



Southwest Health and Human Services  
Board Agenda  
Wednesday, May 20, 2020  
**Commissioners Room**  
Government Center, 2<sup>nd</sup> Floor  
Marshall  
9:00 a.m.

**HUMAN SERVICES**

- A. Call to Order
  
- B. Pledge of Allegiance
  
- C. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 4/15/2020 Board Minutes
  
- D. Introduce New Staff:
  
- E. Employee Recognition:
  - Josh Kirchner, 1 year, Accounting Technician, Marshall
  - Kaitlin Vos, 1 year, Office Support Specialist, Marshall
  - Patricia Person, 5 years, Social Worker (CAC/CADI/BI), Marshall
  - Louise Smith, 5 years, Eligibility Worker, Redwood Falls
  - Nancy Boeck, 15 years, Office Support Specialist, Slayton
  - Michelle Buysse, 20 years, Social Services Supervisor (Childrens), Marshall
  - Amber Groen, 25 years, Social Worker (DD), Marshall
  - Troy Knakmuhs, 25 years, Accounting Technician, Slayton

**HUMAN SERVICES (cont.)**

F. Financial

G. Caseload

	<u>4/20</u>	<u>4/19</u>	<u>3/20</u>	<u>2/20</u>
Social Services	3,613	3,707	3,643	3,660
Licensing	441	453	440	440
Out-of-Home Placements	162	168	166	175
Income Maintenance	12,201	11,841	12,051	10,981
Child Support Cases	3,230	3,256	3,216	3,206
Child Support Collections	\$881,631	\$930,045	\$810,144	\$731,710
Non IV-D Collections	\$115,623	\$129,427	\$116,275	\$122,089

H. Discussion/Information

1.

I. Decision Items

1.

**COMMUNITY HEALTH**

J. Call to Order

K. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 4/15/2020 Board Minutes

L. Financial

**COMMUNITY HEALTH (cont.)**

M. Caseload	<u>4/20</u>	<u>3/20</u>	<u>2/20</u>
WIC	N/A	2017	1971
Family Home Visiting	22	29	34
PCA Assessments	9	12	7
Managed Care	205	217	214
Dental Varnishing	0	4	7
Refugee Health	0	0	5
Latent TB Medication Distribution	7	1	19
Water Tests	178	99	87
FPL Inspections	12	33	40
Immunizations	0	10	38
Car Seats	0	12	19

- N. Discussion/Information
1. Covid-19 Updates – Incident Command Team
  2. Tobacco 21 Update – Ann Orren

- O. Decision Items
- 1.

**GOVERNING BOARD**

- P. Call to Order

- Q. Consent Agenda
1. Amend/Approval of Agenda
  2. Identification of Conflict of Interest
  3. Approval of 4/15/2020 Board Minutes

- R. Financial

**GOVERNING BOARD (cont.)**

S. Human Resources Statistics

	<u>4/20</u>	<u>4/19</u>	<u>3/20</u>	<u>2/20</u>
Number of Employees	235	231	232	234
Separations	2		1	3

T. Discussion/Information

1. 2019 DHS Financial Reporting Letter

U. Decision Items

1. Administrative Policy #10 - LAN, Email, Internet Access and Personal Computing Equipment
2. Request for Information Technology Specialist Position
3. Request for County Agency Social Worker/CMH worker
4. Request for Public Health Nurse
5. 2020 Preventive Exam Insurance Incentive
6. Donations:
  - a. Ongoing donations of masks for staff and clients
  - b. St. Matthews Lutheran Church monetary donation to go toward foster parent expenses
  - c. The VantHof family (Jayson, Heather, Carson & Weston) donated 15 Walmart gift cards (\$10 each) to go towards foster children or foster parents for initial needs when entering care
7. Contracts

V. Adjournment

**Next Meeting Dates:**

- **Wednesday, June 17, 2020 – Marshall**
- **Wednesday, July 15, 2020 – Marshall**
- **Wednesday, August 19, 2020 – Marshall**

## SOUTHWEST HEALTH & HUMAN SERVICES

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

### SUMMARY OF FINANCIAL ACCOUNTS REPORT

For the Month Ending

**April 30, 2020**

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

Description	Month	Running Balance
<b>BEGINNING BALANCE</b>		<b>\$2,475,229</b>
<b>RECEIPTS</b>		
Monthly Receipts	1,925,683	
County Contribution	260,631	
Interest on Savings	529	
<b>TOTAL MONTHLY RECEIPTS</b>		<b>2,186,844</b>
<b>DISBURSEMENTS</b>		
Monthly Disbursements	2,632,182	
<b>TOTAL MONTHLY DISBURSEMENTS</b>		<b>2,632,182</b>
<b>ENDING BALANCE</b>		<b>\$2,029,891</b>

### REVENUE

Checking/Money Market	<b>\$2,029,891</b>
SS Benefits Checking	<b>\$3,345</b>
Bremer Savings	<b>\$890,243</b>
Great Western Bank Savings	<b>\$75,504</b>
Investments - AIA/IN Fund	<b>\$558,416</b>

April 2019 Ending Balance

**\$2,614,294**

### ENDING BALANCE

**\$3,557,399**

April 2019 Ending Balance

**\$973,047**

### DESIGNATED/RESTRICTED FUNDS

Agency Health Insurance	<b>\$1,126,238</b>
LCTS Lyon Murray Collaborative	<b>\$134,966</b>
LCTS Rock Pipestone Collaborative	<b>\$64,881</b>
LCTS Redwood Collaborative	<b>\$88,435</b>
Local Advisory Council	<b>\$919</b>

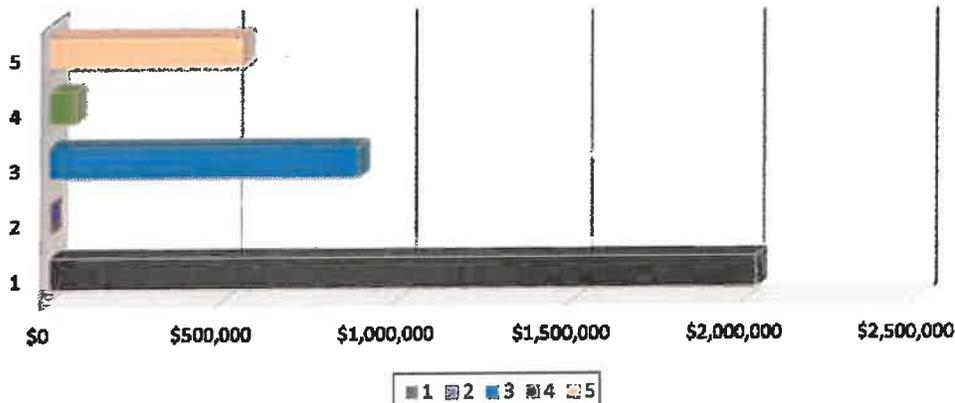
April 2019 Ending Balance

**\$1,402,199**

### AVAILABLE CASH BALANCE

**\$2,141,962**

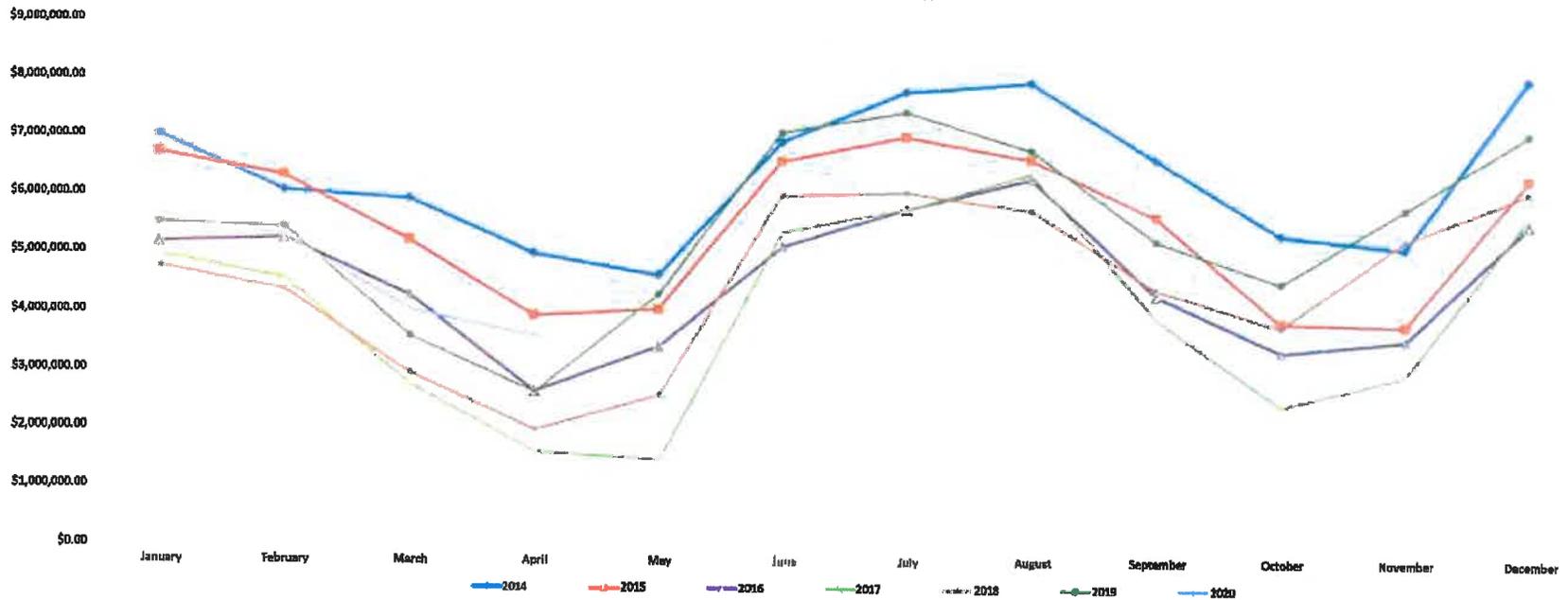
### REVENUE DESIGNATION



**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	\$6,981,225.27	\$6,024,758.18	\$5,888,424.32	\$4,851,083.48	\$4,586,515.25	\$8,893,382.81	\$7,789,372.24	\$7,943,226.69	\$6,629,328.28	\$5,325,638.85	\$5,113,269.32	\$6,060,638.23	\$6,347,314.41	\$6,298,488.25
2015	\$6,877,478.44	\$5,283,514.83	\$5,177,899.80	\$3,907,888.99	\$4,019,146.98	\$6,580,422.95	\$8,982,523.27	\$6,614,413.77	\$5,631,267.88	\$3,840,812.52	\$3,805,455.22	\$6,311,344.26	\$5,485,155.71	\$6,048,230.88
2016	\$6,132,902.00	\$5,284,953.26	\$4,246,893.55	\$2,826,828.20	\$3,394,817.21	\$5,088,797.96	\$5,750,985.99	\$8,275,434.87	\$4,290,810.19	\$3,346,309.75	\$3,580,418.88	\$5,533,701.83	\$4,537,719.39	\$4,861,516.27
2017	\$4,828,902.34	\$4,524,086.02	\$2,727,781.28	\$1,578,173.97	\$1,461,585.81	\$5,337,553.73	\$5,754,867.08	\$8,366,664.67	\$3,893,362.07	\$2,417,547.30	\$2,862,222.16	\$5,694,746.83	\$3,988,778.58	\$4,058,573.21
2018	\$4,721,044.68	\$4,333,538.53	\$2,935,770.10	\$1,985,448.82	\$2,570,080.71	\$5,977,407.40	\$8,033,326.24	\$5,731,638.82	\$4,391,517.44	\$3,775,199.56	\$5,252,398.38	\$6,085,908.40	\$4,461,140.24	\$3,898,917.84
2019	\$5,468,300.08	\$5,390,753.05	\$3,580,027.40	\$2,614,293.54	\$4,269,080.30	\$7,062,814.89	\$7,420,076.79	\$6,778,581.83	\$5,218,802.01	\$4,511,324.16	\$5,788,830.92	\$7,097,094.23	\$5,431,754.93	\$4,806,380.18
2020	\$5,612,100.09	\$5,244,836.41	\$3,888,085.28	\$3,657,399.18									\$4,603,355.24	\$4,952,007.28

**SWHHS Cash and Investment Balances**

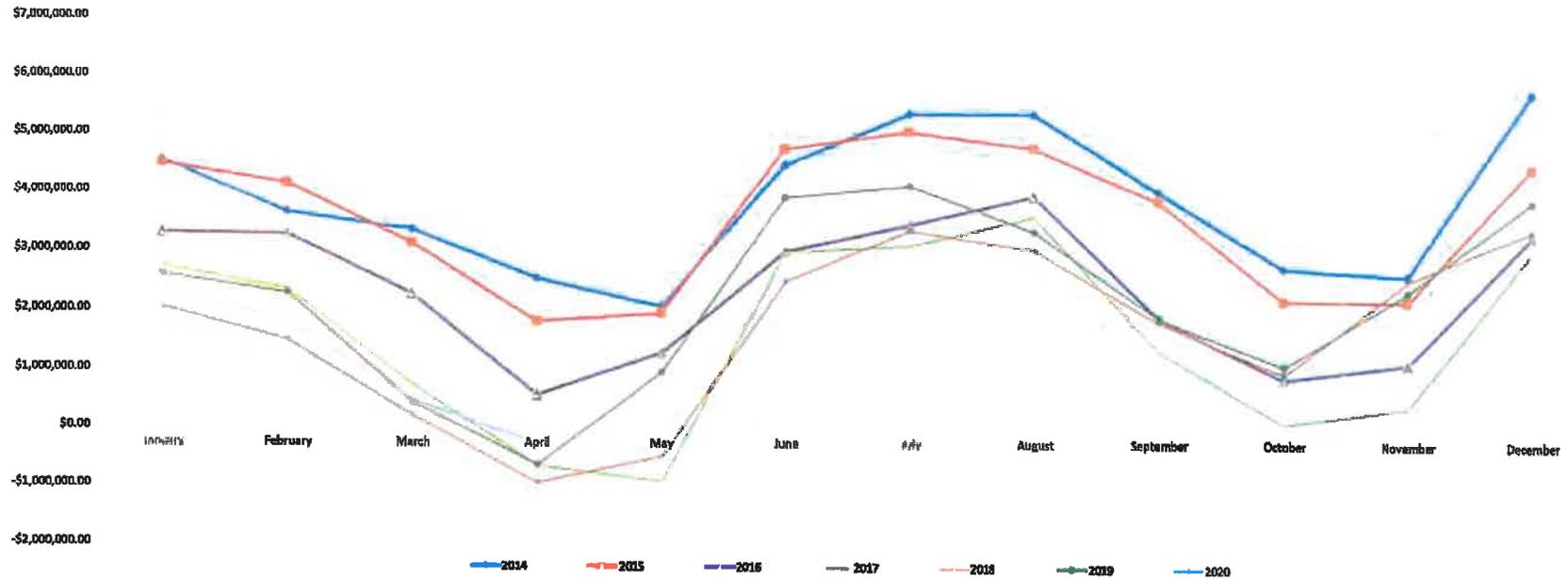


**SWHHS**  
**Total Cash and Investment Balance by Month - Human Services**

	January	February	March	April	May	June	July	August	September	October	November	December
2014	\$4,524,112.48	\$3,829,625.88	\$3,337,280.94	\$2,518,145.82	\$2,049,972.92	\$4,463,844.09	\$5,363,273.11	\$5,365,874.18	\$4,025,227.41	\$2,740,775.93	\$2,817,748.10	\$5,780,212.62
2015	\$4,463,244.56	\$4,128,886.35	\$3,114,853.80	\$1,805,842.76	\$1,948,746.17	\$4,743,405.88	\$5,052,782.78	\$4,776,088.88	\$3,888,016.53	\$2,208,082.85	\$2,192,119.18	\$4,487,384.13
2016	\$3,281,407.50	\$3,282,674.15	\$2,266,798.09	\$544,625.71	\$1,271,340.11	\$2,981,321.28	\$3,454,366.54	\$3,841,449.89	\$1,888,675.07	\$854,465.14	\$1,125,561.79	\$3,301,841.92
2017	\$2,721,514.18	\$2,337,080.47	\$710,886.71	-\$878,684.48	-\$945,146.15	\$2,972,035.88	\$3,096,420.77	\$3,583,841.88	\$1,322,585.71	\$94,999.25	\$377,552.65	\$3,035,265.95
2018	\$2,027,812.89	\$1,484,259.33	\$181,366.90	-\$965,731.87	-\$501,975.29	\$2,490,788.49	\$3,357,738.65	\$3,035,839.30	\$1,833,134.33	\$948,482.40	\$2,642,047.78	\$3,397,065.22
2019	\$2,581,069.09	\$2,285,158.91	\$403,973.82	-\$281,408.85	\$934,705.49	\$3,804,218.27	\$4,115,284.54	\$3,342,408.83	\$1,895,286.62	\$1,080,003.92	\$2,347,069.20	\$3,881,425.68
2020	\$2,332,834.65	\$1,794,778.37	\$448,580.09	-\$301,075.40								

Average for Year	Average for Jan-Mar
\$3,886,341.79	\$3,830,343.10
\$3,583,943.81	\$3,602,288.90
\$2,347,763.02	\$2,933,293.25
\$1,562,362.72	\$1,823,187.79
\$1,653,402.17	\$1,234,479.71
\$2,174,266.46	\$1,750,731.94
\$1,068,303.90	\$1,524,763.67

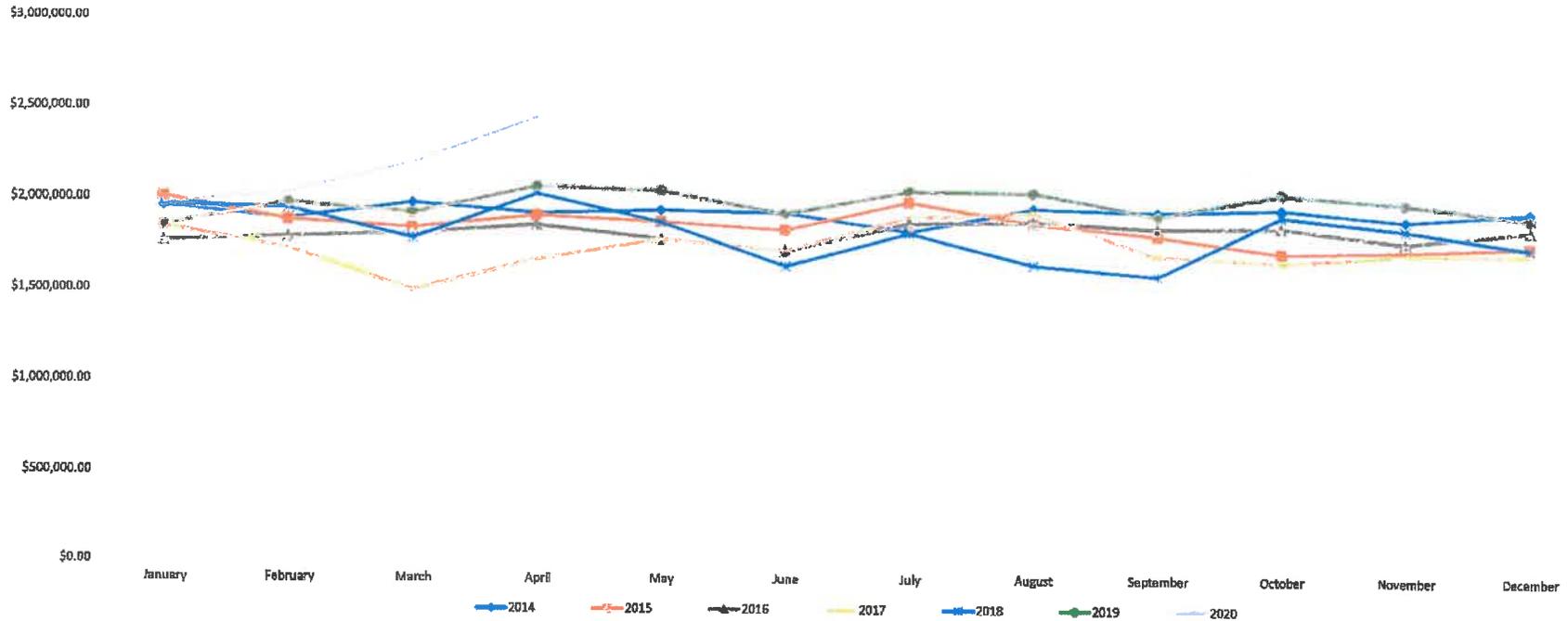
**SWHHS Cash Balances - Human Services**



**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	\$1,889,115.47	\$1,872,828.08	\$1,918,040.73	\$1,935,610.76	\$1,923,130.89	\$1,822,889.93	\$1,853,891.09	\$1,834,989.18	\$1,954,398.84	\$1,884,110.18	\$1,942,821.40	\$1,924,597.82
2015	\$2,005,574.71	\$1,882,681.89	\$1,841,148.62	\$1,906,754.95	\$1,876,427.45	\$1,832,808.45	\$1,987,157.33	\$1,874,490.47	\$1,806,827.22	\$1,714,863.10	\$1,730,380.53	\$1,785,482.75	\$1,851,214.87
2016	\$1,767,113.43	\$1,788,985.60	\$1,907,700.34	\$1,854,929.75	\$1,779,629.15	\$1,719,935.84	\$1,888,440.04	\$1,880,565.32	\$1,844,832.32	\$1,854,288.88	\$1,772,866.81	\$1,845,353.91	\$1,815,214.11
2017	\$1,847,930.47	\$1,726,463.73	\$1,494,823.91	\$1,867,703.00	\$1,778,696.76	\$1,720,044.88	\$1,903,354.71	\$1,930,710.27	\$1,895,805.50	\$1,683,861.46	\$1,709,288.13	\$1,709,425.15	\$1,737,349.16
2018	\$1,982,214.72	\$1,943,637.75	\$1,780,822.98	\$2,023,316.66	\$1,870,382.57	\$1,633,344.06	\$1,816,127.45	\$1,843,850.72	\$1,584,218.99	\$1,914,793.23	\$1,842,417.33	\$1,743,838.48	\$1,813,230.15
2019	\$1,851,277.80	\$1,972,754.31	\$1,918,434.61	\$2,063,608.18	\$2,039,516.86	\$1,918,780.30	\$2,044,401.82	\$2,039,261.99	\$1,915,329.19	\$2,036,424.83	\$1,985,685.37	\$1,910,997.42	\$1,974,715.22
2020	\$1,967,807.21	\$2,029,158.92	\$2,191,628.66	\$2,443,036.94									\$2,157,907.93

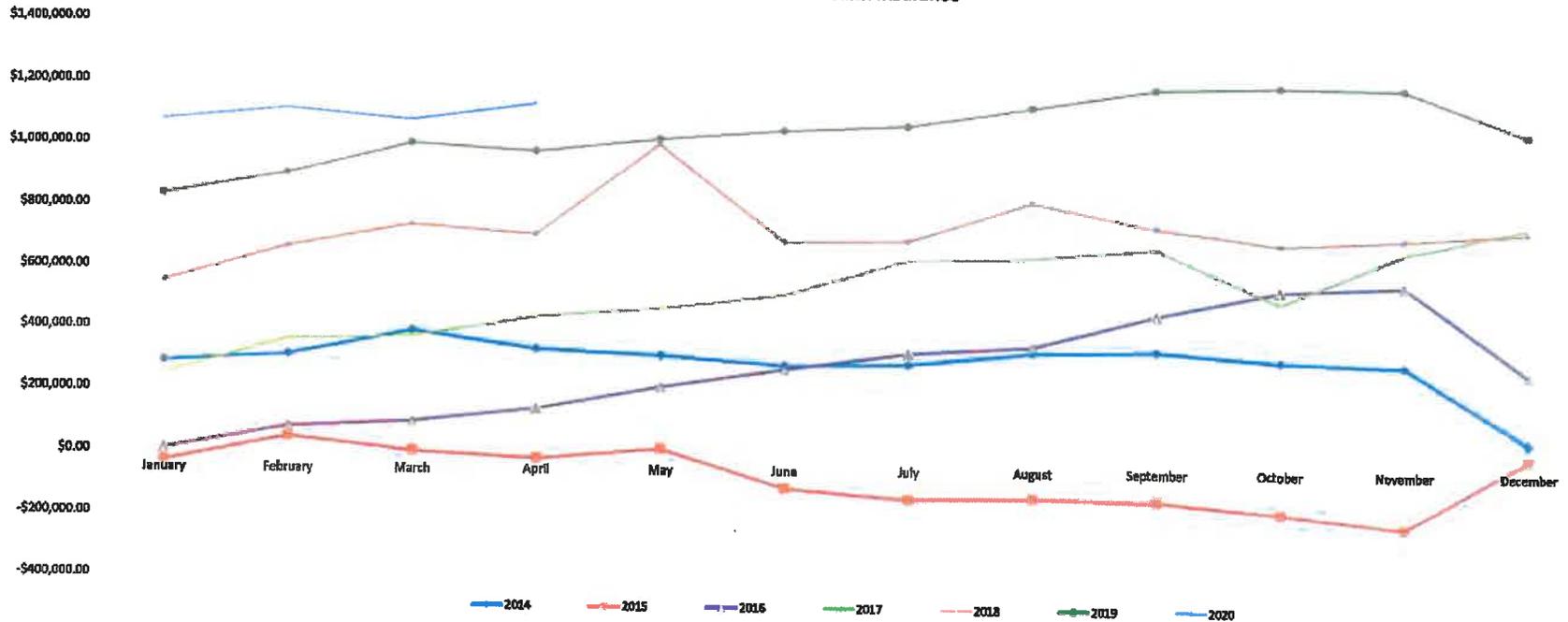
SWHHS Cash Balances - Public Health



**SWHHS**  
Total Cash Balance by Month - Health Insurance

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2014	\$285,358.82	\$308,048.30	\$387,989.08	\$390,278.87	\$312,752.06	\$283,635.78	\$290,484.90	\$330,401.57	\$338,696.39	\$307,534.98	\$295,830.28	\$52,721.51	\$283,636.63
2015	-\$33,351.13	\$43,792.99	\$830.08	-\$19,886.02	\$13,868.59	-\$109,949.59	-\$141,430.74	-\$134,243.27	-\$141,878.96	-\$178,110.32	-\$221,023.88	\$0.00	-\$76,748.52
2016	\$4,998.43	\$75,942.80	\$95,153.51	\$139,472.05	\$210,786.36	\$270,693.34	\$325,843.77	\$350,734.02	\$465,033.16	\$538,192.07	\$558,483.11	\$269,062.28	\$274,517.08
2017	\$243,431.96	\$360,090.41	\$369,083.91	\$436,168.38	\$465,168.83	\$514,005.00	\$629,735.43	\$640,875.17	\$673,434.33	\$497,527.83	\$685,075.30	\$753,857.36	\$520,702.81
2018	\$547,461.08	\$661,779.26	\$734,590.83	\$705,226.64	\$898,994.04	\$688,218.46	\$693,431.75	\$820,833.21	\$742,653.73	\$690,065.54	\$709,870.88	\$736,904.37	\$727,502.48
2019	\$830,788.88	\$898,632.50	\$996,871.64	\$973,048.88	\$1,015,393.62	\$1,046,007.99	\$1,064,198.10	\$1,127,823.88	\$1,189,707.87	\$1,200,978.08	\$1,195,846.02	\$1,051,804.82	\$1,049,203.01
2020	1,070,978.00	1,108,164.79	1,071,726.42	1,126,237.51									\$1,084,276.68

**SWHHS Cash and Investment Balances - Health Insurance**



**SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER****APRIL 2020**

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	<b>BALANCE FORWARD</b>				2,475,229.29
04/01/20	9949	Disb		10,969.13	2,464,260.16
04/03/20	105710-105739	Disb		2,883.24	2,461,376.92
04/03/20	105740-105778	Disb		197,299.16	2,264,077.76
04/03/20	7594-7642 ACH	Disb		54,386.50	2,209,691.26
04/03/20	39493-39552	Dep	486,426.55		2,696,117.81
04/06/20	9950	Disb		40,695.93	2,655,421.88
04/07/20	9951	Disb		1,516.66	2,653,905.22
04/07/20	39553-39567	Dep	122,052.15		2,775,957.37
04/09/20	9952	Disb		51,003.79	2,724,953.58
04/10/20	9232-9250	Payroll		132,417.24	2,592,536.34
04/10/20	62965-63206 ACH	Payroll		505,586.80	2,086,949.54
04/10/20	105779-105803	Disb		1,783.77	2,085,165.77
04/10/20	105804-105882	Disb		134,410.80	1,950,754.97
04/10/20	7643-7685 ACH	Disb		135,339.96	1,815,415.01
04/10/20	39568-39615	Dep	218,689.77		2,034,104.78
04/13/20	9953	Disb		34,685.23	1,999,419.55
04/14/20	9954	Disb		282.00	1,999,137.55
04/14/20	9955	Disb		22.00	1,999,115.55
04/14/20	39616-39637	Dep	33,941.84		2,033,057.39
04/15/20	9956	Disb		10,969.59	2,022,087.80
04/17/20	105883-105972	Disb		14,127.40	2,007,960.40
04/17/20	7686 ACH	Disb		144.60	2,007,815.80
04/17/20	105973-106164	Disb		98,361.43	1,909,454.37
04/17/20	7687-7692 ACH	Disb		2,966.77	1,906,487.60
04/17/20	106165-106189	Disb		2,311.94	1,904,175.66
04/17/20	7693 ACH	Disb		195.36	1,903,980.30
04/17/20	106190-106234	Disb		284,658.93	1,619,321.37
04/17/20	7694-7710 ACH	Disb		146,965.70	1,472,355.67
04/17/20	39638-39710	Dep	500,201.88		1,972,557.55
04/20/20	transfer from ss account	transfer	3,482.83		1,976,040.38
04/20/20	9957	Disb		26,893.32	1,949,147.06
04/20/20	9958	Disb		15,802.34	1,933,344.72
04/21/20	39711-39733	Dep	222,506.84		2,155,851.56
04/22/20	9959	Disb		872.95	2,154,978.61
04/24/20	9251-9270	Payroll		132,327.58	2,022,651.03
04/24/20	63207-63451 ACH	Payroll		505,267.71	1,517,383.32
04/24/20	106235-106248	Disb		1,326.05	1,516,057.27
04/24/20	7711-7713 ACH	Disb		313.22	1,515,744.05
04/24/20	106249-106280	Disb		52,922.48	1,462,821.57
04/24/20	7714-7721 ACH	Disb		9,190.18	1,453,631.39
04/24/20	39734-39768	Dep	144,968.60		1,598,599.99
04/27/20	9960	Disb		13,200.82	1,585,399.17
04/27/20	VOID 105416	Disb		(443.71)	1,585,842.88
04/27/20	VOID 106071	Disb		(443.71)	1,586,286.59
04/28/20	39769-39791	Dep	233,666.97		1,819,953.56
04/29/20	9961	Disb		10,969.13	1,808,984.43
04/30/20	39792-39836	Dep	220,906.10		2,029,890.53
					2,029,890.53
					2,029,890.53
	Balanced LMD 05/01/2020	<b>TOTALS</b>	<b>2,186,843.53</b>	<b>2,632,182.29</b>	

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

3,345.00
890,243.11
75,504.16
558,416.36

**TOTAL CASH BALANCE****3,557,399.16**



# Southwest Health and Human Services

## Treasurer's Cash Trial Balance

As of 04/2020

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 Health Services Fund	1,910,997.42			
Receipts		571,381.15	1,795,154.29	
Disbursements		76,898.95-	280,122.79-	
Payroll		243,073.92-	982,991.98-	
Fund Total . . . . .		251,408.28	532,039.52	2,443,036.94
5 Human Services Fund	410	General Administration		
	170,062.03-			
Receipts		52,947.18	212,471.92	
Disbursements		65,259.36-	212,679.27-	
Payroll		8,676.11-	54,043.05-	
Journal Entries		0.00	7,784.04	
Dept Total . . . . .		20,988.29-	46,466.36-	216,528.39-
5 Human Services Fund	420	Income Maintenance		
	374,656.57-			
Receipts		343,559.68	1,848,594.27	
Disbursements		348,328.21-	1,323,724.11-	
Payroll		324,240.65-	1,490,928.11-	
Journal Entries		0.00	3,892.02-	
Dept Total . . . . .		329,009.18-	969,949.97-	1,344,606.54-
5 Human Services Fund	431	Social Services		
	7,662,641.12			
Receipts		1,008,537.99	3,143,765.05	
Disbursements		99,031.76-	553,310.44-	
SSIS		607,232.73-	2,663,603.16-	
Payroll		688,114.30-	3,007,744.32-	
Journal Entries		0.00	3,892.02-	
Dept Total . . . . .		385,840.80-	3,084,784.89-	4,577,856.23
5 Human Services Fund	461	Information Systems		
	3,236,438.89-			
Receipts		2,263.00	10,211.00	
Disbursements		2,585.87-	2,876.63-	

# Southwest Health and Human Services

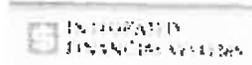
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## Treasurer's Cash Trial Balance

As of 04/2020

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Payroll		11,494.35-	88,692.18-	
Dept Total .....		11,817.22-	81,357.81-	3,317,796.70-
<b>5 Human Services Fund</b>	<b>471</b>	<b>LCTS Collaborative Agency</b>		
	0.00			
Receipts		0.00	72,006.00	
Disbursements		0.00	72,006.00-	
Dept Total .....		0.00	0.00	0.00
Fund Total .....	3,881,483.63	747,655.49-	4,182,559.03-	301,075.40-
<b>61 Agency Health Insurance</b>				
	1,051,604.82			
Receipts		211,757.17	900,027.35	
Disbursements		157,246.08-	825,394.66-	
Fund Total .....		54,511.09	74,632.69	1,126,237.51
<b>71 LCTS Lyon Murray Collaborative Fund</b>	<b>471</b>	<b>LCTS Collaborative Agency</b>		
	137,697.99			
Receipts		0.00	30,417.00	
Disbursements		0.00	33,149.00-	
Dept Total .....		0.00	2,732.00-	134,965.99
Fund Total .....	137,697.99	0.00	2,732.00-	134,965.99
<b>73 LCTS Rock Pipestone Collaborative Fund</b>	<b>471</b>	<b>LCTS Collaborative Agency</b>		
	54,412.53			
Receipts		50.00	13,607.00	
Disbursements		0.00	3,139.00-	
Dept Total .....		50.00	10,468.00	64,880.53
Fund Total .....	54,412.53	50.00	10,468.00	64,880.53
<b>75 Redwood LCTS Collaborative</b>	<b>471</b>	<b>LCTS Collaborative Agency</b>		
	59,802.79			

# Southwest Health and Human Services



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## Treasurer's Cash Trial Balance

As of 04/2020

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		0.00	28,632.00	
Dept Total .....		0.00	28,632.00	88,434.79
Fund Total .....	59,802.79	0.00	28,632.00	88,434.79
77 Local Advisory Council	477	Local Advisory Council		
Disbursements	1,155.02	0.00	236.22-	
Dept Total .....		0.00	236.22-	918.80
Fund Total .....	1,155.02	0.00	236.22-	918.80
All Funds .....	7,097,154.20			
Receipts		2,190,496.17	8,054,885.88	
Disbursements		749,350.23-	3,306,638.12-	
SSIS		607,232.73-	2,663,603.16-	
Payroll		1,275,599.33-	5,624,399.64-	
Total .....		441,686.12-	3,539,755.04-	3,557,399.16

# Southwest Health and Human Services

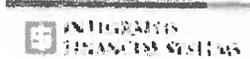
## RM- Stmt of Revenues & Expenditures

As Of 04/2020

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2020 BUDGET	% OF BUDG	% OF YEAR
<b>FUND 1. HEALTH SERVICES FUND</b>					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	260,631.25-	521,262.50-	1,042,525.00-	50	33
INTERGOVERNMENTAL REVENUES	1,587.00-	156,181.00-	170,500.00-	92	33
STATE REVENUES	88,022.19-	456,260.45-	810,102.00-	56	33
FEDERAL REVENUES	186,681.25-	513,550.64-	1,245,041.00-	41	33
FEES	33,889.27-	141,911.81-	496,230.00-	29	33
EARNINGS ON INVESTMENTS	529.24-	3,568.95-	14,880.00-	24	33
MISCELLANEOUS REVENUES	0.95-	944.21-	8,900.00-	11	33
<b>TOTAL REVENUES</b>	<b>571,341.15-</b>	<b>1,793,679.56-</b>	<b>3,788,178.00-</b>	<b>47</b>	<b>33</b>
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	33
PAYROLL AND BENEFITS	243,033.92	982,951.98	3,016,052.00	33	33
OTHER EXPENDITURES	76,898.95	278,688.06	772,126.00	36	33
<b>TOTAL EXPENDITURES</b>	<b>319,932.87</b>	<b>1,261,640.04</b>	<b>3,788,178.00</b>	<b>33</b>	<b>33</b>

# Southwest Health and Human Services



## RM-Stmt of Revenues & Expenditures

As Of 04/2020

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2020 BUDGET	% OF BUDG	% OF YEAR
<b>FUND 5 HUMAN SERVICES FUND</b>					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	0.00	299,374.25-	11,378,603.00-	3	33
INTERGOVERNMENTAL REVENUES	0.00	6,644.50-	104,354.00-	6	33
STATE REVENUES	212,493.54-	1,123,209.59-	5,269,341.00-	21	33
FEDERAL REVENUES	481,783.34-	2,296,882.96-	8,035,293.00-	29	33
FEES	173,433.25-	852,342.94-	2,200,150.00-	39	33
EARNINGS ON INVESTMENTS	2,778.40-	18,736.85-	78,096.00-	24	33
MISCELLANEOUS REVENUES	471,389.57-	455,445.39-	1,139,100.00-	40	33
<b>TOTAL REVENUES</b>	<b>1,341,878.10-</b>	<b>5,052,636.48-</b>	<b>28,204,937.00-</b>	<b>18</b>	<b>33</b>
EXPENDITURES					
PROGRAM EXPENDITURES	855,658.18	3,638,361.92	11,157,301.00	33	33
PAYROLL AND BENEFITS	1,044,357.59	4,641,034.18	14,290,849.00	32	33
OTHER EXPENDITURES	189,517.82	955,698.58	2,756,787.00	35	33
<b>TOTAL EXPENDITURES</b>	<b>2,089,533.59</b>	<b>9,235,094.68</b>	<b>28,204,937.00</b>	<b>33</b>	<b>33</b>

# Southwest Health and Human Services

## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
1 FUND	Health Services Fund						
410 DEPT	General Administration						
0 PROGRAM	...						
			Revenue				33
			Expend.	2,004.06	16,852.58	0.00	0
			Net	2,004.06	16,852.58	0.00	0
930 PROGRAM	Administration		Revenue	284,145.10-	548,987.29-	1,108,655.00-	50
			Expend.	20,443.68	188,179.38	697,981.00	27
			Net	263,701.42-	360,807.91-	410,674.00-	88
410 DEPT	General Administration	<b>Totals:</b>	Revenue	284,145.10-	548,987.29-	1,108,655.00-	50
			Expend.	22,447.74	205,031.96	697,981.00	29
			Net	261,697.36-	343,955.33-	410,674.00-	84
481 DEPT	Nursing						
100 PROGRAM	Family Health		Revenue	1,915.54-	6,259.56-	18,680.00-	34
			Expend.	1,640.36	8,644.15	15,651.00	55
			Net	275.18-	2,384.59	3,029.00-	79-
103 PROGRAM	Follow Along Program		Revenue	5,481.78-	11,504.65-	27,324.00-	42
			Expend.	1,406.30	9,180.77	31,241.00	29
			Net	4,075.48-	2,323.88-	3,917.00	59-
110 PROGRAM	TANF		Revenue	0.00	31,969.00-	127,876.00-	25
			Expend.	30,727.69	61,455.38	127,911.00	48
			Net	30,727.69	29,486.38	35.00	84,247
130 PROGRAM	WIC		Revenue	124,901.00-	274,675.00-	450,000.00-	61
			Expend.	40,446.05	180,036.52	557,867.00	32
			Net	84,454.95-	94,638.48-	107,867.00	88-
140 PROGRAM	Peer Breastfeeding Support Program		Revenue	0.00	7,485.00-	53,500.00-	14
			Expend.	1,673.46	12,101.71	33,438.00	36
			Net	1,673.46	4,616.71	20,062.00-	23-
210 PROGRAM	CTC Outreach		Revenue	17,495.92-	88,582.35-	271,600.00-	33
			Expend.	13,453.39	74,024.67	285,400.00	26
			Net	4,042.53-	14,557.68-	13,800.00	105-
270 PROGRAM	Maternal Child Health - Title V		Revenue	25,768.49-	72,648.76-	253,200.00-	29
			Expend.	14,304.63	90,243.19	249,934.00	36
			Net	11,463.86-	17,594.43	3,266.00-	539-

# 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>
280 PROGRAM	MCH Dental Health		Revenue	178.87-	816.12-	2,000.00-	41	33
			Expend.	2,056.83	8,996.92	17,907.00	50	33
			Net	1,877.96	8,180.80	15,907.00	51	33
285 PROGRAM	MCH Blood Lead		Revenue					33
			Expend.	415.94	1,132.31	0.00	0	33
			Net	415.94	1,132.31	0.00	0	33
295 PROGRAM	MCH Car Seat Program		Revenue	1,135.32-	5,392.16-	33,000.00-	16	33
			Expend.	1,065.25	10,027.35	42,199.00	24	33
			Net	70.07-	4,635.19	9,199.00	50	33
300 PROGRAM	Case Management		Revenue	24,712.41-	132,287.10-	409,000.00-	32	33
			Expend.	20,126.48	120,830.62	412,332.00	29	33
			Net	4,585.93-	11,456.48-	3,332.00	344-	33
330 PROGRAM	MNChoices		Revenue	0.00	48,141.74-	114,000.00-	42	33
			Expend.	14,607.54	66,575.65	191,342.00	35	33
			Net	14,607.54	18,433.91	77,342.00	24	33
603 PROGRAM	Disease Prevention And Control		Revenue	17,557.83-	44,782.09-	141,042.00-	32	33
			Expend.	21,794.44	76,989.10	247,136.00	31	33
			Net	4,236.61	32,207.01	106,094.00	30	33
660 PROGRAM	MIIC		Revenue					33
			Expend.	2.46	442.98	0.00	0	33
			Net	2.46	442.98	0.00	0	33
481 DEPT	Nursing	Totals:	Revenue	219,147.16-	724,543.53-	1,901,222.00-	38	33
			Expend.	163,720.82	720,681.32	2,212,358.00	33	33
			Net	55,426.34-	3,862.21-	311,136.00	1-	33
483 DEPT	Health Education							
500 PROGRAM	Direct Client Services		Revenue	926.17-	2,160.88-	500.00-	432	33
			Expend.	191.87	2,657.25	32,705.00	8	33
			Net	734.30-	496.37	32,205.00	2	33
510 PROGRAM	SHIP		Revenue	28,278.62-	64,398.40-	226,960.00-	28	33
			Expend.	20,478.00	81,455.27	226,960.00	36	33
			Net	7,800.62-	17,056.87	0.00	0	33
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	644.94-	3,433.83-	17,537.00-	20	33
			Expend.	0.00	1,004.45	17,537.00	6	33
			Net	644.94-	2,429.38-	0.00	0	33

# Southwest Health and Human Services

## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
541 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	2,018.47-	17,641.00-	11	33
			Expend.	0.00	526.45	17,641.00	3	33
			Net	0.00	1,492.02-	0.00	0	33
550 PROGRAM	P&I Grant		Revenue	30,350.32-	64,535.32-	139,326.00-	34	33
			Expend.	12,344.56	41,941.21	189,326.00	22	33
			Net	18,005.76-	22,594.11-	0.00	0	33
900 PROGRAM	Emergency Preparedness		Revenue	0.00	17,618.10-	92,437.00-	19	33
			Expend.	22,936.23	53,492.71	92,437.00	58	33
			Net	22,936.23	35,874.61	0.00	0	33
905 PROGRAM	COVID-19 Pandemic		Revenue	0.00	188,292.00-	0.00	0	33
			Expend.	62,289.54	62,289.54	0.00	0	33
			Net	62,289.54	126,002.46-	0.00	0	33
483 DEPT	Health Education	Totals:	Revenue	60,200.05-	342,457.00-	544,401.00-	63	33
			Expend.	118,240.20	243,366.88	576,606.00	42	33
			Net	58,040.15	99,090.12-	32,205.00	308-	33
485 DEPT	Environmental Health							
800 PROGRAM	Environmental		Revenue	1,629.00-	156,864.00-	206,600.00-	76	33
			Expend.	10,199.28	67,875.64	276,433.00	25	33
			Net	8,570.28	88,988.36-	59,833.00	127-	33
809 PROGRAM	Environmental Water Lab		Revenue	6,219.84-	18,327.74-	27,300.00-	67	33
			Expend.	5,324.83	24,537.29	24,800.00	99	33
			Net	895.01-	6,209.55	2,500.00-	248-	33
830 PROGRAM	FDA Standardization Grant		Revenue	0.00	2,500.00-	0.00	0	33
			Expend.	0.00	146.95	0.00	0	33
			Net	0.00	2,353.05-	0.00	0	33
485 DEPT	Environmental Health	Totals:	Revenue	7,848.84-	177,691.74-	233,900.00-	76	33
			Expend.	15,524.11	92,559.88	301,233.00	31	33
			Net	7,675.27	85,131.86-	57,333.00	126-	33
1 FUND	Health Services Fund	Totals:	Revenue	571,341.15-	1,793,679.56-	3,788,178.00-	47	33
			Expend.	319,932.87	1,261,640.04	3,788,178.00	33	33
			Net	251,408.28-	532,039.52-	0.00	0	33

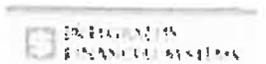
# Southwest Health and Human Services

## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
5 FUND	Human Services Fund						
410 DEPT	General Administration						
0 PROGRAM	...						
			Revenue				33
			Expend.	20,988.29	46,365.53	54,307.00	85
			Net	20,988.29	46,365.53	54,307.00	85
410 DEPT	General Administration	Totals:	Revenue				33
			Expend.	20,988.29	46,365.53	54,307.00	85
			Net	20,988.29	46,365.53	54,307.00	85
420 DEPT	Income Maintenance						
0 PROGRAM	...		Revenue				33
			Expend.	111.56	446.24	0.00	0
			Net	111.56	446.24	0.00	0
600 PROGRAM	Income Maint Administrative/Overhea		Revenue	5,828.41-	133,225.15-	3,638,696.00-	4
			Expend.	104,661.01	546,620.67	1,663,376.00	33
			Net	98,832.60	413,395.52	1,975,320.00-	21-
601 PROGRAM	Income Maint/Random Moment Payro		Revenue				33
			Expend.	191,198.09	860,028.16	2,641,701.00	33
			Net	191,198.09	860,028.16	2,641,701.00	33
602 PROGRAM	Income Maint FPI Investigator		Revenue	0.00	20,705.00-	58,000.00-	36
			Expend.	6,345.96	22,781.93	64,995.00	35
			Net	6,345.96	2,076.93	6,995.00	30
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		Revenue	5,407.81-	28,426.87-	50,000.00-	57
			Expend.	527.97	54,772.11	50,000.00	110
			Net	4,879.84-	26,345.24	0.00	0
610 PROGRAM	TANF(AFDC/MFIP/DWP)		Revenue	1,834.00-	3,753.50-	17,000.00-	22
			Expend.	0.00	1,091.25	13,750.00	8
			Net	1,834.00-	2,662.25-	3,250.00-	82
620 PROGRAM	General Asst (GA)/General Relief/Buri		Revenue	797.12-	6,789.06-	27,500.00-	25
			Expend.	24,800.00	139,862.87	226,000.00	62
			Net	24,002.88	133,073.81	198,500.00	67
630 PROGRAM	Food Support (FS)		Revenue	11,175.50-	129,949.00-	521,000.00-	25
			Expend.	0.00	271.40	6,500.00	4
			Net	11,175.50-	129,677.60-	514,500.00-	25

# Southwest Health and Human Services

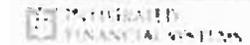


## Revenues & Expend by Prog,Dept,Fund

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	42,083.17-	316,022.84-	1,721,356.00-	18	33
			Expend.	82,513.30	384,386.18	1,158,162.00	33	33
			Net	40,430.13	68,363.34	563,194.00-	12-	33
650 PROGRAM	Medical Assistance (MA)		Revenue	276,258.67-	1,209,353.63-	3,412,500.00-	35	33
			Expend.	262,235.97	807,914.21	2,277,000.00	35	33
			Net	14,022.70-	401,439.42-	1,135,500.00-	35	33
420 DEPT	Income Maintenance	Totals:	Revenue	343,384.68-	1,848,225.05-	9,446,052.00-	20	33
			Expend.	672,393.86	2,818,175.02	8,101,484.00	35	33
			Net	329,009.18	969,949.97	1,344,568.00-	72-	33
431 DEPT	Social Services							
0 PROGRAM	...		Revenue	362,272.81-	0.00	0.00	0	33
			Expend.					33
			Net	362,272.81-	0.00	0.00	0	33
700 PROGRAM	Social Service Administrative/Overhea		Revenue	132,242.39-	825,515.19-	10,899,532.00-	8	33
			Expend.	200,244.30	1,017,782.61	3,136,848.00	32	33
			Net	68,001.91	192,267.42	7,762,684.00-	2-	33
701 PROGRAM	Social Services/SSTS		Revenue					33
			Expend.	584,849.12	2,537,960.89	7,765,564.00	33	33
			Net	584,849.12	2,537,960.89	7,765,564.00	33	33
710 PROGRAM	Children's Social Services Programs		Revenue	110,124.42-	430,254.39-	1,848,854.00-	23	33
			Expend.	282,318.25	1,161,628.77	3,756,500.00	31	33
			Net	172,193.83	731,374.38	1,907,646.00	38	33
711 PROGRAM	YIP Grant (Circle)-Dept of Public Safet		Revenue					33
			Expend.	1,431.64	7,421.09	0.00	0	33
			Net	1,431.64	7,421.09	0.00	0	33
712 PROGRAM	CIRCLE Program		Revenue	0.00	5,000.00-	5,000.00-	100	33
			Expend.	538.68	2,337.73	8,000.00	29	33
			Net	538.68	2,662.27-	3,000.00	89-	33
713 PROGRAM	STAY Program Grant (formerly SELF)		Revenue	0.00	12,873.00-	54,100.00-	24	33
			Expend.	232.61	2,425.24	54,100.00	4	33
			Net	232.61	10,447.76-	0.00	0	33
715 PROGRAM	Childrens Waivers		Revenue	11,703.72-	51,433.78-	104,000.00-	49	33
			Expend.					33
			Net	11,703.72-	51,433.78-	104,000.00-	49	33

# Southwest Health and Human Services



## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
716 PROGRAM	FGDM/Family Group Decision Making		Revenue	29,907.00-	29,907.00-	56,914.00-	53	33
			Expend.	0.00	3,330.26	56,914.00	6	33
			Net	29,907.00-	26,576.74-	0.00	0	33
717 PROGRAM	AR/Alternative Response Discretion f		Revenue	0.00	50.00-	52,344.00-	0	33
			Expend.	456.09	7,605.65	52,344.00	15	33
			Net	456.09	7,555.65	0.00	0	33
718 PROGRAM	PSOP/Parent Support Outreach Progra		Revenue	2,486.00-	6,215.00-	38,753.00-	16	33
			Expend.	180.19	1,840.08	38,753.00	5	33
			Net	2,305.81-	4,374.92-	0.00	0	33
720 PROGRAM	Ch Care/Ch Prot		Revenue	1,714.25-	6,598.25-	27,450.00-	24	33
			Expend.	0.00	0.00	2,600.00	0	33
			Net	1,714.25-	6,598.25-	24,850.00-	27	33
721 PROGRAM	CC-Basic Slide Fee/Cty Match to DHS		Revenue	2,221.00-	10,880.00-	38,148.00-	29	33
			Expend.	3,614.00	14,453.00	43,365.00	33	33
			Net	1,393.00	3,573.00	5,217.00	68	33
722 PROGRAM	Child Care/MFIP		Revenue	165.00-	165.00-	0.00	0	33
			Expend.					33
			Net	165.00-	165.00-	0.00	0	33
726 PROGRAM	MFIP/SW MN PIC		Revenue	1,109.00-	4,372.00-	357,000.00-	1	33
			Expend.	0.00	0.00	225,000.00	0	33
			Net	1,109.00-	4,372.00-	132,000.00-	3	33
730 PROGRAM	Chemical Dependency		Revenue	19,068.92-	99,466.83-	286,500.00-	35	33
			Expend.	14,475.72	86,749.90	543,500.00	16	33
			Net	4,593.20-	12,716.93-	257,000.00	5-	33
740 PROGRAM	Mental Health (Both Adults/Children)		Revenue	3.20-	22.40-	0.00	0	33
			Expend.					33
			Net	3.20-	22.40-	0.00	0	33
741 PROGRAM	Mental Health/Adults Only		Revenue	49,381.00-	389,980.80-	1,196,951.00-	33	33
			Expend.	162,392.21	574,390.38	1,695,317.00	34	33
			Net	113,011.21	184,409.58	498,366.00	37	33
742 PROGRAM	Mental Health/Children Only		Revenue	12,900.00-	203,142.93-	820,246.00-	25	33
			Expend.	95,197.36	580,642.97	1,850,137.00	31	33
			Net	82,297.36	377,500.04	1,029,891.00	37	33

# Southwest Health and Human Services

## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
750 PROGRAM	Developmental Disabilities		Revenue	76,098.40-	286,392.36-	837,171.00-	34	33
			Expend.	31,196.17	121,737.91	369,671.00	33	33
			Net	44,902.23-	164,654.45-	467,500.00-	35	33
760 PROGRAM	Adult Services		Revenue	116,482.87-	451,056.22-	1,354,922.00-	33	33
			Expend.	2,990.84	20,567.27	39,850.00	52	33
			Net	113,492.03-	430,488.95-	1,325,072.00-	32	33
765 PROGRAM	Adults Waivers		Revenue	68,350.44-	308,869.28-	736,000.00-	42	33
			Expend.	1,954.04	66,105.57	112,500.00	59	33
			Net	66,396.40-	242,763.71-	623,500.00-	39	33
431 DEPT	Social Services	Totals:	Revenue	996,230.42-	3,122,194.43-	18,723,885.00-	17	33
			Expend.	1,382,071.22	6,206,979.32	19,750,963.00	31	33
			Net	385,840.80	3,084,784.89	1,027,078.00	300	33
461 DEPT	Information Systems		Revenue	2,263.00-	10,211.00-	35,000.00-	29	33
0 PROGRAM	...		Expend.	14,080.22	91,568.81	298,183.00	31	33
			Net	11,817.22	81,357.81	263,183.00	31	33
461 DEPT	Information Systems	Totals:	Revenue	2,263.00-	10,211.00-	35,000.00-	29	33
			Expend.	14,080.22	91,568.81	298,183.00	31	33
			Net	11,817.22	81,357.81	263,183.00	31	33
471 DEPT	I.CTS Collaborative Agency		Revenue	0.00	72,006.00-	0.00	0	33
702 PROGRAM	LCTS		Expend.	0.00	72,006.00	0.00	0	33
			Net	0.00	0.00	0.00	0	33
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	0.00	72,006.00-	0.00	0	33
			Expend.	0.00	72,006.00	0.00	0	33
			Net	0.00	0.00	0.00	0	33
5 FUND	Human Services Fund	Totals:	Revenue	1,341,878.10-	5,052,636.48-	28,204,937.00-	18	33
			Expend.	2,089,533.59	9,235,094.68	28,204,937.00	33	33
			Net	747,655.49	4,182,458.20	0.00	0	33
FINAL TOTALS	995 Accounts		Revenue	1,913,219.25-	6,846,316.04-	31,993,115.00-	21	33
			Expend.	2,409,466.46	10,496,734.72	31,993,115.00	33	33
			Net	496,247.21	3,650,418.68	0.00	0	33

# Social Services Caseload:

<b>Yearly Averages</b>	<b>Adult Services</b>	<b>Children's Services</b>	<b>Total Programs</b>
2017	2705	604	3308
2018	2683	617	3299
2019	2651	589	3241
2020			

<b>2020</b>	<b>Adult Services</b>	<b>Children's Services</b>	<b>Total Programs</b>
January	2631	650	3281
February	2566	654	3220
March	2618	585	3203
April	2624	548	3172
May			0
June			0
July			0
August			0
September			0
October			0
November			0
December			0
<b>Average</b>	<b>2610</b>	<b>609</b>	<b>1073</b>

# 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
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	9	319	13	0	261	58	887	17	295	542	339	2651
2020												

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

2020	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
January	9	319	12	0	269	61	849	15	317	453	336	2640
February	9	317	12	0	262	64	845	16	260	458	323	2566
March	9	321	12	0	264	69	847	17	301	457	321	2618
April	9	320	11	0	271	58	843	16	317	459	320	2624
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	9	319	12	0	267	63	846	16	299	457	325	871

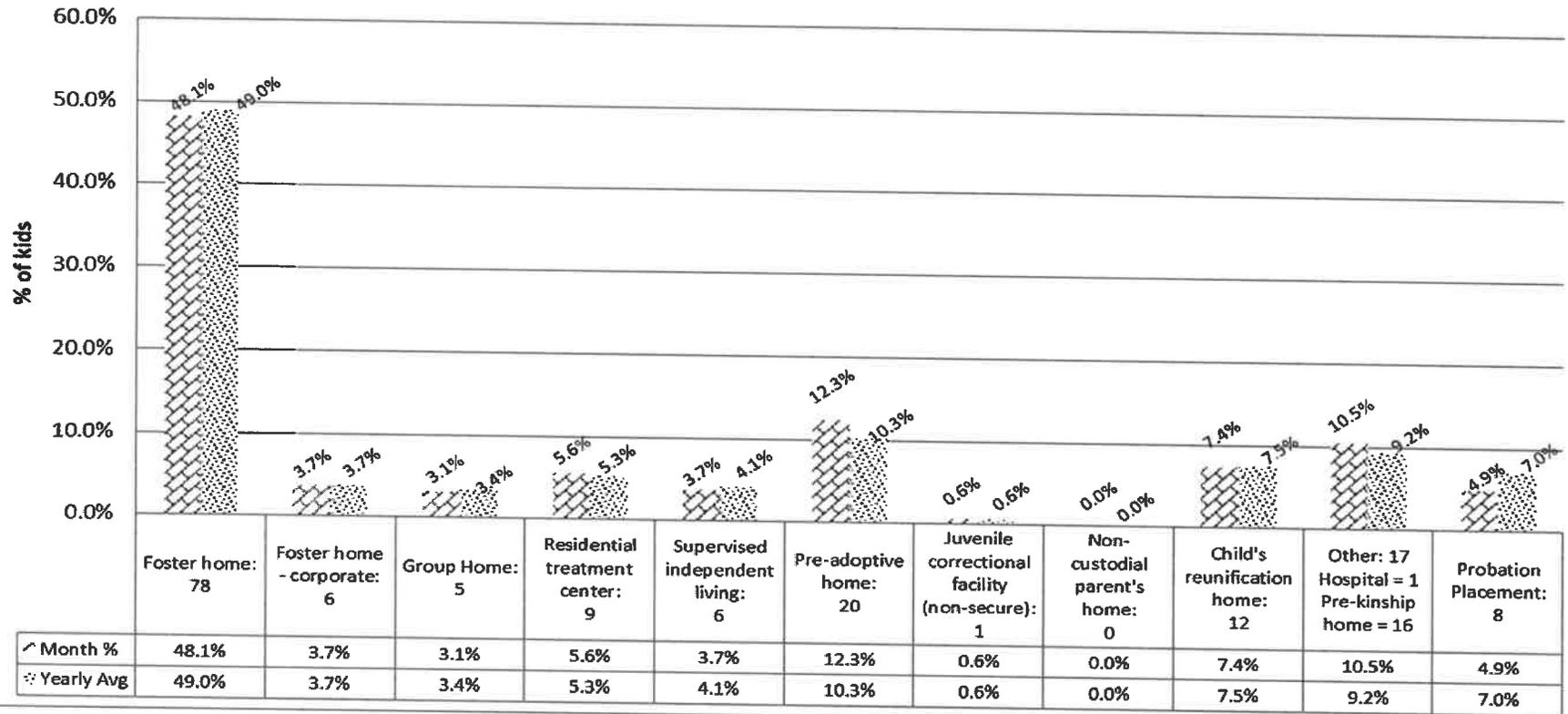
# Children's - Social Services Caseload

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
2017	49	21	0	10	35	195	174	103	0	0	17	518
2018	46	23	0	11	40	180	182	110	0	0	25	604
2019	36	18	0	11	40	170	191	94	0	0	30	589
2020												

<b>2020</b>	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	38	23	0	11	42	197	208	91	0	0	40	650
February	38	24	0	11	43	198	215	89	0	0	36	654
March	39	24	0	11	43	170	181	84	0	0	33	585
April	31	27	0	11	46	144	183	84	0	0	22	548
May												
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	<b>37</b>	<b>25</b>	<b>0</b>	<b>11</b>	<b>44</b>	<b>177</b>	<b>197</b>	<b>87</b>	<b>0</b>	<b>0</b>	<b>33</b>	<b>203</b>



**April 2020 - Placement by Category**  
**162 Kids in Placement**



**April 2020:** Total kids in placement = 162

**Total of 4 Children entered placement**

3	Lyon	Foster Home
1	Pipestone	Foster Home

**Total of 8 Children were discharged from placement** (discharges from previous month)

1	Lyon	Probation
2	Pipestone	Child's Reunification Home
1	Pipestone	Foster Home
3	Redwood	Probation
1	Rock	Supervised Independent Living

**NON IVD COLLECTIONS**  
*APRIL 2020*

<b>PROGRAM</b>	<b>ACCOUNT</b>	<b>TOTAL</b>
MSA/GRH	05-420-605.5802	4,880
TANF (MFIP/DWP/AFDC)	05-420-610.5803	1,834
GA	05-420-620.5803	797
FS	05-420-630.5803	176
CS (PI Fee, App Fee, etc)	05-420-640.5501	285
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	73,785
REFUGEE	05-420-680.5803	0
<b>CHILDRENS</b>		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	9,548
OOH/FC Recovery	05-431-710.5803	10,468
<b>CHILDCARE</b>		
Licensing	05-431-720.5502	900
Corp FC Licensing	05-431-720.5505	200
Over Payments	05-431-721&722.5803	195
<b>CHEMICAL DEPENDENCY</b>		
CD Assessments	05-431-730.5519	4,818
Detox Fees	05-431-730.5520	7,734
Over Payments	05-431-730.5803	0
<b>MENTAL HEALTH</b>		
Insurance Copay	05-431-740.5803	3
Over Payments	05-431-741 or 742.5803	0
<b>DEVELOPMENTAL DISABILITIES</b>		
Insurance Copay/Overpayments	05-431-750.5803	0
<b>ADULT</b>		
Court Visitor Fee	05-431-760.5515	0
Insurance Copay/Overpayments	05-431-760.5803	0
<b>TOTAL NON-IVD COLLECTIONS</b>		<b>115,623</b>



## 2020 Public Health Statistics

	WIC	Family Home Visiting	MnChoices PCA Assessments	Managed Care	Dental Varnish	Refugee Health	LTBI Medication Distribution	Water Tests	FPL Inspections	Immun	Car Seats
'12 Avg	1857	48	15	187	81						
'13 Avg	2302	37	21	211	90						
'14 Avg	2228	60	25	225	112	6	30				
'15 Avg	2259	86	23	238	112	12	36				
'16 Avg	2313	52	22	265	97	12	27				
'17 Avg	2217	47	22	290	56	9	25				
'18 Avg	2151	50	22	324	23	4	18	128	48	57	19
'19 Avg	2018	31	10	246	18	4	10	131	47	63	20

	WIC	Family Home Visiting	MnChoices PCA Assessments	Managed Care	Dental Varnish	Refugee Health	LTBI Medication Distribution	Water Tests	FPL Inspections	Imm	Car Seats
11/19	1996	15	7	210	13	1	6	108	32	96	14
12/19	1976	20	5	207	19	8	13	97	42	68	16
1/20	1984	19	11	242	12	0	14	98	45	53	6
2/20	1971	34	7	214	7	5	19	87	40	38	19
3/20	2017	29*	12	217	4	0	1	99	33	10	12
4/20		22*	9*	205*	0	0	7	178	12	0	0
5/20											
6/20											
7/20											
8/20											
9/20											
10/20											
11/20											
12/20											
1/21											

\*Includes telehealth visits

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ADMINISTRATIVE POLICY NUMBER 10**

EFFECTIVE DATE: 01/19/11

REVISION DATE: 12/17/14; 06/15/16; 12/20/17; 08/15/18; 12/18/19; 05/20/20

AUTHORITY: Southwest Health and Human Services Joint Governing Board

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

**Section 1 - Introduction**

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

**Section 2 - Definitions**

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

**Section 3 - System Security**

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

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ADMINISTRATIVE POLICY NUMBER 10**

- b. Software - As viruses and security are of major concern, the only software to be used on the LAN system is that which is provided by the Agency. Employees will not be allowed to add software to their PC or introduce information or data from outside the Agency without permission from their supervisor and the IT department.

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

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

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

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**Section 4 - Hardware/Personal Computing Equipment**

- a. Only Agency supplied computer hardware and associated peripherals are allowed to be used. Personally supplied devices such as jump drives, USB devices, keyboards or mice may not be connected to Agency equipment, unless required and authorized by IT for specific business reasons.
- b. Staff are not to ~~utilize~~ utilize cloud storage such as dropbox or google docs for the storage of data or documents.
- c. Staff may not bring your own device (i.e. cell phone, tablet) and connect to any of the agency systems including email/calendars. In addition, personal cell phones cannot be used as a hotspot on any agency equipment. Using your personal device without approval for agency business is strictly prohibited and may result in corrective or disciplinary action. Staff may not use email, texting, photos, or video options on a personal device to capture any information that could be considered agency data. Staff may not connect their personal cell phones to their agency issued PC or laptop for any reason including charging the device.

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**SOUTHWEST HEALTH AND HUMAN SERVICES  
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e.d. Staff may not connect personal computing devices, cellular phones or home entertainment equipment to agency owned MIFIs.

**Section 5 - Electronic Mail**

- a. Purpose - The Agency supports utilizing e-mail to increase timely and effective business communications throughout the Agency. The purpose of this policy is to encourage appropriate use of e-mail as an effective and efficient business communications tool.
- b. Access - All employees of the Agency will have access to e-mail.
- c. Security and Administration - Individual e-mail access will be password protected. While this security measure is beyond the usual measure taken to protect access to paper records and telephones, it should be recognized that no system of communication is completely secure, including e-mail.

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

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

- d. Appropriate E-mail Usage and Guidelines - The e-mail system is provided by the Agency for your use as an employee of the Agency. Access to e-mail is a privilege not a prerogative and certain responsibilities accompany that privilege. Users of e-mail are expected to be ethical and responsible in their use. E-mail is subject to all of the same laws, policies, and practices that apply to the use of other forms of communications such as telephones and paper records. Incidental or occasional personal use may be permitted subject to the limitations of this policy and provided such personal use: (1) does not interfere with the employee's or any other employee's job duties or routine business activities; (2) does not result in additional expense to the agency; (3) does not require modification to software or other system components; (4) is not for political, religious, unlawful or illegal practices, personal financial profit, or other promotional activities; (5) does not result in the consumption of Agency resources; (6) does not contain or imply threatening, obscene, or abusive language; and (7) does not contain or imply harassing, demeaning, or sexually explicit statements or materials.

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

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ADMINISTRATIVE POLICY NUMBER 10**

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

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

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

- illegal activities
- wagering or betting activities
- harassment of any kind
- solicitation, except for Agency-sanctioned activities
- commercial activities
- promotion of political or religious positions or activities
- other unethical activities

- f. E-mail Review - The Agency, at its discretion, may also use computer programs that monitor e-mail messages electronically, checking for particular words or patterns of activity, for purposes of assuring system security and compliance with policies.

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

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

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

When an employee separates from employment, their email account will remain open

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for a maximum of six (6) months. After six (6) months, the account will be deleted from the system. If a former employee returns to the agency, they will be issued a new email account. Extenuating circumstances will be considered through a request to the Director.

**Section 6 - Internet Access/WIFI/MIFI**

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

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

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

**Section 7 - Applicability**

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

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ADMINISTRATIVE POLICY NUMBER 10**

**Section 8- Agency Issued Cell phones**

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

**Section 8- Agency Owned MIFI**

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

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# Position Request Form

## 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:** Information Technology Specialist

**Division/Unit:** IT

New Position  Replacement  Permanent  Temporary  Promotion

Is Funding Budgeted for This Position? Yes, Budgeted  No, Not Budgeted

**Desired hire date:** asap **FTE Requested:** Full Time

\*Attached additional sheets if necessary.

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

Provides basic help desk support for problems and service requests related to hardware, software, network/mainframe connectivity and application support. Acts as representative of technical services to customers. Initiates, escalates or resolves problem tickets and/ or service requests. Conducts timely first level problem determination for incidents. Set up and install new electronic equipment. Verify completion of backup routines. Monitor anti-virus protection systems. Control database of hardware inventory. Provide training and user support.

### 2. Why are you recommending this position be authorized?

The IT department is a small department that covers all six counties. In 2018, this department took over 2800 Helpdesk tickets from staff. In 2019 the staff of four took over 4,203 tickets. The requests could be anything from setup, password assistance, scanning, hardware/software issues or network interruptions. Technology affects all aspects of our agency and when there are interruptions it greatly affects the ability to draw down revenue, document activities, and serve the public. Currently, there is one Management Information Supervisor, one Information Technology Specialist Senior and one Information Technology Specialist. The volume of work is too great for the exiting staff and failing to fill this position puts our IT infrastructure at risk as well could burn out the current staff.

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

Administration has looked at the current contract with Pipestone county and their capacity in the past. In addition, this department removed one FTE from the budget in 2019. Failing to fill this department fails to provide enough depth to assure our systems are able to be maintained/backed up and staff are supported.

**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:

Salary Range \$52,743 - \$82,549 (salary, FICA, PERA, and insurance)

**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.**

What is the ROI? n/a

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

The volume of work is too great for the exiting staff and failing to fill this position puts our IT infrastructure at risk as well could burn out the current staff.

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

This position although purely a support role, plays an important role in assuring we have working IT systems and assists staff in carrying out their core duties.

**SECTION 3: Signatures**

**APPROVED**

*By Chris Cauwels at 12:24 pm, May 13, 2020*

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED**

*By Beth Wilms at 12:35 pm, May 13, 2020*

Division Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Position Request Form

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<b>SECTION 1: Process</b>	
<ol style="list-style-type: none"> <li>Supervisors will complete the internal position justification form and submit to their Division Director.</li> <li>Division Director completes position request form outlining their justification for requesting a new or open position and submits to Director.</li> <li>Executive Team will review requests. Director will make final recommendations to the SWHHS Governing Board.</li> </ol>	
<b>SECTION 2: New Position Information</b>	
<b>New Position Title: Children’s Mental Health Social Worker      Division/Unit: <u>Children’s Mental Health</u></b>	
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"/>	
<b>Desired hire date: June-July FTE Requested: 1.0</b>	
*Attached additional sheets if necessary.	
<b>1. What will the essential functions performed by this position include?</b>	
<p>The primary purpose of this position is to provide Rule 79 case management services for severely emotionally disturbed children and their families. This case management position primarily serves Lyon county.</p> <p>“Case management services’ means activities that are coordinated with the family community support services and are designed to help the child with severe emotional disturbance and the child’s family obtain needed mental health services, social services, educational services, health services, vocational services, recreational services, and related services in the areas of volunteer services, advocacy, transportation, and legal services. Case management services include assisting in obtaining a comprehensive diagnostic assessment, developing an individual family community support plan, and assisting the child and the child’s family in obtaining needed services by coordination with other agencies and assuring continuity of care. Case managers must assess and reassess the delivery, appropriateness, and effectiveness of services over time.” -Statute 245.4871, subd. 3</p>	
<b>2. Why are you recommending this position be authorized?</b>	
<p>SWHHS currently has 7 CMH case managers covering 6 counties. One CMH case manager is based in Pipestone, one in Rock, one in Murray, two in Redwood and two in Lyon county. Lyon or Murray County based staff cover services provided in Lincoln County.</p> <p>One of the Lyon county staff has submitted her resignation and her last day is scheduled to be July 10<sup>th</sup>.</p> <p>Lyon county has a larger percentage of CMH referrals and will continue to need two staff to manage the amount of intakes and case management cases.</p> <p>Currently the average caseload size for CMH staff is 12, with another 12 pending referrals (staff are in the process of contacting these families to inquire about their interest in receiving services and verifying eligibility for the service). The CMH caseload size is currently at a five year low due to COVID-19. We anticipate that the caseloads will increase</p>	

dramatically when COVID restrictions are rescinded and children return to school (as many of our referrals come through the school system).

DHS recommends a maximum caseload of 15 cases. Decreasing to one case manager in Lyon county would increase caseload sizes for multiple staff and cause our unit wide caseload average to be around the recommended 15 cases. However, this would also leave the CMH unit unprepared for additional cases when intakes increase. Leaving the unit little chance of maintaining a caseload size of 15 or under. Once caseload sizes exceed 15, monthly targeted case management rates and reimbursement is decreased.

Filling this position now will allow the new hire time for training and education prior to having to manage a full caseload.

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

The only option to not hiring the position is for the supervisor to take on cases and increase caseloads for remaining CMH staff. This would also increase travel time, as staff based in other counties would have to cover Lyon county cases (once face to face visits resume).

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

- 100% Levy
- Part Levy/Part Grant or Reimbursement – TCM reimbursement would be approximately \$70,440 for a new CMH case manager
- 100% Grant or Reimbursement
- Other [Click or tap here to enter text.](#)

County Agency Social Worker CP - \$60,246 – \$92,701 (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.**

None

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

Maintaining our current targeted case management reimbursement level; if the position is not replaced monthly reimbursements would likely be reduced due to decreased case management rates.

Case managers provide support for families when dealing with the stresses of mental health issues. We provide parents with the connection needed to meet the mental health needs of the child and family. By addressing the child's mental health needs we improve family relationships and family functioning, leading to healthy and productive family units.

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

If the position is not authorized the quality of services provided to our consumer would be reduced, as caseload sizes would increase. Increased caseload sizes result in decreased quality case management services, as there is less time to devote to each family/child.

With increased caseload sizes we would also receive a reduction in our CMH TCM amount, decreasing the amount of monthly reimbursement to the agency.

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

By aiding families in meeting the mental health needs of their children. Children’s Mental Health staff assist families in connecting to the services they need to improve the functioning of the identified child and whole family. Once connected to service providers staff continue to support and educate families, monitor services and asses the changing needs of the family. By providing mental health services early we aim to prevent deterioration of the family the need for out of home placements such as residential and hospital levels of care.

**SECTION 3: Signatures**

Completed by: Christine Versaevel Date: 5-11-20

Division Director Signature: **APPROVED** Date: \_\_\_\_\_  
*By Cindy Nelson at 1:42 pm, May 12, 2020*

Director Signature: **APPROVED** Date: \_\_\_\_\_  
*By Beth Wilms at 4:20 pm, May 12, 2020*



# Position Request Form

## 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:** Public Health Nurse

**Division/Unit:** Public Health

New Position  Replacement  Permanent  Temporary  Promotion

Is Funding Budgeted for This Position? Yes, Budgeted  No, Not Budgeted

**Desired hire date:** immediate

**FTE Requested:** 1.0

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

The position will perform the grant duties for the Women, Infants, Children (WIC), Child & Teen Check-up (C&TC), Early Hearing Detection and Intervention/Birth Defects, car seat distribution, Family Home Visiting and care coordination with nursing homes in Rock County.

### 2. Why are you recommending this position be authorized?

Some funds will be immediate return through the grants.

We are not currently fulfilling our contractual obligations related to the C&TC grant contract. Some required grant duties are not getting done or are not being done at the required level. If the position is not filled, grant funding through C&TC will likely be unspent, which could trigger a decrease in future grant amounts.

Public Health (PH) staff often work in multiple programs and when there is one staff person missing, it essentially affects the entire PH Department. Having this position will allow the other staff who are currently picking up (some) of that work to complete revenue generating work through C&TC and Family Home Visiting.

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

All staff time is documented in Nightingale Notes and, as a Supervisory team, we evaluated all PH programs and where staff are spending their time. What we found is if we do not replace PHN positions is that we will be robbing Peter to pay Paul. Some program needs will not be met.

There is extensive program cross-over, it would be difficult to do one program without the other (C&TC funds part of the WIC time during clinic visits – coordinating medical/dental transportation, health/dental referrals and follow up). The integration of our PH programs is essential to ensure staff are aware of referral possibilities and for a better continuity of care.

Other employees could possibly absorb this position, but current staffing would not allow us to complete all of the grant duties as well as see a significant increase in staff travel and decrease revenues from other programs. In addition, other PH programs would be negatively impacted. Many of the indirects (rent, phone, maintenance contracts, etc.) that are reimbursed through grants are constant. Having less FTE's creates more of a burden on other programs. If those programs don't have the ability to absorb the additional costs, it gets paid through the Administrative budget.

**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.

%Federal \_\_\_\_\_ % State \_\_\_\_\_ % County 10% %Other 40% %Grant 50%

Depending on when training is offered in various programs, this will fluctuate over the course of the year.

**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.**

Being a replacement position, this will not bring in any new dollars, but will maintain the current funding level.

**What is the ROI?**

This would not be new funding, but bringing the programs back up to the previous level before the position was vacated.

Each of the programs involved in this proposal has positive health implications in our communities. Data indicates that these services reduce obesity, child protection rates, and chronic disease. They also improve pregnancy outcomes and other health outcomes in children. In general, the cost savings to the community are seen for years beyond when the service occurs.

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

Less Family Home Visits would occur if the position is not replaced. Each of the programs involved in this proposal has positive health implications in our communities.

In addition to our grant requirements, we have relationships with medical providers, University of Minnesota Extension, Head Start, and several other community partners. These relationships would suffer if the position isn't filled. The work we do with providers gives those we serve the needed services and we assist the providers in capturing additional revenue.

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

This position aligns with our Strategic Plan and SWHHS's Community Health Improvement Plan. These preventative services improve the health of our communities.

**SECTION 3: Signatures**

Completed by: \_\_\_\_\_

**APPROVED**

Date: \_\_\_\_\_

*By carol.biren at 2:42 pm, May 12, 2020*

Division Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_

**APPROVED**

*By Beth Wilms at 4:18 pm, May 12, 2020*

Date: \_\_\_\_\_

**MAY 2020**  
**GRANTS ~ AGREEMENTS ~ CONTRACTS**  
**for Board review and approval**

- Big Fish Works (Savage, MN) – 12/18/19 – 01/02/21;** The second half of the contract for digital advertising and marketing for the Child and Teen Check Up (CTC) program; Social media \$366.68/month and Native Advertising \$300/month (same as first half of the year) (CONTINUATION).  
*Fiscal Note: 2020 - 0*
  
- MDH Public Health Emergency Preparedness (PHEP) (Marshall, MN) – 07/01/19 to 06/30/24;** Amendment for budget period 2 allocation for emergency preparedness; BP2 - \$92,580 (approximately same as BP1) (AMENDMENT).  
*Fiscal Note: 2019 - \$92,437 grant allocation*
  
- Lamar Companies (Sioux Falls, SD) – 05/11/20 to 05/10/21;** advertising agreement for billboard posters promoting alcohol and drug prevention, P&I grant monies of \$150 (renewal).  
*Fiscal Note: 2019 \$8,300; 2018 \$2,600; 2017 \$9,640*