



Southwest Health and Human Services
Board Agenda
Wednesday, January 15, 2020
Commissioners Room
Government Center, 2nd Floor
Marshall
9:00 a.m.

HUMAN SERVICES

- A. Call to order

- B. Pledge of Allegiance

- C. Election of Officers

- D. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 12/18/19 Board Minutes

- E. Introduce New Staff:
 - Holly Johnson, Social Worker (Adults), Marshall

- F. Employee Recognition:
 - Melanie Feikema, 1 year, Eligibility Worker, Luverne
 - Ashley Gustafson, 1 year, Public Health Educator, Pipestone
 - Tiffany Viger, 1 year, Eligibility Worker, Luverne
 - Shandra Bavier, 10 years, Social Worker- Children's Intake, Redwood Falls
 - Juanita Guetter, 45 years, Office Support Specialist, Redwood Falls

HUMAN SERVICES (cont.)

G. Financial

H. Caseload

	<u>12/19</u>	<u>12/18</u>	<u>11/19</u>	<u>10/19</u>
Social Services	3,646	3,729	3,702	3,627
Licensing	411	454	444	444
Out-of-Home Placements	176	163	179	177
Income Maintenance	11,701	11,705	11,825	11,317
Child Support Cases	3,189	3,246	3,195	3,205
Child Support Collections	\$795,866	\$790,827	\$679,139	\$758,718
Non IV-D Collections	\$121,676	\$58,667	\$89,269	\$80,082

I. Discussion/Information

1. Fraud Prevention Program- Wesley Terpening
2. Southwest Mental Health Consortium Commissioner Representation

J. Decision Items

- 1.

COMMUNITY HEALTH

K. Call to order

L. Election of Officers

1. Appoint SCHASC Representative and Alternate

M. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 12/18/19 Board Minutes

N. Financial

COMMUNITY HEALTH (cont.)

O. Caseload

	<u>12/19</u>	<u>11/19</u>	<u>10/19</u>
WIC	N/A	1996	2001
Family Home Visiting	20	15	22
PCA Assessments	5	7	6
Managed Care	207	210	240
Dental Varnishing	19	13	26
Refugee Health	8	1	1
Latent TB Medication Distribution	13	6	6
Water Tests	97	108	146
FPL Inspections	42	32	61
Immunizations	68	96	20
Car Seats	16	14	36

P. Discussion/Information

1. Tobacco 21 – Ann Orren and Carol Biren
2. Refugee Resettlement – Beth Wilms and Carol Biren

Q. Decision Items

- 1.

GOVERNING BOARD

R. Call to order

S. Election of Officers

1. Appoint members of Executive Committee
2. Appoint members of Finance Committee
3. Appoint member to Insurance Committee

T. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 12/18/19 board minutes

U. Financial

GOVERNING BOARD (cont.)

V. Human Resources Statistics

	<u>12/19</u>	<u>12/18</u>	<u>11/19</u>	<u>10/19</u>
Number of Employees	238	234	235	233
Separations	2		1	0

W. Discussion/Information

1.

X. Decision Items

1. Request for Office Support Specialist
2. Request for Social Work Team Lead
3. Request for Social Worker- Adult Services/Senior Unit
4. Request for Agency Fleet Vehicles
5. By-Laws
6. 2021 Insurance Incentive
7. Request to Purchase 28 Desktops
8. Acceptance of 2018 Annual Report
9. Donations: United Presbyterian Women from First Presbyterian Church, Luverne, donated 5 packages of diapers, infant clothing, children's winter clothing, quilts and blankets for children in need within Rock County.
10. Contracts

Y. Adjournment

Next Meeting Dates:

- **Wednesday, February 19, 2020 – Marshall**
- **Wednesday, March 18, 2020 – Marshall**
- **Wednesday, April 15, 2020 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne Offices

SUMMARY OF FINANCIAL ACCOUNTS REPORT For the Month Ending: **December 31, 2019**

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

Description	Month	Running Balance
BEGINNING BALANCE		\$2,788,226
RECEIPTS		
Monthly Receipts	1,710,882	
County Contribution	2,552,077	
Interest on Savings	4,253	
TOTAL MONTHLY RECEIPTS		4,267,213
DISBURSEMENTS		
Monthly Disbursements	4,968,280	
TOTAL MONTHLY DISBURSEMENTS		4,968,280
ENDING BALANCE		\$2,087,159

REVENUE

Checking/Money Market	\$2,087,159
SS Benefits Checking	\$8,078
Bremer Savings	\$2,381,346
Great Western Bank Savings	\$75,431
Investments - MAGIC Fund	\$2,545,091

December 2018 Ending Balance

\$6,085,906

ENDING BALANCE **\$7,097,094**

December 2018 Ending Balance

\$736,904

DESIGNATED/RESTRICTED FUNDS

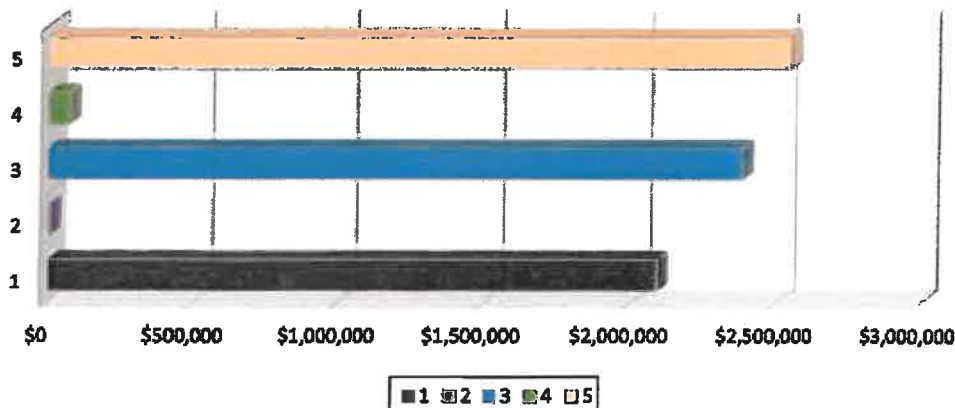
Agency Health Insurance	\$1,051,605
LCTS Lyon Murray Collaborative	\$137,698
LCTS Rock Pipestone Collaborative	\$54,413
LCTS Redwood Collaborative	\$59,803
Local Advisory Council	\$1,155

December 2018 Ending Balance

\$5,140,900

AVAILABLE CASH BALANCE **\$5,792,421**

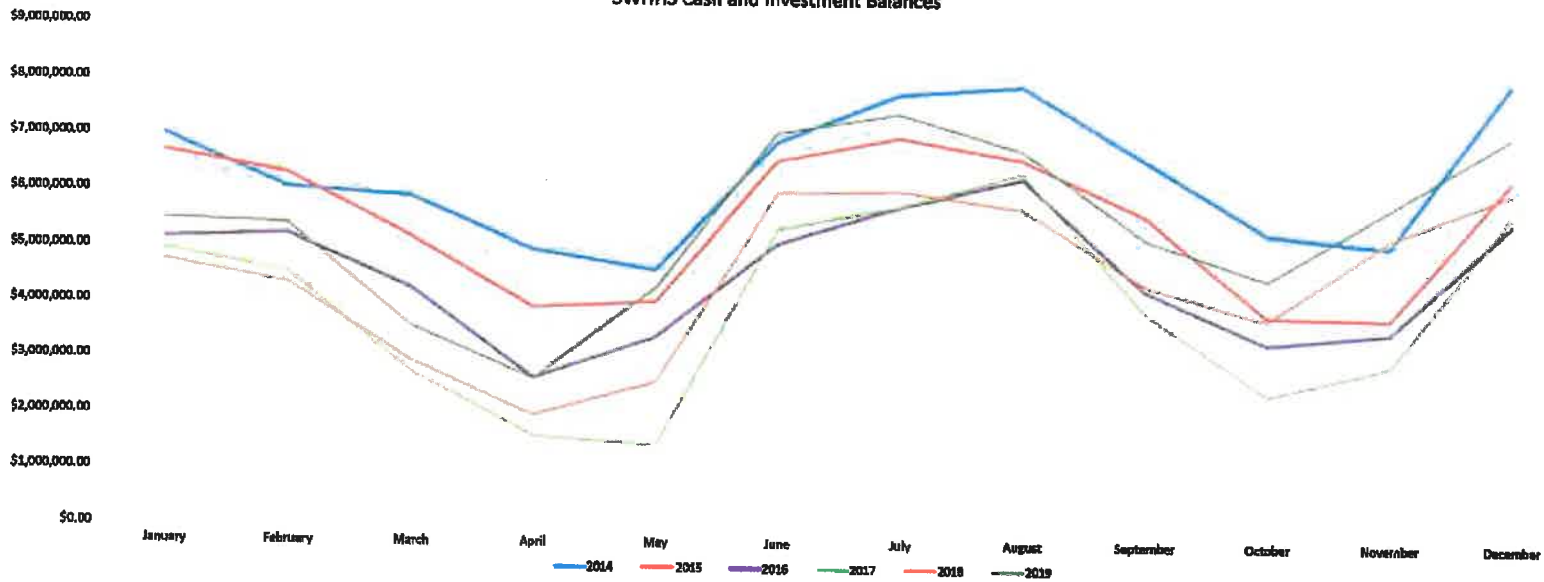
REVENUE DESIGNATION



**SWHHS
Total Cash and Investment Balance by Month - All Funds**

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year	Average for Jan-Mar
2014	\$6,981,226.27	\$6,024,758.18	\$5,888,424.32	\$4,951,093.48	\$4,998,616.25	\$8,893,382.81	\$7,789,372.24	\$7,943,228.89	\$8,829,328.28	\$5,325,638.85	\$5,113,288.32	\$6,053,538.23	\$6,347,314.41	\$6,288,489.25
2015	\$6,677,478.44	\$6,283,514.63	\$4,177,699.80	\$3,907,688.99	\$4,019,148.98	\$8,560,422.85	\$6,992,623.27	\$8,814,413.77	\$5,631,287.88	\$3,840,912.52	\$3,805,455.22	\$6,311,344.29	\$5,485,155.71	\$6,048,230.98
2016	\$5,132,902.00	\$5,204,953.28	\$4,246,893.66	\$2,628,829.20	\$3,394,917.21	\$5,088,797.96	\$5,750,985.99	\$8,275,434.87	\$4,290,910.19	\$3,348,309.76	\$3,580,418.88	\$6,533,701.83	\$4,837,719.39	\$4,881,516.27
2017	\$4,926,902.34	\$4,524,066.02	\$2,727,751.28	\$1,578,173.97	\$1,451,585.61	\$5,337,553.73	\$5,754,887.08	\$8,388,594.57	\$3,893,382.07	\$2,417,547.50	\$2,982,222.18	\$5,684,748.83	\$3,968,779.58	\$4,059,573.21
2018	\$4,721,044.88	\$4,333,938.53	\$2,935,770.10	\$1,965,448.82	\$2,570,080.71	\$5,977,407.40	\$6,093,326.24	\$5,731,633.82	\$4,391,517.44	\$3,775,189.88	\$5,252,398.38	\$8,085,908.40	\$4,481,140.24	\$3,998,917.84
2019	\$5,488,300.08	\$6,390,763.05	\$3,560,027.40	\$2,614,293.54	\$4,289,080.30	\$7,082,514.89	\$7,420,078.79	\$8,778,561.83	\$5,219,902.01	\$4,511,324.16	\$5,788,830.82	\$7,097,094.23	\$5,431,754.93	\$4,806,380.18

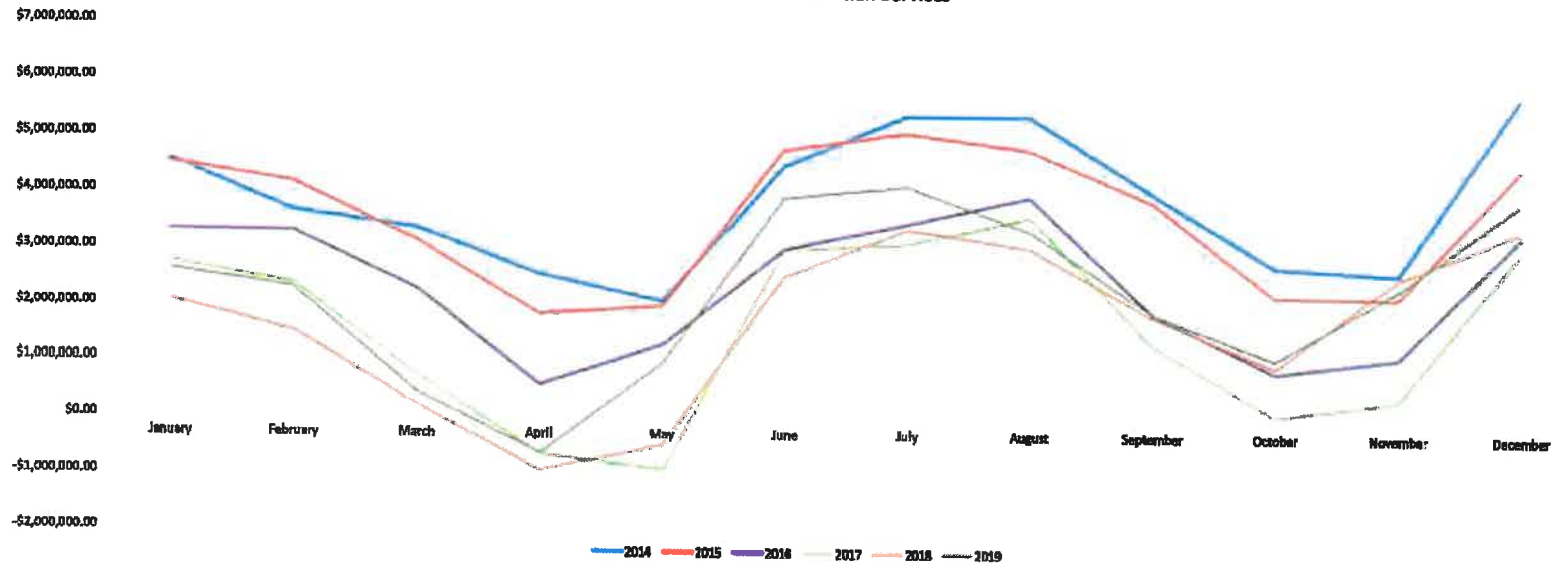
SWHHS Cash and Investment Balances



SWHHS
Total Cash and Investment Balance by Month - Human Services

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year	Average for Jan-Mar
2014	\$4,524,112.48	\$3,628,825.88	\$3,337,290.94	\$2,518,145.82	\$2,049,972.92	\$4,463,844.09	\$5,383,273.11	\$5,385,874.18	\$4,025,227.41	\$2,740,775.93	\$2,817,746.10	\$5,780,312.52	\$3,888,341.79	\$3,830,343.10
2015	\$4,483,244.56	\$4,129,886.36	\$3,114,955.80	\$1,805,842.78	\$1,948,746.17	\$4,743,405.88	\$5,052,782.79	\$4,778,088.88	\$3,868,016.83	\$2,206,082.85	\$2,192,116.16	\$4,487,384.13	\$3,583,943.81	\$3,902,288.90
2016	\$3,281,407.50	\$3,282,874.15	\$2,255,788.09	\$544,825.71	\$1,271,340.11	\$2,991,321.29	\$3,454,355.54	\$3,841,448.69	\$1,888,675.07	\$854,465.14	\$1,125,681.79	\$3,301,941.92	\$2,347,793.02	\$2,833,283.25
2017	\$2,721,514.18	\$2,937,080.47	\$710,988.71	-\$678,564.48	-\$945,146.15	\$2,872,035.88	\$3,098,420.77	\$3,593,841.96	\$1,322,685.71	\$84,899.25	\$377,552.55	\$3,035,383.95	\$1,652,362.72	\$1,823,187.79
2018	\$2,027,812.89	\$1,484,269.33	\$191,366.90	-\$985,731.97	-\$501,975.29	\$2,490,786.49	\$3,357,738.65	\$3,035,839.30	\$1,833,134.33	\$948,482.40	\$2,642,047.76	\$3,397,083.22	\$1,863,402.17	\$1,234,478.71
2019	\$2,581,083.09	\$2,265,158.91	\$405,873.82	-\$861,408.85	\$934,703.49	\$3,904,218.27	\$4,115,284.54	\$3,342,408.83	\$1,886,298.82	\$1,080,003.82	\$2,347,089.20	\$3,681,423.88	\$2,174,266.46	\$1,760,731.94

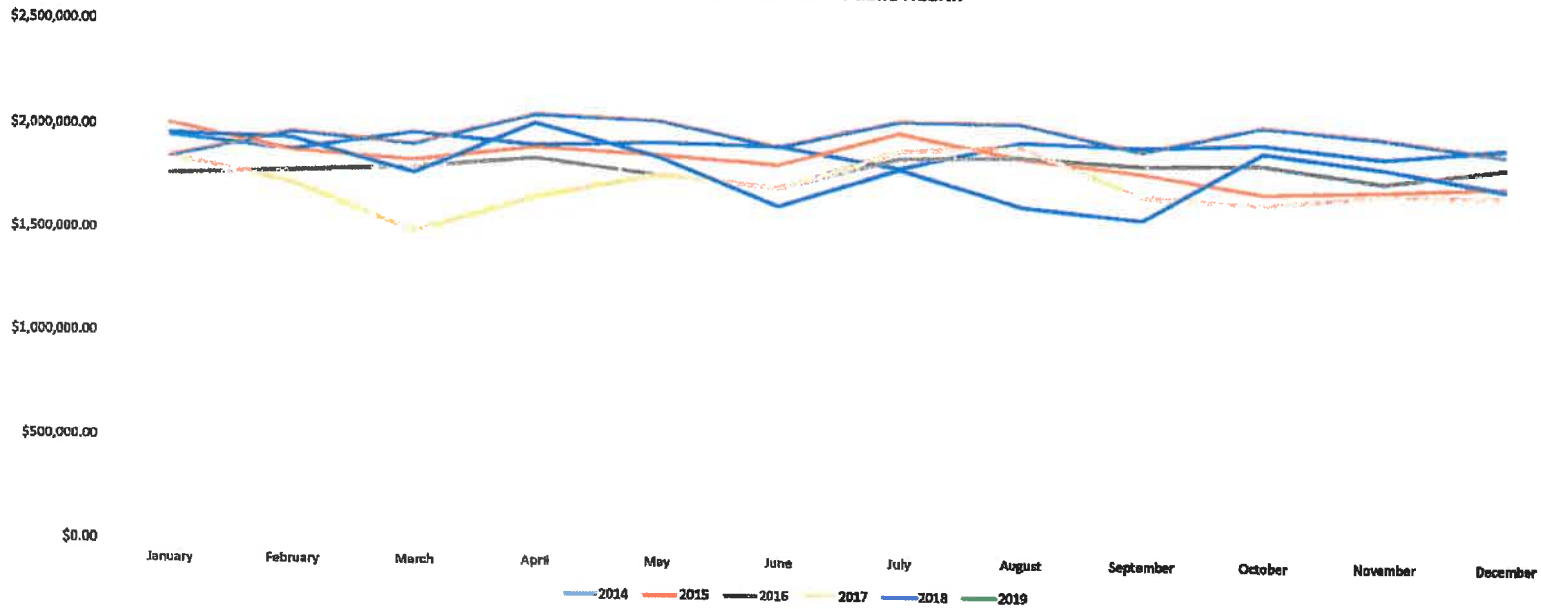
SWHHS Cash Balances - Human Services



SWHHS
Total Cash and Investment Balance by Month - Public Health Services

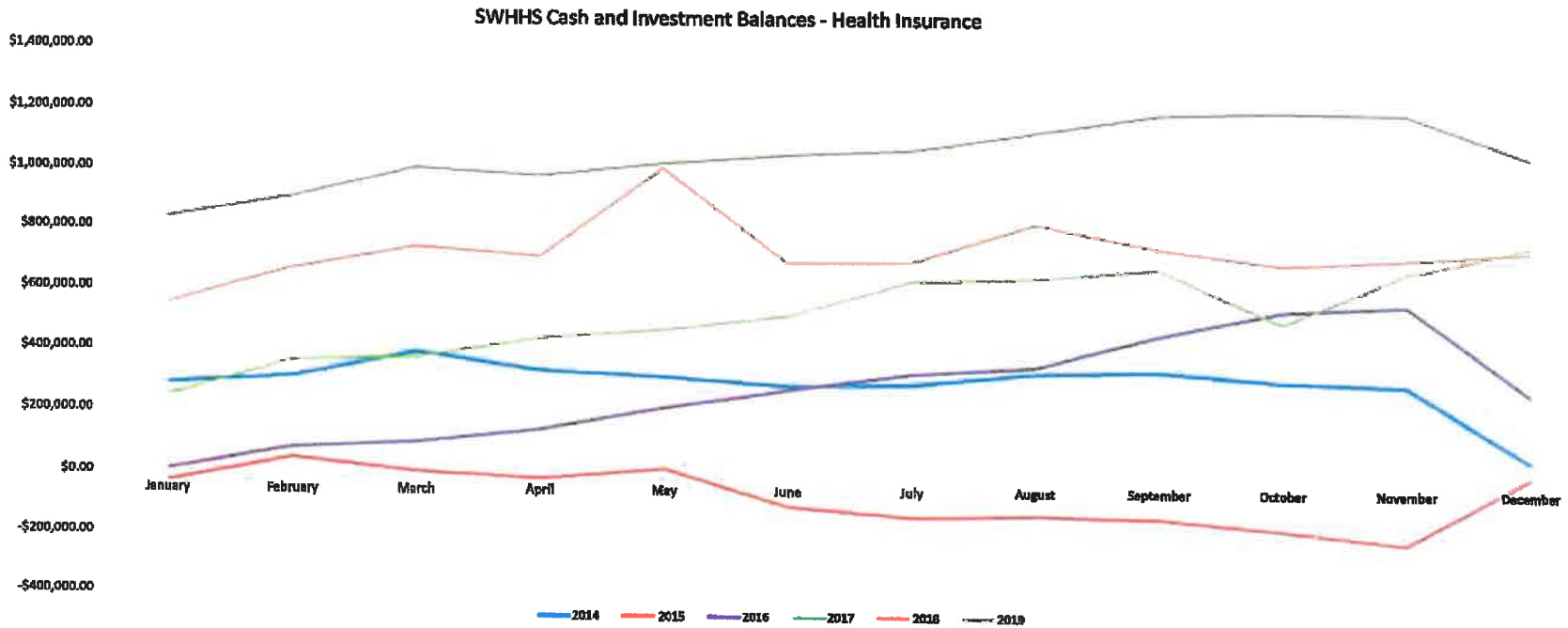
	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2014	\$1,952,348.48	\$1,899,115.47	\$1,972,529.09	\$1,919,040.73	\$1,935,810.78	\$1,923,130.89	\$1,822,889.83	\$1,953,891.09	\$1,934,989.18	\$1,854,386.64	\$1,894,110.18	\$1,942,821.40	\$1,924,697.82
2015	\$2,005,574.71	\$1,882,881.89	\$1,841,149.82	\$1,908,754.95	\$1,878,427.45	\$1,832,808.45	\$1,887,167.38	\$1,874,490.47	\$1,806,827.22	\$1,714,883.10	\$1,730,380.53	\$1,755,482.76	\$1,851,214.87
2016	\$1,767,113.43	\$1,786,985.60	\$1,807,700.34	\$1,854,929.75	\$1,779,529.16	\$1,719,935.84	\$1,888,440.04	\$1,880,585.32	\$1,844,832.32	\$1,854,288.98	\$1,772,886.81	\$1,846,363.91	\$1,815,214.11
2017	\$1,847,890.47	\$1,726,463.73	\$1,494,923.91	\$1,897,703.90	\$1,778,696.78	\$1,720,044.88	\$1,803,354.71	\$1,930,710.27	\$1,885,805.50	\$1,863,661.45	\$1,709,268.13	\$1,709,425.15	\$1,737,348.18
2018	\$1,862,214.72	\$1,943,637.75	\$1,780,622.98	\$2,023,315.68	\$1,870,382.57	\$1,633,944.08	\$1,816,127.45	\$1,643,850.72	\$1,584,218.99	\$1,814,783.23	\$1,842,417.33	\$1,743,886.48	\$1,813,230.15
2019	\$1,851,277.80	\$1,972,764.31	\$1,918,434.61	\$2,063,608.18	\$2,039,616.86	\$1,918,780.30	\$2,044,401.82	\$2,039,261.99	\$1,915,329.19	\$2,036,474.83	\$1,985,685.37	\$1,910,997.42	\$1,874,716.22

SWHHS Cash Balances - Public Health



SWHHS
Total Cash Balance by Month - Health Insurance

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2014	\$286,368.82	\$308,046.30	\$387,989.08	\$330,278.67	\$312,752.08	\$283,535.78	\$290,484.80	\$330,401.57	\$338,696.99	\$307,534.88	\$295,838.28	\$52,721.51	\$293,638.63
2015	-\$33,351.13	\$43,792.99	\$830.08	-\$19,686.02	\$13,668.59	-\$109,949.59	-\$141,430.74	-\$134,243.27	-\$141,678.88	-\$178,110.32	-\$221,023.86	\$0.00	-\$76,748.52
2016	\$4,998.43	\$75,942.80	\$85,153.51	\$139,472.05	\$210,788.38	\$270,693.34	\$325,643.77	\$350,734.02	\$455,033.16	\$538,192.07	\$558,493.11	\$289,062.28	\$274,517.08
2017	\$243,431.96	\$360,090.41	\$369,053.91	\$436,168.38	\$485,168.83	\$514,005.00	\$629,735.43	\$640,875.17	\$673,434.33	\$487,527.63	\$665,075.30	\$753,857.36	\$520,702.81
2018	\$547,481.08	\$861,779.26	\$734,580.83	\$705,226.84	\$898,994.04	\$688,216.46	\$693,431.75	\$820,833.21	\$742,653.73	\$680,085.54	\$709,870.88	\$736,904.37	\$727,502.48
2019	830,786.86	898,632.50	996,671.64	973,046.88	1015393.62	1046007.99	1064138.1	1127623.68	1,189,707.87	1,200,976.08	1,195,846.02	1,051,604.82	\$1,049,203.01



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER**DECEMBER 2019**

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				2,788,226.36
12/02/19	9904	Disb		19,634.81	2,768,591.55
12/03/19	37380-37431	Dep	1,139,885.74		3,908,477.29
12/04/19	VOID 96297	Disb		(211.33)	3,908,688.62
12/06/19	102802-102855	Disb		4,575.77	3,904,112.85
12/06/19	6894 ACH	Disb		36.08	3,904,076.77
12/06/19	102856-102931	Disb		120,829.36	3,783,247.41
12/06/19	6895-6954 ACH	Disb		65,190.89	3,718,056.52
12/06/19	9069-9088	Payroll		132,874.53	3,585,181.99
12/06/19	60751-61002 ACH	Payroll		488,117.25	3,097,064.74
12/06/19	9905	Disb		2,640.04	3,094,424.70
12/06/19	37432-37497	Dep	1,338,737.30		4,433,162.00
12/06/19	Transfer to Bremer Savings	Disb		2,000,000.00	2,433,162.00
12/09/19	9906	Disb		93,834.02	2,339,327.98
12/09/19	VOID 102894	Disb		(40.00)	2,339,367.98
12/10/19	37498-37538	Dep	443,921.69		2,783,289.67
12/11/19	9907	Disb		9,960.39	2,773,329.28
12/12/19	9908	Disb		47,276.37	2,726,052.91
12/13/19	102932 -102988	Disb		5,186.36	2,720,866.55
12/13/19	6955-6955 ACH	Disb		14.52	2,720,852.03
12/13/19	102989-103079	Disb		438,784.97	2,282,067.06
12/13/19	6956-6995 ACH	Disb		85,273.88	2,196,793.18
12/13/19	VOID 103079	Disb		(522.13)	2,197,315.31
12/13/19	37539-37587, 37599, 37600-37618	Dep	412,430.29		2,609,745.60
12/16/19	9909	Disb		29,227.12	2,580,518.48
12/17/19	37588-37598, 37619-37645	Dep	82,573.99		2,663,092.47
12/20/19	103080-103163	Disb		11,746.40	2,651,346.07
12/20/19	6996 ACH	Disb		135.50	2,651,210.57
12/20/19	103164-103378	Disb		106,167.34	2,545,043.23
12/20/19	6997-7001 ACH	Disb		3,555.66	2,541,487.57
12/20/19	103379-103401	Disb		2,851.41	2,538,636.16
12/20/19	103402-103470	Disb		196,148.96	2,342,487.20
12/20/19	7002-7036 ACH	Disb		112,288.30	2,230,198.90
12/20/19	9089-9108	Payroll		136,814.54	2,093,384.36
12/20/19	61003-61249 ACH	Payroll		498,786.44	1,594,597.92
12/20/19	9910	Disb		10,958.35	1,583,639.57
12/20/19	VOID 103117	Disb		(271.00)	1,583,910.57
12/20/19	37646-37702	Dep	161,882.33		1,745,792.90
12/23/19	9911	Disb		123,694.53	1,622,098.37
12/23/19	37703-37729	Dep	74,055.99		1,696,154.36
12/26/19	9912	Disb		10,822.56	1,685,331.80
12/27/19	37730-37779	Dep	350,197.29		2,035,529.09
12/30/19	9913	Disb		78,396.54	1,957,132.55
12/30/19	VOID 103454	Disb		(25.00)	1,957,157.55
12/31/19	103471-103491	Disb		1,686.19	1,955,471.36
12/31/19	7037-7040 ACH	Disb		579.76	1,954,891.60
12/31/19	103792-103556	Disb		126,091.72	1,828,799.88
12/31/19	7041-7071 ACH	Disb		5,813.97	1,822,985.91
12/31/19	37780-37810	Dep	263,528.20		2,086,514.11
12/31/19	VOID 98952	Disb		(494.77)	2,087,008.88
12/31/19	VOID 103497	Disb		(150.00)	2,087,158.88
	Balanced 01/02/2020 LMD	TOTALS	4,267,212.82	4,968,280.30	2,087,158.88

Checking - SS Beneficiaries
Savings - Bremer
Savings - Great Western
Investments - Magic Fund

8,077.52

2,381,345.72

75,430.73

2,545,081.38

TOTAL CASH BALANCE**7,097,094.23**

**SOUTHWEST HEALTH AND HUMAN SERVICES SAVINGS & INVESTMENTS REGISTERS
2019**

BREMER BANK					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/19	BEGINNING BALANCE				2,340,536.14
01/04/19	39101	Interest	3,074.95		2,343,611.09
02/14/19	39664	Interest	4,534.40		2,348,145.49
03/04/19	39917	Interest	4,267.20		2,352,412.69
03/22/19	Transfer from Great Western	transfer	1,107.09		2,353,519.78
03/27/19	Transfer to Bremer Checking	transfer		1,000,000.00	1,353,519.78
04/04/19	40442	Interest	4,451.55		1,357,971.33
04/17/19	Transfer to Bremer Checking	transfer		1,000,000.00	357,971.33
05/03/19	40936	Interest	1,758.19		359,729.52
06/07/19	41501	Interest	725.76		360,455.28
06/17/19	Transfer from Bremer Checking	transfer	1,500,000.00		1,860,455.28
07/02/19	41921	Interest	2,006.84		1,862,462.12
07/15/19	Transfer from Bremer Checking	transfer	1,000,000.00		2,862,462.12
07/24/19	Transfer from Bremer Checking	transfer	1,000,000.00		3,862,462.12
08/02/19	42379	Interest	5,092.25		3,867,554.37
08/10/19	Transfer to Bremer Checking	transfer		1,500,000.00	2,367,554.37
08/05/19	42901	Interest	1,367.47		2,368,921.84
08/06/19	42918	Interest	5,766.85		2,374,688.69
08/24/19	Transfer to Bremer Checking	transfer		1,000,000.00	1,374,688.69
10/08/19	43334	Interest	4,569.31		1,379,258.00
10/17/19	Transfer to Bremer Checking	transfer		1,000,000.00	379,258.00
11/04/19	73894	Interest	1,528.54		380,786.54
12/03/19	44364	Interest	559.18		381,345.72
12/06/19	Transfer from Bremer Checking	transfer	2,000,000.00		2,381,345.72
	ENDING BALANCE				2,381,345.72

GREAT WESTERN BANK					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/19	BEGINNING BALANCE				75,942.18
01/04/19	39100	Interest	56.76		75,998.94
02/14/19	39665	Interest	56.80		76,055.74
03/04/19	39918	Interest	51.35		76,107.09
03/22/19	Transfer to Bremer savings	transfer		1,107.09	75,000.00
04/04/19	40443	Interest	52.99		75,052.99
05/03/19	40935	Interest	57.91		75,110.90
06/07/19	41500	Interest	56.14		75,167.04
07/02/19	41920	Interest	50.74		75,217.78
08/02/19	42378	Interest	59.84		75,277.62
09/05/19	42902	Interest	48.47		75,326.09
10/08/19	43335	Interest	47.84		75,373.93
11/04/19	43893	Interest	37.02		75,410.95
12/03/19	44362	Interest	19.78		75,430.73
	ENDING BALANCE				75,430.73

MAGIC FUND INVESTMENT					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/19	BEGINNING BALANCE				1,008,766.43
01/04/19	39102	Interest	1,508.52		1,010,274.95
02/14/19	39666	Interest	1,620.06		1,011,895.01
03/04/19	39919	Interest	1,460.78		1,013,355.79
04/04/19	40444	Interest	1,623.60		1,014,979.39
05/03/19	40937	Interest	5,073.14		1,020,052.53
06/10/19		transfer	1,000,000.00		2,020,052.53
06/07/19	41502	Interest	2,034.19		2,022,086.72
07/02/19	41922	Interest	3,351.93		2,025,438.65
08/02/19	42380	Interest	3,465.95		2,028,904.60
09/05/19	42903	Interest	1,934.83		2,030,839.43
09/11/19		transfer	500,000.00		2,530,839.43
10/08/19	43336	Interest	6,392.25		2,537,231.68
11/04/19	43895	Interest	4,178.39		2,541,410.07
12/03/19	44363	Interest	3,874.31		2,545,284.38
	ENDING BALANCE				2,545,284.38

Southwest Health and Human Services

Treasurer's Cash Trial Balance

As of 12/2019

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 Health Services Fund	1,741,705.40			
Receipts		192,778.35	3,596,862.86	
Disbursements		59,915.18-	750,010.74-	
Payroll		207,551.12-	2,697,976.34-	
Journal Entries		0.00	20,416.24	
Fund Total		74,687.95-	169,292.02	1,910,997.42
5 Human Services Fund	410	General Administration		
	897.64			
Receipts		48,218.34	596,738.33	
Disbursements		49,538.86-	600,104.23-	
Payroll		14,495.59-	163,981.44-	
Journal Entries		0.00	3,612.33-	
Dept Total		14,816.11-	170,959.67-	170,062.03-
5 Human Services Fund	420	Income Maintenance		
	1,824,182.45-			
Receipts		1,240,707.01	9,284,679.98	
Disbursements		236,524.79-	3,549,867.84-	
Payroll		336,773.47-	4,292,326.92-	
Journal Entries		0.00	7,040.66	
Dept Total		667,408.75	1,449,525.88	374,656.57-
5 Human Services Fund	431	Social Services		
	8,246,573.56			
Receipts		2,537,040.46	17,661,319.20	
Disbursements		93,597.68-	1,449,710.18-	
SSIS		865,974.24-	8,294,665.87-	
Payroll		676,088.29-	8,477,090.99-	
Journal Entries		0.00	23,844.57-	
Dept Total		901,380.25	583,992.41-	7,662,581.15
5 Human Services Fund	461	Information Systems		
	3,026,319.53-			
Receipts		2,307.00	33,135.13	

Southwest Health and Human Services

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Treasurer's Cash Trial Balance

As of 12/2019

<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	Disbursements		241.14-	4,179.79-	
	Payroll		21,684.29-	239,074.70-	
	Dept Total		19,618.43-	210,119.36-	3,236,438.89-
5	Human Services Fund	471	LCTS Collaborative Agency		
		0.00			
	Receipts		0.00	257,177.00	
	Disbursements		0.00	257,177.00-	
	Dept Total		0.00	0.00	0.00
	Fund Total	3,396,969.22	1,534,354.46	484,454.44	3,881,423.66
61	Agency Health Insurance				
		736,904.37			
	Receipts		254,492.45	3,006,210.69	
	Disbursements		398,733.65-	2,691,510.24-	
	Fund Total		144,241.20-	314,700.45	1,051,604.82
71	LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
		110,828.23			
	Receipts		0.00	114,328.00	
	Disbursements		7,084.24-	87,458.24-	
	Dept Total		7,084.24-	26,869.76	137,697.99
	Fund Total	110,828.23	7,084.24-	26,869.76	137,697.99
73	LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
		44,776.45			
	Receipts		0.00	52,592.00	
	Disbursements		25.92-	42,955.92-	
	Dept Total		25.92-	9,636.08	54,412.53
	Fund Total	44,776.45	25.92-	9,636.08	54,412.53
75	Redwood LCTS Collaborative	471	LCTS Collaborative Agency		

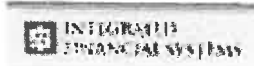
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Southwest Health and Human Services

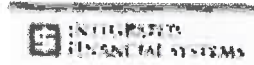
Treasurer's Cash Trial Balance

As of 12/2019



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	51,342.63			
Receipts		0.00	96,012.00	
Disbursements		51.84-	87,551.84-	
Dept Total		51.84-	8,460.16	59,802.79
Fund Total	51,342.63	51.84-	8,460.16	59,802.79
77 Local Advisory Council	477 Local Advisory Council			
	1,155.02			
Dept Total		0.00	0.00	1,155.02
Fund Total	1,155.02	0.00	0.00	1,155.02
All Funds	6,083,681.32			
Receipts		4,276,543.61	34,699,055.19	
Disbursements		845,713.30-	9,520,526.02-	
SSIS		865,974.24-	8,294,665.87-	
Payroll		1,256,592.76-	15,870,450.39-	
Total		1,308,263.31	1,013,412.91	7,097,094.23

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 12/2019 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2019 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	0.00	966,705.00-	966,705.00-	100	100
INTERGOVERNMENTAL REVENUES	4,741.00-	178,773.13-	169,800.00-	105	100
STATE REVENUES	52,057.71-	782,402.24-	820,717.00-	95	100
FEDERAL REVENUES	114,374.58-	1,195,630.47-	1,265,748.00-	94	100
FEES	19,809.89-	443,250.16-	418,795.00-	106	100
EARNINGS ON INVESTMENTS	680.53-	12,558.28-	4,800.00-	262	100
MISCELLANEOUS REVENUES	680.08-	9,682.69-	9,219.00-	105	100
TOTAL REVENUES	192,343.79-	3,589,001.97-	3,655,784.00-	98	100
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	100
PAYROLL AND BENEFITS	207,131.12	2,677,140.10	2,840,986.00	94	100
OTHER EXPENDITURES	59,900.62	742,569.85	804,798.00	92	100
TOTAL EXPENDITURES	267,031.74	3,419,709.95	3,645,784.00	94	100

Southwest Health and Human Services

RM- Stmt of Revenues & Expenditures

As Of 12/2019

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2019 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	2,552,077.28-	10,736,449.05-	10,836,767.00-	99	100
INTERGOVERNMENTAL REVENUES	57,532.52-	169,230.63-	132,267.00-	128	100
STATE REVENUES	335,346.05-	5,348,226.84-	5,224,156.00-	102	100
FEDERAL REVENUES	500,752.36-	7,430,406.20-	8,047,638.00-	92	100
FEES	177,125.67-	2,098,993.63-	2,415,391.00-	87	100
EARNINGS ON INVESTMENTS	3,572.74-	64,355.80-	25,200.00-	255	100
MISCELLANEOUS REVENUES	140,616.26-	1,336,937.90-	1,000,344.00-	134	100
TOTAL REVENUES	3,767,022.88-	27,184,600.05-	27,681,763.00-	96	100
EXPENDITURES					
PROGRAM EXPENDITURES	1,003,802.73	10,943,780.30	11,516,187.00	95	100
PAYROLL AND BENEFITS	1,045,849.25	13,191,104.65	13,537,287.00	97	100
OTHER EXPENDITURES	183,016.53	2,533,314.40	2,528,289.00	100	100
TOTAL EXPENDITURES	2,232,668.51	26,668,199.35	27,581,763.00	97	100

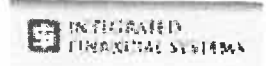
Southwest Health and Human Services

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 Bdg</u>	<u>% of Year</u>
1 FUND	Health Services Fund						
410 DEPT	General Administration						
0 PROGRAM							
			Revenue				100
			Expend.	2,400.12	35,076.04	0.00	0
			Net	2,400.12	35,076.04	0.00	0
930 PROGRAM	Administration		Revenue	1,482.93-	998,869.23-	981,744.00-	102
			Expend.	46,071.89	628,825.94	666,823.00	94
			Net	44,588.96	370,043.29-	314,921.00-	118
410 DEPT	General Administration	Totals:	Revenue	1,482.93-	998,869.23-	981,744.00-	102
			Expend.	48,472.01	663,901.98	666,823.00	100
			Net	46,989.08	334,967.25-	314,921.00-	106
481 DEPT	Nursing						
100 PROGRAM	Family Health		Revenue	4,824.30-	29,553.68-	16,680.00-	177
			Expend.	1,869.36	28,776.88	15,351.00	187
			Net	2,954.94-	776.80-	1,329.00-	58
103 PROGRAM	Follow Along Program		Revenue	1,326.74-	21,309.10-	26,966.00-	79
			Expend.	2,602.30	27,244.74	29,921.00	91
			Net	1,275.56	5,935.64	2,955.00	201
110 PROGRAM	TANF		Revenue	31,969.02-	157,515.75-	127,876.00-	123
			Expend.	0.00	124,742.81	122,911.00	101
			Net	31,969.02-	32,772.94-	4,965.00-	660
130 PROGRAM	WIC		Revenue	39,024.00-	474,305.00-	450,000.00-	105
			Expend.	42,319.93	502,311.04	524,339.00	96
			Net	3,295.93	28,006.04	74,339.00	38
140 PROGRAM	Peer Breastfeeding Support Program		Revenue	11,517.00-	38,392.00-	55,438.00-	69
			Expend.	2,749.89	36,270.35	55,438.00	65
			Net	8,767.11-	2,121.65-	0.00	0
210 PROGRAM	CTC Outreach		Revenue	20,787.26-	224,553.24-	270,034.00-	83
			Expend.	25,902.44	235,016.53	270,034.00	87
			Net	5,115.18	10,463.29	0.00	0
270 PROGRAM	Maternal Child Health - Title V		Revenue	3,927.64-	149,266.46-	238,279.00-	63
			Expend.	18,926.82	201,091.59	248,588.00	81
			Net	14,999.18	51,825.13	10,309.00	503

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdot	% of Year
280 PROGRAM	MCH Dental Health		Revenue	213.82-	2,282.87-	43,200.00-	5	100
			Expend.	590.95	20,597.51	19,059.00	108	100
			Net	377.13	18,314.64	24,141.00-	76-	100
285 PROGRAM	MCH Blood Lead		Revenue					100
			Expend.	245.15	2,014.01	0.00	0	100
			Net	245.15	2,014.01	0.00	0	100
295 PROGRAM	MCH Car Seat Program		Revenue	1,560.60-	15,564.75-	31,000.00-	50	100
			Expend.	2,413.25	32,027.91	38,792.00	83	100
			Net	852.65	16,463.16	7,792.00	211	100
300 PROGRAM	Case Management		Revenue	10,642.28-	393,752.17-	347,800.00-	113	100
			Expend.	20,675.98	370,331.92	389,147.00	95	100
			Net	10,033.70	23,420.25-	41,347.00	57-	100
330 PROGRAM	MNChoices		Revenue	3,528.16-	190,954.76-	157,000.00-	122	100
			Expend.	12,166.09	193,932.55	181,108.00	107	100
			Net	8,637.93	2,977.79	24,108.00	12	100
603 PROGRAM	Disease Prevention And Control		Revenue	14,711.90-	151,425.56-	145,862.00-	104	100
			Expend.	16,472.24	184,277.11	227,721.00	81	100
			Net	1,760.34	32,851.55	81,859.00	40	100
660 PROGRAM	MIIC		Revenue	0.00	0.00	1,000.00-	0	100
			Expend.	0.00	905.52	109.00	831	100
			Net	0.00	905.52	891.00-	102-	100
481 DEPT	Nursing	Totals:	Revenue	144,032.72-	1,848,875.34-	1,911,135.00-	97	100
			Expend.	146,934.40	1,959,540.47	2,122,518.00	92	100
			Net	2,901.68	110,665.13	211,383.00	52	100
483 DEPT	Health Education		Revenue					
			Expend.					
			Net					
500 PROGRAM	Direct Client Services		Revenue	1,609.64-	9,071.68-	2,270.00-	400	100
			Expend.	346.64	8,939.93	30,942.00	29	100
			Net	1,263.00-	131.75-	28,672.00	0-	100
510 PROGRAM	SHIP		Revenue	20,152.81-	227,419.07-	226,690.00-	100	100
			Expend.	22,530.08	226,336.03	226,690.00	100	100
			Net	2,377.27	1,083.04-	0.00	0	100
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	10,611.69-	17,009.00-	62	100
			Expend.	396.21	12,168.20	23,440.00	52	100
			Net	396.21	1,556.51	6,431.00	24	100

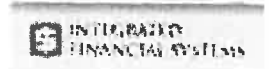
Southwest Health and Human Services

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>
541 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue					100
			Expend.	658.55	1,713.37	0.00	0	100
			Net	658.55	1,713.37	0.00	0	100
550 PROGRAM	P&I Grant		Revenue	0.00	174,124.49-	189,326.00-	92	100
			Expend.	13,871.62	165,847.17	189,326.00	88	100
			Net	13,871.62	8,277.32-	0.00	0	100
900 PROGRAM	Emergency Preparedness		Revenue	21,458.69-	90,815.84-	97,210.00-	93	100
			Expend.	5,287.10	86,954.53	97,210.00	89	100
			Net	16,171.59--	3,861.31-	0.00	0	100
483 DEPT	Health Education	Totals:	Revenue	43,221.14-	512,042.77-	532,505.00-	96	100
			Expend.	43,090.20	501,959.23	567,608.00	88	100
			Net	130.94-	10,083.54-	35,103.00	29-	100
485 DEPT	Environmental Health							
800 PROGRAM	Environmental		Revenue	1,813.00-	194,461.65-	204,100.00-	95	100
			Expend.	21,140.69	253,309.07	288,835.00	88	100
			Net	19,327.69	58,847.42	84,735.00	69	100
809 PROGRAM	Environmental Water Lab		Revenue	1,794.00-	34,752.98--	26,300.00-	132	100
			Expend.	7,168.73	35,733.89	0.00	0	100
			Net	5,374.73	980.91	26,300.00-	4-	100
830 PROGRAM	FDA Standardization Grant		Revenue					100
			Expend.	225.71	5,265.31	0.00	0	100
			Net	225.71	5,265.31	0.00	0	100
485 DEPT	Environmental Health	Totals:	Revenue	3,607.00-	229,214.63-	230,400.00-	99	100
			Expend.	28,535.13	294,308.27	288,835.00	102	100
			Net	24,928.13	65,093.64	58,435.00	111	100
1 FUND	Health Services Fund	Totals:	Revenue	192,343.79-	3,589,001.97-	3,655,784.00-	98	100
			Expend.	267,031.74	3,419,709.95	3,645,784.00	94	100
			Net	74,687.95	169,292.02-	10,000.00-	1,693	100

Southwest Health and Human Services

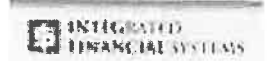


Revenues & Expend by Prog,Dept,Fund

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 Bdqt</u>	<u>% of Year</u>
5 FUND	Human Services Fund							
410 DEPT	General Administration							
0 PROGRAM	...		Revenue					100
			Expend.	14,816.20	169,403.41	82,029.00	207	100
			Net	14,816.20	169,403.41	82,029.00	207	100
410 DEPT	General Administration	Totals:	Revenue					100
			Expend.	14,816.20	169,403.41	82,029.00	207	100
			Net	14,816.20	169,403.41	82,029.00	207	100
420 DEPT	Income Maintenance							
0 PROGRAM	...		Revenue					100
			Expend.	116.26	1,531.73	0.00	0	100
			Net	116.26	1,531.73	0.00	0	100
600 PROGRAM	Income Maint Administrative/Overhez		Revenue	773,516.68-	3,427,426.12-	3,458,246.00-	99	100
			Expend.	120,015.80	1,520,077.29	1,507,646.00	101	100
			Net	653,500.88-	1,907,348.83-	1,950,600.00-	98	100
601 PROGRAM	Income Maint/Random Moment Payro		Revenue					100
			Expend.	192,696.36	2,425,520.68	2,522,830.00	96	100
			Net	192,696.36	2,425,520.88	2,522,830.00	96	100
602 PROGRAM	Income Maint FPI Investigator		Revenue	0.00	49,626.00-	62,418.00-	80	100
			Expend.	4,978.02	62,188.07	62,418.00	100	100
			Net	4,978.02	12,562.07	0.00	0	100
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		Revenue	13,271.56-	66,921.70-	50,000.00-	134	100
			Expend.	0.00	56,358.91	50,000.00	113	100
			Net	13,271.56-	10,562.79-	0.00	0	100
610 PROGRAM	TANF(AFDC/MFIP/DWP)		Revenue	265.00-	10,483.75-	20,000.00-	52	100
			Expend.	0.00	4,249.19	20,800.00	20	100
			Net	265.00-	6,234.56-	800.00	779-	100
620 PROGRAM	General Asst (GA)/General Relief/Buri.		Revenue	0.00	22,597.26-	27,500.00-	82	100
			Expend.	11,860.00	218,217.81	251,000.00	87	100
			Net	11,860.00	195,620.55	223,500.00	88	100
630 PROGRAM	Food Support (FS)		Revenue	11,359.00-	517,792.24-	517,000.00-	100	100
			Expend.	0.00	8,368.22	6,600.00	127	100
			Net	11,359.00-	509,424.02-	510,400.00-	100	100

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 Bdg</u>	<u>% of Year</u>
640 PROGRAM	Child Support (IVD)		Revenue	146,710.29-	1,567,527.10-	1,686,850.00-	93	100
			Expend.	81,869.38	1,093,893.07	1,089,896.00	100	100
			Net	64,840.91-	473,634.03-	596,954.00-	79	100
650 PROGRAM	Medical Assistance (MA)		Revenue	294,261.04-	3,618,631.43-	3,325,000.00-	109	100
			Expend.	160,439.00	2,441,988.74	2,517,000.00	97	100
			Net	133,822.04-	1,176,642.69-	808,000.00-	146	100
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	0.00	913.99-	0.00	0	100
			Expend.					100
			Net	0.00	913.99-	0.00	0	100
420 DEPT	Income Maintenance	Totals:	Revenue	1,239,383.57-	9,281,919.59-	9,147,014.00-	101	100
			Expend.	571,974.82	7,832,393.71	8,028,190.00	98	100
			Net	667,408.75-	1,449,525.88-	1,118,824.00-	130	100
431 DEPT	Social Services							
700 PROGRAM	Social Service Administrative/Overhea		Revenue	1,736,017.47-	10,374,488.04-	10,543,762.00-	98	100
			Expend.	197,210.62	2,672,122.60	2,739,098.00	98	100
			Net	1,538,806.85-	7,702,365.44-	7,804,664.00-	99	100
701 PROGRAM	Social Services/SSTS		Revenue					100
			Expend.	568,938.05	7,143,774.59	7,186,678.00	99	100
			Net	568,938.05	7,143,774.59	7,186,678.00	99	100
710 PROGRAM	Children's Social Services Programs		Revenue	246,546.86-	1,940,306.89-	1,877,040.00-	103	100
			Expend.	290,147.10	3,614,850.10	4,077,941.00	89	100
			Net	43,600.24	1,674,543.21	2,200,901.00	76	100
712 PROGRAM	CIRCLE Program		Revenue	2,575.00-	7,595.00-	5,000.00-	152	100
			Expend.	918.65	5,912.46	8,000.00	74	100
			Net	1,656.35-	1,682.54-	3,000.00	56-	100
713 PROGRAM	STAY Program Grant (formerly SELF)		Revenue	0.00	55,105.00-	54,100.00-	102	100
			Expend.	3,554.61	32,925.73	54,100.00	61	100
			Net	3,554.61	22,179.27-	0.00	0	100
715 PROGRAM	Childrens Walvers		Revenue	41,588.77-	131,516.42-	90,000.00-	146	100
			Expend.	0.00	0.00	2,000.00	0	100
			Net	41,588.77-	131,516.42-	88,000.00-	149	100
716 PROGRAM	FGDM/Family Group Decision Making		Revenue	502.52-	25,423.92-	56,914.00-	45	100
			Expend.	3,376.27	23,030.75	56,914.00	40	100
			Net	2,873.75	2,393.17-	0.00	0	100

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>
717 PROGRAM	AR/Alternative Response Discretion F		Revenue	0.00	51,630.47-	58,390.00-	88	100
			Expend.	4,325.56	22,470.79	58,336.00	39	100
			Net	4,325.56	29,159.68-	54.00-	53,999	100
718 PROGRAM	PSOP/Parent Support Outreach Progra		Revenue	2,045.00-	11,665.00-	40,539.00-	29	100
			Expend.	1,727.63	6,293.61	40,539.00	16	100
			Net	317.37-	5,371.39-	0.00	0	100
720 PROGRAM	Ch Care/Ch Prot		Revenue	2,350.00-	23,700.00-	21,000.00--	113	100
			Expend.	0.00	936.70	3,000.00	31	100
			Net	2,350.00-	22,763.30-	18,000.00--	126	100
721 PROGRAM	CC-Basic Slide Fee/Cty Match to DHS		Revenue	1,684.00-	37,862.14-	38,238.00-	99	100
			Expend.	10,696.76	49,567.61	43,865.00	113	100
			Net	9,012.76	11,705.47	5,627.00	208	100
726 PROGRAM	MHIP/SW MN PIC		Revenue	951.00-	15,117.00-	372,000.00-	4	100
			Expend.	0.00	0.00	285,390.00	0	100
			Net	951.00-	15,117.00-	86,610.00-	17	100
730 PROGRAM	Chemical Dependency		Revenue	11,074.95-	271,194.79-	273,000.00-	99	100
			Expend.	95,861.35	574,210.47	519,000.00	111	100
			Net	84,786.40	303,015.68	246,000.00	123	100
740 PROGRAM	Mental Health (Both Adults/Children)		Revenue	0.00	103.95-	0.00	0	100
			Expend.					100
			Net	0.00	103.95-	0.00	0	100
741 PROGRAM	Mental Health/Adults Only		Revenue	44,117.73-	1,015,380.05-	1,348,451.00-	75	100
			Expend.	258,995.69	1,587,605.63	1,737,482.00	91	100
			Net	214,877.96	572,225.58	389,031.00	147	100
742 PROGRAM	Mental Health/Children Only		Revenue	36,150.74-	761,437.16-	784,100.00-	97	100
			Expend.	124,500.02	1,812,777.26	1,352,300.00	98	100
			Net	88,349.28	1,051,340.10	1,068,200.00	98	100
750 PROGRAM	Developmental Disabilities		Revenue	113,324.84-	815,633.82-	815,161.00-	100	100
			Expend.	26,695.48	345,758.01	389,361.00	89	100
			Net	86,629.36-	469,875.81-	425,800.00-	110	100
760 PROGRAM	Adult Services		Revenue	170,791.42-	1,304,822.39-	1,419,500.00-	92	100
			Expend.	25,459.59	101,618.66	31,150.00	326	100
			Net	145,331.83-	1,203,203.73-	1,388,350.00-	87	100

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	Adults Waivers		Revenue	115,612.01-	769,386.29-	702,000.00-	110	100
			Expend.	11,544.68	172,115.77	102,000.00	169	100
			Net	104,067.33-	597,270.52-	600,000.00-	100	100
431 DEPT	Social Services	Totals:	Revenue	2,525,332.31-	17,612,368.33-	18,499,195.00-	95	100
			Expend.	1,623,952.06	18,165,970.74	19,187,154.00	95	100
			Net	901,380.25-	553,602.41	687,959.00	80	100
461 DEPT	Information Systems		Revenue	2,307.00-	33,135.13-	35,554.00-	93	100
0 PROGRAM	...		Expend.	21,925.43	243,254.49	284,390.00	86	100
			Net	19,618.43	210,119.36	248,836.00	84	100
461 DEPT	Information Systems	Totals:	Revenue	2,307.00-	33,135.13-	35,554.00-	93	100
			Expend.	21,925.43	243,254.49	284,390.00	86	100
			Net	19,618.43	210,119.36	248,836.00	84	100
471 DEPT	LCTS Collaborative Agency		Revenue	0.00	257,177.00-	0.00	0	100
702 PROGRAM	LCTS		Expend.	0.00	257,177.00	0.00	0	100
			Net	0.00	0.00	0.00	0	100
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	0.00	257,177.00-	0.00	0	100
			Expend.	0.00	257,177.00	0.00	0	100
			Net	0.00	0.00	0.00	0	100
5 FUND	Human Services Fund	Totals:	Revenue	3,767,022.88-	27,184,600.05-	27,881,763.00-	98	100
			Expend.	2,232,688.51	26,668,199.35	27,581,763.00	97	100
			Net	1,534,354.37-	516,400.70-	100,000.00-	516	100
FINAL TOTALS	1,047 Accounts		Revenue	3,959,366.67-	30,773,602.02-	31,337,547.00-	98	100
			Expend.	2,499,700.25	30,087,909.30	31,227,547.00	96	100
			Net	1,459,666.42-	685,692.72-	110,000.00-	623	100

Social Services Caseload:

Yearly Averages	Adult Services	Children's Services	Total Programs
2016	2669	518	3187
2017	2705	604	3308
2018	2683	617	3299
2019	2651	589	3241

2019	Adult Services	Children's Services	Total Programs
January	2687	614	3301
February	2709	593	3302
March	2667	611	3278
April	2642	612	3254
May	2649	600	3249
June	2682	568	3250
July	2611	541	3152
August	2632	561	3193
September	2658	575	3233
October	2606	577	3183
November	2646	612	3258
December	2626	609	3235
Average	2651	589	3241

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
2016	41	17	2	5	35	175	145	86	0	0	13	482
2016	49	21	0	10	35	195	174	103	0	0	17	518
2017	46	23	0	11	40	180	182	110	0	0	25	604
2018												617

2019	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	42	21	0	11	38	165	206	98	0	0	33	614
February	39	17	0	11	38	159	197	98	0	1	33	593
March	38	18	0	11	29	180	206	101	0	0	28	611
April	32	16	0	11	39	184	205	97	0	0	28	612
May	32	17	0	11	40	182	198	97	0	0	23	600
June	32	16	0	11	44	161	179	97	0	0	28	568
July	33	16	0	11	42	151	168	94	0	0	26	541
August	33	16	0	11	43	161	170	95	0	1	31	561
September	36	17	0	11	40	172	178	88	0	1	32	575
October	36	23	0	11	41	169	178	89	0	1	29	577
November	36	23	0	11	40	181	192	86	0	0	43	612
December	37	21	0	11	40	176	209	88	0	0	27	609
	36	18	0	11	40	170	191	94	0	0	30	589

Adult - Social Services Caseload

Average	Adult Brain Injury (BI)	Adult Community Alternative Care (CAC)	Adult Community Access for Disability Inclusion (CADI)	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
2016	13	240	12	0	298	50	829	18	396	452	362	2669
2017	12	266	12	0	315	45	828	16	422	444	343	2705
2018	11	299	14	0	282	43	880	18	353	451	331	2683
2019												

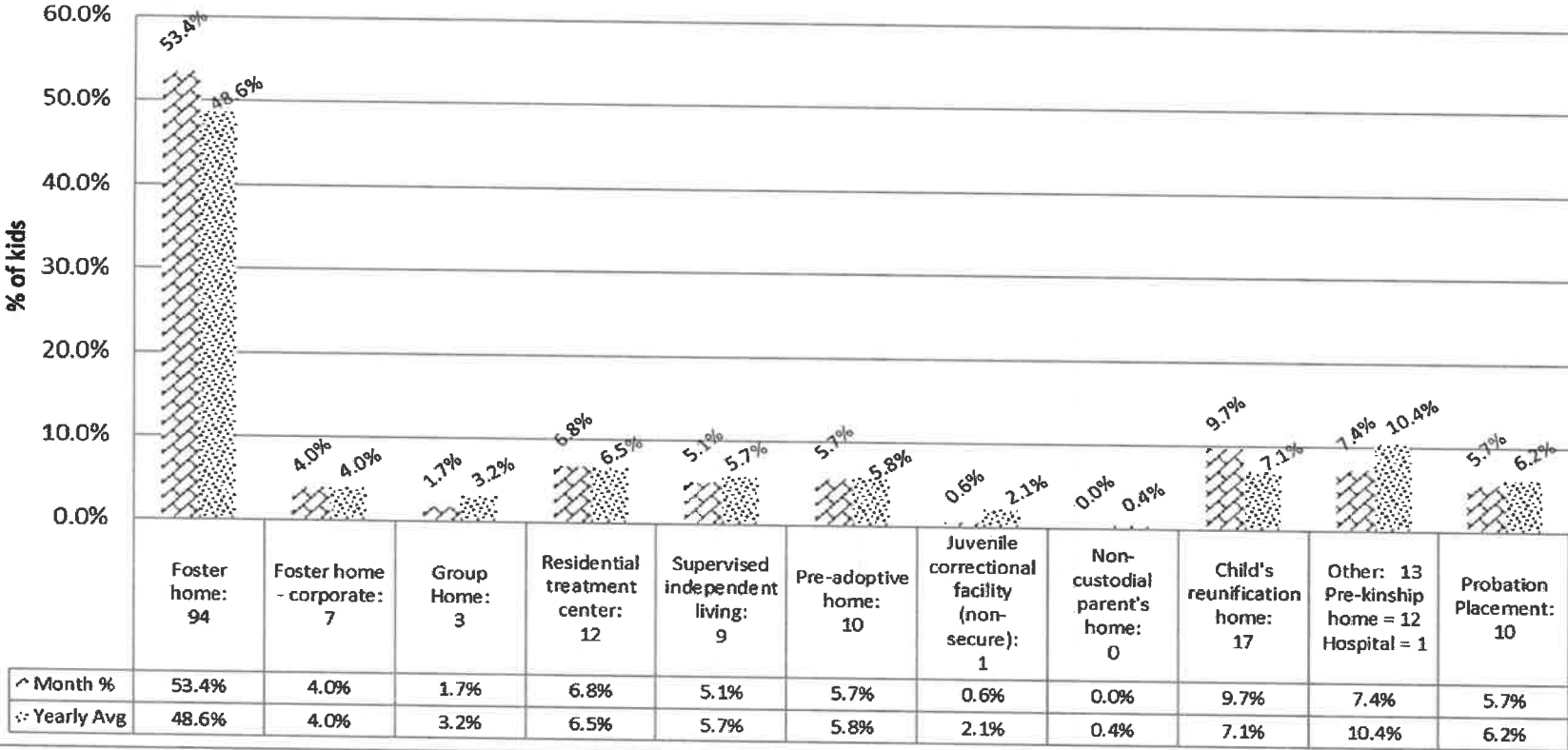
*Note: CADI name change and there is a new category (Adult Essential Community Supports)

2019	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	10	317	15	0	266	43	892	18	323	459	344	2687
February	10	317	15	0	263	48	880	18	349	461	348	2709
March	10	317	14	0	257	40	868	17	350	457	337	2667
April	9	319	14	0	257	43	882	18	306	454	340	2642
May	9	322	14	0	254	48	906	19	277	455	345	2649
June	9	322	13	0	255	51	918	19	307	452	336	2682
July	9	323	13	0	258	61	908	19	237	449	334	2611
August	9	325	13	0	264	66	895	19	260	450	331	2632
September	9	319	12	0	262	72	892	18	292	446	336	2658
October	9	321	12	0	260	75	873	14	255	447	340	2606
November	9	316	12	0	269	76	869	15	291	450	339	2646
December	9	315	12	0	265	77	860	15	290	447	336	2626
	9	319	13	0	261	58	887	17	295	452	339	2651

2019 KIDS IN OUT OF HOME PLACEMENT - BY COUNTY

	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	YTD Average	2018 Average
Lincoln	8	8	8	8	6	6	7	7	5	5	4	4	6	9
Lyon	40	39	38	40	43	45	41	47	43	49	48	49	44	44
Murray	10	12	12	10	11	10	10	8	7	7	9	8	10	12
Pipestone	21	22	23	25	23	24	23	27	27	27	27	27	25	16
Redwood	71	67	69	65	69	66	65	66	70	66	70	68	68	80
Rock	15	15	20	20	21	19	21	24	23	23	21	20	20	16
Monthly Totals	165	163	170	168	173	170	167	179	175	177	179	176		

December 2019 - Placement by Category
176 Kids in Placement



December 2019: Total kids in placement = 176

Total of 4 Children entered placement

1	Lyon	Foster Home
1	Lyon	Probation
1	Pipestone	Foster Home
1	Redwood	Foster Home

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

1	Lyon	Residential Treatment Center
1	Murray	Group Home
1	Pipestone	Child's Reunification Home
2	Redwood	Child's Reunification Home
1	Redwood	Probation
1	Rock	Probation

NON IVD COLLECTIONS
DECEMBER 2019

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	13,272
TANF (MFIP/DWP/AFDC)	05-420-610.5803	265
GA	05-420-620.5803	0
FS	05-420-630.5803	359
CS (PI Fee, App Fee, etc)	05-420-640.5501	163
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	78,901
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	7,251
OOH/FC Recovery	05-431-710.5803	13,894
CHILDCARE		
Licensing	05-431-720.5502	750
Corp FC Licensing	05-431-720.5505	1,600
Over Payments	05-431-721&722.5803	0
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	4,042
Detox Fees	05-431-730.5520	1,170
Over Payments	05-431-730.5803	0
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	0
Over Payments	05-431-741 or 742.5803	0
DEVELOPMENTAL DISABILITIES		
Insurance Copay/Overpayments	05-431-750.5803	0
ADULT		
Court Visitor Fee	05-431-760.5515	0
Insurance Copay/Overpayments	05-431-760.5803	9

TOTAL NON-IVD COLLECTIONS

121,676



SECTION 1: Process

1. Supervisors will complete the internal position justification form and submit to their Division Director.
2. Division Director completes position request form outlining their justification for requesting a new or open position and submits to Director.
3. Executive Team will review requests. Director will make final recommendations to the SWHHS Governing Board.

SECTION 2: New Position Information

New Position Title: Office Support Specialist **Division/Unit:** Office Services

New Position Replacement Permanent Temporary Promotion
 Is Funding Budgeted for This Position? Yes, Budgeted No, Not Budgeted

Desired hire date: ASAP **FTE Requested:** yes

*Attached additional sheets if necessary.

1. What will the essential functions performed by this position include?

The purpose of this position is to deliver assistance to customers and staff in giving out needed information for application processing, appointment information, referral information and coordination of income maintenance, child support and social services program delivery via telephone and face-to-face contact. Imaging paperwork so income maintenance can process cases will also be a main component of this position.

2. Why are you recommending this position be authorized?

This would be a replacement position. The Office Services Unit does not have the capability or capacity to cover this position without replacing. It is crucial to have at least one office support specialist working full-time in the Pipestone location. The office support specialist is the face of the agency- if filled, this position would help ensure customer service remains at the highest standard.

3. What alternatives to hiring a new position have been considered?

The alternative is to have staff in the Pipestone office cover, but this is not a feasible option as it will not provide consistency of service and they would not be able to get their billable hours in if they would be covering the front desk. This position also provides additional support to workers in this location.

4. Please indicate how this position will be funded? Check all that apply.

- 100% Levy
- Part Levy/Part Grant or Reimbursement
- 100% Grant or Reimbursement
- Other: County levy, IM FFP, SS ADM

Salary range \$40,214 - \$56,786 (Salary, FICA, PERA and Insurance Contribution)

5. What new or additional funding would support this position? Please identify any NEW dollars available to support this request. Grant resources already committed to existing expenditures should not be listed. Please be detailed.

N/A

6. What is the Return of Investment (ROI)?

N/A

7. What would the impact be to your customers and the community if this position is not authorized?

The customer service that we strive for would be difficult to maintain. Imaging for the Income Maintenance department would be delayed, resulting in them potentially not meeting the DHS requirements for processing paperwork. Application packets for Income Maintenance, Out of Home Placements and Child Care Assistance could be delayed in getting to clients that need them and scanning would not be completed for the Child Support Unit or Social Services Unit.

8. How does this position support the core mission of your department?

Office Support is the face of Southwest Health & Human Services. We show kindness, compassion and have knowledge of every single department/program that we offer. We are proud to offer the best customer service and maintain a high level of service standards.

SECTION 3: Signatures

Completed by: **APPROVED**
By monica.christianson at 2:41 pm, Jan 06, 2020 Date: _____

Division Director Signature: **APPROVED**
By carol.biren at 4:20 pm, Jan 06, 2020 Date: _____

Director Signature: **APPROVED**
By Beth Wilms at 3:16 pm, Jan 07, 2020 Date: _____



Position Request Form

SECTION 1: Process	
<ol style="list-style-type: none"> Supervisors will complete the internal position justification form and submit to their Division Director. Division Director completes position request form outlining their justification for requesting a new or open position and submits to Director. Executive Team will review requests. Director will make final recommendations to the SWHHS Governing Board. 	
SECTION 2: New Position Information	
New Position Title: Social Work Team Lead	Division/Unit: Adult Social Services(CAC/CADI/BI/DD)
New Position <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Promotion <input checked="" type="checkbox"/>	
Is Funding Budgeted for This Position? Yes, Budgeted <input checked="" type="checkbox"/> No, Not Budgeted <input type="checkbox"/>	
Desired hire date: February 1, 2020 FTE Requested: yes	
*Attached additional sheets if necessary.	
1. What will the essential functions performed by this position include?	
The primary purpose of this position is to provide expertise, technical assistance, and guidance to other social workers in the assigned program areas. The position will act as Lead Worker for the CAC/CADI/BI/DD Programs as well as carry a caseload in these same areas.	
2. Why are you recommending this position be authorized?	
<p>When Dale retired in January 2018, Jenifer Klein was willing to take on the supervision of his program areas because the programs were familiar to her and similar in procedures. At this time, Jenifer is supervising 19 staff and adding a lead worker to her unit will help with many areas such as:</p> <ul style="list-style-type: none"> assisting with training of new and experienced staff (MMIS, MNITS, MAXIS, SSIS, Mn Choices) assist with the rate management tracking system help with compliance of the waiver and program regulations monitoring of entering time and billable hours consultation and technical assistance tracking of bulletins, rules, and statutes and implementation 	

3. What alternatives to hiring a new position have been considered?

We are not requesting an additional FTE; this would be promotional for a current staff person. The alternative would be to request an additional supervisor for the agency in adult social services. We hope to get by with a lead worker in that these additional duties can be shared between the supervisor and lead worker to work toward efficiency and compliance.

4. Please indicate how this position will be funded? Check all that apply.

- 100% Levy
- Part Levy/Part Grant or Reimbursement
- 100% Grant or Reimbursement
- Other: [Click or tap here to enter text.](#)

\$68,124-\$94,125 (salary, PERA, FICA and Insurance contribution)

The lead worker will continue to provide case management services and therefore will still be able to bring in enough case management revenue to cover the salary of the position. There will be no additional expense for supplies or equipment for the worker.

5. What new or additional funding would support this position?

None needed, ongoing revenue will continue.

6. What would the impact be to your customers and the community if this position is not authorized?

The impact will be on the other staff in the department; additional support will be the result which will have a later impact on the customers we serve.

7. How does this position support the core mission of your department?

Our mission is coordinating resources to empower individuals, foster their independence and promote quality of life. The requirements from the state continue to increase as caseloads become more and more complex. Meeting the needs of our staff are essential to meeting the needs of the clients. This includes quick response time to staff with questions and more training options in house. A lead worker can assist to make this possible.

SECTION 3: Sign

APPROVED

Completed by: *By jenifer.klein at 11:17 am, Jan 02, 2020*

APPROVED

By cindy.nelson at 11:41 am, Jan 02, 2020

Division Director Signature: _____

Date: _____

Director Signature: _____

APPROVED

By Beth Wilms at 8:09 am, Jan 03, 2020

Date: _____



Position Request Form

SECTION 1: Process	
<ol style="list-style-type: none"> 1. Supervisors will complete the internal position justification form and submit to their Division Director. 2. Division Director completes position request form outlining their justification for requesting a new or open position and submits to Director. 3. Executive Team will review requests. Director will make final recommendations to the SWHHS Governing Board. 	
SECTION 2: New Position Information	
New Position Title: Adult Services Social Worker	Division/Unit: Adult Services/ Seniors Unit
New Position <input type="checkbox"/> Replacement <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Promotion <input type="checkbox"/>	
Is Funding Budgeted for This Position? Yes, Budgeted <input checked="" type="checkbox"/> No, Not Budgeted <input type="checkbox"/>	
Desired hire date: ASAP FTE Requested: Yes	
*Attached additional sheets if necessary.	
1. What will the essential functions performed by this position include?	
<p>The Specific duties of this position include: MNChoices/Long Term Care Coordination assessments, Case Management Duties of the Home and Community Based Programs of Elderly Waiver and Alternative Care. Care Coordination Duties for Blue Cross/Blue Shield and UCARE in the areas of Over 65, Community Well, Elderly Waiver. This position currently assists the elderly population in Murray County as well as assisting with covering our southern communities of Lincoln and Lyon Counties. Office Location would be preferred in Murray County.</p>	
2. Why are you recommending this position be authorized?	
<p>This would be a replacement of a recently vacated position. The position currently has an average of 70 cases. These cases are a variety of community/Eldery waiver, Alternative Care and Institutional Skilled Nursing Facility Care Coordination Services. This would be high number of cases to try and divide over our Seniors unit staff and expect that we would be providing quality care. We would also not be following the recommended Case load numbers of BCBS and Ucare of 40 to 70 cases. These cases require a face to face visit every 6 months as well as ongoing case management duties.</p>	

3. What alternatives to hiring a new position have been considered?

The only alternative to filling this position would be to reassign the case load and duties to our current workers who already have more than the recommended number of Managed Care and HCBS cases. The worker leaving had many, many years of service and it is not realistic to expect a new worker to take on such a large workload.

4. Please indicate how this position will be funded? Check all that apply.

- 100% Levy
- Part Levy/Part Grant or Reimbursement
- 100% Grant or Reimbursement**

This position produces revenue from the managed care organizations. For example, the rate for BCBS is \$101.84 per hour and the rate for UCare is \$180 per member, per month. After just a few months, this position can generate more revenue than the actual salary.

This position also will be a Certified assessor for our MN Choices programs and will participate in the Random Moments, both of these generate additional revenue.

5. funding would support this position? Please identify any NEW dollars available to support this request. Grant resources already committed to existing expenditures should not be listed. Please be detailed.

What is the ROI?

6. What would the impact be to your customers and the community if this position is not authorized?

The results of not filling this position would result in our vulnerable population not getting the assessments and care coordination services in a timely manner. It would result in case managers adding to their current high case loads thus a reduction in the amount of time available for all those in need. There may be a delay in payments to our providers already providing services due to time limits with high numbers. There may be increased adult protective services reports involving our vulnerable population as a result of less case management and care coordination time available to assist with areas of self neglect and service referrals.

7. How does this position support the core mission of your department?

This position would align with the agency's mission and commitment to assist our Elderly population in finding resources to live with dignity as independently as possible, hopefully preventing a nursing home placement. The care coordination duties also focus on preventative care and disease management, keeping people healthy and thus saving our state and county resources. Our most vulnerable at risk elderly population depend on Case Management and Care Coordination Services to assist with areas of assessment, Resource referrals, preventative Care and much more.

SECTION 3: Signatures

Completed by:	APPROVED <i>By Stacey Longtin at 8:30 am, Jan 07, 2020</i>	Date: _____
Division Director Signature:	APPROVED <i>By cindy.nelson at 8:57 am, Jan 07, 2020</i>	Date: _____
Director Signature:	APPROVED <i>By Beth Wilms at 12:24 pm, Jan 07, 2020</i>	Date: _____



FLEET MANAGEMENT

Current Situation					
Fleet		Maintenance		Estimated Fuel	
Current Fleet Size	35	Total Annualized Spend	\$25,200.00	Avg MPG 2016 Malibu	29
Avg. Vehicle Model Year	2016	Per Vehicle Spend	\$720.00	Avg. Annual Miles	21,000
Avg. Purchase Price & Taxes	\$24,300.00	Vehicle Spend/Month	\$60.00	Number of Vehicles	35
Avg. Current Mileage	88,000			Avg. Cost per Gallon	\$2.60
Current Cycle	5			Annual Spend/Vehicle	\$1,882.76
Avg. Annual Miles	21,000			Total Fuel Spend	\$65,896.55
Avg. Trade-in Value	\$6,000				

Enterprise Comparison	
Avg Vehicle: Chevy Malibu	
Monthly Lease Cost	\$277.00
Monthly Maintenance	\$53.00
Avg. MPG 2020	32.00
Annual Fuel/Vehicle	\$1,706.25
Proposed Cycle	5
Equity at Lease Term	\$2,000.00

Fleet Mix					Fleet Cost						
Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease	Maintenance	Fuel	Equity	Fleet Spend	Savings
Current	35	7	35	0	\$170,100	\$0	\$25,200	\$65,897	(\$42,000)	\$219,197	NA
2020	35	7	28	7	\$0	\$55,055	\$24,612	\$64,661	(\$45,500)	\$98,828	\$120,369
2021	35	7	21	14	\$0	\$78,323	\$24,024	\$63,425	(\$45,500)	\$120,272	\$98,924
2022	35	7	14	21	\$0	\$101,591	\$23,436	\$62,190	(\$45,500)	\$141,717	\$77,480
2023	35	7	7	28	\$0	\$124,859	\$22,848	\$60,954	(\$45,500)	\$163,161	\$56,035
2024	35	7	0	35	\$0	\$148,127	\$22,260	\$59,719	(\$45,500)	\$184,606	\$34,591
2025	35	7	0	35	\$0	\$148,127	\$22,260	\$59,719	(\$14,000)	\$216,106	\$3,091
										6 Year Savings	\$390,489

Vehicle	Customer Vehicle ID**	VIN	Year	Make	Model	Fleet Vehicle Status Description	Lease Term	Months in Service*	Current RBV**	Current FMV	Current Equity	12 Month RBV	12 Month FMV	12 Month Equity	Calculated Mileage	Calculated Mileage Date
2272RC	Luverne	1FAHP2E84EG175509	2014	Ford	Taurus	Client-Owned with Ancillaries		44	\$0	\$5,500	\$5,500	\$0	\$2,500	\$2,500	127327	12/17/2019
22658K	Marshall	1C3CC8B8G9E113986	2014	Chrysler	200	Client-Owned with Ancillaries		44	\$0	\$2,000	\$2,000	\$0	\$500	\$500	145617	12/7/2019
2272QZ	Marshall	2G1WB5E38E1125863	2014	Chevrolet	Impala	Client-Owned with Ancillaries		44	\$0	\$2,500	\$2,500	\$0	\$1,000	\$1,000	136832	10/31/2019
2272R6	Redwood	1G11B5SL4EF229393	2014	Chevrolet	Malibu	Client-Owned with Ancillaries		44	\$0	\$7,000	\$7,000	\$0	\$5,000	\$5,000	78788	12/16/2019
2272QZ	Pipestone	1G4PR55K3E4211883	2014	Buick	Verano	Client-Owned with Ancillaries		44	\$0	\$4,500	\$4,500	\$0	\$3,000	\$3,000	104783	12/11/2019
2272QV	Slayton #35	1C3CC8B8G9E1105970	2014	Chrysler	200	Client-Owned with Ancillaries		44	\$0	\$4,500	\$4,500	\$0	\$2,500	\$2,500	93761	12/18/2019
22658N	Marshall	2G1WGS5E38D1256718	2013	Chevrolet	Impala	Client-Owned with Ancillaries		42	\$0	\$2,000	\$2,000	\$0	\$500	\$500	152370	12/10/2019
22658D	Ivanhoe	2G1WGS5E32C1332450	2012	Chevrolet	Impala	Client-Owned with Ancillaries		44	\$0	\$2,500	\$2,500	\$0	\$1,000	\$1,000	121834	10/9/2019
2272R8	Luverne	2G1WF5E31C1275824	2012	Chevrolet	Impala	Client-Owned with Ancillaries		44	\$0	\$1,000	\$1,000	\$0	\$500	\$500	162416	12/9/2019
226585	Marshall	2G1WF5E37C1332219	2012	Chevrolet	Impala	Client-Owned with Ancillaries		44	\$0	\$1,000	\$1,000	\$0	\$500	\$500	167055	12/11/2019
226588	Marshall	2C4RDGB6GR191335	2012	Dodge	Grand Caravan	Client-Owned with Ancillaries		44	\$0	\$1,500	\$1,500	\$0	\$500	\$500	165266	12/19/2019
2272R4	Redwood	2G1WF5E39C1260536	2012	Chevrolet	Impala	Client-Owned with Ancillaries		44	\$0	\$2,000	\$2,000	\$0	\$500	\$500	135774	12/12/2019
2272QV	Slayton #34	2G1WF5E38C1294742	2012	Chevrolet	Impala	Client-Owned with Ancillaries		42	\$0	\$2,500	\$2,500	\$0	\$1,000	\$1,000	128023	11/30/2019
										\$38,500			\$19,000			

225VCX	Ivanhoe	1G1ZC5ST4GF274451	2016	Chevrolet	Malibu	Leased Vehicle	60	43	\$10,456	\$11,000	\$544	\$7,350	\$9,000	\$1,650	39704	11/16/2019
225VH8	ROCK	1G1ZC5ST4GF271193	2016	Chevrolet	Malibu	Leased Vehicle	60	43	\$10,588	\$8,500	-\$2,058	\$7,430	\$6,000	-\$1,430	71799	12/8/2019
225VHV	Luverne	1G1ZC5ST6GF271454	2016	Chevrolet	Malibu	Leased Vehicle	60	43	\$10,622	\$10,000	-\$622	\$7,434	\$7,500	\$38	56042	11/21/2019
225VHD	Marshall	1G1ZC5ST0GF270073	2016	Chevrolet	Malibu	Leased Vehicle	60	43	\$10,591	\$8,500	-\$4,091	\$7,433	\$4,000	-\$3,433	104895	12/11/2019
225VF2	Redwood	1G1ZC5ST0GF270753	2016	Chevrolet	Malibu	Leased Vehicle	60	43	\$10,703	\$8,000	-\$2,703	\$7,526	\$5,500	-\$2,026	85919	12/17/2019
225VGM	Redwood	1G1ZC5ST6GF274628	2016	Chevrolet	Malibu	Leased Vehicle	60	43	\$10,703	\$8,000	-\$2,703	\$7,526	\$5,500	-\$2,026	84944	12/13/2019
225VH2	Redwood	1G1ZC5STXGF272039	2016	Chevrolet	Malibu	Leased Vehicle	60	43	\$10,703	\$8,000	-\$2,703	\$7,526	\$5,500	-\$2,026	82139	12/11/2019
225VH5	Redwood	1G1ZC5ST8GF273698	2016	Chevrolet	Malibu	Leased Vehicle	60	43	\$10,703	\$8,500	-\$2,203	\$7,526	\$6,000	-\$1,526	77556	12/19/2019
225VHP	Pipestone	1G1ZC5ST7GF273987	2016	Chevrolet	Malibu	Leased Vehicle	60	42	\$10,877	\$8,500	-\$2,377	\$7,711	\$8,000	-\$1,711	77873	12/17/2019
225VHR	Slayton #30	1G1ZC5ST7GF269762	2016	Chevrolet	Malibu	Leased Vehicle	60	43	\$10,622	\$9,000	-\$1,622	\$7,464	\$6,500	-\$984	68672	11/30/2019
225VHT	Slayton #31	1G1ZC5STXGF273384	2016	Chevrolet	Malibu	Leased Vehicle	60	43	\$10,622	\$8,500	-\$2,122	\$7,464	\$6,000	-\$1,464	70078	12/10/2019
225VJ2	Slayton #33	1G1ZC5ST5GF269727	2016	Chevrolet	Malibu	Leased Vehicle	60	43	\$10,622	\$9,000	-\$1,622	\$7,464	\$6,500	-\$984	67238	11/30/2019
225SSR	Luverne	2C4RDGB6GR244570	2016	Dodge	Grand Caravan	Leased Vehicle	60	45	\$10,351	\$8,000	-\$1,351	\$7,114	\$6,500	-\$614	76180	12/18/2019
225VH6	ROCK	1G1ZC5ST5GF270747	2016	Chevrolet	Malibu	Leased Vehicle	60	43	\$10,558	\$7,500	-\$3,058	\$7,430	\$4,500	-\$2,930	93021	12/17/2019
225SP8	Marshall	2C4RDGB6GR191995	2016	Dodge	Grand Caravan	Leased Vehicle	60	45	\$10,351	\$8,500	-\$1,851	\$7,114	\$5,500	-\$1,614	84005	11/26/2019
225VHF	Marshall	1G1ZC5ST7GF270488	2016	Chevrolet	Malibu	Leased Vehicle	60	43	\$10,622	\$7,000	-\$3,622	\$7,464	\$4,000	-\$3,464	97923	11/15/2019
225VHG	Marshall	1G1ZC5ST8GF273710	2016	Chevrolet	Malibu	Leased Vehicle	60	43	\$10,622	\$7,000	-\$3,622	\$7,464	\$4,000	-\$3,464	98492	12/17/2019
225VHK	Marshall	1G1ZC5ST4GF269500	2016	Chevrolet	Malibu	Leased Vehicle	60	43	\$10,622	\$7,500	-\$3,122	\$7,464	\$4,500	-\$2,964	94432	12/19/2019
225WNV	Marshall	1G1ZC5ST5GF269470	2016	Chevrolet	Malibu	Leased Vehicle	60	43	\$10,622	\$7,500	-\$3,122	\$7,464	\$4,500	-\$2,964	92685	12/6/2019
225SSX	Redwood	2C4RDGB6GR236162	2016	Dodge	Grand Caravan	Leased Vehicle	60	45	\$10,351	\$9,500	-\$851	\$7,114	\$7,000	-\$114	64569	12/17/2019
225SST	Pipestone	2C4RDGB6GR204334	2016	Dodge	Grand Caravan	Leased Vehicle	60	45	\$10,351	\$8,500	-\$1,851	\$7,114	\$5,500	-\$1,614	82336	12/17/2019
225VHQ	Pipestone	1G1ZC5ST7GF273262	2016	Chevrolet	Malibu	Leased Vehicle	60	42	\$10,877	\$7,000	-\$3,877	\$7,711	\$4,500	-\$3,211	93374	12/19/2019

*units in yellow do not get replaced

owned vehicles	\$38,500	owned vehicles in 12 MOS	\$19,000
Equity in units to replace	-\$26,327	Equity in units to replace in 12 MOS	-\$22,952
Equity after replacements	\$12,174	Equity after replacements in 12 MOS	-\$3,952

Vehicle Information			Mileage of Current Vehicle	Current Value	Value in 12 Months	Current MPG	Current Monthly Fuel Expense @ \$2.60/gallon	Current MX Monthly Average	Monthly Maintenance Estimate (Cost going forward - add 20%)	Monthly Depreciaton/ Payment over next 12 months	Total Monthly Cost	Replace with	New Lease Payment	Fixed Maintenance Rate	New Fuel Economy	New Monthly Fuel Expense @ \$2.60/gallon	Total Monthly Cost
2014	Buick	Verano	104,783	\$ 4,500	\$ 3,000	24	\$163	\$60	\$72	\$125	\$360	2020 Chevy Malibu	\$277	\$53	32.0	\$122	\$452
2012	Chevrolet	Impala	121,834	\$ 2,500	\$ 1,000	22	\$177	\$60	\$72	\$125	\$374	2020 Chrysler 300	\$415	\$53	21.0	\$186	\$654
2012	Chevrolet	Impala	162,416	\$ 1,000	\$ 500	22	\$177	\$60	\$72	\$42	\$291	2020 Chrysler 300	\$415	\$53	21.0	\$186	\$654
2012	Chevrolet	Impala	167,055	\$ 1,000	\$ 500	22	\$177	\$60	\$72	\$42	\$291	2020 Chrysler 300	\$415	\$53	21.0	\$186	\$654
2012	Chevrolet	Impala	135,774	\$ 2,000	\$ 500	22	\$177	\$60	\$72	\$125	\$374	2020 Chrysler 300	\$415	\$53	21.0	\$186	\$654
2012	Chevrolet	Impala	126,023	\$ 2,500	\$ 1,000	22	\$177	\$60	\$72	\$125	\$374	2020 Chrysler 300	\$415	\$53	21.0	\$186	\$654
2013	Chevrolet	Impala	152,370	\$ 2,000	\$ 500	22	\$177	\$60	\$72	\$125	\$374	2020 Chrysler 300	\$415	\$53	21.0	\$186	\$654
2014	Chevrolet	Impala	136,632	\$ 2,500	\$ 1,000	21	\$186	\$60	\$72	\$125	\$383	2020 Chrysler 300	\$415	\$53	21.0	\$186	\$654
2014	Ford	Taurus	127,327	\$ 5,500	\$ 2,500	26	\$150	\$60	\$72	\$250	\$472	2020 Chrysler 300	\$415	\$53	21.0	\$186	\$654
2014	Chevrolet	Malibu	78,768	\$ 7,000	\$ 5,000	24	\$163	\$60	\$72	\$167	\$401	2020 Chevy Malibu	\$273	\$53	32.0	\$122	\$448
2014	Chrysler	200	145,617	\$ 2,000	\$ 500	24	\$163	\$60	\$72	\$125	\$360	2020 Chevy Malibu	\$277	\$53	32.0	\$122	\$452
2014	Chrysler	200	93,761	\$ 4,500	\$ 2,500	24	\$163	\$60	\$72	\$167	\$401	2020 Chevy Malibu	\$277	\$53	32.0	\$122	\$452
2016	Chevrolet	Malibu	93,021	\$ 7,500	\$ 4,500	26	\$150	\$60	\$72	\$250	\$472	2020 Chevy Malibu	\$277	\$53	32.0	\$122	\$452
2016	Chevrolet	Malibu	97,923	\$ 7,000	\$ 4,000	26	\$150	\$60	\$72	\$250	\$472	2020 Chevy Malibu	\$277	\$53	32.0	\$122	\$452
2016	Chevrolet	Malibu	98,492	\$ 7,000	\$ 4,000	26	\$150	\$60	\$72	\$250	\$472	2020 Chevy Malibu	\$277	\$53	32.0	\$122	\$452
2016	Chevrolet	Malibu	94,432	\$ 7,500	\$ 4,500	26	\$150	\$60	\$72	\$250	\$472	2020 Chevy Malibu	\$277	\$53	32.0	\$122	\$452
2016	Chevrolet	Malibu	92,665	\$ 7,500	\$ 4,500	26	\$150	\$60	\$72	\$250	\$472	2020 Chevy Malibu	\$277	\$53	32.0	\$122	\$452
2016	Chevrolet	Malibu	83,374	\$ 7,000	\$ 4,500	26	\$150	\$60	\$72	\$208	\$430	2020 Chevy Malibu	\$277	\$53	32.0	\$122	\$452
2012	Dodge	Grand Caravan	165,266	\$ 1,500	\$ 500	20	\$163	\$60	\$72	\$83	\$318	2020 Grand Caravan	\$370	\$54	20.0	\$195	\$619
2016	Dodge	Grand Caravan	76,180	\$ 9,000	\$ 6,500	20	\$163	\$60	\$72	\$208	\$443	2020 Grand Caravan	\$370	\$54	20.0	\$195	\$619
2016	Dodge	Grand Caravan	84,005	\$ 8,500	\$ 5,500	20	\$163	\$60	\$72	\$250	\$485	2020 Grand Caravan	\$370	\$54	20.0	\$195	\$619
2016	Dodge	Grand Caravan	64,569	\$ 9,500	\$ 7,000	20	\$163	\$60	\$72	\$208	\$443	2020 Grand Caravan	\$370	\$54	20.0	\$195	\$619
2016	Dodge	Grand Caravan	82,336	\$ 8,500	\$ 5,500	20	\$163	\$60	\$72	\$250	\$485	2020 Grand Caravan	\$370	\$54	20.0	\$195	\$619
				\$ 117,500	\$ 69,500		\$3,762		\$1,656	\$4,000	\$9,418		\$7,936			\$5,679	\$12,639

*Does not include: down payments, LIT, or rolling equity

12 month operating expense on new fleet	\$ 154,073.57
12 month operating expense on existing fleet	\$ 113,014.21
Monthly difference in operating expense on existing fleet vs new fleet	\$3,422

Other Benefits
 Safety and compliance
 Increased productivity
 Less downtime
 Less administrative time
 Employee morale
 Company image

Make/Model	Unit #	Lease Term	Months in service	Down Payments, License, & Taxes	Monthly Lease Payment	Monthly Maintenance	Yearly Total
2020 Chevy Malibu	N/A	60	N/A	\$4,416	\$ 277.58	\$ 53.57	\$ 3,973.80
2020 Chevy Malibu	N/A	60	N/A	\$4,416	\$ 277.58	\$ 53.57	\$ 3,973.80
2020 Chevy Malibu	N/A	60	N/A	\$4,416	\$ 277.58	\$ 53.57	\$ 3,973.80
2020 Chevy Malibu	N/A	60	N/A	\$4,416	\$ 277.58	\$ 53.57	\$ 3,973.80
2020 Chevy Malibu	N/A	60	N/A	\$4,416	\$ 277.58	\$ 53.57	\$ 3,973.80
2020 Chevy Malibu	N/A	60	N/A	\$4,416	\$ 277.58	\$ 53.57	\$ 3,973.80
2020 Chevy Malibu	N/A	60	N/A	\$4,416	\$ 277.58	\$ 53.57	\$ 3,973.80
2020 Chevy Malibu	N/A	60	N/A	\$4,416	\$ 277.58	\$ 53.57	\$ 3,973.80
2020 Chevy Malibu	N/A	60	N/A	\$4,416	\$ 277.58	\$ 53.57	\$ 3,973.80
2020 Chevy Malibu	N/A	60	N/A	\$4,416	\$ 277.58	\$ 53.57	\$ 3,973.80
2020 Chevy Malibu	N/A	60	N/A	\$4,416	\$ 277.58	\$ 53.57	\$ 3,973.80
2020 Chevy Malibu	N/A	60	N/A	\$4,416	\$ 277.58	\$ 53.57	\$ 3,973.80
2020 Chrysler 300	N/A	60	N/A	\$6,455	\$ 415.23	\$ 53.57	\$ 5,625.60
2020 Chrysler 300	N/A	60	N/A	\$6,455	\$ 415.23	\$ 53.57	\$ 5,625.60
2020 Chrysler 300	N/A	60	N/A	\$6,455	\$ 415.23	\$ 53.57	\$ 5,625.60
2020 Chrysler 300	N/A	60	N/A	\$6,455	\$ 415.23	\$ 53.57	\$ 5,625.60
2020 Chrysler 300	N/A	60	N/A	\$6,455	\$ 415.23	\$ 53.57	\$ 5,625.60
2020 Chrysler 300	N/A	60	N/A	\$6,455	\$ 415.23	\$ 53.57	\$ 5,625.60
2020 Chrysler 300	N/A	60	N/A	\$6,455	\$ 415.23	\$ 53.57	\$ 5,625.60
2020 Chrysler 300	N/A	60	N/A	\$6,455	\$ 415.23	\$ 53.57	\$ 5,625.60
2020 Dodge Caravan	N/A	60	N/A	\$5,768	\$ 370.39	\$ 54.87	\$ 5,103.12
2020 Dodge Caravan	N/A	60	N/A	\$5,768	\$ 370.39	\$ 54.87	\$ 5,103.12
2020 Dodge Caravan	N/A	60	N/A	\$5,768	\$ 370.39	\$ 54.87	\$ 5,103.12
2020 Dodge Caravan	N/A	60	N/A	\$5,768	\$ 370.39	\$ 54.87	\$ 5,103.12
2020 Dodge Caravan	N/A	60	N/A	\$5,768	\$ 370.39	\$ 54.87	\$ 5,103.12
2016 Chevy Malibu	225VHR	60	43	N/A	\$ 322.78	\$ 53.57	\$ 4,516.20
2016 Chevy Malibu	225VHT	60	43	N/A	\$ 322.78	\$ 53.57	\$ 4,516.20
2016 Chevy Malibu	225VHP	60	42	N/A	\$ 324.75	\$ 53.57	\$ 4,539.84
2016 Chevy Malibu	225VH8	60	43	N/A	\$ 319.92	\$ 53.57	\$ 4,481.88
2016 Chevy Malibu	225VH2	60	43	N/A	\$ 324.56	\$ 53.57	\$ 4,537.56
2016 Chevy Malibu	225VCX	60	43	N/A	\$ 317.78	\$ 53.57	\$ 4,456.20
2016 Chevy Malibu	225VJ2	60	43	N/A	\$ 322.78	\$ 53.57	\$ 4,516.20
2016 Chevy Malibu	225VGM	60	43	N/A	\$ 324.56	\$ 53.57	\$ 4,537.56
2016 Chevy Malibu	225VHD	60	43	N/A	\$ 322.78	\$ 53.57	\$ 4,516.20
2016 Chevy Malibu	225VHW	60	43	N/A	\$ 322.78	\$ 53.57	\$ 4,516.20
2016 Chevy Malibu	225VFZ	60	43	N/A	\$ 324.56	\$ 53.57	\$ 4,537.56
2016 Chevy Malibu	225VH3	60	43	N/A	\$ 324.56	\$ 53.57	\$ 4,537.56
\$124,640							\$ 164,467.56
Total Budget:							\$ 289,107.56

Enterprise:					State Leasing:					
Make/Model	Total Months	Down Payment	Monthly Lease Payment + Maintenance	Estimated Equity	5 Year Total	Make/Model	Total Months	Monthly Lease Payment + Maintenance	5 year Year Total	
2020 Chevy Malibu	60		\$2,893	\$ 331.15	\$ 2,000.00	\$ 19,869.00	2020 Chevy Malibu	60	\$ 501.80	\$ 30,108.00
2020 Chevy Malibu	60		\$2,893	\$ 331.15	\$ 2,000.00	\$ 19,869.00	2020 Chevy Malibu	60	\$ 501.80	\$ 30,108.00
2020 Chevy Malibu	60		\$2,893	\$ 331.15	\$ 2,000.00	\$ 19,869.00	2020 Chevy Malibu	60	\$ 501.80	\$ 30,108.00
2020 Chevy Malibu	60		\$2,893	\$ 331.15	\$ 2,000.00	\$ 19,869.00	2020 Chevy Malibu	60	\$ 501.80	\$ 30,108.00
2020 Chevy Malibu	60		\$2,893	\$ 331.15	\$ 2,000.00	\$ 19,869.00	2020 Chevy Malibu	60	\$ 501.80	\$ 30,108.00
2020 Chevy Malibu	60		\$2,893	\$ 331.15	\$ 2,000.00	\$ 19,869.00	2020 Chevy Malibu	60	\$ 501.80	\$ 30,108.00
2020 Chevy Malibu	60		\$2,893	\$ 331.15	\$ 2,000.00	\$ 19,869.00	2020 Chevy Malibu	60	\$ 501.80	\$ 30,108.00
2020 Chevy Malibu	60		\$2,893	\$ 331.15	\$ 2,000.00	\$ 19,869.00	2020 Chevy Malibu	60	\$ 501.80	\$ 30,108.00
2020 Chevy Malibu	60		\$2,893	\$ 331.15	\$ 2,000.00	\$ 19,869.00	2020 Chevy Malibu	60	\$ 501.80	\$ 30,108.00
2020 Chrysler 300	60		\$4,363	\$ 468.80	\$ 1,200.00	\$ 28,128.00	2020 Chrysler 300	60	\$ 645.09	\$ 38,705.40
2020 Chrysler 300	60		\$4,363	\$ 468.80	\$ 1,200.00	\$ 28,128.00	2020 Chrysler 300	60	\$ 645.09	\$ 38,705.40
2020 Chrysler 300	60		\$4,363	\$ 468.80	\$ 1,200.00	\$ 28,128.00	2020 Chrysler 300	60	\$ 645.09	\$ 38,705.40
2020 Chrysler 300	60		\$4,363	\$ 468.80	\$ 1,200.00	\$ 28,128.00	2020 Chrysler 300	60	\$ 645.09	\$ 38,705.40
2020 Chrysler 300	60		\$4,363	\$ 468.80	\$ 1,200.00	\$ 28,128.00	2020 Chrysler 300	60	\$ 645.09	\$ 38,705.40
2020 Chrysler 300	60		\$4,363	\$ 468.80	\$ 1,200.00	\$ 28,128.00	2020 Chrysler 300	60	\$ 645.09	\$ 38,705.40
2020 Chrysler 300	60		\$4,363	\$ 468.80	\$ 1,200.00	\$ 28,128.00	2020 Chrysler 300	60	\$ 645.09	\$ 38,705.40
2020 Chrysler 300	60		\$4,363	\$ 468.80	\$ 1,200.00	\$ 28,128.00	2020 Chrysler 300	60	\$ 645.09	\$ 38,705.40
2020 Dodge Caravan	60		\$3,861	\$ 425.26	\$ 1,600.00	\$ 25,515.60	2020 Dodge Caravan	60	\$ 612.91	\$ 36,774.60
2020 Dodge Caravan	60		\$3,861	\$ 425.26	\$ 1,600.00	\$ 25,515.60	2020 Dodge Caravan	60	\$ 612.91	\$ 36,774.60
2020 Dodge Caravan	60		\$3,861	\$ 425.26	\$ 1,600.00	\$ 25,515.60	2020 Dodge Caravan	60	\$ 612.91	\$ 36,774.60
2020 Dodge Caravan	60		\$3,861	\$ 425.26	\$ 1,600.00	\$ 25,515.60	2020 Dodge Caravan	60	\$ 612.91	\$ 36,774.60
2020 Dodge Caravan	60		\$3,861	\$ 425.26	\$ 1,600.00	\$ 25,515.60	2020 Dodge Caravan	60	\$ 612.91	\$ 36,774.60
			\$83,139	\$	\$	37,600.00				

*Does not include LTT as it applies to both sides

5 year total: **\$ 596,831.00**

5 year total: **\$ 794,596.20**

Savings with Enterprise: \$ 197,765.20

Prepared For: Southwest Health and Human Services
Kirchner, Sarah

Date 01/07/2020
AE/AM QDN/DJ3

Unit #

Year 2020 Make Chevrolet Model Malibu
Series LS w/1FL 4dr Sedan

Vehicle Order Type Ordered Term 60 State MN Customer# 540102

\$ 18,052.52	Capitalized Price of Vehicle ¹
\$ 1,171.50 *	Sales Tax 6.8750% State MN
\$ 352.75 *	Initial License Fee
\$ 0.00	Registration Fee
\$ 200.00 *	Other: Courtesy Delivery Fee
\$ 2,707.88 *	Capitalized Price Reduction
\$ 186.17 *	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive(Taxable Incentive Total : \$0.00)

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name
Exterior Color (0 P) Summit White
Interior Color (0 I) Dark Atmosphere/Medium Ash Gray w/Premi
Lic. Plate Type Government
GVWR 0

\$ 15,344.64	Total Capitalized Amount (Delivered Price)
\$ 207.15	Depreciation Reserve @ 1.3500%
\$ 70.43	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²
\$ 277.58	Total Monthly Rental Excluding Additional Services

Additional Fleet Management

Master Policy Enrollment Fees

\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit \$0.00

\$ 0.00	Physical Damage Management
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Comp/Coll Deductible 0 / 0

\$ 53.57	Full Maintenance Program ³ Contract Miles 90,000
	Incl: # Brake Sets (1 set = 1 Axle) 1

OverMileage Charge \$ 0.0000 Per Mile

Tires 4 Loaner Vehicle Not Included

\$ 53.57 Additional Services SubTotal

\$ 0.00	Sales Tax 6.8750%
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State MN

\$ 331.15 Total Monthly Rental Including Additional Services

\$ 2,915.64	Reduced Book Value at 60 Months
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\$ 350.00	Service Charge Due at Lease Termination
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Quote based on estimated annual mileage of 18,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE Southwest Health and Human Services

BY _____ TITLE _____ DATE _____

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

² Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.



VEHICLE INFORMATION:

2020 Chevrolet Malibu LS w/1FL 4dr Sedan - US
Series ID: 1ZC69

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$ 22,384.08	\$ 23,220.00
Total Options	\$ 278.69	\$ 306.25
Destination Charge	\$ 875.00	\$ 875.00
Total Price	\$ 23,537.77	\$ 24,401.25

SELECTED COLOR:

Exterior: GAZ - (0 P) Summit White
Interior: H1H - (0 I) Dark Atmosphere/Medium Ash Gray w/Premium Cloth Seat Trim

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
1FL	Preferred Equipment Group 1FL	NC	NC
A51	Front Bucket Seats	STD	STD
AG6	6-Way Manual Front Passenger Seat Adjuster	Included	Included
AH4	6-Way Manual Driver Seat Adjuster	Included	Included
BTV	Remote Vehicle Starter System	\$ 273.00	\$ 300.00
GAZ_01	(0 P) Summit White	NC	NC
H1H_01	(0 I) Dark Atmosphere/Medium Ash Gray w/Premium Cloth Seat Trim	NC	NC
IOR	Radio: Chevrolet Infotainment 3 System	STD	STD
LFV	Engine: 1.5L Turbo DOHC 4-Cylinder DI w/VVT	STD	STD
MRG	Transmission: Continuously Variable (CVT)	STD	STD
PAINT	Monotone Paint Application	STD	STD
QC7	Wheels: 16" Aluminum	STD	STD
R83	Tires: P205/65R16 All-Season Blackwall	STD	STD
R9Y	Fleet Free Maintenance Credit	\$ -30.71	\$ -33.75
STD TM	Premium Cloth Seat Trim	STD	STD
UQF	6-Speaker Audio System Feature	Included	Included
VK3	Front License Plate Bracket	\$ 36.40	\$ 40.00
WARANT	Fleet Customer Powertrain Limited Warranty	NC	NC

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors 4
Rear Cargo Door Type: trunk
Driver And Passenger Mirror: power remote manual folding side-view door mirrors
Door Handles: body-coloured
Front And Rear Bumpers: body-coloured front and rear bumpers
Front License Plate Bracket: front license plate bracket
Body Material: fully galvanized steel body material
Grille: black w/chrome accents grille

Convenience Features:

Air Conditioning manual air conditioning
Air Filter: air filter
Cruise Control: cruise control with steering wheel controls
Trunk/Hatch/Door Remote Release: power cargo access remote release
Power Windows: power windows with front and rear 1-touch down
Remote Keyless Entry: keyfob (all doors) remote keyless entry
Illuminated Entry: illuminated entry
Integrated Key Remote: integrated key/remote
Auto Locking: auto-locking doors
Passive Entry: proximity key
Trunk FOB Controls: keyfob trunk/hatch/door release
Remote Engine Start: remote engine start
Steering Wheel: steering wheel with manual tilting, manual telescoping
Day-Night Rearview Mirror: day-night rearview mirror
Driver and Passenger Vanity Mirror: driver and passenger-side visor mirrors
Emergency SOS: OnStar and Chevrolet connected services capable emergency communication system
Front Cupholder: front and rear cupholders
Floor Console: full floor console with covered box
Overhead Console: mini overhead console
Glove Box: glove box
Driver Door Bin: driver and passenger door bins
Seatback Storage Pockets: 2 seatback storage pockets
Driver Footrest: driver's footrest
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 1 12V DC power outlet

Entertainment Features:

radio AM/FM stereo with seek-scan
Equalizer: automatic equalizer
Audio Theft Deterrent: audio theft deterrent
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 12 speakers
Internet Access: 4G LTE Wi-Fi Hotspot capable internet access
TV Tuner: OnStar Turn-by-Turn Navigation turn-by-turn navigation directions
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: integrated roof antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type delay-off aero-composite halogen headlamps
Front Wipers: variable intermittent wipers
Rear Window Defroster: rear window defroster
Tinted Windows: light-tinted windows
Dome Light: dome light with fade
Front Reading Lights: front reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: analog display
Tachometer: tachometer
Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning

Trip Computer: trip computer
Trip Odometer: trip odometer
Water Temp Gauge: water temp. gauge
Clock: in-radio display clock
Systems Monitor: systems monitor
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Low Coolant Warning: low-coolant warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Door Ajar Warning: door-ajar warning
Trunk Ajar Warning: trunk-ajar warning
Brake Fluid Warning: brake-fluid warning
Turn Signal On Warning: turn-signal-on warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: DuraLife four-wheel disc brakes
Vented Disc Brakes: front ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: compact spare tire
Spare Tire Mount: spare tire mounted inside under cargo
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st and 2nd row overhead airbag
Knee Airbag: knee airbag
Rear Side Airbag: rear side-impact-impact airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Rear Child Safety Locks: rear child safety locks
Ignition Disable: immobilizer
Security System: security system
Panic Alarm: panic alarm
Tracker System: tracker system
Electronic Stability: StabiliTrak electronic stability
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 2 rear head restraints
Break Resistant Glass: break resistant glass

Seats And Trim:

Seating Capacity max. seating capacity of 5
Front Bucket Seats: front bucket seats
Number of Driver Seat Adjustments: 6-way driver and passenger seat adjustments
Reclining Driver Seat: manual reclining driver and passenger seats
Driver Height Adjustment: manual height-adjustable driver and passenger seats
Driver Fore/Aft: manual driver and passenger fore/aft adjustment
Front Centre Armrest Storage: front centre armrest with storage
Rear Seat Type: rear 60-40 bench seat
Rear Folding Position: rear seat fold-forward seatback
Leather Upholstery: premium cloth front and rear seat upholstery
Door Trim Insert: cloth door panel trim
Headliner Material: full cloth headliner

Floor Covering: full carpet floor covering

Dashboard Console Insert, Door Panel Insert Combination: cloth/metal-look instrument panel insert, door panel insert, console insert

Shift Knob Trim: urethane shift knob

Floor Mats: carpet front and rear floor mats

Interior Accents: chrome/metal-look interior accents

Cargo Space Trim: carpet cargo space

Trunk Lid: carpet trunk lid/rear cargo door

Cargo Tie Downs: cargo tie-downs

Cargo Light: cargo light

Standard Engine:

Engine 160-hp, 1.5-liter I-4 (regular gas)

Standard Transmission:

Transmission 2-speed CVT w/ OD



Prepared For: Southwest Health and Human Services
Kirchner, Sarah

Date 01/07/2020
AE/AM QDN/DJ3

Unit #

Year 2020 Make Chrysler Model 300
Series Touring 4dr All-wheel Drive Sedan

Vehicle Order Type Ordered Term 60 State MN Customer# 540102

Table with 2 columns: Amount and Description. Includes Capitalized Price of Vehicle, Sales Tax, License Fee, Registration Fee, Delivery Fee, Price Reduction, and various taxes.

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Table with 2 columns: Field and Value. Includes Driver Name, Exterior Color, Interior Color, License Plate Type, and GVWR.

Summary table with 2 columns: Amount and Description. Includes Total Capitalized Amount, Depreciation Reserve, and Monthly Lease Charge.

Total Monthly Rental Excluding Additional Services

Additional Fleet Management

Master Policy Enrollment Fees

Table with 2 columns: Amount and Description. Includes Commercial Automobile Liability Enrollment and Liability Limit.

Table with 2 columns: Amount and Description. Includes Physical Damage Management.

Table with 2 columns: Amount and Description. Includes Full Maintenance Program and Contract Miles.

Comp/Coll Deductible 0 / 0

OverMileage Charge \$ 0.0000 Per Mile

Tires 4 Loaner Vehicle Not Included

Additional Services SubTotal

Table with 2 columns: Amount and Description. Includes Sales Tax and State.

Total Monthly Rental Including Additional Services

Table with 2 columns: Amount and Description. Includes Reduced Book Value at 60 Months.

Table with 2 columns: Amount and Description. Includes Service Charge Due at Lease Termination.

Quote based on estimated annual mileage of 18,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE Southwest Health and Human Services

BY TITLE DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

1 Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

2 Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

3 The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

VEHICLE INFORMATION:

2020 Chrysler 300 Touring 4dr All-wheel Drive Sedan - US
 Series ID: LXFH48

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$ 31,799.00	\$ 32,340.00
Total Options	\$ 0.00	\$ 0.00
Destination Charge	\$ 1,495.00	\$ 1,495.00
Total Price	\$ 33,294.00	\$ 33,835.00

SELECTED COLOR:

Exterior: PW7 - (0 P) Bright White Clearcoat
 Interior: X9 - (0 I) Black w/Cloth Bucket Seats or Leather Trimmed Bucket Seats

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
22E	Quick Order Package 22E	NC	NC
A8	Cloth Bucket Seats	STD	STD
APA	Monotone Paint Application	STD	STD
DFT	Transmission: 8-Speed Automatic 850RE	STD	STD
ERB	Engine: 3.6L V6 24V VVT	STD	STD
NAS	50 State Emissions	NC	NC
PW7_01	(0 P) Bright White Clearcoat	NC	NC
TPR	Tires: 235/55R19 BSW AS Performance	STD	STD
UAS	Radio: Uconnect 4C w/8.4" Display	STD	STD
WPY	Wheels: 19" x 7.5" Polished Aluminum	STD	STD
X9_01	(0 I) Black w/Cloth Bucket Seats or Leather Trimmed Bucket Seats	NC	NC

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors 4
Rear Cargo Door Type: trunk
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
Door Handles: body-coloured
Front And Rear Bumpers: body-coloured front and rear bumpers
Front Bumper Insert: chrome front bumper insert
Rear Bumper Insert: chrome rear bumper insert
Body Material: galvanized steel/aluminum body material
Grille: black w/chrome surround grille
Exhaust Tip: chrome tip exhaust

Convenience Features:

Air Conditioning automatic dual-zone front air conditioning
Air Filter: air filter
Console Ducts: console ducts
Cruise Control: cruise control with steering wheel controls
Trunk/Hatch/Door Remote Release: power cargo access remote release
Fuel Remote Release: power fuel remote release
Power Windows: power windows with driver and passenger 1-touch down
Remote Keyless Entry: keyfob (all doors) remote keyless entry
Illuminated Entry: illuminated entry
Integrated Key Remote: integrated key/remote
Auto Locking: auto-locking doors
Passive Entry: Keyless Enter & Go proximity key
Valet Key: valet function
Trunk FOB Controls: keyfob trunk/hatch/door release
Steering Wheel: steering wheel with manual tilting, manual telescoping
Day-Night Rearview Mirror: day-night rearview mirror
Auto-dimming Rearview Mirror: auto-dimming rearview mirror
Driver and Passenger Vanity Mirror: illuminated auxiliary driver and passenger-side visor mirrors
Emergency SOS: SiriusXM Guardian emergency communication system
Front Cupholder: front and rear cupholders
Floor Console: full floor console with covered box
Overhead Console: mini overhead console with storage
Glove Box: illuminated locking glove box
Driver Door Bin: driver and passenger door bins
Rear Door Bins: rear door bins
Seatback Storage Pockets: 2 seatback storage pockets
IP Storage: covered bin instrument-panel storage
Driver Footrest: driver's footrest
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 3 12V DC power outlets

Entertainment Features:

radio SiriusXM AM/FM/HD/Satellite with seek-scan
Radio Data System: radio data system
Voice Activated Radio: voice activated radio
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 6 speakers
Internet Access: 4G LTE Wi-Fi Hot Spot internet access
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: window grid antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type delay-off projector beam halogen headlamps
Front Wipers: variable intermittent speed-sensitive wipers wipers
Rear Window Defroster: rear window defroster
Tinted Windows: light-tinted windows
Dome Light: dome light with fade
Front Reading Lights: front and rear reading lights

Door Curb/Courtesy Lights: 4 door curb/courtesy lights
Ignition Switch: ignition switch light
Variable IP Lighting: variable instrument panel lighting
Display Type: analog display
Tachometer: tachometer
Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Trip Computer: trip computer
Trip Odometer: trip odometer
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Oil Temp Gauge: oil temperature gauge
Transmission Oil Temp Gauge: transmission oil temp. gauge
Engine Hour Meter: engine hour meter
Clock: analog clock
Systems Monitor: systems monitor
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Door Ajar Warning: door-ajar warning
Trunk Ajar Warning: trunk-ajar warning
Brake Fluid Warning: brake-fluid warning
Turn Signal On Warning: turn-signal-on warning
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: compact spare tire
Spare Tire Mount: spare tire mounted inside under cargo
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st and 2nd row overhead airbag
Knee Airbag: knee airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Rear Child Safety Locks: rear child safety locks
Ignition Disable: Sentry Key immobilizer
Panic Alarm: panic alarm
Tracker System: tracker system
Electronic Stability: electronic stability stability control with anti-roll
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
AntiWhiplashFrontHeadrests: anti-whiplash front head restraints
Rear Headrest Control: 3 rear head restraints
Break Resistant Glass: break resistant glass

Seats And Trim:

Seating Capacity max. seating capacity of 5
Front Bucket Seats: front bucket seats

Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments

Reclining Driver Seat: power reclining driver and manual reclining passenger seats

Driver Lumbar: power 4-way driver and passenger lumbar support

Driver Height Adjustment: power height-adjustable driver and passenger seats

Driver Fore/Aft: power driver and passenger fore/aft adjustment

Driver Cushion Tilt: power driver and passenger cushion tilt

Front Centre Armrest Storage: front centre armrest

Rear Seat Type: rear 60-40 bench seat

Rear Folding Position: rear seat fold-forward seatback

Rear Seat Armrest: rear seat centre armrest

Leather Upholstery: cloth front and rear seat upholstery

Door Trim Insert: vinyl door panel trim

Headliner Material: full cloth headliner

Floor Covering: full carpet floor covering

Dashboard Console Insert, Door Panel Insert Combination: simulated wood instrument panel insert, door panel insert, console insert

Shift Knob Trim: aluminum shift knob

LeatherSteeringWheel: leather/metal-look steering wheel

Floor Mats: carpet front and rear floor mats

Interior Accents: metal-look interior accents

Cargo Space Trim: carpet cargo space

Trunk Lid: carpet trunk lid/rear cargo door

Cargo Light: cargo light

Standard Engine:

Engine 292-hp, 3.6-liter V-6 (regular gas)

Standard Transmission:

Transmission 8-speed automatic w/ OD and auto-manual



Prepared For: Southwest Health and Human Services
Kirchner, Sarah

Date 01/07/2020
AE/AM QDN/DJ3

Unit #
Year 2020 Make Dodge Model Grand Caravan
Series SE Front-wheel Drive Passenger Van

Vehicle Order Type Ordered Term 60 State MN Customer# 540102

\$ 24,088.00 Capitalized Price of Vehicle1
\$ 1,555.15 * Sales Tax 6.8750% State MN
\$ 352.75 * Initial License Fee
\$ 0.00 Registration Fee
\$ 200.00 * Other:Courtesy Delivery Fee
\$ 3,613.20 * Capitalized Price Reduction
\$ 248.41 * Tax on Capitalized Price Reduction
\$ 0.00 Gain Applied From Prior Unit
\$ 0.00 * Tax on Gain On Prior
\$ 0.00 * Security Deposit
\$ 0.00 * Tax on Incentive(Taxable Incentive Total : \$0.00)

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name
Exterior Color (0 P) Billet Clearcoat
Interior Color (0 I) Black w/Premium Cloth Bucket Seats
Lic. Plate Type Government
GVWR 0

\$ 20,474.80 Total Capitalized Amount (Delivered Price)
\$ 276.41 Depreciation Reserve @ 1.3500%
\$ 93.98 Monthly Lease Charge (Based on Interest Rate - Subject to a Floor)2
\$ 370.39 Total Monthly Rental Excluding Additional Services

Additional Fleet Management

Master Policy Enrollment Fees
\$ 0.00 Commercial Automobile Liability Enrollment (Estimate Only)
Liability Limit \$0.00

\$ 0.00 Physical Damage Management (Estimate Only)
\$ 54.87 Full Maintenance Program3 Contract Miles 75,000

Comp/Coll Deductible 0 / 0
OverMileage Charge \$ 0.0000 Per Mile
Tires 4 Loaner Vehicle Not Included

Incl: # Brake Sets (1 set = 1 Axle) 1
\$ 54.87 Additional Services SubTotal

\$ 0.00 Sales Tax 6.8750% State MN
\$ 425.26 Total Monthly Rental Including Additional Services

\$ 3,890.20 Reduced Book Value at 60 Months
\$ 350.00 Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 15,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE Southwest Health and Human Services
BY TITLE DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

1 Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

2 Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

3 The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.



VEHICLE INFORMATION:

2020 Dodge Grand Caravan SE Front-wheel Drive Passenger Van - US
Series ID: RTKH53

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$ 27,071.00	\$ 27,290.00
Total Options	\$ 2,492.00	\$ 2,800.00
Destination Charge	\$ 1,495.00	\$ 1,495.00
Total Price	\$ 31,058.00	\$ 31,585.00

SELECTED COLOR:

Exterior: PSC - (0 P) Billet Clearcoat
Interior: X9 - (0 I) Black w/Premium Cloth Bucket Seats

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
29A	Quick Order Package 29A SE Plus	\$ 2,492.00	\$ 2,800.00
AAJ_	Uconnect Hands-Free Group w/29A	Included	Included
AJB	Security Group	Included	Included
APA	Monotone Paint Application	STD	STD
CBW	Highline Door Trim Panel	Included	Included
CDA	Cranberry Wine Accent Stitching	Included	Included
CUQ	Floor Console w/Cupholder	Included	Included
CVB	Leather Wrapped Shift Knob	Included	Included
CWZ	3rd Row Stow 'N Go w/Tailgate Seats	Included	Included
CYC	2nd Row Stow 'N Go Bucket Seats	Included	Included
DG2	Transmission: 6-Speed Automatic 62TE	STD	STD
ERB	Engine: 3.6L V6 24V VVT	STD	STD
JNC	Instrument Panel w/Piano Black Applique	Included	Included
JPE	Power 2-Way Driver Lumbar Adjust	Included	Included
JPR_	Power 8-Way Driver Seat	Included	Included
LEP	Body Color Exterior Mirrors	Included	Included
LMG	Automatic Headlamps	Included	Included
LNJ	Front Fog Lamps	Included	Included
LSA	Security Alarm	Included	Included
N7	Premium Cloth Bucket Seats	Included	Included
NAA	Federal Emissions	NC	NC
PSC_01	(0 P) Billet Clearcoat	NC	NC
RBZ	Radio: 430	STD	STD
RDZ	Steering Wheel Mounted Audio Controls	Included	Included
RSC	Sirius Satellite Radio	Included	Included
RSL	Bluetooth Streaming Audio	Included	Included
RSP	Uconnect Voice Command w/Bluetooth	Included	Included
RSX	Remote USB Port	Included	Included
SCL	Leather Wrapped Steering Wheel	Included	Included
SDC	Touring Suspension	STD	STD
STDAX	3.16 Axle Ratio	STD	STD
TU3	Tires: 225/65R17 BSW Touring	STD	STD
WGH	Wheels: 17" x 6.5" Aluminum	Included	Included
X9A	For More Info, Call 888-539-7474	Included	Included
X9B	1-Year SiriusXM Radio Service	Included	Included
X9_01	(0 I) Black w/Premium Cloth Bucket Seats	NC	NC
XBM	Remote Start System	Included	Included
XTE	Premium Interior Accents	Included	Included

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors: 4
Rear Driver Door: sliding rear passenger doors
Rear Cargo Door Type: liftgate
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
Spoiler: rear lip spoiler
Door Handles: body-coloured
Front And Rear Bumpers: body-coloured front and rear bumpers
Rear Step Bumper: rear step bumper
Body Material: galvanized steel/aluminum body material
Grille: chrome grille

Convenience Features:

Air Conditioning: manual dual-zone front air conditioning
Air Filter: air filter
Rear Air Conditioning: rear air conditioning with separate controls
Cruise Control: cruise control with steering wheel controls
Power Windows: power windows with driver 1-touch down
1/4 Vent Rear Windows: power rearmost window activation
Remote Keyless Entry: keyfob (all doors) remote keyless entry
Illuminated Entry: illuminated entry
Integrated Key Remote: integrated key/remote
Auto Locking: auto-locking doors
Valet Key: valet function
Remote Engine Start: remote engine start
Steering Wheel: steering wheel with manual tilting, manual telescoping
Day-Night Rearview Mirror: day-night rearview mirror
Auto-dimming Rearview Mirror: auto-dimming rearview mirror
Driver and Passenger Vanity Mirror: driver and passenger-side visor mirrors
Front Cupholder: front and rear cupholders
Floor Console: partial floor console with covered box
Overhead Console: mini overhead console with storage, conversation mirror
Glove Box: locking glove box
Driver Door Bin: driver and passenger door bins
Seatback Storage Pockets: 2 seatback storage pockets
Dashboard Storage: covered dashboard storage
Interior Concealed Storage: interior concealed storage
IP Storage: bin instrument-panel storage
Driver Footrest: driver's footrest
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 4 12V DC power outlets

Entertainment Features:

radio: SiriusXM AM/FM/Satellite with seek-scan, single in-dash CD player
MP3 Player: CD-MP3 decoder
Voice Activated Radio: voice activated radio
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 6 speakers
1st Row LCD: 1 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off aero-composite halogen headlamps
Front Fog Lights: front fog lights
Front Wipers: variable intermittent wipers
Rear Window wiper: fixed interval rear window wiper with heating wiper park
Rear Window Defroster: rear window defroster
Tinted Windows: deep-tinted windows
Dome Light: dome light with fade
Front Reading Lights: front reading lights
Door Curb/Courtesy Lights: 2 door curb/courtesy lights
Variable IP Lighting: variable instrument panel lighting

Display Type: analog display
Tachometer: tachometer
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: low-tire-pressure warning
Trip Computer: trip computer
Trip Odometer: trip odometer
Water Temp Gauge: water temp. gauge
Transmission Oil Temp Gauge: transmission oil temp. gauge
Clock: in-radio display clock
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Low Coolant Warning: low-coolant warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Door Ajar Warning: door-ajar warning
Trunk Ajar Warning: trunk-ajar warning
Brake Fluid Warning: brake-fluid warning
Turn Signal On Warning: turn-signal-on warning
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front ventilated disc brakes
Daytime Running Lights: daytime running lights
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st, 2nd and 3rd row overhead airbag
Knee Airbag: knee airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front and rear seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Ignition Disable: Sentry Key immobilizer
Security System: security system
Panic Alarm: panic alarm
Electronic Stability: electronic stability
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints with tilt
AntiWhiplashFrontHeadrests: anti-whiplash front head restraints
Rear Headrest Control: 2 rear head restraints
3rd Row Headrests: 3 fixed third row head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 7
Front Bucket Seats: front bucket seats
Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments
Reclining Driver Seat: power reclining driver and manual reclining passenger seats
Driver Lumbar: power 2-way driver and passenger lumbar support
Driver Height Adjustment: power height-adjustable driver and passenger seats
Driver Seat Mounted Armrest: driver and passenger seat mounted armrests
Driver Fore/Aft: power driver and passenger fore/aft adjustment
Driver Cushion Tilt: power driver and passenger cushion tilt
Rear Seat Type: rear manual reclining captain seat
Rear Seat Fore/Aft: manual rear seat fore/aft adjustment

Rear Folding Position: rear seat tumble forward
Rear Seat Fold into Floor: fold into floor rear seat
Rear Seat Mounted Armrests: rear seat mounted armrest
3rd Row Seat Type: fixed third row manual 60-40 Fold and Tumble split-bench seat
3rd Row Facing: front/rear facing third row seat
3rd Row Electric Control: Stow & Go fold into floor third row seat
Leather Upholstery: premium cloth front and rear seat upholstery
Door Trim Insert: vinyl door panel trim
Headliner Material: full cloth headliner
Floor Covering: full carpet floor covering
Dashboard Console Insert, Door Panel Insert Combination: piano black instrument panel insert, door panel insert, console insert
Shift Knob Trim: leather shift knob
LeatherSteeringWheel: leather/metal-look steering wheel
Floor Mats: carpet front and rear floor mats
Interior Accents: chrome interior accents
Cargo Space Trim: carpet cargo space
Trunk Lid: plastic trunk lid/rear cargo door
Cargo Tie Downs: cargo tie-downs
Cargo Light: cargo light
Air Compressor: tire mobility kit

Standard Engine:

Engine 283-hp, 3.6-liter V-6 (regular gas)

Standard Transmission:

Transmission 6-speed multi-speed automatic w/ OD and auto-manual



Bylaws of Southwest Health and Human Services

Adopted: 12/20/2017
Revised: 01/15/2020

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The undersigned, being the governing body and board of directors of Southwest Health and Human Services, a joint powers board created under the provisions of Minnesota Statutes, §§471.59 and 402A.35, Chapter 145A, and Minnesota Statutes 393 in accordance with the power granted to it by the provisions of section I of the Southwest Health and Human Services Joint Powers Agreement, hereby adopt the following bylaws.

ARTICLE 1: PURPOSE

The purpose of Southwest Health and Human Services and its governing body, the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board is set forth in a joint powers agreement executed by the Minnesota counties of Lincoln, Lyon, Murray, Pipestone, Redwood and Rock (hereinafter referred to as the "Southwest Health and Human Services Joint Powers Agreement").

The purpose of these bylaws is to set forth the regulation of the affairs and manner of operation for the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board and the governance of its members. These bylaws should be read in conjunction with the Southwest Health and Human Services Joint Powers Agreement.

ARTICLE 2: TERM OF BYLAWS

These bylaws shall become effective upon approval by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board and shall continue in force and effect, with all subsequent amendments as provided in Article 14, for such time as the Southwest Health and Human Services Joint Powers Agreement remains in effect.

ARTICLE 3: COMPOSITION & ORGANIZATION

Section 3.1 Board member appointments and recognition. After each member county appoints its two representatives and one lay member to serve on the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board. All Board members shall be recognized as provided in Article II, III, and IV of the Joint Powers Agreement.

Section 3.2 Committees. The Southwest Health and Human Services Joint Services Board shall establish an Executive Committee and Finance Committee composed of one commissioner from each of the member counties. The Southwest Health and Human Services Joint Board shall also establish a Finance Committee composed of three commissioners, appointed by the chairperson of the Southwest Health and Human Services Joint Board. The Southwest Health and Human Services Joint Board shall establish a Personnel Committee made of up the chairperson of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board. Other committees established by a majority vote of the Joint Health and Human Services Board as provided for in Article 10. Individual commissioners may also be appointed as representatives of the board to other committees such as the insurance collaborative and insurance committee.

ARTICLE 4: OFFICERS

Section 4.1 Election of officers. The Southwest Health and Human Services Joint Powers Board, Southwest Health Community Health Board and Southwest Human Services Board shall elect officers beginning at its first meeting of the year. Officers will be elected so there is representation from each county.

Section 4.2 Term of office. The term of office shall end upon the close of the meeting at which the next chair or vice chair is elected. (i.e. January meeting)

Section 4.3 Single office. No board member may hold more than one office at a time, ~~the vice chair of the Joint Powers Board shall also serve as the chair of the Finance Committee.~~ No board member shall hold the same office for more than two (2) consecutive years.

Section 4.4 Chair duties and responsibilities. The chair's duties and responsibilities include the following:

- (a) Ensuring the integrity of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board process by presiding over Joint Health and Human Services Board, Southwest Health Community Health Board and Southwest Human Services Board meetings and directing the preparation of the agenda for such meetings in a manner that:
 - (i) Ensures that the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board conducts business consistent with its own rules and those legitimately imposed upon it from outside the organization;
 - (ii) Limits meeting decision-making or discussion to those issues that, according to the bylaws or other policies adopted by the Joint Health and Human Services Board, are clearly the responsibility of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board to decide (and not the responsibility of the chief executive officer) or to monitor; and
 - (iii) Facilitates deliberation that is timely, orderly, fair, and thorough, but also efficient, limited in time, and kept to the point.
- (b) Except as otherwise provided in the Joint Powers Agreement, appointing board members to serve on committees established by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board.

- (c) Representing the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board as its principle spokesperson.
- (d) The chair of the Joint Health and Human Services Board shall attend the entrance and exit interview for the annual financial audit.

The chair's duties and responsibilities do not include making decisions about policies established by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board nor supervising and directing the executive director or Southwest Health and Human Services staff independent of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board.

Section 4.5 Vice chair duties and responsibilities. Whenever the chair is unable to serve, the vice chair shall exercise the duties and responsibilities of the chair. ~~The vice chair shall also serve as the chair of the Finance Committee.~~

Section 4.6 Absence of chair and vice chair. In the absence of the chair and the vice chair of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board the remaining Board members shall elect from among themselves a chair pro tem who shall perform the duties of chair for that meeting.

Section 4.7 Clerk. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall appoint a Southwest Health and Human Services staff person to serve as the clerk to the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board.

ARTICLE 5: MEETINGS

Section 5.1 Open meetings. All meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board, including its committees and subcommittees, shall be conducted in public, except where authorized or directed by federal or state law to close a meeting.

Section 5.2 Public speech during meetings. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall determine the degree and method of soliciting public input on a topic-specific basis.

Section 5.3 Rules of public conduct during meetings. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board Chair has the discretion to permit public comment during Board meetings. Members of the public are expected to be courteous, respectful and conscientious during their comments.

Section 5.4 Regular meeting frequency. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Boards shall meet monthly.

Section 5.5 Scheduling of special meetings. Meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board may be called by the chair or upon request from at least two board members not from the same member county.

Section 5.6 Notice of meetings. Notice of meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board, including its committees and subcommittees, shall include the meeting date, time, location, and purpose, and be made as follows:

- (a) **Regular meetings.** For regular meetings, a schedule shall be kept on the Southwest Health and Human Services' website. Member counties are encouraged to display this information on their meeting calendars, in whatever form they deem appropriate.
- (b) **Special, non-emergency meetings.** For special meetings that are not emergency meetings, but are (1) regular meetings held at a time or place different from that stated on its regular meeting schedule or (2) meetings not conducted as part of the normal routine but planned far enough in advance to be scheduled, notice shall be posted on the Southwest Health and Human Services' website and emailed, mailed, or –at the option of Southwest Health and Human Services -- otherwise delivered at least three days before the date of the meeting to parties that have filed a request for notice as referenced below.
- (c) **Emergency meetings.** For emergency meetings that are called because of circumstances that, in the judgment of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board Chair requires immediate attention, a good faith effort shall be made by Southwest Health and Human Services to post notice of the meeting date, time, place, and purpose on the Southwest Health and Human Services' website, and by phone, email, or other means to the members and alternates, and any party that has filed to receive notice.
- (d) **Filing to receive notice.** Parties may file a request with the clerk of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board to receive notice of special meetings, including emergency meetings. Requests for notice of special meetings may expire annually and may need to be refiled. The clerk shall notify such parties of impending expiration and ability to refile a request at least 30 days prior to expiration.

Section 5.7 Cancellation of meetings. The chair may cancel regular meetings for good cause. Notice of such cancellation shall be provided as far in advance of the scheduled meeting as possible and in the same methods as meeting notice is provided.

Section 5.8 Method of meetings. Meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall be ordinarily held in person except as follows:

- (a) **Inclement weather exception.** The chair determines that inclement weather will result in the lack of a quorum.
- (b) **State of emergency exception.** The chair determines that an in-person meeting is not practical or prudent because of a health pandemic or because a state of emergency has been declared under Minnesota Statutes, Chapter 12.

Section 5.9 Regular meeting agendas. At least five days prior to a regular meeting of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board the clerk or designee shall email the agenda to board members and alternate board members and post the agenda on the Southwest Health and Human Services' website. Unless otherwise determined when the agenda is approved, the order of business shall be:

- (a) Call to order
- (b) Pledge
- (c) Employee Recognition; Introduce New Staff
- (d) Agenda approval
- (e) Consent agenda, conflict approval, and approval minutes
- (f) discussion items, informational items, and reports
- (g) Decision items
- (h) Adjourn

Section 5.11 Other meeting agendas. At least three days prior to a special meeting that is not an emergency meeting, the clerk or designee shall email the agenda to board members and alternate board members and post on the Southwest Health and Human Services' website. The business conducted at a special meeting shall be limited to those items specified in the agenda.

Section 5.12 Copies of board materials. At least one copy of any printed materials related to agenda items that the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board is considering that were distributed to all members of Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board at or before the meeting shall be available for public inspection while the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board considers the subject. The copy (ies) may be available in paper or electronic form, at the discretion of the clerk, but shall be provided in paper form to a member at the member's request.

Section 5.13 Quorum. A quorum for the conduct of all business by the Southwest Health and Human Services Joint Board shall consist of seven (7) board members, including alternate board members appearing in place of the regular board members. A quorum for the conduct of all business by the Southwest Community Health Board shall consist of four (4) board members, including alternate board members appearing in place of the regular board members. A quorum for the conduct of all business by the Southwest Human Services Board shall consist of

ten (10) board members, including alternate board members appearing in place of the regular board members. When a board member and their alternate are present at a regular meeting or special meeting, only the board member is seated at the meeting table.

Section 5.14 Vote.

- (a) Upon the request of any board member immediately preceding a vote by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board, the chair shall repeat the motion, the name of the member who made the motion, and the name of the member who seconded the motion.
- (b) Any board member may request to have their vote entered in the minutes.
- (c) When a board member and their alternate are both present at a regular or special meeting, only the board member may cast votes and be recorded in proceedings.
- (d) A simple majority vote is required for all matters except for those identified in the Southwest Health and Human Services Joint Powers Agreement.
- (e) No proxy votes or absentee votes shall be allowed.

Section 5.15 Record of meetings. A record of the meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board its committees and subcommittees, shall be made available to the public, upon approval by the relevant body, by publication on the Southwest Health and Human Services' website. The record shall, at a minimum, contain the following information:

- (a) The date, time, and location of the meetings.
- (b) The attendance and absence of each board member.
- (c) The outcome of a vote on an action taken in a meeting that is required to be open, along with the name of the board member who made the motion and the name of the board member who seconded the motion.
- (d) The vote of each board member on appropriations of money, except for payments on judgments, claims, and amounts fixed by statute.
- (e) The vote of a board member who requests to have their individual vote entered into the minutes.
- (f) Board members will identify any conflict of interest during the consent agenda. The abstention from a vote by a board member will be acknowledged by the Board Chair and their reason for abstaining, if one is given. The minutes will reflect any board member who has abstained.

ARTICLE 6: POWERS AND DUTIES OF JOINT POWERS BOARD

The powers and duties of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board are set forth in the Southwest Health and Human Services Joint Powers Agreement.

ARTICLE 7: BOARD MEMBER RESPONSIBILITIES

Section 7.1 Ethical and businesslike. Board members shall carry out their responsibilities in an ethical and businesslike manner. Civility and respect at all time with one another, staff and the public are required.

Section 7.2 Authority. Board members shall support the legitimacy and authority of Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board decisions, irrespective of the member's personal position on the issue.

Board members shall not attempt to exercise individual authority over the organization except as explicitly set forth in Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board policies. Board members' interaction with the executive director or with staff must recognize the lack of authority in any individual board member or group of board members except as noted above. There should be no unilateral decisions.

Board members' interaction with the public, press or other entities must recognize the role of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board designated spokesperson. No Board member shall speak on behalf of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board unless that person has been designated to speak on the issue and an official Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board position has been voted upon. However, board members may choose to speak as a representative of the organization to educate and promote the organization.

Section 7.3 Handling consent agenda. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board will attend to consent agenda items as expeditiously as possible. If a Board member wishes to discuss a consent agenda item, they must seek removal of the item from the consent agenda prior to approval of the meeting agenda.

Section 7.4 Executive Director performance monitoring. Board members shall monitor and evaluate the executive director performance consistent with explicit Southwest Health and

Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board policies.

Section 7.5 Governing characteristics. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall govern with an emphasis on vision, long-term impact and outcomes, strategy, and pro-active leadership over administrative detail.

Section 7.6 Accountability. As stewards of the public trust and funding, the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall be accountable for Southwest Health and Human Services to enhance community safety and wellness through the delivery of quality services with great results and shall avoid unethical or inappropriate conduct.

The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall enforce upon itself whatever discipline is necessary to govern with excellence, including attendance and preparation for meetings, establishment of policies that align with the governing characteristics, clarity and respect of roles, and ensuring the continuance of governance capability.

The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall regularly monitor its own process and performance and seek to continuously improve through orientation of new board members, board member development, education, and robust input and deliberation.

Section 7.7 Leadership. In leading, Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall educate and inform the general public about health and human services and shall inspire and empower the staff to deliver quality services with great results with:

- (a) Provision and adherence to broad organizational values;
- (b) Consideration of diversity of viewpoints.

Section 7.9 Group responsibility and authority. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board is vested with group responsibility and group authority. While no single Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board member has individual authority, the effective forging of Southwest Health and Human Services Joint Health and Human Services Board, Southwest Health Community Health Board and Southwest Human Services Board decision and values requires board members to take individual responsibility for expressing their individual values and perspectives and those of the member's county.

Section 7.9 Annual planning. Each year the Joint Health and Human Services Board shall determine the date for an annual planning meeting. The Southwest Joint Health and Human Services Board shall also follow an annual agenda that:

- (a) Starts a planning cycle with the Joint Powers Board's development of its agenda for the next year.
- (b) Articulates goals and strategies for the coming one or more years.
- (c) Concludes the annual planning cycle each year by the last day of May so that administrative planning and budgeting for the following calendar year can be based on accomplishing a one-year segment of the Joint Powers Board's most recent statement of goals and strategies.
- (d) Completes a review of policies on a regular cycle.
- (e) Review of the agency's bylaws

Section 7.10 Annual review of executive director performance. Executive Director Performance monitoring will be included on the Southwest Joint Health and Human Services Board agenda at least annually. Probationary reviews will take place at three, six and nine months from their date of employment.

Executive Director compensation will be decided under the same schedule as staff and be commensurate with performance and applicable policies.

Section 7.11 Authority to hire the Executive Director. If authorized by the Southwest Health and Human Services Joint Board, the Executive Committee shall have the right to interview and recommend the hiring of the executive director to the Southwest Health and Human Services Joint Board.

Section 7.12 New Commissioner Training. Commissioners that are new to any of the boards of Southwest Health and Human Services ~~shall~~ are encouraged to attend New Commissioner Orientation which is held annually in the spring of the year. Current board members and member county Commissioners are also welcome to attend.

ARTICLE 8: BOARD MEMBER ETHICS

Section 8.1 Discharge of duties in ethical manner. The effectiveness and credibility of Southwest Health and Human Services is dependent upon the proper discharge of duties in the public interest. Board members must assure that the independence of their judgment and actions, without any consideration for personal gain, is preserved; board members shall serve all people fairly and equitably without regard to their personal or financial benefit.

Accordingly, at a minimum, board members shall comply with the following ethics provisions.

Section 8.2 Use of confidential information. A board member shall not use information gained as a board member which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value. A board member shall only be given the minimal information necessary in regards to client information to effectively do their jobs.

Section 8.3 Solicitation of, donation of, or receipt of anything of value. A board member shall not solicit or receive anything of value from any person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the board member's duties. A board member shall not represent people or associations in dealings with Southwest Health and Human Services in consideration of anything of value. A board member shall not take an official action which will benefit any person or entity because of a donation of anything of value to Southwest Health and Human Services by such person or entity.

Section 8.4 Provision of anything of value and fair campaign practices. A board member shall not give anything of value to potential voters in return for their votes, promises, or financial considerations which would be prohibited by the State Minnesota Fair Campaign Practices statute.

Section 8.5 Official action. A board member shall not take an official action which will benefit any person or entity where such board member would not otherwise have taken such action but for the board member's family relationship, friendship, or business relationship with such person or entity.

Section 8.6 Financial interest. Where a board member or a member of the board member's immediate family has a financial interest in any matter being considered by the board member, such interest, if known to the board member, shall be disclosed by the board member in writing to the clerk and chair or in a public declaration in a board meeting. If the board member has such a financial interest or if the minor child of a board member has such a financial interest, the board member shall be disqualified from further participation in the matter.

Section 8.7 Holding investments. A board member shall not hold any investment which might compromise the performance of the board member's duties without disclosure of said investment and self-disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statutes, §471.88.

Section 8.8 Southwest Health and Human Services funds, personnel, facilities, and property. A board member shall not use Southwest Health and Human Services funds, personnel, facilities, or property such as vehicles, equipment, or supplies for personal convenience, personal political campaign activities, or personal profit except where such is available to the public generally, or where such is provided by specific Southwest Health and Human Services policy in the conduct of official Southwest Health and Human Services business.

Section 8.9 Special consideration. A board member shall not grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

Section 8.10 Expenses. A board member shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made in accordance with Southwest Health and Human Services policy.

Section 8.11 Compliance with law. A board member shall comply with all local ordinances and State and Federal statutes including, but not limited to, the criminal code (except for petty misdemeanor or misdemeanor charges), Fair Campaign Practices Act, and laws governing the

functioning and ethical conduct of counties and municipalities, their elected and appointed officials, and employees.

Section 8.12 Authority. A board member shall not exceed his or her authority, or ask others to do so.

ARTICLE 9: EXECUTIVE AND FINANCE COMMITTEE

Section 9.1 Executive Committee purpose. The Executive Committee shall assist Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board in carrying out tasks assigned, such as but not limited to, negotiations, hiring of the executive director, making recommendations to the board, etc.

Section 9.2 Executive Committee composition. The committee will be comprised of one commissioner from each of the member counties. Appointments to Executive Committee will take place at the first meeting of the year.

Section 9.3 Finance Committee purpose. The Finance Committee shall assist Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board in carrying out its fiscal responsibility. The committee shall oversee the financial operations of Southwest Health and Human Services and make recommendations to the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board on such financial operations matters as appropriate.

Section 9.4 Finance Committee composition. Finance Committee membership is established by the Southwest Health and Human Services policy.

Section 9.5 Finance Committee responsibilities. The Finance Committee shall:

- (a) Review regular financial reports to ensure compliance with Joint Powers Board policies.
- (b) Prepare relevant monitoring reports for the Joint Powers Board related to organization finances.
- (c) Engage the Southwest Health and Human Services Joint Powers Board in an annual discussion and development of the annual budget assumptions.
- (d) Identify and prepare Joint Powers Board discussions on financial policy and relevant Joint Powers Board decisions/issues.
- (e) Request and review proposals for selection of auditor every three years, or more frequently if required by law.
- (f) Review the external audit report and coordinate the audit team discussion with the Southwest Health and Human Services Joint Powers Board.

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Section 9.6 Personnel Committee responsibilities. The Personnel Committee shall:

(a) Be in charge of making recommendations to the Board on matters including but not limited to the review of the agency's personnel policies, collective bargaining and administering a comprehensive human resources program that is consistent with federal, state, and local laws/regulations.

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(b) Review requests for Leave Without Pay that do not fall under the Family Medical Leave Act and exceed over 37.5 hours.

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ARTICLE 10: OTHER COMMITTEES

The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board, may establish other committees with a defined purpose, appointment of members, defined authority and decision-making, and establishment of key deliverables and timelines.

ARTICLE 11: PARLIMENTARY AUTHORITY

Except where otherwise provided in state law or rules, the Southwest Health and Human Services Joint Powers Agreement, or these bylaws, *Robert's Rules of Order Newly Revised*, 11th Edition, shall govern the parliamentary process for meetings of the Joint Powers Boards and its committees.

ARTICLE 12: DATA

Official documents of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board including minutes of meetings, shall be kept at the offices of Southwest Health and Human Services located in Marshall, MN. Agendas and minutes shall also be posted on the Southwest Health and Human Services' website following approval by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board.

The Executive Director is designated as the responsible authority for data practices, pursuant to the Minnesota Government Data Practices Act.

ARTICLE 13: ADHERENCE TO JOINT POWERS AGREEMENT

The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall not adopt any policies or procedures that contradict the Southwest Health and Human Services Joint Powers Agreement. In the event such an inconsistency occurs in these by-laws or any other policy or procedure, the Southwest Health

and Human Services Joint Powers Agreement shall be followed. Upon identification of such an inconsistency, the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall correct the erroneous policy at their next regular meeting.

ARTICLE 14: AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the Southwest Health and Human Services Joint Powers Board, by an affirmative vote of a majority of the board members, provided the amendment is not inconsistent with the Southwest Health and Human Services Joint Powers Agreement. Proposed amendments shall be submitted to the Joint Powers Board 30 days prior to the meeting at which they will be considered, and the agenda for the meeting shall state that the amendment will be offered.

Approved as to form and execution:

Agency Attorney

Date of Signature

Southwest Health and Human Services
Joint Powers Board :

Chair of Board

Date of Signature

Attest:

Clerk to Board

Desktop Purchase Request

- Requesting 29 Desktops that have been budgeted \$21,750 for
- Computer Man Retail Quote \$31,610 total
- State of MN Contract \$20,270.42 (\$698.98 each x 29)
- CDW-G (Sourcewell pricing) \$30,595 (quoted 28, added another to make quotes the same)

QUOTE CONFIRMATION



DEAR CHRIS CAUWELS,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LDKJ379	1/8/2020	LDJB283	11383670	\$31,866.28

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP SB EliteDesk 800 G5 SFF Core i5-9500 16GB RAM 512GB Windows 10 Pro Mfg. Part#: 7LL76UT#ABA UNSPSC: 43211508 Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	28	5638258	\$1,055.00	\$29,540.00

PURCHASER BILLING INFO		SUBTOTAL	\$29,540.00
Billing Address: SOUTHWEST HEALTH AND HUMAN SERVICES 607 W MAIN ST STE 200 MARSHALL, MN 56258-3171 Phone: (507) 537-7280 Payment Terms: Request Terms	SHIPPING	\$0.00	
	SALES TAX	\$2,326.28	
	GRAND TOTAL	\$31,866.28	
	DELIVER TO		
Shipping Address: SOUTHWEST HEALTH AND HUMAN SERVICES 607 W MAIN ST STE 200 MARSHALL, MN 56258-3171 Phone: (507) 537-7280 Shipping Method: UPS Ground (2- 3 Day)	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		

Need Assistance? CDW•G SALES CONTACT INFORMATION



Kathryn Heeg

(866) 794-9985

kathhee@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

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Standard Desktop

Vendor: Hewlett Packard
 Manufacturer: Hewlett Packard
 Model name: EliteDesk Small Form Factor PC
 Model number: 800 G5 SFF
 Product SKU: 8NB64US#ABA
 OET ID: 27-27P10-113
 Contract price: \$1,658.80
 Program price: **\$698.98**



Specification	Minnesota standard (minimum requirement)	Product specification
Hyperlink to BASE model specs	Provide a hyperlink to the manufacturer's primary document used to communicate detailed product specifications	Hyperlink
Operating System	Windows 10 Professional 64-bit	Windows 10 Professional 64-bit
Processor	Intel® Core™ i5-9500 Processor (9M Cache, up to 4.40 GHz)	Intel Core i5 9500 Processor (3.0 2666MHz 9M 6C 65W)
V-pro activated	Specify Yes or No	Yes
AMT	Specify version, if included	Yes, version 12
TPM chip	Version 2.0	TPM 2.0 Embedded Security Chip
RAM - capacity, type and open slots	16 GB memory DDR4, specify number of open slots	16GB (1x16GB) DDR4 2666 DIMM Memory (3 slots available)
RAM - speed	2666 MHz	2666 MHz
Hard Drive - capacity, type and rpms	512 GB NVMe Solid State Drive	512GB M.2 2280 PCIe NVMe TLC Solid State Drive
Network	Integrated Intel Gigabit Ethernet	Yes, included (I219LM)
Optical Drive	Not included, optional	Not included, optional
Case	Small form factor. Other options may be available below.	Small Form Factor
PCI slots	Specify number of open PCI slots	4 Available
PCI X-16 slots	One PCI Express x-16 slot	2 Available (1 wired as x4)
Video - type	Integrated video	Intel® UHD Graphics 630
Dual Monitor Support	Included; Specify any required adapters	Included

The Computer Man, Inc.



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

1/8/2020

Quote # 619042

Quote

business partner



Microsoft Partner



Silver Midmarket Solution Provider

Prepared For

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

PO Number	Terms	Rep
	Net 10 Days	MWT

Description	Qty	Price	Extended Price
HP EliteDesk 800 G5 Desktop Computer - Core i5 i5-9500 - 16 GB RAM - 512 GB SSD - Small Form Factor Windows 10 Pro 64-bit - Intel UHD Graphics 630 - DVD-Writer - English Keyboard 7LL76UT	29	1,090.00	31,610.00

Thank you for your business.	Subtotal	\$31,610.00
	Sales Tax (6.875%)	\$0.00
	Total	\$31,610.00

Quote valid for 2 weeks
 from date.

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 01/11/2020 from 8:00 AM to 1:00 PM

ALERT: The DFARS provision currently numbered 252.204-70ZZ will be updated to 252.204-7016 in SAM's next release. Additionally, the clause at paragraph (a) will be updated to reference 252.204-7018 instead of 252.204-YY.

Search Results

- Your search results represent the broadest set of records that match your search criteria. You may get entity registration records that are still in progress or have been submitted, but not yet activated. Check the status of each record.
- Of note, some entities choose to opt out of public display. Even if they are registered in SAM, you will not see their entity registration records in a public search. You can only see them if you log in as Federal Government user.
- You can refine your search results. If you used the Quick Search, select the search filters on this page. If you used one of the Advanced Search options, select the Edit Search button.
- If you want to perform a new search, use the Clear button to remove your current search results. If you are logged in with your SAM User Account, you can save your search criteria to run again later using the Save Search button.
- NOTE: Please read this important message when searching for exclusion records.**

Current Search Terms: The Computer Man Inc*

Clear Search

Total records: 0

Save PDF

Export Results

Print

Result Page:

Sort by: Relevance

Order by: Descending

FILTER RESULTS

Your search for The Computer Man Inc* returned the following results...

No records found.

By Record Status

Active

Inactive

By Record Type

Entity Registration

Exclusion

Apply Filters

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 01/11/2020 from 8:00 AM to 1:00 PM

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- If you want to perform a new search, use the Clear button to remove your current search results. If you are logged in with your SAM User Account, you can save your search criteria to run again later using the Save Search button.
- NOTE: Please read this important message when searching for exclusion records.**

Current Search Terms: CDW-G*

Clear Search

Total records: 0

Save PDF

Export Results

Print

Result Page:

Sort by: Relevance

Order by: Descending

FILTER RESULTS

Your search for CDW-G* returned the following results...

No records found.

By Record Status

Active

Inactive

By Record Type

Entity Registration

Exclusion

Apply Filters

Lincoln, Lyon, Murray, Pipestone, Redwood, Rock Counties



ANNUAL REPORT 2018

Southwest Health and Human Services



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MESSAGE FROM THE DIRECTOR



Once again, I begin this annual letter with a sense of pride about Southwest Health and Human Services (SWHHS), its many dedicated employees throughout the six counties, and the noble work provided to members residing within our communities.

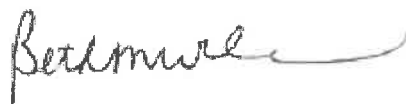
I am pleased to present SWHHS's 2018 Annual Report. The purpose of this report is to provide communities with an overview of the work being completed by staff and highlight the good things we see and the trends within the profession. We continue to focus on our mission to serve our communities and to respond to challenges in a caring, professional, and fiscally responsible manner. The format of this year's report is significantly different from our 2017 report; we are focusing on case scenarios this year to provide a more personal look into the work staff faces each day. We hope you gain additional information and insight into the services and resources provided to the SWHHS communities each and every day.

I have a deep and abiding faith in SWHHS and its staff; our challenges and opportunities are significant and together, with our community partners, we will do all we can to strengthen our partnerships and collaborations.

I would like to express my abiding gratitude and appreciation for the staff of SWHHS. From this annual report, I hope readers gain an appreciation for the tremendous character and capabilities of these staff and how they help to strengthen the lives of residents in the communities of Lincoln, Lyon, Murray, Pipestone, Redwood and Rock Counties. The dedicated work of the staff continues to help improve the wellbeing and safety of individuals and families within the six counties served by SWHHS.

I am proud to present this annual report and share the work of SWHHS. If you would like more information about services and resources, please visit our website at www.swmhhs.com, or call us directly at 507-537-6713. We always welcome opportunities for partnerships and improvement.

Sincerely,



Beth M. Wilms
Director

MISSION AND GUIDING PRINCIPLES

Mission

Southwest Health and Human Services (SWHHS) is a multi-county agency committed to strengthening individuals, families, and communities by providing quality services in a respectful, caring, and cost-effective manner.

Guiding Principles

Respect

We treat people with dignity and consideration, and we listen openly to integrate a variety of perspectives and create environments that foster trust.

Honesty

We are truthful and responsible in our interactions with the public and each other. We demonstrate compassion, acceptance, and will safeguard dignity and confidentiality.

Trust

We are people of character and integrity who keep our word and honor our commitments, resulting in a safe environment for staff and clients.

Communication

We engage in timely, responsive, effective, and open information sharing to improve our work and maintain our reputation as a trusted source for program and service delivery.

Teamwork

We are committed to common goals based on open and honest communication while showing concern and support for each other.

Flexibility

We are an organization willing to learn, create innovative ideas, and adapt to the ever-changing environment while striving for a healthy work-life balance.

STRUCTURE AND GOVERNANCE

Southwest Health and Human Services is a joint-powers human services and public health agency covering Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock Counties in southwest Minnesota. The agency has six offices and employs 247 staff. The offices are located in Ivanhoe, Marshall, Slayton, Pipestone, Redwood Falls, and Luverne.

SWHHS-Lincoln County
319 N Rebecca St.
PO Box 44
Ivanhoe, MN 56142
1-800-657-3781

SWHHS-Lyon County
607 West Main St
Marshall, MN 56258
1-800-657-3760

SWHHS-Murray County
3001 Maple Road Suite 100
Slayton, MN 56172
1-800-657-3811

SWHHS-Pipestone County
1091 N Hiawatha Avenue
Pipestone, MN 56164
1-888-632-4325

SWHHS-Redwood County
266 E Bridge St
Redwood Falls, MN 56283
1-888-234-1292

SWHHS-Rock County
2 Roundwind Rd
Luverne, MN 56156
1-855-877-3762

SWHHS provides essential services designed to protect and enhance the health and well-being of our six-county residents, especially our most vulnerable populations. The agency is made up of three key departments: Business Services, Social Services, and Public Health. Each of these departments play an important role in providing effective health and human services.

The Governing Board consists of two appointed County Commissioners from each of the member counties and by Minnesota statute, has responsibility for the development of an affordable system of care for all residents, especially, uninsured or underinsured children, families, and adults. The Human Services Governing Board has one layperson from each county who serves on the board.

DEMOGRAPHICS



73,999
Population

42.7
Median Age

Income

- **11.3%** - Residents living below 100% of the Federal Poverty Level (\$12,140 for 1st person + \$4,320 for each additional person)
- **\$52,838** - Median Household Income
- **30.9%** - Population below 200% of Federal Poverty Level (\$24,280 for 1st person + \$8,640 for each additional person) (1), (2)

Education among Residents Ages 25+

- **9.5%** - No high school diploma
- **35.5%** - High school diploma (include GED)
- **33.1%** - Some college or Associate's degree
- **16.4%** - Bachelor's degree
- **5.5%** - Advanced degree (2)

Language

- **5.1%** - Language other than English spoken at home (2)

Race

- **1.3%** - Non-Hispanic American Indian and Alaska Native Alone
- **2.3%** - Non-Hispanic Asian Alone
- **1.7%** - Non-Hispanic Black or African American Alone
- **1.0%** - Non-Hispanic Two or More Races
- **89.3%** - Non-Hispanic White Alone (2)

Ethnicity

- **3.6%** - Hispanic Origin of any Race (2)

National Origin

- **4.1%** - Foreign Born (2)

Gender

- **49.8%** - Male
- **50.2%** - Female (2)

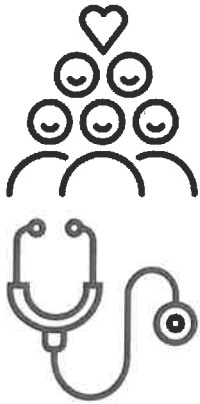
*Other genders not available in US Census Data

2018 Actual Annual Budget (Audited)

	Human Services	Public Health	TOTAL
Intergovernmental Revenues	24,030,708	3,001,968	27,032,676
Charges for Services	2,209,226	629,149	2,838,375
Investment Earnings	35,153	6,695	41,848
Other Revenue	484,246	14,721	498,967
Total Revenue	26,759,333	3,652,533	30,411,866
Expenditures	26,214,459	3,668,905	29,883,364
Property Tax	10,127,820	928,795	11,056,615

2018 MAJOR PROJECTS/HIGHLIGHTS

- Quality of life survey was conducted in all six counties as part of SWHHS community health assessment work. There were 1,855 people that responded. Findings from this survey will help to inform the top ten health needs in SWHHS service area.



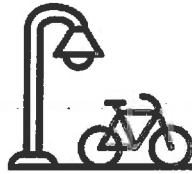
86%
are happy with the
quality of life in their
community



56%
feel there are jobs
available where the pay
meets monthly bills

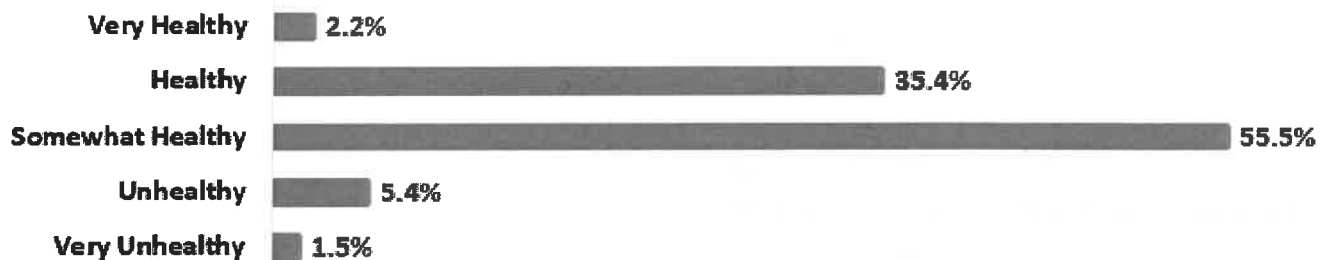


69%
are happy with the
healthcare system

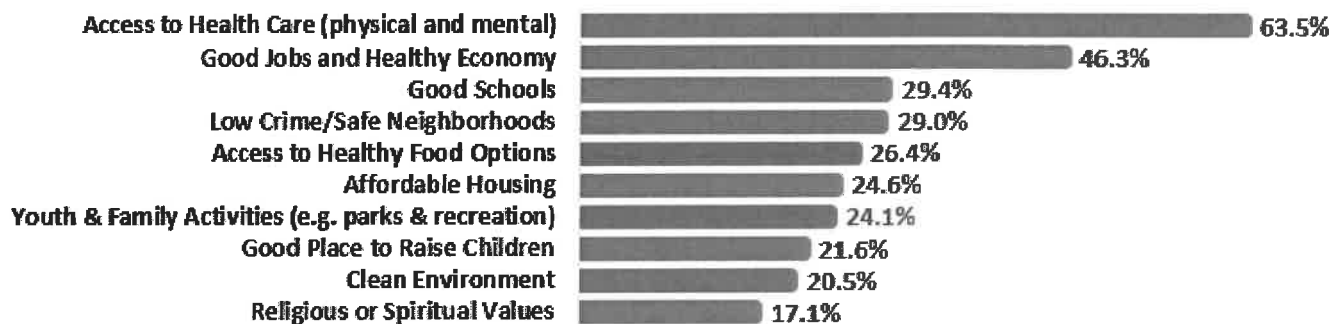


89%
feel this is a safe place
to live

How healthy would you say your community is?



10 Most important factors for a “healthy community”



- Public health was awarded a Toward Zero Deaths Grant in October 2018 for Lyon and Redwood Counties to reduce traffic deaths related to speeding, distracted driving, or substance use.

- SWHHS was awarded \$21,557 for an annual Family Support Grant from DHS. Additional funding was requested and approved in the amount of \$13,000 to further support families in our area who have children with certified disabilities prevent or delay out-of-home placement for the child's care.
- SWHHS was awarded a respite grant for children struggling with mental health. This grant allows children struggling with mental health to attend camps and other outings that interest the child while giving caregivers a respite.
- The Pipestone Area Coalition, which was developed out of a SWHHS grant to reduce underage alcohol use, assisted Pipestone County with the development of the Social Host Ordinance, which passed in 2018.
- The HUD smoke-free public housing rule requiring all public housing to implement or update their smoke-free policies was passed and all HUD housing needed to implement by July 1, 2018. SWHHS Statewide Health Improvement Program (SHIP) staff assisted housing managers in revising their policies and educating residents to help with a smooth transition.
- SWHHS staff worked with Redwood/Renville Red Cross, law enforcement, fire department, Redwood County Emergency Management, Redwood Area Community Center, Salvation Army, United Community Action Partnership, Thrift Store, Ruby's Pantry, Meals On Wheels, Redwood Lodge, Lions Club, Jackpot Junction Casino Hotel, and the apartment manager to help 24 low-income people displaced by the River Ridge Apartment fire in Redwood Falls find shelter, replace medication, organize meals, find clothing and help with resettlement.

STORIES OF POVERTY

A New Approach

Normally annual reports are rather academic. Southwest Health and Human Services (SWHHS) wanted to take a different approach with the 2018 annual report. Showing how services impact the lives of people SWHHS serves in a positive way is important to change the narrative of how the community talks about people in poverty. Many times, people find themselves in poverty by no fault of their own.

Story of Poverty: Mary, John, and Robert

Mary is a 25-year-old single woman who has a son, John, 30 months and is pregnant with her second child. Her boyfriend Robert is a 27-year-old, who is a veteran that struggles with Post Traumatic Stress Disorder (PTSD) from active duty experiences and substance use. Robert is John's and the new baby's father and lives with Mary. Mary recently laid off from her cashier job at the local gas station and with a high school education is struggling to find employment that pays above \$11.00 an hour. Robert also has recently lost his job due to chronically being late which was caused by his substance use as a coping skill for Post-Traumatic Stress Disorder. She comes to SWHHS for food assistance and is also concerned about her son, John's behavior.

Mary, who lives in one of our larger communities with transit, takes the bus to SWHHS along with her son John. Her car has broken down and is unable to afford the repairs needed. Mary fills out a Combined Application Form (CAF) and has an interview with an eligibility worker the same day.

Mary qualifies for the Minnesota Family Investment Program (MFIP) which allows her to get assistance for up to 60 months and also requires her to work with her local employment services agency within 10 days. The SWHHS eligibility worker will refer her case to the appropriate agency. During her interview, she also qualified for cash and food assistance

Did you know...

In 2013, Minnesota adults with a felony drug conviction made up 1.2 percent of the population and 0.4 percent of families participating in Minnesota Family Investment Program (MFIP) had a felony drug conviction. (11)

based on her income and shelter expenses. In order to receive benefits, she will need to provide verification for the following: Identification, assets, relationship to children in the home, shelter cost, utility cost, and income proof or stop of work document.

Mary has health insurance through her parents that extends until she is 26 years old. Even with her parent's high deductible coverage, Mary is expecting a large bill when she has her second child and is worried about how she will pay for it. An application is filled out for Minnesota Health Care program where health insurance coverage will also be given to John and the new baby.

After the assistance application has been submitted, Mary asks about the Women, Infants, and Children (WIC) brochure in her eligibility packet. The eligibility worker tells Mary she should go talk to public health staff to get signed up for WIC. WIC is an income-based breastfeeding and nutrition education program that provides supplemental nutritious foods, and referrals to health and other social service programs for infants, children up to the age of five, and pregnant and breastfeeding women. (3)

Once Mary is done talking with the eligibility worker, she talks with a WIC nurse. In Mary's interview, she explains she is pregnant besides having John, who is at the appointment with her, and that the eligibility worker told her she may qualify for WIC. She explains that she has filled out applications for health insurance and food assistance. The nurse has Mary fill out the application for WIC and she presumptively qualifies based on her income.

While Mary is filling out the WIC application, the nurse observes John's behavior and interactions with his mother. The nurse has some concerns and asks if the child is enrolled in

Did you know...

The maximum an average family of four enrolled in the Minnesota Family Investment Program could receive is:

- Cash Assistance of \$621 a month
- Food Assistance of \$583 a month
- Shelter Expenses of \$569 a month allowed for SNAP unless disabled or elderly
- Child Care Expenses are dependent on number of hours needed, the age of the child or type of child care arrangement. Individuals are only able to be enrolled up to 60 months and are required to work with their local employment services agency within 10 days.

the Follow Along Program (FAP). Mary says no. The nurse explains that the program is a screening program available to any child up through the age of 36 months that helps parents figure out if their child is playing, talking, growing, moving, and behaving like other children the same age. (4) Mary explains her concerns about John's behavior and agrees to the screening program. The nurse has Mary sign a consent to refer to other public health services and then gives her a screening tool for growth and development and another for social-emotional development.

The nurse goes on to explain other services that public health offers. Mary is asked if she has a car seat for John and the new baby. She has one for John but not the new baby. The nurse tells her she can get a car seat through public health if she meets income eligibility. Mary sets up a car seat appointment with a car seat technician for two months later since she isn't due for several months yet and doesn't know what health plan she will be assigned.

The nurse also explains that family home visits would also be an option for her because she is income eligible. The nurse talks about how the program could give Mary information about how to have a healthy pregnancy, enrich the baby and John's growth and development, help strengthen their family support network, increase parenting skills, help Mary and Robert connect with their children through age-appropriate activities and provide links to community resources. Mary was glad to hear a program like this could help her with some of her challenges with finding resources, feeling like she was overwhelmed with being a parent, and her family situation. She agreed to have a nurse come out to go through an assessment customized to her family.

A few days later the public health family home visiting nurse goes to Mary's home for her appointment. The nurse goes through a parent survey assessment to get to know Mary and

Did you know...

Once Mary has found a job and worked toward a raise, she may end up having less income to work with had she stayed on benefits alone. In the industry this is called the benefits cliff. At certain points the reduction in benefits for food assistance, housing assistance, health care subsidies, child care assistance and other aid can be larger than the raise, putting the family back in financial trouble. This serves as a disincentive to continue the progress that Mary has worked so hard for. (13)

Robert's needs better. The nurse takes the information and provides Mary and Robert with a customized resource list that includes phone numbers, websites, and a description of services at the next visit.

Mary also gives the nurse both of the FAP screening tools back. The nurse scores both screening tools and lets Mary know that her concerns are valid. Based on John's score on the ASQ-SE the nurse recommends Mary follow up with her school district and tells her that the nurse could, with Mary's consent, send a referral and results of the screening to the school district. Mary signs consent for public health to share information with the school district.

Mary qualifies for family home visiting based on the parent survey and because there is an opening, she is enrolled in the program. Mary tells the nurse how excited she is to have a nurse come into her home and provide her with education about parenting and other goals she has for her children. She also tells the nurse that she has been feeling overwhelmed with how to take care of John with his challenges and with no money coming in until she or Robert finds a job. She is also worried about Robert's substance use and how that is impacting John.

Fleeing a War-Torn Land: Mohamed



Fleeing a war-torn country for a strange new land is not easy when you don't speak the language and don't know the culture you are expected to assimilate too. Mohamed was fortunate that upon his arrival he was able to work with a resettlement agency through United Community Action Partnership (UCAP) to help him understand his new environment. There he was taught about American culture, banking system and United States currency, using a clock and calendar, his rights as a refugee, how to use modern appliances, maintain a toilet and bathtub/shower, what electrical outlets are and dangers, landlord/tenant responsibilities, home safety, transportation, utilities, phone, laundry, how to find and maintain employment, employee rights and employer expectations, education system, legal system, social service

system, nutrition, and health care system among other things. SWHHS public health division along with the local resettlement agency helped Mohamed navigate a complex system. Public health provided referrals to health care clinics to assess the refugee's health status. Public health's goal was to assist Mohamed in establishing a primary care clinic. It is important to establish a medical home as some countries have very limited health services available. A public health nurse reviewed Mohamed's immunization and health history to determine if he was protected against infectious diseases. Tuberculosis and intestinal parasites are also screened for either by public health or the health care clinic to ensure Mohamed started his new life in the United States healthy. The public health nurse worked with Mohamed's clinic to make sure all the needed screenings were conducted. The public health nurse also reviewed and submitted the required paperwork to Minnesota Department of Health within 90 days of his arrival.

SWHHS eligibility worker reviews Mohamed's case. Mohamed applies for medical assistance and Refugee Cash Assistance Program (RCA), a program that assists refugees in the first eight months of living in the U.S. In order for eligibility to be acquired, Mohamed must present verification he is working with UCAP, any assets, possible income, immigration card, and address. After he has provided all the documents the eligibility worker will review and determine if he is eligible for RCA which is \$360 a month. The SWHHS eligibility worker will then refer Mohamed's case to his local employment services agency as that is another requirement of the RCA program.

Did you know...

If Mohamed came into this country as an undocumented immigrant, he would be denied all social services benefits which includes housing support, food assistance, and health insurance.

The MNSure application for Medical Assistance is given to the SWHHS METS (Minnesota Eligibility Technology System) unit for screening and assignment. Electronic sources such as Social Security, SAVE (Systematic Alien Verification for Entitlements Program), and the Federal Hub are used to verify his refugee status and any sources of income. If verifications are still required, a letter requesting the information is sent. If no further verifications are requested by the METS system an approval letter is issued. Mohamed is eligible for Medical Assistance for an adult with no children due to his refugee status and income within the income limit for a household of one.

After having lived in the United States for one year, Mohamed returned to public health to help him initiate his change of status/green card health screenings. This enabled him to seek employment and become self-supporting. Public health played a key role in supporting Mohamed's health needs as he settled into our community.

Story of Mental Health: Hannah

Hannah is a 17-year-old teen that had struggled with anxiety and depression her whole childhood. Her mom Amy requested Children's Mental Health case management services from SWHHS when Hannah was diagnosed at the age of 12. Amy was referred to the program by Hannah's mental health provider to help Amy manage her care needs and provide support.

A diagnostic assessment was needed for Hannah to determine the extent of her mental health needs and to see if Hannah qualified under Minnesota Rule 79 as being a child with a serious emotional disturbance. Hannah met with a local therapist over two sessions to complete the assessment. SWHHS covered the cost of the assessment but not the time off from

Amy's work or the transportation to the clinic. This diagnostic assessment is required every three years to remain in the children's mental health program under Minnesota Rule 79. However, the diagnostic assessment is usually done on an annual basis. The diagnostic assessment is a written evaluation of the child's current life situation and sources of stress, current functioning and symptoms, history of mental health problems, diagnosis and statement of Severe Emotional Disturbance (SED) and a need for mental health services.

Once the diagnostic assessment was done and Hannah began receiving Children's Mental Health case management services the case manager worked with Hannah and her family to complete a functional assessment; identifying the strengths and needs of Hannah and her family. The information found through the functional assessment was then used to develop an

Individual Family Community Support Plan (IFCSP). The IFCSP contains the goals that Hannah and her family hope to achieve and serves as a guide for the services and changes needed to achieve them. The IFCSP is reviewed with Hannah and her family during monthly case manager visits. Through these visits, the case manager monitors Hannah's progress towards her goals and coordinates services. The case manager also monitors service impact to see that they are meeting Hannah and her family's needs. Most insurance companies cover the cost of case management services; Hannah's family is not charged by SWHHS for the cost of this service.

Did you know...

Children's Mental Health unit provided 110 children, along with their families, case management services in 2018.

One of the services utilized through Children's Mental Health was in-home family-based therapy. This service provides therapy to Hannah's families in their home to assist the family to grow stronger with appropriate boundaries, discipline, and consequences for behavior. This service is covered by most insurance policies and in some situations, the cost of the service may be covered by SWHHS.

Hannah's case manager also attended Hannah's school Individual Education Plan (IEP) meetings to support Amy and to help with the plan development to meet Hannah's needs. The case manager communicates with the school as needed to assess any changes or needs.

When Hannah was 16, she was admitted to an inpatient facility and placed on a 72-hour hold because she had attempted suicide. Unknown to Amy, Hannah had stopped taking her anxiety and depression medications because she hated how foggy they made her feel. She had also started sneaking different prescription medications to numb her pain. School was difficult as she was being bullied by several classmates. She struggled with her academics' even though she had an IEP in place at school to support her educational needs. She didn't have many friends that she could really talk to about her struggles because her anxiety always got her so worried about what other people would think. The one friend she did have, had started dating the boy she had a crush on even though the friend knew Hannah liked him. That was really hard on their friendship. All these hardships, along with her anxiety, lead her to feel helpless, like she wasn't good enough, unlovable, and like she didn't belong. She couldn't see how her life would get any better and just wanted the pain to stop so Hannah

overdosed on several bottles of medication. Her mom found her in time and got her to the hospital.

Unfortunately, the closest inpatient hospital the local ER could find to admit Hannah was in Grand Forks, North Dakota. Being in an inpatient facility in Grand Forks, North Dakota was extremely hard on Hannah's family. Therapy required an assessment that her mom needed to help with and participation in the therapy session. This was really difficult to do when the facility is a five-hour drive one way. It was at this point that Amy, with the help of Hannah's case worker's encouragement, decided to apply for Social Security Income for Hannah's disability.

As Hannah and her mother met for family therapy, it was discovered that Hannah had been using prescription pills that were not prescribed to her. Upon discharge from the hospital, Hannah agreed to have a Chemical use assessment. Voluntary Chemical Use assessments are at the request of the person with the need. Although in many cases a person may be reluctant to call in to set up an assessment. At her mother's request, Hannah did call on Tuesday to make an appointment. She was scheduled for an assessment on Thursday with a County Chemical Dependency Assessor.

Hannah arrived for her Rule 25 assessment with her mother. Generally, the up-front cost of the assessment is \$150.00. Hannah's mom provided her health insurance card to bill for Rule 25. If health insurance does not cover any or all of the cost of Rule 25, Hannah will not be billed due to the voluntary status of the assessment.

Did you know...

Inpatient Mental Health Treatment facilities that accept children in mental health crisis include:

- Hutchinson Health, Hutchinson, MN
- St Cloud Hospital, St Cloud, MN
- Lake Region Healthcare, Fergus Falls, MN
- PrairieCare, Brooklyn Park, MN
- Abbott Northwestern Hospital, Minneapolis, MN
- University of Minnesota Medical Center Fairview, Minneapolis, MN
- United Hospital, St Paul, MN
- Mayo Psychiatry & Psychology Treatment Center, Rochester, MN
- Essentia Health, Duluth, MN
- Sanford Behavioral Health Center, Thief River Falls, MN
- Prairie St Johns, Fargo, ND
- Red River Behavioral Health System, Grand Forks, ND
- Avera Behavioral Health Hospital, Sioux Falls, SD

During the initial stages of the assessment, Hannah's mother came back to sign the paperwork necessary to open a case. Due to Hannah's age, her mother did not have to sign the paperwork, although it is always preferred. Hannah was also given a privacy notice indicating that all of her chemical health records would be private unless she signed a release and she was also notified that the actual assessment tool could not be released to anyone without her consent. Hannah's mom left the room for the remainder of the assessment. The assessment took approximately an hour and a half, covering topics ranging from her history with substance use, any medical conditions, mental health or behavioral conditions, and her day to day life. The assessor also communicated with contacts provided by Hannah, including her mother, her therapist and her CMH worker. From the information provided by these contacts as well as Hannah, the assessor determined that although Hannah may have been abusing drugs and was diagnosed with a substance use disorder, Hannah did not meet the criteria for residential substance abuse treatment at this time. The assessor felt that Hannah would benefit from outpatient substance abuse treatment which is a three-hour group, three days a week, however, there are no local adolescent outpatient groups and Hannah would be required to travel to Willmar, an hour one way, to get to the nearest adolescent group. It was determined Hannah would continue with all services she currently had and if any additional concerns regarding substance use came up, Hannah would return for an updated assessment at that time.

As Hannah reaches 18, it is important that the children's mental health social worker and the adult mental health targeted case manager (AMH-TCM) collaborate for a smooth transition of care. Hannah has a strong relationship with her children's mental health case manager and this transition time helps Hannah to feel comfortable and start to build a relationship with the new AMH-TCM. AMH-TCM services remain voluntary. By the final transition to these services, efforts will be made to develop a new relationship and offer service and support options that will assist in Hannah's continued recovery efforts and meeting her goals.

Did you know...

The Adult Mental Health unit provided 282 adults, along with their families, case management services in 2018.

As Hannah moves to be a legal adult, her care will no longer be directed by her mother. The AMH-TCM will continue to work with Hannah and her mother as Hannah allows. This is a new

reality for Hannah. As a legal adult, Hannah can decide if she wants to take medication, continue to have an AMH-TCM involved, whether to follow through on treatment that keeps her disease from spiraling out of control, decide how much she wants her family to know about her treatment or even if she wants to continue a relationship with her family. No law requires an adult with serious and persistent mental illness to receive treatment unless she becomes a threat to herself or others. At that point, the civil commitment proceeding could begin.

Once Hannah leaves her mother's home, she will need to find food, housing, and a source of income through a job. These are all areas that an AMH-TCM could assist in providing options to and guidance on the next steps on securing these basic needs. If she is too ill to hold down a job, and Hannah allowed, AMH-TCM may refer her to providers that can assist her with applying for adult SSI. Social Security Income (SSI) helps provide income for those who are unable to work and do not have a work history. Certification from social security can take several months to a year. To help speed up the process, the eligibility worker suggests they refer Hannah to the State Medical Review Team to get a disability certification for the public assistance program while she waits for SSI. SSI also helps a client become automatically eligible for Medical Assistance with a disability status to help pay for all medical expenses. At age 26, Hannah will no longer be on her mother's commercial insurance policy and will be responsible for her own health insurance.

Did you know...

If Hannah had been approved for social security income for her disability at age 17 years 9 months, she would have to reapply on her 18th birthday. She could not send in her application until the day of her 18th birthday. During this application time payments would stop.

Housing support is a cash assistance program that could help pay for Hannah to live in a group residential housing if she chooses to leave her parents' home but is unable to live on her own. Before receiving or becoming eligible for SSI, she could receive Housing Support and/or General Assistance cash depending on her disability. SNAP will be another program she could apply for depending on where she resides once she turns 18.

Services have not been built with a continuum of care in mind at the state and national levels because of funding and laws that structure services. Generally, when laws and services are

built, they have the seven-county metro area in mind which has greater availability and variety of services in a compact geographical area.

Story of Families Involved with Child Protection: Emma, Nick, and Joe

SWHHS received a report of discipline by a parent the reporter felt was abuse. Emma and Nick are an unmarried couple who have two-year-old Joe that goes back and forth between his parents' care. The reporter indicated Joe came back from a weekend with his mother and had bruises on his abdomen and side that were noticed during bath time. Joe cannot say what happened but does say "owie" when his stomach is touched. Nick reached out to Emma to ask about the marks and said she never noticed anything but did state that Joe was difficult this weekend.

Child protection reviews the report at the morning screening call and looks at the details of the report and how they fit with the current Child Protection Screening Guidelines issued by the Department of Human Services. After review, the report is screened in for physical abuse. The report is then cross-reported to law enforcement and the county attorney's office.

The immediate safety of Joe is discussed and a plan is made with law enforcement and the assigned worker for making contact with the family. The assigned worker makes a call to Nick since he has Joe for the next couple of days and a home visit is set up for later in the day to see Joe and discuss the received allegations.

Before the scheduled home visit, the assigned worker will re-arrange the scheduled meetings and appointments to allow enough time to handle the immediate situation. Law enforcement and the assigned worker will also discuss the interviews of both parents and any other adults who were responsible for Joe's care over the last couple of days.

At the home visit, the social worker explains the reason for the involvement and reviews the privacy rights with the family. The worker discusses the current parenting arrangement and any other individual who helps with Joe's care on a regular basis. The social worker also

discusses who lives in the home, Joe's development, medical and dental providers, childcare providers, and any concerns with Joe's well-being. Also discussed is Nick's employment status, housing status, mental health concerns, abuse/neglect history and how the basic food, clothing and shelter needs are being met for the family. All of these things can be indicators of stressors in the home and/or areas the child protection worker can assist the family with. While in the home, the social worker can get a tour and see the living environment to assess for any concerns.

2018 Average Count of Children in Out of Home Placement

	Average Count
SWHHS	177
Lincoln	9
Lyon	44
Murray	12
Pipestone	16
Redwood	80
Rock	16

Nick shares that Joe is still showing tenderness in his abdomen and has been "clingy" all day. Due to the continued concerns and limited verbal ability, the social worker asks Nick to take Joe into the clinic today to ensure his physical health is okay. Nick states he has to go into work later today and isn't sure if going to the doctor is necessary. The social worker uses open-ended questions to gather more information from Nick about his hesitancy to take Joe in. The social worker then explains the reasons for the request and why it will help to ensure things are okay since we do not know what is occurring below what is visible. With further discussion, Nick discloses he recently changed jobs and doesn't have insurance for Joe, only for himself. Nick is also concerned about missing too much work so early into the job and if he will be fired. The social worker can problem-solve with Joe and assist in calling the clinic to discuss open appointment times given the concerns. Nick said he is willing to see any provider as long as he can get to work on time. The social worker and Nick also discuss the possibility of having Nick or Emma apply for medical assistance given the family's current limited income.

The social worker has a strong working relationship with a couple of providers at the clinic and calls them with Nick's permission. They are willing to squeeze Joe in today to assess his immediate safety. Nick, Joe and the social worker go to the clinic to have Joe assessed. The social worker has Nick take the lead during the appointment and is there to share information

as needed. All of Joe's testing comes out as okay and that there are no concerns for internal injuries. A safety plan is developed with Nick to ensure Joe's safety and that no physical discipline will be used on Joe. Nick takes Joe to his parents (as usual) for evening care while Nick is at work and agrees to share the plan with them. Their contact information is given to the social worker.

2018 SWHHS Placement by Category

	2018
Foster home	48.0%
Other pre-kinship home	10.0%
Pre-adoptive home	9.9%
Child's reunification home	8.2%
Supervised independent living	5.4%
Residential treatment center	4.8%
Foster home: corporate	4.4%
Probation placement	4.4%
Group home	3.9%
Juvenile correctional facility (non-secure)	1.1%
Non-custodial parent's home	0.0%

The social worker reaches out to Emma to set up a time to discuss the received allegations as well. The social worker meets with Emma in her home to assess the home environment while discussing the family. The same information that was asked to Nick is asked to Emma. Emma is also asked about the injuries and asked to go through the events of the weekend. Emma shares that Joe was throwing multiple temper tantrums during the weekend when he was told no. Emma described the tantrums as Joe throwing himself on the floor, crying, screaming and kicking. Emma said there were times he would throw himself on toys from off the edge of the bed. Emma is wondering if that is where the bruises came from. A safety plan is created with Emma when Joe is in her care. Emma states she is the only caregiver for Joe so the plan does not need to be shared with anyone else. Emma said she and Nick discussed the social worker's recommendation to apply for medical assistance since they do not have insurance for Joe and Emma agreed. The social worker explained where to go and how the process works. Emma said she feels she can handle this task and she agrees to let the social worker know when it is done.

Joe is observed with both parents and does not display any fear with either parent. Joe is seen seeking out comfort and support from both parents while in their respective homes. Joe's living spaces in both homes are adequate to meet his needs.

The social worker consults with medical providers who are part of the child protection team to discuss Joe's injuries and any additional concerns and/or next steps the provider may have. The provider feels that the injuries could have been caused by falling on toys but cannot say for certain.

Given Emma's concern about Joe's behavior, it is decided that SWHHS will make a Help Me Grow Referral to have Joe's development assessed. The referral is made and the social worker is in close communication with the assessor during the assessment. Joe is determined to be behind in language and a recommendation for speech therapy is made. The social worker follows up with the family to ensure follow through with services.

Emma also expressed concerns during the initial contact about some depression ever since she had Joe. The social worker and Emma meet again to discuss how things are going and the possibility of a mental health referral for Emma's well-being. Emma agrees and the social worker makes a referral to the local mental health center for a diagnostic assessment to be completed.

The social worker meets with both Emma and Nick a couple of more times over the 45 days of the assessment/investigation period. The social worker completed the Structured Decision-Making assessment and it is determined that there is a moderate risk for Joe. Both Emma and Nick say that they feel they have things under control but find the monthly check-ins with the social worker helpful. It is decided that Joe and Emma will have a couple of months of case management and sit down to create a case plan.

Did you know...

It is not the goal of SWHHS child protection staff to take away a child(ren) from their family. Staff are however required by Minnesota Statute 626.556 to investigate allegation of child maltreatment that involve:

- Substantial child endangerment
- Sexual abuse
- Neglect
- Physical abuse
- Mental injury
- Threatened injury.

If after investigation the child maltreatment report is ruled in as valid, staff work with the family to address the issues that have created the abusive environment so that the family may be reunited. If a family refuses to make improvements, it is then that termination occurs.

Story of Restorative Justice: Hunter and Will

Hunter and Will, both 13-year-olds, are out in the community and decide to damage a community bathroom and are caught in the process. Law enforcement investigates and sends their report to the county attorney's office. At that time, the county attorney office reviews the case and determines eligibility for the SWHHS Restorative Justice's

Program. Upon reviewing the report, the County Attorney calculates, because of the extensive damage, Hunter and Will could be charged with felony-level Criminal Damage to Property and refers the two juveniles to Circle Sentencing. SWHHS staff meet with the youth and their parents to assess interest and their willingness to participate in the Circle process. Hunter and Will have the option of going through the traditional court process or Circle Sentencing to address their charges. Once the family accepts, the acceptance Circle is scheduled.

Community members or "Circle Volunteers", a SWHHS facilitator, and the youth and their supports make up the Circle. Through the Circle process, the group meets every other week to decide what the youth need to do to repair the harm that was caused by their actions. In this case, Hunter and Will volunteered with the city maintenance department so they got to experience firsthand how their actions impacted the city. In addition to community service, the youth were responsible for writing apology letters and paying restitution and completed any other goals the Circle deems pertinent. Because Will struggled in school, the Circle assisted him in bringing his grades up to passing and getting him back on track for graduation. Hunter had a tense relationship with his mother, so the Circle made goals surrounding their relationship. These goals are discussed with the youth every two weeks in Circle.

Once the youth completed all of their goals and the Circle felt they were no longer at risk to re-offend, a celebration Circle was scheduled. This is not done until the youth have demonstrated a change in thought and behavior, so youth can remain in Circle for 2 or more years at times. Upon completion of the Circle process, the Circle writes a letter to the County Attorney's office explaining the youth has fulfilled their obligations. In turn, the County

Attorney closes the file and the youth are not charged with the offense they were referred to Circle.

“Body Shop” written by Circle Youth

There are many struggles in a lifetime. I like to refer to them as “speed bumps”, as we are the cars. Each speed bump is in relation to a life struggle. For instants in my life when the incident happened, I was going over a life speed bump. If you take it too fast you ruin your car, if you take it too slow, you will not make it over it. You have to know how to handle the speed bump. When I went over one of my life’s speed bumps, I was not thinking and went over it too fast, ruining my “car” or myself. I tried to rush over the speed bump but broke something major on the car. The major thing on the car was trust and my image to others.

Now I am in the “body shop” rebuilding my car frame and axle, brakes, etc. The frame acting as my public image and interior damage acting as trust. Therefore, in reality, all of you, as members of this program are the mechanics fixing me up and getting me ready to go back on the road. Once I am ready to hit the road, again I will be graduated from the “body shop” or circle. I will be a new and improved car ready for whichever speed bump comes my way. The one thing that will be different from the other speed bumps in life is that I will know how to handle them and how to overcome them. And I can thank all of you for that.

Did you know...

2018 Circle Volunteers spent 813.75 hours, which is a donated value of \$22,443.23 toward SWHHS Clients. There were 10 youth in Lincoln & Lyon Counties that completed the requirements of Circle and had their criminal charges dismissed. Victims received 100% repayment of restitution with a value of \$5,985.78. In 2018, 203 community service hours were completed. Since Circle started in 2013, 505 community service hours have been completed. Circle Sentencing participants, who were 14 and older, have obtained or maintained employment 79 percent of the time.

A Story of Successful Transition to Adulthood for Youth (STAY): Jenna

Jenna has big dreams. At 16-years-old she wants to gain independence so she doesn't have to rely on her foster care social worker. In the STAY program, foster care youth who wish to receive STAY funds will need to develop an education plan that removes barriers from their growth and builds knowledge so they can live independently.

Jenna, along with other foster care youth, attended the STAY meeting about Smart Car Shopping. After the meeting, she wanted to know more about buying a car. The STAY worker met with her on a one-to-one basis a couple more times and taught her about car maintenance, insurance, tabs, and title transfers. Eventually, she came up with a dollar amount she needed to buy her first car. The STAY worker helped her come up with a budget and financial goal. Once she reached that goal amount, the STAY worker helped her better understand and look for insurance and get the paperwork she needed to go to a dealership. She was able to get insurance and buy a car on her own using the things she learned at meetings. Jenna used the STAY program to gain information about a big purchase to make an informed decision that will move her toward being more independent and successful in adulthood. (5)

A Story of Extended Foster Care (EFC): Dillon

Dillon, a senior in high school, has received notice six months prior to turning 18 explaining options for extending foster care until he is 21 or leaving at 18 and generating a personal transition plan to guide him out of foster care. Dillion wants to be successful in life and feels he needs some additional skills like time management, budgeting, grocery shopping,

meal planning, and making and completing cleaning lists to help him do that. He agreed to and signed the Voluntary Placement Agreement allowing him to be placed in Extended Foster Care since he wants to attend community college in the fall.

On Dillion's first visit with his worker, an assessment is done to determine what independent life skills Dillion has and needs help with. Together they work out a plan and decide budgeting will be worked on first. His worker asks Dillon to write down all of his spending and what he earns for a month and bring the information to their next meeting. When meeting with his worker, Dillion is shown how to turn the financial information that he gathered over the last month into a budget by looking at what he spends and what categories he needs in his budget. Dillion was also shown how to use the money he earned from his job to finish his budget and plan how to save his EFC money.

At one of his next meetings, Dillion was asked to come up with five recipes for meals he would like to cook. When he meets with his worker, they go shopping for the meal items and discuss how to build a weekly menu out off of that. While shopping he is taught how to use weekly sales, coupons, and understand unit pricing to make his EFC funds go farther. (6)

Did you know...

The base rate a youth receives in EFC is \$910 a month. Additional money may be available depending on the Minnesota Assessment of Parenting for Child and Youth (MAPCY) assessment. The average monthly amount youth in SWHHS receive is \$950. (6)

Story of Poverty in the Nursing Home Setting: Shirley

Shirley is an 84-year-old diabetic; she entered the nursing home a year ago and has been paying for her care. However, she now has limited funds to pay for the cost of her care. The family contacts SWHHS for assistance and is given the Application for Medical Assistance (MA) for Long-Term Care (LTC) Services.

Once the application is received back, SWHHS has 45 days to process the application. Depending on the circumstances, it may take up to 60 days or more. The completed application and needed verifications are received. (All assets and income need to be verified). SWHHS eligibility worker requests the Physician Certification form to verify the nursing home admission date and the need for nursing facility level-of-care. The worker reviews

verifications to determine if assets are within limits. If not, the client is notified of the need to properly reduce excess assets. Shirley's income needs to be verified, along with any medical deductions. Long-term care also has other requirements that need to be met (home equity limit, uncompensated transfer rules, and naming DHS the remainder beneficiary of certain annuities). Once all needed verifications are received, Shirley's assets are within limit, and LTC requirements met; Medical Assistance for Payment of Long-Term Care Services can be approved. The worker will also determine if she is eligible for the Medicare Savings Program to help with the cost of her premiums.

Shirley and/or her authorized representative will be notified of the outcome of the application. If approved the notice will include the medical assistance begin date and the amount of her "recipient amount". This is the amount she will be responsible to pay toward the cost of her nursing home care each month. The recipient amount is based on her gross income minus any allowable deductions (personal needs, insurance premiums, etc.).

Following approval, Shirley will then need to select a managed health care plan. If one is not selected, she will be auto-enrolled in the plan that was randomly chosen for her. Individuals applying for MA payment LTC Services can have very unique circumstances. It can range from very simple, with someone only having Retirement Survivor's Disability Insurance (RSDI) benefits and a checking account: to very complex, with multiple income sources, multiple assets, annuities, non-homestead realty property, uncompensated transfers, etc.

Once Shirley is on a managed care plan, she is referred to SWHHS, Public Health Unit, to assign a Care Coordinator to advocate for her needs and assist in assuring services are being met. After receiving the referral, a Public Health Nurse will complete an assessment of Shirley within 30 days. This comprehensive assessment includes a face to face contact with Shirley as well as reviewing her chart. The person-centered assessment allows Shirley to

Did you know...

Long-term care is expensive. In Minnesota the average cost of care for a year is:

- \$60,000 for an average of 44 hours per week of home care in your home.
- \$48,000 in an assisted living facility (this cost does not include services and fees)
- \$90,000 for care in a nursing home.

The cost of long-term care depends on where you live, the care level a person needs, and the provider you use. (12)

discuss how she feels her needs are being met in the nursing home and allows her to express any questions or concerns. The review of the chart helps the Public Health Nurse establish that Shirley is getting the appropriate care at the nursing home. As the assessment is being completed, Shirley states she has been having trouble finding a dentist and needs some specific items for her diabetic condition. Once the initial assessment is complete, Shirley's Care Coordinator finds a dentist that will see her. The Care Coordinator works with the Social worker at the nursing home to arrange the appointment and transportation. The Care Coordinator also finds a resource that will come to the nursing home to measure Shirley for diabetic shoes. The Care Coordinator arranges the visit and Shirley can order the diabetic shoes that best meet her needs.

Story of Physical Disability: Richard

Richard is a 59-year-old male who is certified disabled through the Social Security Administration. He receives \$815 in Retirement Survivors Disability Insurance (RSDI) benefits and works part-time at a local business making about \$85 bi-weekly. He comes into the office to apply for the Supplemental Nutrition Assistance Program (SNAP), cash, and healthcare. He is

over the income limit for cash assistance but is eligible to receive some SNAP benefits. Since he is working making more than \$65 per month and is disabled, he is eligible for Medical Assistance for Employed Persons with Disabilities (MA-EPD). This program is available to clients who are over the income limit for Medical Assistance with disability type but are working. He will pay a monthly premium based on his average monthly income (limit of \$39). In addition, because he is on Medicare, he is also eligible for Qualified Medicare Beneficiaries (QMB); this program helps pay his Medicare premium costs and any co-pay or deductibles associated with Medicare.

Richard's mom was helping him get ready for work as he needs help bathing and dressing. She used a modified van with a ramp to get him to and from work. His Mom is currently in the hospital due to falling and breaking a hip. She is not going to be able to return home after surgery. Richard's brother is going to stay with him for a short time but is not able to help for a long amount of time. They are both expecting that their Mom is going to need to go to the nursing home for rehabilitation and are not sure, how long she will be out of the

home. They would like to know what help might be available. An intake worker spoke with them and offered a MNChoices assessment and Richard agreed. An assessor came to Richard's home to complete the MNChoices assessment and determined that he would be eligible for a Community Access for Disability Inclusion (CADI) waiver. The assessor made a referral for a CADI waiver and he was assigned a social worker. The social worker met with Richard and they developed a plan for care including Personal Care Assistance (PCA) to help Richard bathe and dress at home, a Personal Emergency Response System so he can call for help in an emergency, meal on wheels, housekeeping, and assisted in setting up community transportation to and from work.

PRIMARY PREVENTION

Some of the people in the stories on the previous pages may have avoided the situations they are in if more prevention programming was available. For example:

- Evidence-based Family Home Visiting has demonstrated a decrease in child abuse and neglect, decreased tobacco and alcohol use during pregnancy, increased breastfeeding rates, reductions in subsequent pregnancies, increased labor force participation by parents, and increased family income. (7) (8)
- Planning and Implementation (P&I) grant that focuses on positive community norms to help youth understand they don't have to use alcohol and other substances because most of their friends are not using. The 20+ communities that previously received P&I funding have seen a dramatic decrease in 30-day alcohol use among youth in their communities.
- Women, Infants, and Children (WIC) is a nutrition education program that provides supplemental foods to promote good health for pregnant, breastfeeding, postpartum women, infants, and children up to age five who meet income guidelines. This evidence-based program is proven to reduce obesity and improve the nutrition of children that live in poverty.
- Education about and administration of immunizations protects all of us from diseases like measles, mumps, polio, hepatitis A, B, and C, tetanus, diphtheria, whooping cough, among others.

To better understand SWHHS prevention approach in our community you need to understand the three categories of prevention activities:

1. **Primary Prevention**—intervening before health effects or injury occurs

- through measures such as vaccinations,
- education about healthy and safe habits (eating healthy, regular exercise, not smoking), and
- banning substances known to be associated with a disease or health condition through legislation and enforcement that ban or control the use of hazardous products (asbestos) or mandate safe and healthy practices (car seat and seatbelt use) (9) (10)

2. **Secondary Prevention**—identify diseases in the earliest stages

- through regular exams and screening tests before the onset of signs and symptoms, (mammography and regular blood pressure testing)

- encouraging personal strategies to prevent re-injury or recurrence,
- implementing programs to return people to their original health and function to prevent long-term problems (9) (10)

3. Tertiary Prevention—decreasing the impact of injury or ongoing disease that has long-lasting effects.

- cardiac or stroke rehabilitation programs, chronic disease management programs
- support groups that allow a member to share strategies for living well
- vocational rehabilitation programs to retrain workers for new jobs when they have recovered as much as possible. (3) (10)

SWHHS has a wide variety of prevention programs available that meet the three prevention approaches:

- Car Seat Program
- Follow Along Program
- Family Home Visiting
- Peer Breastfeeding Support
- Women, Infants, and Children
- Statewide Health Improvement Partnership
- Planning and Implementation Grant
- Toward Zero Deaths
- Public Health Preparedness
- Infectious Disease
- Immunizations
- Tuberculosis Control
- Refugee Health
- Environmental Health
- Birth Defects Information System
- Early Hearing Detection Intervention
- Child and Teen Checkups Program
- Dental Varnishing

On the following pages, you will see some of the prevention work done in each of the SWHHS counties during 2018.

Prevention at Work in Lincoln County in 2018



3 clients requested car seats with education.



Worksite wellness physical activity kit.

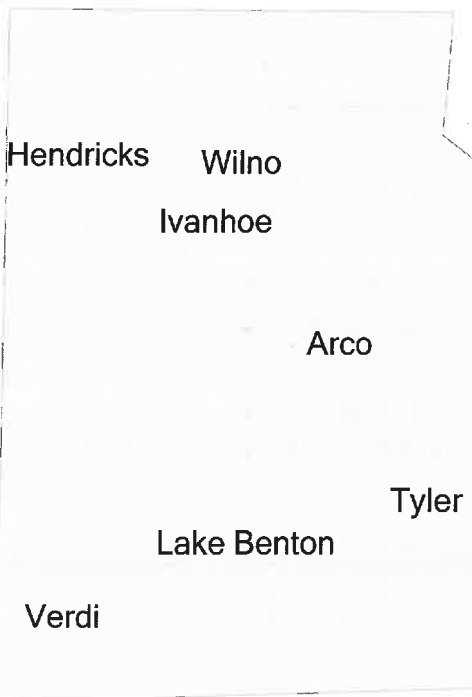


824 annual WIC clinic participants.



Tobacco Free Property posted at worksites and schools.

Population 5,707



Vaping and tobacco education provided area schools.



69 clients received care management visits in the nursing home.



5 clients received personal care assessments so they could get help to stay in their home.

Lincoln County



Health Equity Data Analysis Partnerships were built in Lincoln County to address findings from the 2017 Health Equity Data Analysis.



9 clients received MNChoices or personal care assessments so they could get help to stay in their home.



91 Lincoln Elementary School students benefit from Safe Routes to School program.

Prevention at Work in Lyon County in 2018



139 clients requested car seats with education.



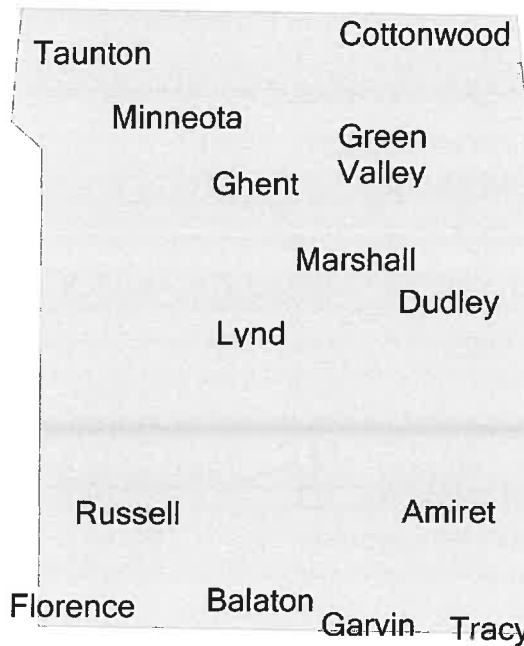
13,280 annual WIC clinic participants.

Farmers Market in Lyon County took EBT & credit/debit cards, Marshall Bucks, Power of Produce tokens worth \$9,289.



Medications & monitoring provided to 35 Latent & Active TB clients.

Population 25,839



117 clients received care management visits in the nursing home.



Minneota Bike Rodeo



\$50,000 in Legacy Funds for a new playground in Marshall.



41 clients received personal care assessments so they could get help to stay in their home.

Toward Zero Deaths - Marshall High School Mock

Prevention at Work in Murray County in 2018



2,008 annual WIC clinic participants.

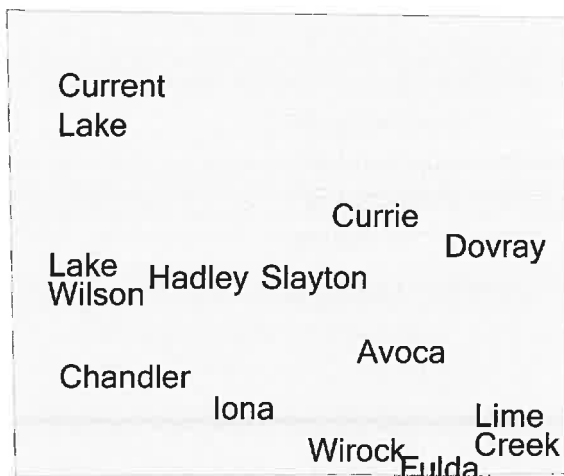
661 Murray County Central students benefit from a Smarter Lunch Room.

Physical activity worksite wellness.



Medications & monitoring provided to Latent TB clients.

Population 8,353



36 family home visits were provided.



Vaping and tobacco information provided area schools.

Healthy snack station worksite wellness.



44 clients received care management visits in the nursing home.



7 clients received personal care assessments so they could get help to stay in their home.



Bike Fix It Station in Fulda.

Prevention at Work in Pipestone County in 2018



Vaping and tobacco information provided area schools.



39 clients requested car seats with education.



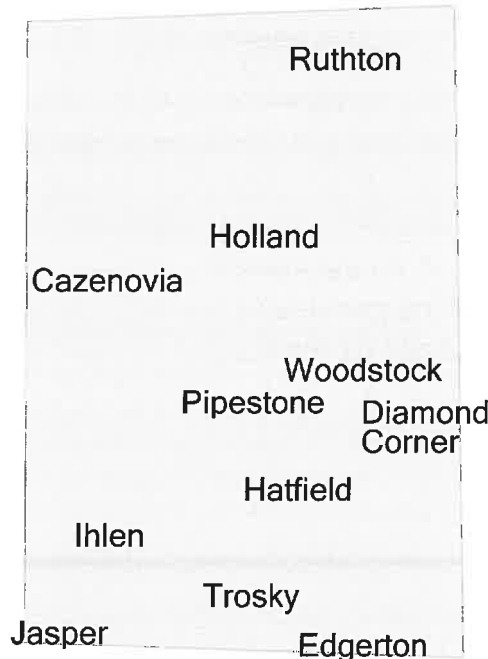
3,693 annual WIC clinic participants.



172 family home visits were provided.



Tobacco Free Property posted at worksites and schools.



Medications & monitoring provided to Latent TB clients.



32 Prenatal assessment visits were provided.



3 clients received personal care assessments so they could get help to stay in their home.



Hydration stations installed in Pipestone Area Schools.



P & I Grant changes teen behavior when messages focus on the positive!

Prevention at Work in Redwood County in 2018



140 family home visits were provided.



Westbrook-Walnut Grove School celebrate locally grown foods through their Farm to School Program.



Redwood Valley High School students stencil buckle-up at high school parking lot exit.



105 clients received care management visits in the nursing home.

Population 15,331



Seat Belt Convincer at Farmfest.



Vista Prairie Lactation Room. Also, setup at Farmward.



3,895 annual WIC clinic participants.



19 clients received personal care assessments so they could get help to stay in their home.



LiveWell

Building Healthy Communities
649 community members participated in the Quality of Life Survey.



Vaping and tobacco information provided area schools.

Prevention at Work in Rock County in 2018



Tobacco Free Property posted at worksites and school.



2,107 annual WIC clinic participants.

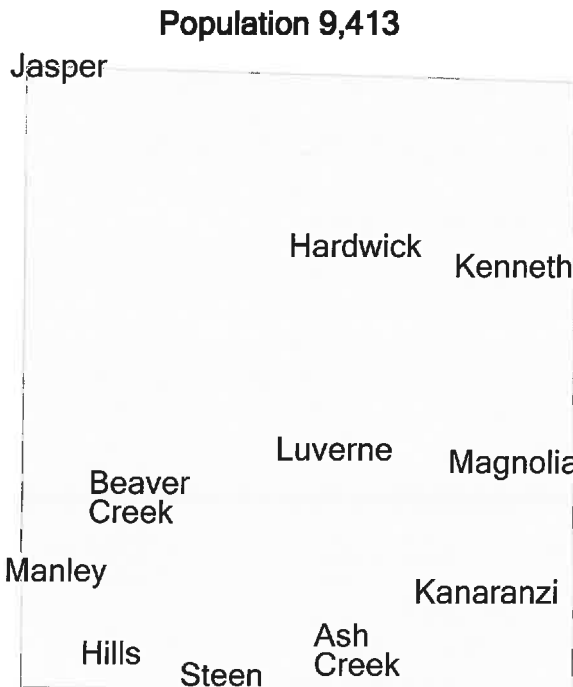
Sit stand work station worksite wellness.



Vaping and tobacco information provided area schools.



23 clients requested car seats with education.



Ribbon cutting for Roll On Luverne bike share program.

Work site wellness at Midwest Fire



11 clients received MNChoices or personal care assessments so they could get help to stay in their home.



9 family home visits were provided.



Power of Produce at the Luverne Farmer's market.

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JANUARY 2020

GRANTS ~ AGREEMENTS ~ CONTRACTS

for Board review and approval

- Advance Opportunities (Marshall, MN)** – 01/01/20 to 12/31/20; provide DT&H services for non-waivered clients, daily rate \$70.35, partial day \$48.79, and transportation \$5.30 (no increase) (renewal).
Fiscal Note: 2019 \$39,980 (4 clients); 2018 \$31,529 (4 clients); 2017 \$15,683 (2 clients)

- Lamar Companies (Sioux Falls, SD)** – 03/16/20 to 03/14/21; advertising agreement for billboard posters promoting alcohol and drug prevention, P&I grant monies of \$4,420 (renewal).
Fiscal Note: 2019 \$8,300; 2018 \$2,600; 2017 \$9,640

- Pipestone County (Pipestone, MN)** - 01/01/20 – 12/31/20; Office space lease, \$68,379.60 annually at \$17,094.90/qtr (no change) (renewal).
Fiscal Note: 2019 \$68,379.60; 2018 \$68,379.60; 2017 \$68,379.60

- Pipestone County (Pipestone, MN)** - 01/01/20 – 12/31/20; Pipestone will provide connectivity and IT services, \$8,750 annually at \$2187.50/qtr (no change) (renewal).
Fiscal Note: 2019 \$8,750; 2018 \$8,750; 2017 \$8,750

- Rock County (Luverne, MN)** – 01/01/20 – 12/31/20; office lease agreement of \$121,125 annually or \$6,729.17/mo, utilities included (no change) (renewal).
Fiscal Note: 2019 \$121,125; 2018 \$121,125; 2017 \$121,125

- Woodland Centers (various locations)** – 01/01/20 to 12/31/20; Crisis stabilization services, adult per diem at \$395 (5.5% increase), youth per diem at \$555 (5.5% increase), and detoxification \$580 (5.5% increase) (renewal).
Fiscal Note: 2019 \$53,574; 2018 \$23,466; 2017 \$17,540