	0	0	0	0	0	0		

April 2026 - Placement by Category
119 Kids in Placement



April 2026: Total kids in placement = 119

Total of 3 Children entered placement

1	Lyon	Foster Home
2	Redwood	Foster Home

Total of 13 Children were discharged from placement (discharges from previous month)

5	Lyon	Child's Reunification Home
3	Pipestone	Child's Reunification Home
2	Pipestone	Supervised Independent Living
1	Redwood	Pre-Kinship Home
1	Redwood	Supervised Independent Living
1	Rock	Residential Treatment Center

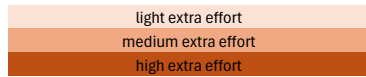
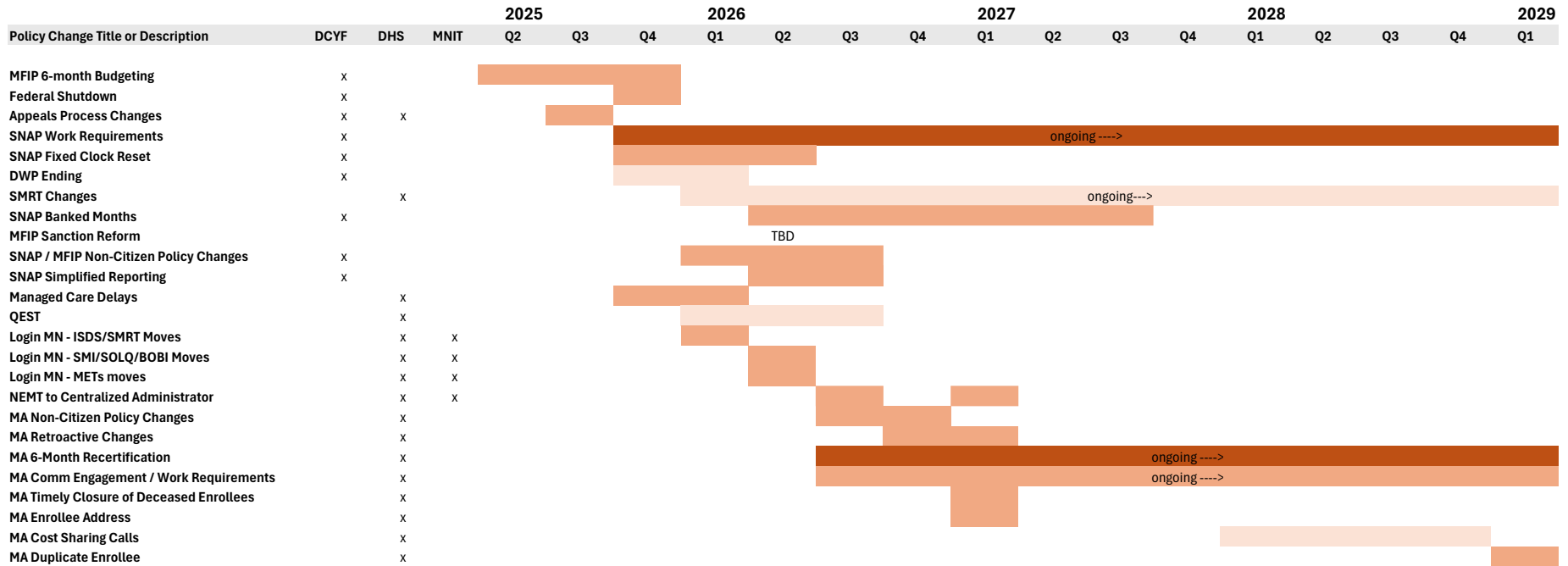
NON IVD COLLECTIONS

April 2026

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5803	3,910
TANF (MFIP/DWP/AFDC)	05-420-610.5803	0
GA	05-420-620.5803	0
GA Final Disposition Recovery	05-420-620.5804	1,432
FS	05-420-630.5803	1,226
CS (PI Fee, App Fee, etc)	05-420-640.5501	215
MA Probate Fees	05-420-650-5501	0
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	31,814
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	31,431
OOH/FC Recovery	05-431-710.5803	6,277
CHILDCARE		
Licensing	05-431-720.5502	0
Corp FC Licensing	05-431-720.5505	0
Over Payments	05-431-721&722.5803	0
CHEMICAL DEPENDENCY		
SUD Assessment Fee	05-431-730.5504	165
CD Assessments	05-431-730.5519	0
Detox Fees	05-431-730.5520	5,997
SUD Treatment	05-431-730.5523	1,212
Over Payments	05-431-730.5803	0
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	0
Over Payments	05-431-741 or 742.5803	624
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	40
TOTAL NON-IVD COLLECTIONS		84,342

County Eligibility Worker Changes

This chart represents periods of time where policy changes impact county eligibility workers. Shaded time periods reflect periods of training, extra case processing, tracking, or reporting resulting from a policy change. Shaded areas should be considered in excess of normal, day-to-day work for a county eligibility team.



v2 4.9.2026

EFFECTIVE DATE: 05/20/2026

REVISION DATE:

AUTHORITY: Southwest Health and Human Services - Human Services Board

Southwest Health & Human Services Personnel Policy 11

Minn. Stat. §§ 10A.07, 10A.071, 382.18, 471.895

Minnesota Rules 9543.0130, subpart 4

DHS Licensing Requirements

Federal Procurement Standards (45 CFR 75.327)

--- Licensing Division Conflict of Interest Policy---

Section 1 - Purpose

- a. The purpose of this policy is to ensure that Licensing staff conduct all licensing activities with integrity, impartiality, and in compliance with local, state, and federal regulations. This policy is designed to prevent actual and perceived conflicts of interest in licensing activities and to maintain public trust in the fairness of Southwest Health & Human Services.

Section 2 – Personnel Responsible

- a. All staff assigned to the Licensing Division, including licensing workers, supervisors, and administrative staff, are responsible for complying with this policy. Staff are responsible for reviewing potential conflicts of interest, documenting resolutions, and consulting with Supervisor(s) and/or Director when appropriate.

Section 3 – Policy and Procedure

- a. **Definition of Conflict of Interest**

A conflict of interest exists when a staff member has a personal, material, or financial interest that could compromise, or appear to compromise, their professional judgment or impartiality in licensing duties.

Per **Minnesota Rules 9543.0130, subpart 4**, *“The agency shall ensure that no agency employee or board member who applies for licensure or who is licensed to operate a program based on the agency's recommendation is involved in any licensing recommendation or action related to that employee or board member.”*

b. Licensing Decisions

Staff shall not review, recommend, inspect, or approve licenses involving individuals or entities in which they or their immediate family or household members have a personal, professional, or financial interest. Family shall be interpreted as being the following: wife, husband, significant other living in the immediate household, children, parents, grandchildren, grandparents, brothers, sisters, nephews, nieces, aunts, uncles, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law and parents-in-law. Staff must recuse themselves from such licensing activities, in compliance with **Minnesota Rules 9543.0130, subpart 4**, and notify their supervisor of the potential conflict immediately.

c. Relationships with Providers

Staff may not use their position to secure benefits, privileges, or preferential treatment for themselves, family, or associates. Staff may not hold outside employment with or provide consultation to licensed providers within Southwest Health & Human Services.

d. Worker/Client Boundaries

Staff must not license or monitor homes of relatives, or individuals with whom they have a personal relationship. Private or confidential data obtained through licensing duties may not be used for personal benefit.

e. Gifts and Gratuities

Staff may not accept gifts, stipends, meals, or favors from licensed or prospective providers.

f. Committees, Boards, and External Work

Staff serving on committees or boards connected to licensed providers must disclose potential conflicts to their supervisor. Outside employment or professional activities must not interfere with county duties or create conflicts with licensing responsibilities.

g. Disclosure and Documentation

Staff must disclose any actual or potential conflict of interest to their supervisor. The Supervisor will determine the appropriate resolution, which may include reassignment or recusal. All disclosures and resolutions will be documented in administrative files.

h. Enforcement

Violations of this policy are subject to corrective or disciplinary action under the Southwest Health & Human Services Personnel Policy.



2026 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
2012 Average	1857	48	15	187	81							
2013 Average	2302	37	21	211	90							
2014 Average	2228	60	25	225	112	6	30					
2015 Average	2259	86	23	238	112	12	36					
2016 Average	2313	52	22	265	97	12	27					
2017 Average	2217	47	22	290	56	9	25					
2018 Average	2151	50	22	324	23	4	18	128	48	57	19	
2019 Average	2018	31	10	246	18	4	10	131	47	63	20	
2020 Average	2008	27	8	224	-	-	6	129	34	21	7	
2021 Average	1921	19	8	195	-	1	4	132	41	24	9	633
2022 Average	1984	35	9	189	-	1	17	171	47	41	12	4
2023 Average	2096	33	11	175	-	4	2	133	41	57	16	-
2024 Average	2059	30	12	234	-	7	4	118	40	55	19	-
2025 Average	2036	26	14	248	-	0	1	130	42	54	19	-

	WIC	Family Home Visiting	MnChoices Assessments	Managed Care	Dental Varnish	Refugee Health	LTBI/DOT Medication Distribution	Water Tests	FPL Inspections	Imm	Car Seats
11/25	2048	35	7	210	0	0	1	105	29	78	18
12/25	2051	40	10	340	0	0	0	111	40	49	22
1/26	2049	39	15	267	0	0	0	97	31	20	15
2/26	2055	39	15	193	0	0	0	107	32	31	32
3/26	2035	34	17	219	0	0	0	99	34	24	25
4/26		36	22	228	0	0	0	165	33	39	26
5/26											
6/26											
7/26											
8/26											
9/26											
10/26											
11/26											
12/26											



Healthy Choices, Healthy Life.



A HEALTHIER
SOUTHWEST
Building healthy communities / Encouraging healthy lifestyles

ship

statewide health
improvement partnership



**Small Changes,
Big Impact.**

A Day in the Life of
the SHIP Program

A Day in the Life

of our SHIP Team

Every Day is
Different!

We are:

- CONNECTORS
- PLANNERS
- COLLABORATORS
- LISTENERS
- ENCOURAGERS
- DOERS

Every day we focus on:

Policy, System &
Environmental Change





Settings and Strategies of Wellness

SHIP is at work in many places!

- Schools
- Businesses
- Healthcare
- Childcare
- Communities

We focus on key strategies:

- Healthy Eating
- Physical Activity
- Mental Well -being
- Breastfeeding Support
- Tobacco Free Living



Introduction





Busy Days

The Big Picture

Developing Projects & Connections

Communicate

- Partner Meetings
- Newsletter Creation
- Coalitions
- Presentations
- Committees

Train & Research

- MDH Chats
- Educator Trainings
- Research Time
- Collaborative Work
- Health Edification

Management

- Project Tracking
- Team Communications
- Resource Development
- Program Evaluation
- County/State Reporting

Healthy Communities Take Time

It's one partner meeting at a time...

One policy development

One health newsletter

One listening session

One conversation

One person to say "yes!"

One coalition event

One collaboration

One local project

to create true, population level changes that make our region a better, healthier place to live

Making Change





Community Leadership Team

The CLT is responsible for:

- Providing community resources
- Communicating ideas
- Networking
- Giving time
- Guiding & teaching

The CLT steers the work of our SHIP team by connecting us to their communities



Advise, Guide, Advocate for Better Health

Moving in the SWHHS Community

Getting Involved

Each conversation is an opportunity for partnership and collaborative work

Place to Place

Travel is part of the job - we meet partners where they are to better understand their concerns

Communities

SHIP is at work in cities across our 6 -county region. All counties have received the benefit of SHIP in some way, from Community Partner Awards to technical assistance and consulting with SHIP staff



Out and About

in Southwest MN



Partner Time

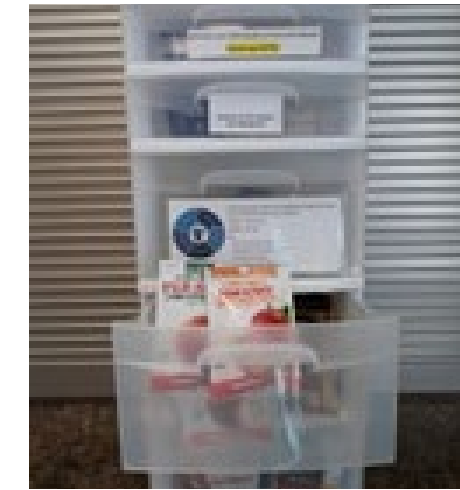


What Matters Most



Listening to Our Communities

Our partners across all 6 counties love the help they receive in addressing health challenges



Education & Resources

SHIP connects partners to entities and trainings focused on creative initiatives and solutions



Growing and Harvesting

By building relationships and establishing trust, our work becomes sustainable

Midwest

Fire

Luverne, MN
Worksite Wellness Collaborative Partner



Layered Projects, Big Results



Physical Activity

- Basketball hoop and basketballs for breaks
- Walking challenges

Healthy Options

- Healthy snack station for options other than traditional vending machine fare



Growing Vegetables, Harvesting Memories

Marshall Adult Community Center

MACC installed raised garden beds to provide seniors and community members with:

- Physical activity
- Mental wellbeing
- Healthy eating options
- Socializing
- Education on growing, harvesting, and processing herbs and veggies





Community Partner Awards

Empowerment for Powerful Results

Grant Funding

Small grants designed to build opportunities for sustainability

Technical Assistance

Provide consultation for policy, systems and environmental changes

Connections

Connect grantees with resources and options for project development

Thank **You**



Katie Chapman, SHIP Coordinator



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3001 Maple Rd. Slayton, MN 56172





Administrative and Budget Preparedness Plan

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Record of Revision

Southwest Health and Human Services (SWHHS) maintains a record of changes to this plan. The date of the revision, section/pages revised, and a brief revision description are provided below.

Revision Number	Section/Pages Revised and Description of Revisions Made	Date	Person Responsible
1	New Plan	5-20-26	Carol Biren

Plan Approval

This plan should be reviewed and approved on a regular basis or following a significant public health event by the Executive Team, Community Public Health Supervisor, and Emergency Preparedness (EP) Coordinator.

The undersigned concur with the jurisdictional and departmental features of the SWHHS Public Health Administrative and Budget Preparedness Plan.

SWHHS CHB Chair Date

Director, Southwest Health & Human Services Date

Public Health Director, Southwest Health & Human Services Date

Community Public Health Supervisor, Southwest Health & Human Services Date

Emergency Preparedness Coordinator, Southwest Health & Human Services Date

Purpose and Scope

The purpose of this Administrative and Budget Preparedness Plan is to ensure that SWHHS can rapidly and efficiently mobilize administrative systems and authorities during a public health emergency. This plan establishes the policies and procedures that enable expedited procurement, personnel actions, acceptance and allocation of emergency funds, and activation of emergency authorities.

This plan may apply to all SWHHS departments within the SWHHS jurisdiction: Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock Counties in Minnesota.

Due to SWHHS being a multi-county public health department; this plan may be activated differently depending on what county the public health emergency is declared.

Emergency Authorities

Declaration of Public Health Emergency

Authority to Declare

- A local emergency may be declared only by the mayor of a municipality or the chair of a county board of commissioners or their legal successors.
- Declaration triggers activation of emergency administrative procedures outlined in this plan.

Statutory Basis

- Minnesota Statutes § 12.29 (Emergency Management Act)
A local emergency may be declared only by the mayor of a municipality or the chair of a county board of commissioners or their legal successors. It may not be continued for a period in excess of three days except by or with the consent of the governing body of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local emergency must be given prompt and general publicity and filed promptly by the chief of the local record-keeping agency of the political subdivision
- Minnesota Statutes Chapter 145A (Public Health)

Scope of Emergency Powers

- Waive standard administrative procedures when necessary to protect public health
- Redirect staff and resources to emergency response activities
- Enter into emergency contracts and agreements for the sole purpose of public safety
- Accept and allocate emergency funds from state, federal, and private sources
- Implement expedited procurement and hiring processes

Chain of Command

Primary Authority: Director, Southwest Health and Human Services, Deputy Director in the absence of the Director

Succession Order

1. Public Health Director

2. Public Health Supervisors
3. Emergency Preparedness Coordinator

Notification Requirements

Upon declaration or significant escalation:

- Notify county boards/commissioners, county administrators within 2 hours
- Notify Minnesota Department of Health within 4 hours
- Notify partner agencies and municipalities within 6 hours
- Provide public notification through established communication channels

Administrative Preparedness Functions

Emergency Personnel Management

SWHHS may reassign or hire temporary/intermittent staff during emergencies. A temporary employee is a person hired for a specific period of time or on an intermittent basis with specific duties. A temporary employee is paid only for hours worked and does not receive benefits, other than legislated benefits such as Emergency Safe and Sick Time or MN Paid Family Medical Leave if categorically eligible.

Credentialing may be expedited through MN Responds or mutual aid agreements. HR and union representatives must be notified when applicable. All staff hours and assignments must be documented for reimbursement and accountability.

During continuity of operations, the Executive Team may:

- Recall staff from leave
- Authorize overtime without standard approval processes
- Temporarily reassign staff to emergency response duties
- Implement alternate work schedules
- Authorize telework for non-essential personnel
- Hire temporary staff through expedited processes with SWHHS Board approval
- Activate volunteer programs
- Request mutual aid from partner agencies

Emergency Procurement and Fiscal Management

Emergency Procurement

SWHHS may make emergency purchases without competitive bidding under Minnesota Statute 12.37. The Public Health Director or Director of Business Management may approve expedited procurement with documentation for post-event audit. When feasible, coordination should occur with county emergency management, commissioners, and MDH.

Fiscal Management: Acceptance and Allocation of Funds

Emergency funding sources include county appropriations, MDH/CDC emergency funds, and federal disaster assistance. Funds may be accepted by the Board Chair, Director (Deputy

Director in absence of the Director) or PH Director. All expenditures must be tracked in separate accounts with clear documentation.

During declared emergencies, the following financial authorities are delegated:

Limited Emergency Procurement Authority

- Public Health Director (up to \$9,999 without Board approval)

Allowable Emergency Purchases

- Medical supplies and pharmaceuticals
- Personal protective equipment (PPE)

Documentation Requirements

All emergency procurements must include:

- Emergency justification statement
- Description of items/services procured
- Vendor information
- Cost and payment terms
- Approval documentation
- Delivery confirmation

Note: All emergency expenditures must be documented and reported to Finance Section within 24 hours. Normal procurement rules may be waived during declared emergencies.

Documentation and Recordkeeping

Emergency Cost Documentation

- Establish dedicated cost center for emergency response
- Track all expenses by category and funding source
- Maintain timesheets for staff deployed to emergency
- Document equipment and supply usage
- Photograph emergency operations and resources
- Collect receipts and invoices within 48 hours

Financial Reporting

- Daily expenditure summaries during active response
- Weekly reports to Director and Finance Division
- Compliance with grantor reporting requirements
- Prepare for FEMA/federal reimbursement documentation

Audit Preparedness

- Segregate emergency financial records
- Maintain procurement justification files
- Document policy waivers and emergency procedures

- Retain all supporting documentation for 7 years

Maintain detailed records for all emergency administrative actions. Use standardized forms for purchase orders, personnel deployment, and financial tracking. Submit documentation to Finance within 30 days of demobilization.

Plan Activation and Deactivation

Activation Triggers

This plan is activated when:

- A local emergency may be declared only by the mayor of a municipality or the chair of a county board of commissioners or their legal successors
- Minnesota Governor declares emergency affecting Southwest counties
- Federal emergency declaration impacts service area
- MDH requests emergency response from local health department
- Incident requiring surge capacity beyond normal operations

Activation Procedures

- Director or designee declares plan activation
- Notify key staff and Executive Team
- Convene emergency operations briefing
- Activate incident command structure
- Implement expedited procedures as needed
- Document activation date and circumstances

Deactivation Procedures

- Transition from emergency to recovery operations
- Complete financial reconciliation
- Debrief Commissioners, staff and partners
- Document lessons learned
- Return to standard administrative processes
- Notify Commissioners and stakeholders of deactivation

Legal Compliance and Accountability

Legal Authority Maintenance

- All emergency actions comply with Minnesota statutes
- County ordinances and policies respected unless waived
- Federal requirements followed for federal funding
- Emergency waivers documented with legal justification

Transparency and Oversight

- Emergency actions reported to SWHHS Board and respective county board regularly
- Public information provided through appropriate channels

- Media inquiries coordinated through the Public Information Officer
- Post-emergency review conducted
- Regular review and update of this plan

Records Management

- Emergency records maintained per retention schedule
- Financial documents preserved for audit
- Personnel actions documented appropriately
- Procurement records retained with justifications

Plan Maintenance

This plan will be reviewed on a regular basis by the SWHHS Emergency Preparedness Coordinator, Community Public Health Supervisor and the Executive Team.

*Dental Varnish	\$40/Visit
Refugee Health/Green Card	\$20
*Immunizations	\$20/immunization administration
Sharps Containers	2 gal \$12, 1 gal \$9, 1 qt \$7 - includes disposal fee
Sharps Disposal Fee (External Containers)	\$5 per container (any size)
*Public Health Nursing Clinic and Family Home Visits	
Home	\$240.00
Office Visit	\$120/visit
New Day Care Inspections	\$200
Education/Wellness/Car Seat Presentations	\$75/hour/staff with minimum of one-hour charge
Radon Kits-Short Term	\$6.00/kit (fee includes tax)
*Depression Screening	\$30
*ASQ or ASQ-SE (staff administered)	\$25
*Car Seat Install and Educations	\$125
Urine Analysis (Drug Screening)	\$50
Fit Testing	\$30/test plus mileage at federal rate \$20/test plus mileage at federal rate if 10 or more
Adult First Aid, AED and CPR	Group Rate (1 Instructor)/Group Rate (2 Instructors): \$65/\$60
Pediatric First Aid, AED and CPR	Group Rate (1 Instructor)/Group Rate (2 Instructors): \$50/\$45
Adult and Pediatric First Aid, AED and CPR	Group Rate(1 Instructor)/Group Rate(2 Instructors): \$105/\$95

Round 4

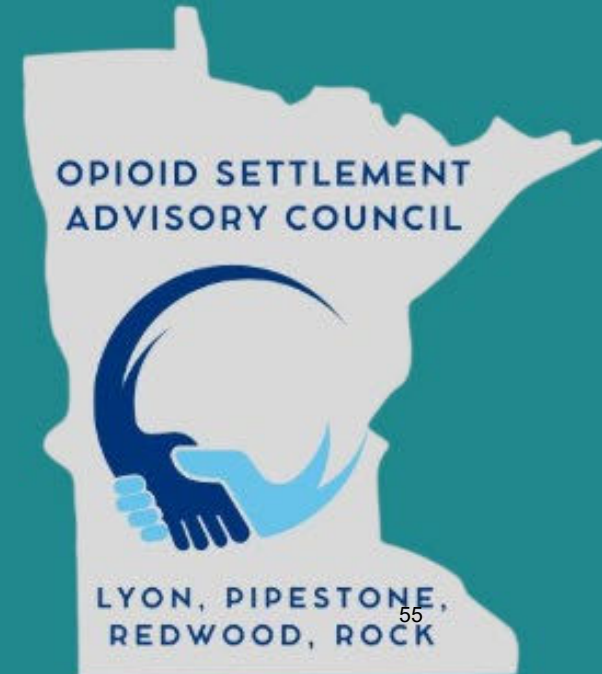


Opioid Settlement Fund Recommendations

Grant Coordinators:

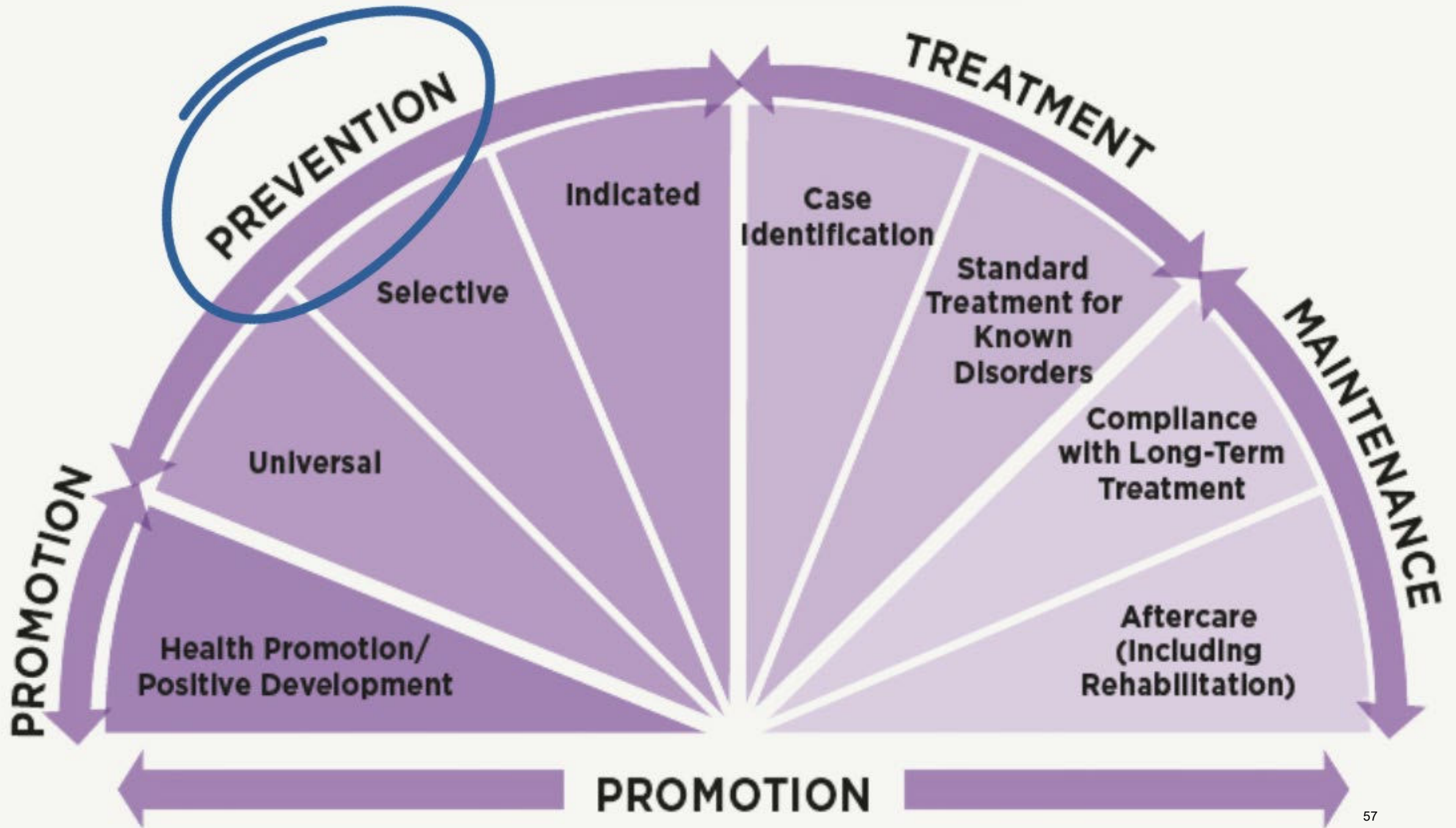
Jenna Stephenson

Kristin Deacon



Round 4 Timeline

Date	
February 18, 2026	Community Health Board Authorizes \$400,000 for Round 4
March 1 – April 10, 2026	Grant Application Window Open
April 20, 2026	Funding Subcommittee Meets
May 20, 2026	Community Health Board Approves/Denies Recommendations



Guiding Principles:

1. Spend the money to save lives.
2. Use evidence to guide spending.
3. Invest in youth prevention.
4. Focus on racial equity.
5. Develop a fair and transparent process for deciding where to spend the funding.



Allocation History

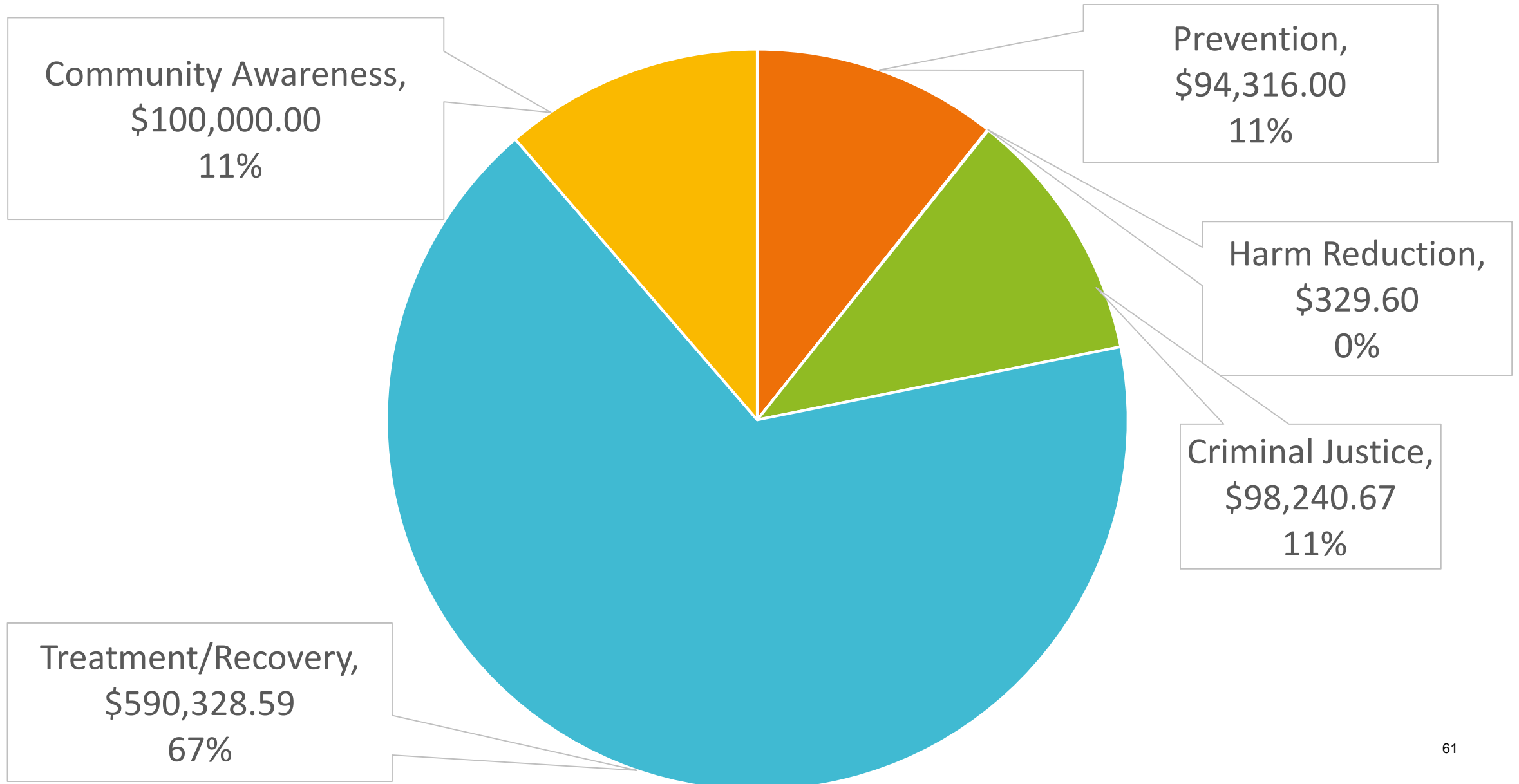
Amount Allocated per Round

Round	Amount
1	\$195,095.19*
2	\$288,119.67*
3	\$400,000.00
4	\$400,000.00
Total:	\$1,283,214.86

**Unspent funds from these rounds have been returned to the general account*

Account Balance as of 4/20/2026: \$1,036,942.76

Rounds 1-3 Allocations by Category

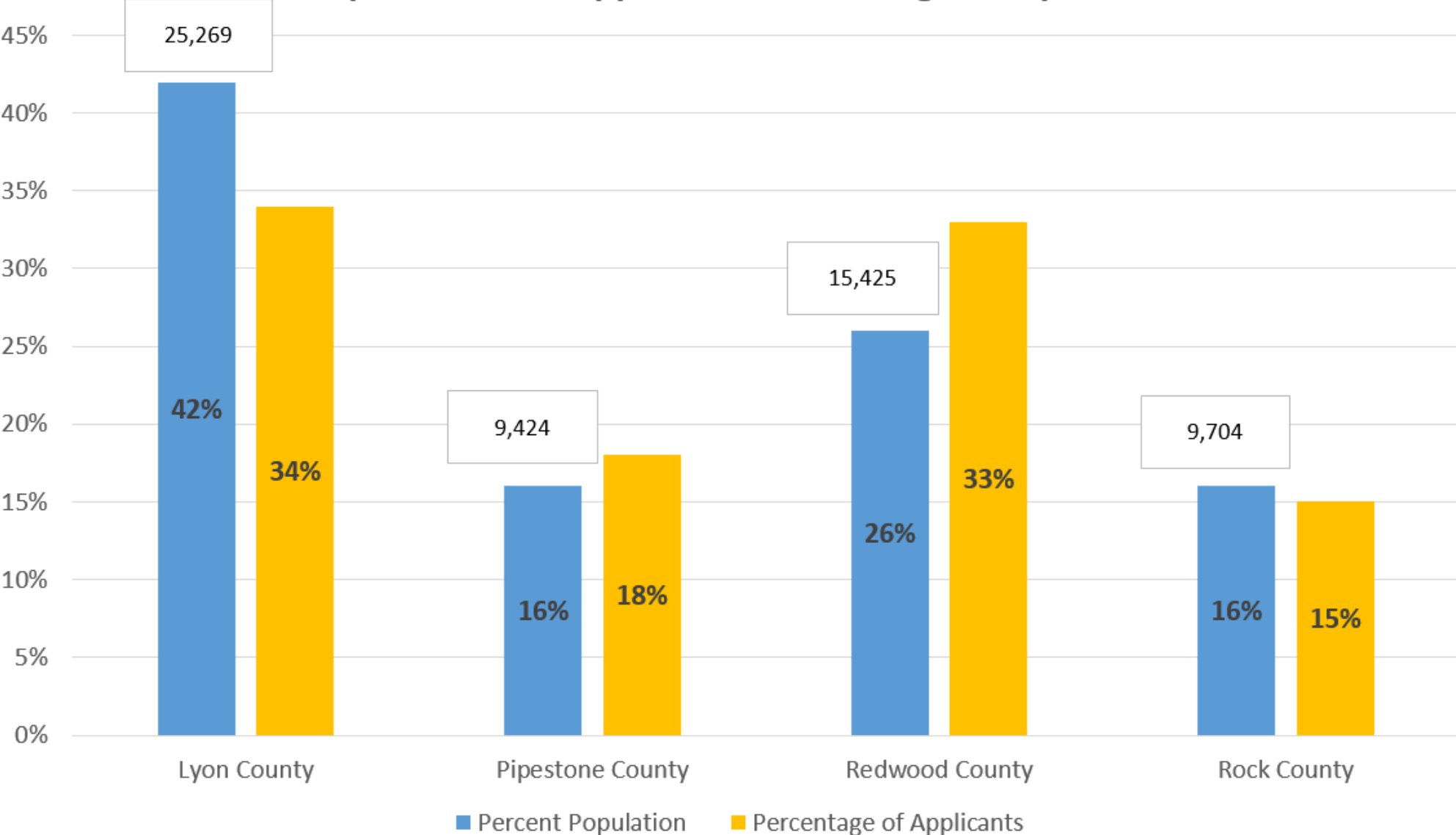




Round 4 Applications

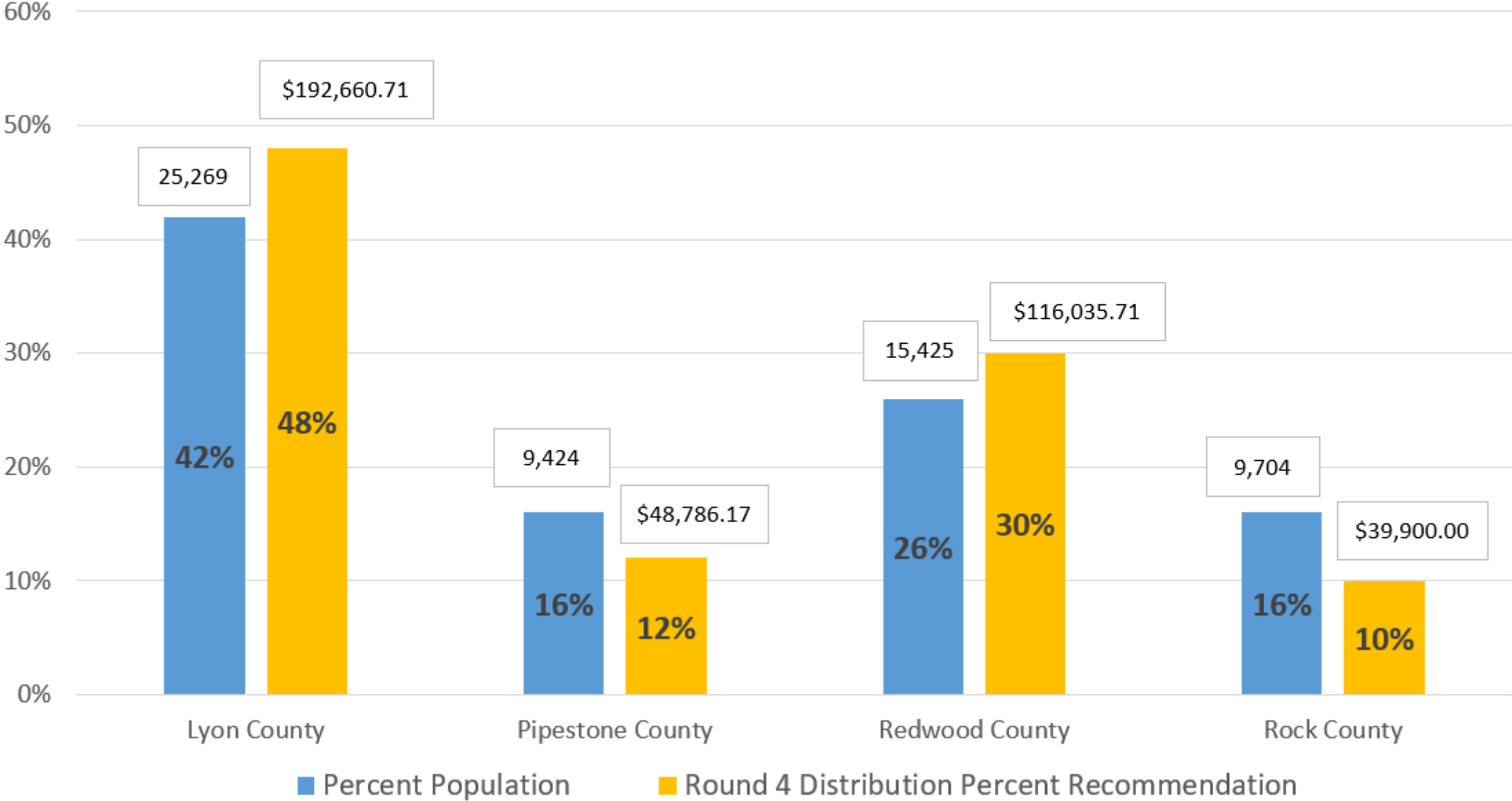
Round 4 Opioid Settlement Grant Proposals						
\$400,000 Available						
Organization	Request	Amount	Counties	Category	Notes	
Brown Lyon Redwood Renville Drug Task Force	Fire Alarm Camera	\$ 2,218.96	Lyon & Redwood	Criminal Justice	Fully Fund	
Child's Place	PIPS Screening Tool Implementation	\$ 32,000.00	Lyon & Redwood	Harm Reduction, Treatment/Recovery		
City of Pipestone	Narcan Vending Machines	\$ 50,000.00	Pipestone	Harm Reduction		
Lamberton Ambulance	LUCAS 3	\$ 19,181.13	Redwood	Harm Reduction		
Lyon County Sheriff Office	SheriffApp for residents of Lyon County	\$ 34,000.00	Lyon	Criminal Justice		
Luverne Public Schools	Youth Retreats	\$ 6,800.00	Rock	Prevention		
Luverne Public Schools	Tall Cop	\$ 14,900.00	Rock	Prevention	Fully Fund	
Minnesota West	Alcohol and Drug Counselor Certificate Scholarships	\$ 80,000.00	Lyon, Pipestone, Redwood & Rock	Treatment/Recovery	Request modification to include stipulation that scholarship recipients work in our 4 counties upon graduation and reduce amount to \$60,000.00	
MN Cornerstone Treatment Court	Peer Recovery Specialists	\$ 20,000.00	Rock & Pipestone	Treatment/Recovery		
Redwood County Sheriff's Office	SheriffApp for residents of Redwood County	\$ 30,436.00	Redwood	Criminal Justice		
Redwood Falls Police Department	Cellebrite/Insejets Training	\$ 6,500.00	Lyon & Redwood	Criminal Justice	Fully Fund	
Reunited	Peer Recovery Specialists	\$ 75,000.00	Lyon	Treatment/Recovery	Fully Fund	
SWWC Coop	PATH implementation	\$ 40,000.00	Lyon, Pipestone, Redwood & Rock	Prevention	Fully Fund	
SWHHS Restorative Practice	Maintain Circle Groups and Family Group Decision Making	\$ 20,625.00	Lyon & Pipestone	Treatment/Recovery	Reduce amount to \$3,250. Supported meetings, took out discretionary funding	
United Community Action Partnership	Expansion of Big Buddies and Gen Next Program	\$ 78,050.00	Lyon & Redwood	Prevention	Fully Fund	
Walnut Grove Ambulance	LUCAS 3	\$ 18,971.10	Redwood	Harm Reduction		
Western Mental Health	2 LADC Positions	\$ 132,967.00	Lyon, Pipestone, Redwood	Prevention, Treatment/Recovery	Reduce amount to \$66,483.50 to fund 1 LADC position	
WRAP	Choose You Workbook and Education	\$ 50,980.13	Lyon & Redwood	Prevention	Fully Fund	
	Total:	\$ 712,629.32				
	Total Amount Recommended:	\$ 397,382.59				

Population and Application Percentage Comparison



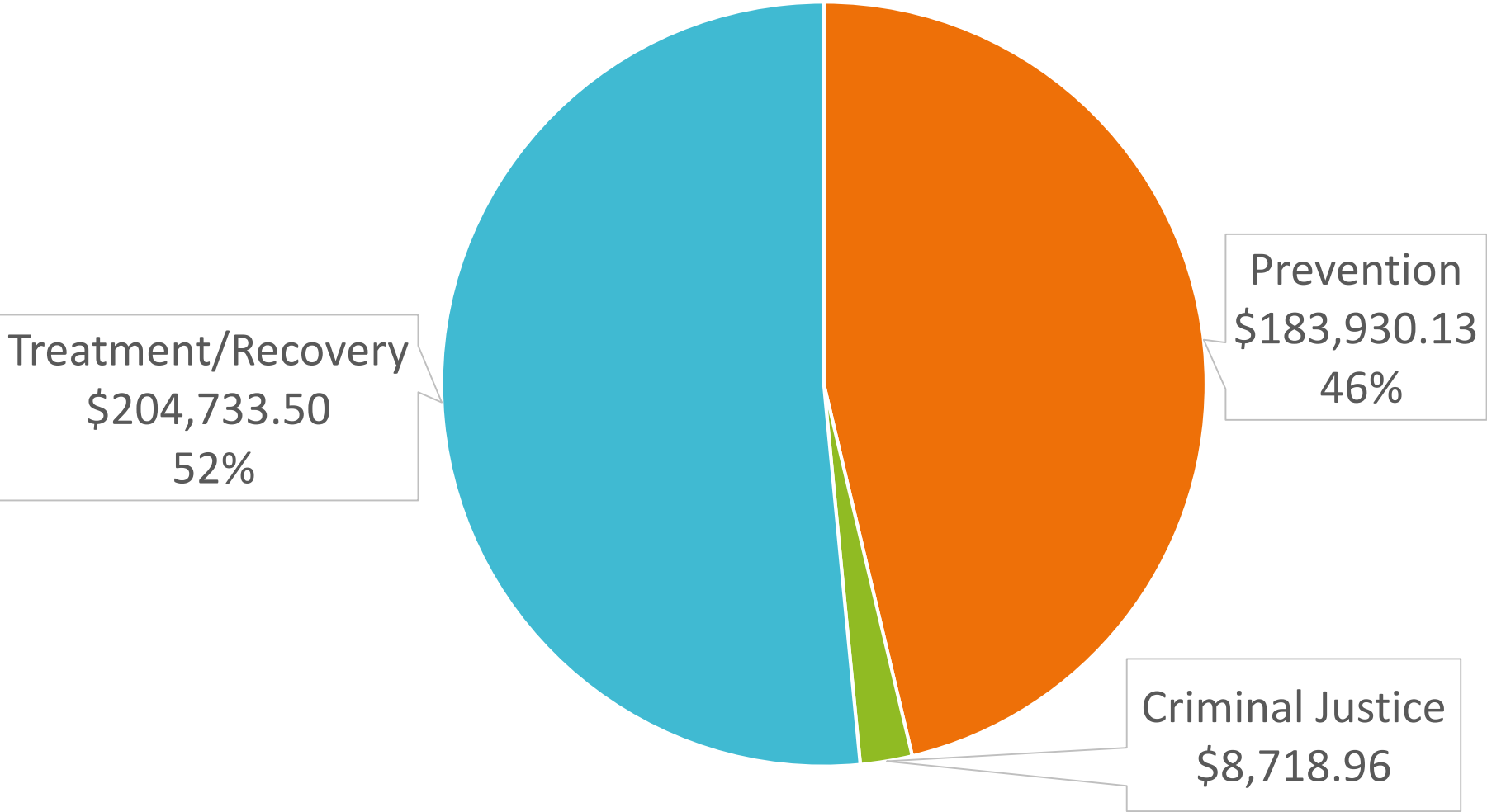
Some applications serve multiple counties. Graph reflects percentage of applications that will directly impact residents of each county.

Population and Distribution Percent Comparisons



Total Amount Recommended: \$397,382.59

Funding Distribution Recommendation by Category Round 4

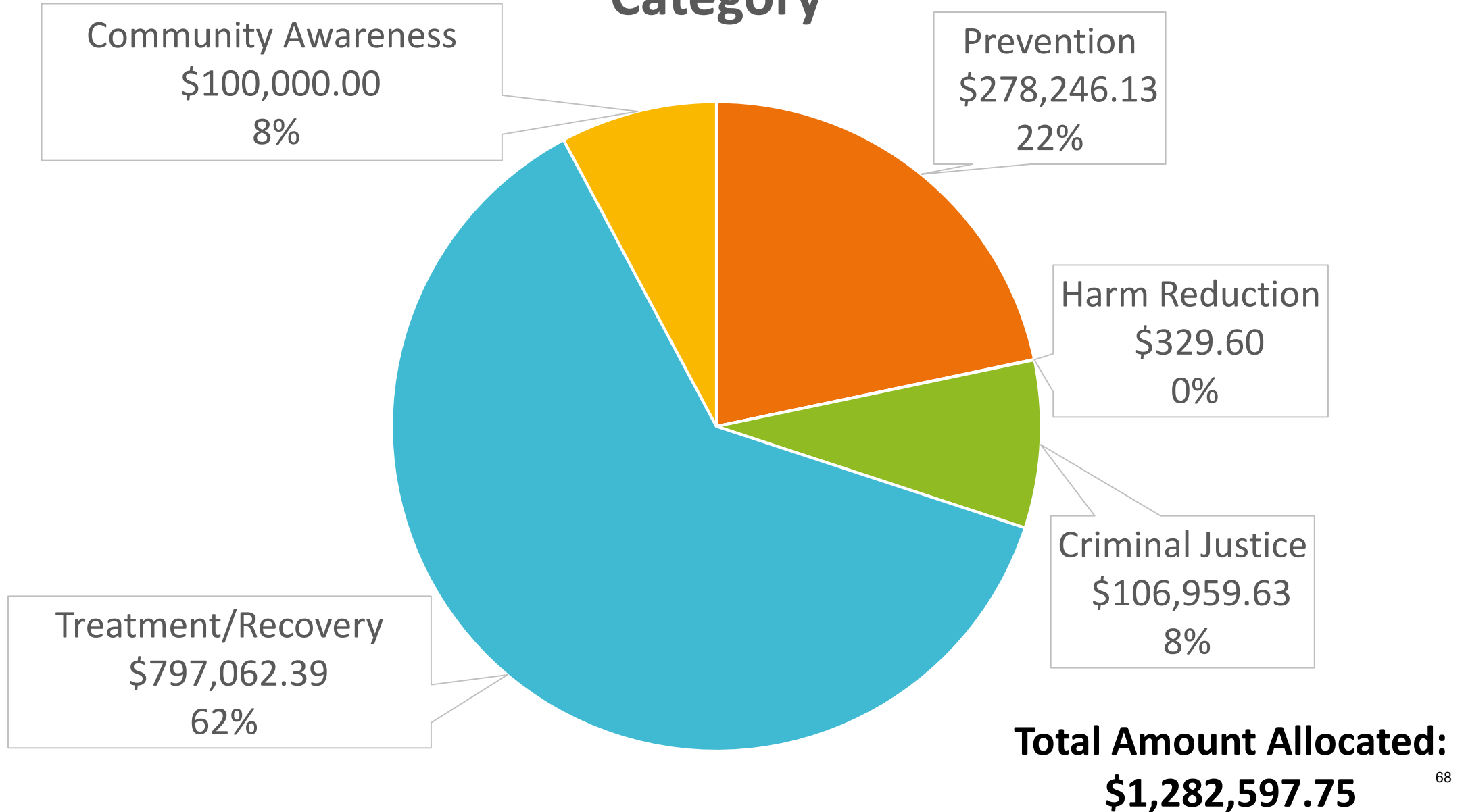


Total Amount Recommended: \$397,382.59



Rounds 1-4 Allocation Totals

Rounds 1-4 Allocation Recommendations by Category





Recommendation to the Community Health Board

Approve the following applications for funding:

Round 4 Opioid Settlement Grant Proposals					
\$400,000 Available					
Organization	Request	Amount	Counties	Category	Notes
Brown Lyon Redwood Renville Drug Task Force	Fire Alarm Camera	\$ 2,218.96	Lyon & Redwood	Criminal Justice	Fully Fund
Luverne Public Schools	Tall Cop	\$ 14,900.00	Rock	Prevention	Fully Fund
Minnesota West	Alcohol and Drug Counselor Certificate Scholarships	\$ 60,000.00	Lyon, Pipestone, Redwood & Rock	Treatment/Recovery	Requested amount: \$80,000.00
Redwood Falls Police Department	Cellebrite/Inseyets Training	\$ 6,500.00	Lyon & Redwood	Criminal Justice	
Reunited	Peer Recovery Specialists	\$ 75,000.00	Lyon	Treatment/Recovery	Fully Fund
SWWC Coop	PATH implementation	\$ 40,000.00	Lyon, Pipestone, Redwood & Rock	Prevention	Fully Fund
SWHHS Restorative Practice	Maintain Circle Groups and Family Group Decision Making	\$ 3,250.00	Lyon & Pipestone	Treatment/Recovery	Requested amount: \$20,625.00
United Community Action Partnership	Expansion of Big Buddies and Gen Next Program	\$ 78,050.00	Lyon & Redwood	Prevention	Fully Fund
Western Mental Health	2 LADC Positions	\$ 66,483.50	Lyon, Pipestone, Redwood	Prevention, Treatment/Recovery	Requested amount: \$132,967.00
WRAP	Choose You Workbook and Education	\$ 50,980.13	Lyon & Redwood	Prevention	Fully Fund
	Total:	\$ 397,382.59			

EFFECTIVE DATE: 11/16/11

REVISION DATE: 10/01/19;01/01/24;05/20/26

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- ON-CALL FOR ADULT AND CHILDREN'S SERVICES ---

Section 1 - Purpose

- a. To assist the agency in providing 24-hour, seven days per week adult and children's services for crisis assistance as needed by law enforcement, providers and consumers.

Section 2 - Procedures

- a. The sign up for on-call will be determined by each department.
- b. On-call responsibilities will typically be from 4:30 p.m. Tuesday until 8:00 a.m. the following Tuesday.
- c. On-call worker will bill the agency at \$ 30 per day or \$ 60 per day on designated holidays as listed in the Collective Bargaining Agreement (CBA). If a supervisor acts as the on-call worker and carries the on-call phone, they will be paid the on-call worker daily rate. They will also indicate they are the on-call worker on their reimbursement form.
- d. On-call worker will be responsible to make sure there is coverage once the schedule is set (trading is allowed). If you are on-call and will be out of the area (workshop, travel, etc.), please be prepared to cover calls or arrange with another worker to cover for you. If an on-call worker takes a call or is called out to work, compensatory time is to be earned at time and a half (1.5).
- e. Calls received during on call weeks for adult services must be entered into SSIS and any case managers serving the individual should be updated. New intakes for children's services will be entered into the SSIS log. General information to be shared with current case managers should be shared through agency email or by agency phone.
- f. On-call Social Services Supervisor or designee will bill the agency at \$20 per day or \$40 per day on designated holidays as listed in the CBA. If an on-call Social Services Supervisor or designee takes a call or is called out to work,

compensatory time is to be earned at straight time. The supervisor or designee is responsible for monitoring the intake mailbox.

- g. This role of the Social Services Supervisor or designee is considered a back up to the primary on-call worker.

Section 3 - Responsibilities

- a. On-call worker will be responsible to pass on the on-call bag in good condition (i.e., phone charged, information updated, past work/information removed, etc.).
- b. On-call workers will be responsible to keep the cell phone on at all times during non-office hours. All workers will be responsible to have access with their agency laptop with SSIS to receive and review MAARC reports or screen child protection new intakes. It is expected that the on-call worker will answer the on-call phone immediately. If unable to answer immediately, calls will be returned within fifteen (15) minutes. At the beginning of assigned week, call the on-call phone to assure it is in working order. It is the worker's responsibility to notify law enforcement of alternative ways to reach them if cell reception at their home is unreliable.
- c. On-call workers are responsible to provide emergency services for all adult and children services concerns. It is anticipated that the vast majority of the concerns can be handled over the telephone.
 - 1. Adult Services
 - All reports of Maltreatment of a Vulnerable Adult should be directed to call the State of Minnesota Common Entry Point/Minnesota Adult Abuse Reporting Center or MAARC at 1-844-880-1574.
 - SSIS/MAARC email notification will arrive on the Adult Services on call cell phones. The on-call worker is responsible to monitor their cell phone throughout on call hours and monitor for possible EPS reports. On call workers will reply to the email notification of their actions and response to the report received.
 - 2. Children Services
 - Reports of child maltreatment must be screened with a Child Protection supervisor or designee immediately. It is anticipated that the on-call worker will assist foster parents or other facility

staff to resolve crisis regarding children from our agency. It is anticipated that each child's agency worker will support the decision the on-call worker might make regarding their particular client. It is also expected that all children services workers will make a good faith effort to anticipate crisis in existing caseloads and resolve such during the work week. Enter a crisis plan or notify the on-call worker on each case where off hour problems are anticipated.

Agency Forms Regarding This Policy:

AG#100 – For Non-Overnight Meals and On-Call

EFFECTIVE DATE: 01/01/11

REVISION DATE: 05/15/13; 02/15/17; 09/20/17; 10/17/18; 01/16/19; 09/18/19;07/21/21;
10/20/21; 05/18/22; 10/18/23;07/17/24;10/16/24;03/19/25;10/15/2025;05/20/2026

AUTHORITY: Southwest Health and Human Services Joint Governing Board

Minnesota Statute 375.171

--CREDIT CARD POLICY--

Section 1 – Purpose

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

Section 2 - Authority to Establish

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

Section 3 – Authorization

- a. Southwest Health and Human Services Governing Board approval is necessary for an employee to obtain a credit card.
- b. Schedule A indicates all approved cardholders by the Southwest Health and Human Services Governing Board. Approved cardholders will be determined based on location, program and position.
- c. The Director of Business Management may suspend an approved cardholder’s credit card after consultation with the Executive Director. Examples of reasons to suspend include but are not limited to suspicion of fraudulent use, leave of absence, cardholder request, change of duties or etc.
- d. The Southwest Health and Human Services Governing Board may review credit card use randomly. If it is determined that credit card use is not in the best interest of Southwest

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

Section 4 – Controls

- a. The Southwest Health and Human Services Governing Board will approve or deny any request for a credit card.
- b. All existing purchasing policies apply to purchases made on a credit card.
- c. All itemized receipts must be obtained by the person using the card and presented to accounting for reconciliation of the billing, no later than 1 (one) week after the transaction takes place with the appropriate supervisor and cardholder sign off along with additional required documentation (i.e. staff development form, SS 009 Social Service Request for Payment or etc.).

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

- d. It will be the responsibility of the Director of Business Management or designated Accounting Technician to cancel a lost card immediately and to notify the Director and the Southwest Health and Human Services Governing Board of the same.
- e. Supervisors are authorized to charge items that are eligible up to \$ 3,000. Any items exceeding \$ 3,000 will require Southwest Health and Human Governing Board approval. Line staff who are cardholders must have prior approval from their supervisor for any charge.
- e. The Board authorizes a credit card limit of \$75,000, with varying individual cardholder limits based on department or program needs.
- f. All cardholders are required to sign a Credit Card Use Acknowledgement form and route to the Director of Business Management.
- g. When a cardholder separates from SWHHS, it is the cardholder's responsibility to turn in their agency credit card to the Director of Business Management.

Section 5 - Eligible Uses of the Credit Card

- a. The credit card may be used to:

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

Section 6 - Ineligible Uses of the Credit Card

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

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

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

Section 7 - Monthly Reconciliation

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

- b. The Director of Business Management and/or Accounting Technician will reconcile the monthly statement with all original receipts and documentation.
- c. The Director of Business Management and Accounting Technician will have access to the credit card activity for monthly reconciliation.
- d. No fees or interest charged by the credit card company because of late payments due to untimely submission of records to accounting will be paid from county funds. The cardholders will be personally responsible for those fees if they appear on the billing for their department.

Schedule A

Authorized Cardholders

Name	Title	Location
Stacey Timm	Director	Marshall – 1 st Floor
Christine Versaevel	SS Supervisor – Children	Marshall – 1 st Floor
Megan Boerboom	SS Supervisor – Restorative Practices	Marshall – 1 st Floor
Jackie Williams	Office Support Supervisor	Marshall – 1 st floor
Evan Hacker	IT Director	Marshall – 1 st floor
Alex Dvorak	SS Supervisor – Children	Marshall – 1 st floor
Amy Mead	Health Services Program Aide	Marshall – 2 nd Floor
Jenna Stephenson	Community Health Supervisor	Marshall – 2 nd floor
Dawn Hagen	Case Aide	Redwood Falls
Stacy Strand	SS Supervisor – Adult	Redwood Falls
Emilie Potter	SS Manager– Children	Redwood Falls
Jamie Cody	SS Supervisor – Children	Redwood Falls
Stacy Jorgensen	SS Supervisor – Adults	Pipestone
Angela Voss	Case Aide	Pipestone
Nancy Walker	Deputy Director	Luverne
Gail Bielen	SS Supervisor – Licensing	Luverne
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AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- LAN, E-MAIL, INTERNET ACCESS, AND PERSONAL COMPUTING EQUIPMENT ---

Section 1 - Introduction

- a. This policy has been prepared to serve as a guide for the effective and efficient use and operation of Southwest Health and Human Service Local Area Network (LAN). Hereinafter, Southwest Health and Human Services will be referred to as Agency. It is also to provide guidance on use of e-mail and Internet access associated with the Agency LAN.
- b. The LAN is to be used for conducting Agency business. Any information created or stored on the Agency LAN is the property of the Agency. The Agency reserves the right to track LAN usage to determine compliance with this policy.
- c. Any deviation from the established policy of operation and use will be recognized only on the authority of the Southwest Health and Human Services Governing Board or its designee.

Section 2 - Definitions

- a. Local Area Network (LAN): That system comprised of all equipment associated with a computer network including, but not limited to, Agency provided computer, monitor, keyboard, mouse, printer/s, servers, cell phones, tablets and software.
- b. Electronic Mail (e-mail): Text based, electronic communications distributed via a communications network. This can include documents, memos, data, or other electronically transmitted communications. It is Agency property and intended for Agency business. All data and other electronic messages within this system are the property of the Agency.
- c. Internet Access: Access via Agency network connection to the Internet.

Section 3 - System Security

- a. Password Protection - Access to the LAN system will be password protected. Do not share your password with other employees and especially non-Agency personnel. If non-Agency personnel need access to the LAN, the department head should contact the IT department.

- b. Multi-Factor Authentication (MFA) – Access to all agency owned computers and the LAN system will require using MFA . This requires that in order to access the system the employee will need to enter a username and password as form of authentication in addition to entering a code. The code is generated by either a cell phone application on an agency phone or a token that is issued to the employee. The employee will not be able to acces the system unless both are used and verified. This is in order to protect our systems from bad actors should the employee’s password be compromised in a phishing attack or other method. Employees will need to safeguard the token and not share the token or codes with others including other staff and especially non-employees.
- c. Software - As viruses and security are of major concern, the only software to be used on the LAN system is that which is provided by the Agency. Employees will not be allowed to add software to their PC or introduce information or data from outside the Agency without permission from their supervisor and the IT department.

Only Agency standard software is allowed. Any other software must be approved by IT before purchasing and installation on any PC or the LAN.

It is understood that there may be occasions when it is necessary to introduce data from outside the Agency LAN. All data must be screened for viruses before prior to introduction into the LAN system. This includes but is not limited to USB devices, cell phones or cameras.

- c. Screen Lock – All screens will be locked after 5 minutes of inactivity. All staff must lock their screen when leaving their office and/or workstation. This is will prevent unauthorized access, as employees are responsible for all activity on their assigned PC or laptop.
- d. Computer Shutoff – Employees are required to shutoff computers at night and on weekends or anytime when they are not accessing them for a prolonged period of time. This limits the window of opportunity for hackers and secures our information.

Section 4 - Hardware/Personal Computing Equipment

- a. When working from a home office per the Remote Access Agreement (AG 19) staff may use a personally owned mouse, keyboard, headset and/or one monitor for the purpose of working more efficiently. Staff are advised that they must be technologically savvy and able to use, install and troubleshoot this equipment without the assistance of the IT department as IT does not support personally owned devices.

- b. Staff may not take agency owned equipment including keyboards and monitors home with the exception of an agency owned designated laptop, laptop bag/backpack, power supply and wireless mouse. This is to ensure our asset inventory remains up to date and that each office in our agency space has at least two monitors. The exception would be for those who have been approved for telecommuting per Personnel Policy 04 Telecommuting Policy.
- c. Staff may not use personally owned printers, smart speakers, storage devices, recording devices or connect personal cell phones to any agency owned equipment at any time or for any reason. This is to comply with our paperless workplace and our data privacy requirements and policies.
- d. Staff may use a personally owned mouse, keyboard and/or headset while in office with the understanding that IT does not support personally owned devices. Staff are responsible for ensuring that the mouse, keyboard and/or headset will work with the agency equipment without the assistance of the IT department. IT does not advise on the purchase of employee owned devices.
- e. Staff are not to use cloud storage such as dropbox or google docs for the storage of data or documents.
- f. Staff may not bring your own device (i.e. cell phone, tablet) and connect to any of the agency systems including email/calendars. Personal cell phones cannot be used as a hotspot on any agency equipment. Using your personal device without approval for agency business is strictly prohibited and may result in corrective or disciplinary action. Staff may not use email, texting, photos, or video options on a personal device to capture any information that could be considered agency data. Staff may not connect their personal cell phones to their agency issued PC or laptop for any reason including charging the device.
- g. Staff may not connect personal computing devices, cellular phones or home entertainment equipment to agency owned MIFIs.

Section 5 - Electronic Mail

- a. Purpose - The Agency supports utilizing e-mail to increase timely and effective business communications throughout the Agency. The purpose of this policy is to encourage appropriate use of e-mail as an effective and efficient business communications tool.
- b. Access - All employees of the Agency will have access to e-mail.
- c. Security and Administration - Individual e-mail access will be password protected. While this security measure is beyond the usual measure taken to protect access to

paper records and telephones, it should be recognized that no system of communication is completely secure, including e-mail.

An employee's e-mail address is owned by the Agency. When an individual's employment with the Agency is terminated, the e-mail administrator may either remove that individual's e-mail address or redirect their e-mail to another employee.

Problems or issues regarding e-mail should be sent to the IT unit. Guest e-mail accounts for individuals not employed by the Agency may be allowed in appropriate circumstances and will always be password protected.

- d. Appropriate E-mail Usage and Guidelines - The e-mail system is provided by the Agency for your use as an employee of the Agency. Access to e-mail is a privilege not a prerogative and certain responsibilities go with that privilege. Users of e-mail are expected to be ethical and responsible in their use. E-mail is subject to all the same laws, policies, and practices that apply to the use of other forms of communications such as telephones and paper records.

Incidental or occasional personal use may be permitted subject to the limitations of this policy and provided such personal use: (1) does not interfere with the employee's or any other employee's job duties or routine business activities; (2) does not result in extra expense to the agency; (3) does not need modification to software or other system components; (4) is not for political, religious, unlawful or illegal practices, personal financial profit, or other promotional activities; (5) does not result in the consumption of Agency resources; (6) does not contain or imply threatening, obscene, or abusive language; and (7) does not contain or imply harassing, demeaning, or sexually explicit statements or materials.

Employees are not permitted to use or access pop up or chat mail unless authorized or pre-installed by IT. The only e-mail that may be used on agency computers is Microsoft Outlook, which is on the Agency LAN.

- e. Inappropriate Uses of Agency Computer Systems - It is a violation of policy for any employee, including supervisors, to use the computer systems for the purposes of satisfying idle curiosity about the affairs of others, with no work related purpose for obtaining access to the files, data, or communications of others.

It is also a violation for employees to intentionally intercept, eavesdrop, record, alter, read, or receive other employee's e-mail without proper authorization.

Other violations of this e-mail policy that WILL NOT be tolerated include, but are not limited to:

- illegal activities
- wagering or betting activities

- harassment of any kind
 - solicitation, except for Agency-sanctioned activities
 - commercial activities
 - promotion of political or religious positions or activities
 - other unethical activities
- f. E-mail Review - The Agency, at its discretion, may also use computer programs that track e-mail messages electronically, checking for particular words or patterns of activity, for purposes of assuring system security and compliance with policies.

Supervisors have the right to review the contents of employees' e-mail communications. Even though staff are allowed to use agency email for incidental or occasional personal use, the agency retains the right to review all email communication. There is no assurance of privacy.

Section 6 – Email and Data Retention

- a. Retention of E-mail - Generally, e-mail messages are temporary communications which are non-vital and may be discarded on a routine basis. Depending on the content of the e-mail message, it may be considered a more formal record and should be printed and retained or saved to the appropriate systems pursuant to a department's record retention schedules. Examples of messages of this nature are: policy, decision making connected to specific case files, contract related or otherwise an essential part of a larger record, or other memorandum of significant public business. As such, e-mail messages are like to printed communication and should be written with the same care.

Employees should be aware that when they have deleted a message from their mailbox it may not have been deleted from the e-mail system. The message may be residing in the recipient's mailbox or forwarded to other recipients. Furthermore, the message may be stored on the archiver or backup system.

Email will be retained on the Exchange Server, local computers and Archiver for 36 months. After that time, email will be deleted from the above named systems.

When an employee separates from employment, their email account will remain open no longer than six (6) months. After six (6) months, the account will be deleted from the system. If a former employee returns to the agency, they will be issued a new email account. Extenuating circumstances will be considered through a request to the Director.

- b. Retention of Individual User Accounts and Data - All data residing on primary servers, local workstations, and centralized cloud storage will be retained according to each individual program areas retention policy. It is the responsibility of each department to**

ensure that "Permanent" or "Long-term" records are transferred to the appropriate archival systems.

"Deleting" a file from a visible folder does not immediately remove it from the organization's infrastructure. Residual data may persist in system backups, disaster recovery snapshots, or the local caches. These secondary copies are maintained for system integrity and are not intended for routine retrieval.

Upon an employee's separation from the organization, their network access, network drives, and associated data accounts will remain active for a period not to exceed **six (6) months** to allow for the orderly transition of business records to a successor or supervisor. After six months, the accounts and all unique data therein will be permanently deleted. Returning employees will be provisioned with new accounts and storage volumes. Requests for extensions or data recovery due to extenuating circumstances must be submitted in writing to the Director for approval.

Section 7 - Internet Access/WIFI/MIFI

- a. Purpose - Internet access provides the Agency with significant access and dissemination of information to individuals outside the Agency. The use of the Internet access is intended to serve Agency business. Like all e-mail messages, messages sent through the Internet are capable of being forwarded without the express permission of the original author. Users must use caution in the transmission and dissemination of messages outside of the Agency LAN, and must comply with all state and federal laws.

The use of Internet access is intended to serve Agency business. Incidental or occasional personal use may be permitted subject to the limitations of this policy and specifically, subject to the same limitations stated in this policy's section on the personal use of e-mail. The Agency, at its discretion, under the direction of the LAN Administrator, may use computer programs to track Internet use electronically to assure system security and compliance with policies.

- b. Web Radio - Internet Web sites that use streaming video or audio, such as radio stations, are not allowed, except for training or specific business purposes!
- c. **Caution!!** Computer viruses can enter our computer system through the Internet. To prevent this **do not** download any software, files, or screen savers from the Internet without authorization from your supervisor and assistance from IT.
- d. Staff may not connect to the agency WIFI or agency MIFIs with any personal devices.

- e. Staff may not check out agency owned MIFIs over the weekend unless preapproved with their supervisor and IT.

Section 8 – Applicability

- a. This policy applies to all individuals who are provided access to the LAN, Internet, and e-mail systems.

Section 9- Agency Issued Cell phones

- a. Please see Personnel Policy # 27 Cell Phone Policy.

Section 10- Agency Owned MIFI

- a. Staff are to report any lost, damaged or stolen MIFI devices to IT immediately.

May 2026

Procurement Items

- **Agency Phone Lines, Agency Wide Expense**
Phone and Fax Services for Agency staff. Quote #1 - Voyant: 5-year contract at \$47,374/year; Quote #2 Zoom Phones through Marco: 3-year contract at \$89,076/year.

Contracts

- **Department of Agriculture (St. Paul, MN) – 06/01/2026 to 12/31/2026**
Provide reimbursement for the Farmers Market Nutrition program for WIC families in Rock County.
Fiscal Note: \$500, renewal, public health expense
- **Presbyterian Family Foundation (Willmar, MN) – 06/01/2026 to 12/31/2026**
Provide guardianship services for eligible clients.
Fiscal Note: \$57.68/hour, new, social services expense
- **Well365 (Sioux Falls, SD) – 10/08/2026 to 10/08/2026**
Provide a live training presentation for the agency all staff gathering.
Fiscal Note: \$1000, plus \$50/hour travel time, IRS mileage rate, new, agency wide expense
- **UCAP (Marshall, MN) – 06/01/2026 to 09/01/2026**
Provide advertising on UCAP buses for the “The Power of Public Health” media campaign. Reimbursed through the CRPHI (27 County Collaborative)
Fiscal Note: \$1,242, new, public health expense