



Southwest Health and Human Services  
Board Agenda  
Wednesday, June 17, 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 5/20/2020 Board Minutes
  
- D. Introduce New Staff:
  
- E. Employee Recognition:
  - Emily Ellefson, 1 year, Eligibility Worker, Marshall
  - Mariah Cleppe, 5 years, Social Worker (CP), Marshall
  - Diana Meaden, 5 years, Social Worker (CMH), Slayton
  - Connie Seaman, 5 years, Accounting Technician, Redwood Falls
  - Jill Toering, 5 years, Social Worker (LTC), Luverne
  - Kristin Malin, 15 years, Social Services Supervisor (CP), Marshall
  - Lori Everett, 20 years, Social Worker (LTC), Slayton
  - Ann Guttormsson, 20 years, Eligibility Worker, Marshall
  - Roxy Rose, 30 years, Case Aide, Redwood Falls

**HUMAN SERVICES (cont.)**

F. Financial

G. Caseload

	<u>5/20</u>	<u>5/19</u>	<u>4/20</u>	<u>3/20</u>
Social Services	3,603	3,696	3,613	3,643
Licensing	438	447	441	440
Out-of-Home Placements	157	173	162	166
Income Maintenance	12,152	11,806	12,201	12,051
Child Support Cases	3,206	3,263	3,230	3,216
Child Support Collections	\$919,593	\$826,184	\$881,631	\$810,144
Non IV-D Collections	\$55,670	\$118,264	\$115,623	\$116,275

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 5/20/2020 Board Minutes

L. Financial

**COMMUNITY HEALTH (cont.)**

M. Caseload	<u>5/20</u>	<u>4/20</u>	<u>3/20</u>
WIC	N/A	2032	2017
Family Home Visiting	16	22	29
PCA Assessments	5	9	12
Managed Care	268	205	217
Dental Varnishing	0	0	4
Refugee Health	0	0	0
Latent TB Medication Distribution	6	7	1
Water Tests	115	178	99
FPL Inspections	32	12	33
Immunizations	0	0	10
Car Seats	1	0	12

- N. Discussion/Information  
1. Covid Update- Incident Command Team

- O. Decision Items  
1. Public Health Fee Schedule  
2. Child and Teen Check Up Outreach Supplies

**GOVERNING BOARD**

- P. Call to Order

- Q. Consent Agenda  
1. Amend/Approval of Agenda  
2. Identification of Conflict of Interest  
3. Approval of 5/20/2020 Board Minutes

- R. Financial

**GOVERNING BOARD (cont.)**

S. Human Resources Statistics

	<u>5/20</u>	<u>5/19</u>	<u>4/20</u>	<u>3/20</u>
Number of Employees	234	233	235	232
Separations	3		2	1

T. Discussion/Information

1. Annual Planning Meeting

U. Decision Items

1. Alexandra Dvorak, County Agency Social Worker - CPS, probationary appointment (12 months), \$24.12 hourly, effective 6/8/2020
2. Emily Giese, County Agency Social Worker - CPS, probationary appointment (12 months), \$24.12 hourly, effective 6/8/2020
3. Amber Schottenbauer, Office Support Specialist, probationary appointment (12 months), \$14.97 hourly, effective 6/8/2020
4. Theresa Klingbile, Eligibility Worker, probationary appointment (12 months), \$20.00 hourly, effective 6/22/2020
5. Request for Child Support Lead Worker
6. Request for Public Health Nurse
7. Personnel Policy 8 - Employee Resignation
8. Personnel Policy 14 - Wellbeing Policy
9. Personnel Policy 18 - Workers Comp
10. Personnel Policy 28 -COVID-19 Staffing Considerations Operations
11. Donations:
  - a. St. Leo's Church Quilting Ladies donated 10 baby blankets for families in need
12. Contracts

V. Adjournment

**Next Meeting Dates:**

- **Wednesday, July 15, 2020 – Marshall**
- **Wednesday, August 19, 2020 – Marshall**
- **Wednesday, September 16, 2020 – Marshall**

# SOUTHWEST HEALTH & HUMAN SERVICES

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

## SUMMARY OF FINANCIAL ACCOUNTS REPORT For the Month Ending **May 31, 2020**

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

Description	Month	Running Balance
<b>BEGINNING BALANCE</b>		<b>\$2,029,891</b>
<b>RECEIPTS</b>		
Monthly Receipts	2,544,380	
County Contribution	0	
Interest on Savings	143	
<b>TOTAL MONTHLY RECEIPTS</b>		<b>2,544,523</b>
<b>DISBURSEMENTS</b>		
Monthly Disbursements	2,561,793	
<b>TOTAL MONTHLY DISBURSEMENTS</b>		<b>2,561,793</b>
<b>ENDING BALANCE</b>		<b>\$2,012,621</b>

### REVENUE

Checking/Money Market	<b>\$2,012,621</b>
SS Benefits Checking	<b>\$6,600</b>
Bremer Savings	<b>\$890,725</b>
Great Western Bank Savings	<b>\$75,507</b>
Investments - MAGIC Fund	<b>\$538,828</b>

May 2019 Ending Balance

**ENDING BALANCE** **\$3,544,282**

**\$4,269,081**

### DESIGNATED/RESTRICTED FUNDS

May 2019 Ending Balance

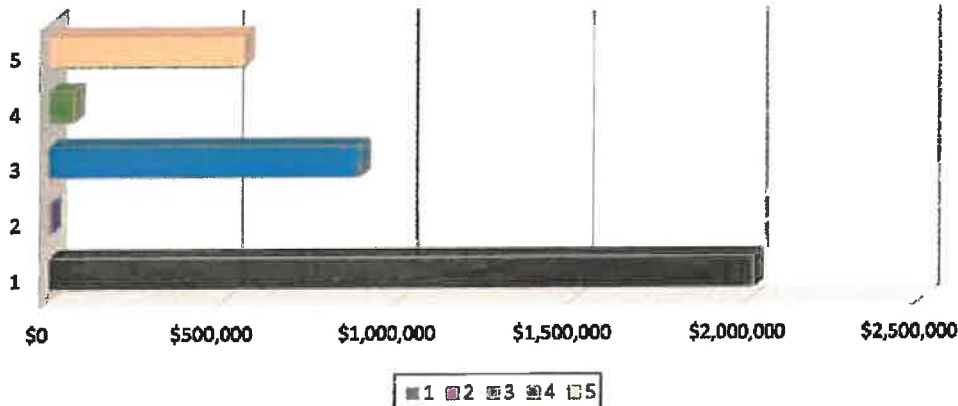
Agency Health Insurance	<b>\$1,216,444</b>
LCTS Lyon Murray Collaborative	<b>\$155,086</b>
LCTS Rock Pipestone Collaborative	<b>\$76,348</b>
LCTS Redwood Collaborative	<b>\$114,847</b>
Local Advisory Council	<b>\$919</b>

May 2019 Ending Balance

**AVAILABLE CASH BALANCE** **\$1,980,639**

**\$2,974,323**

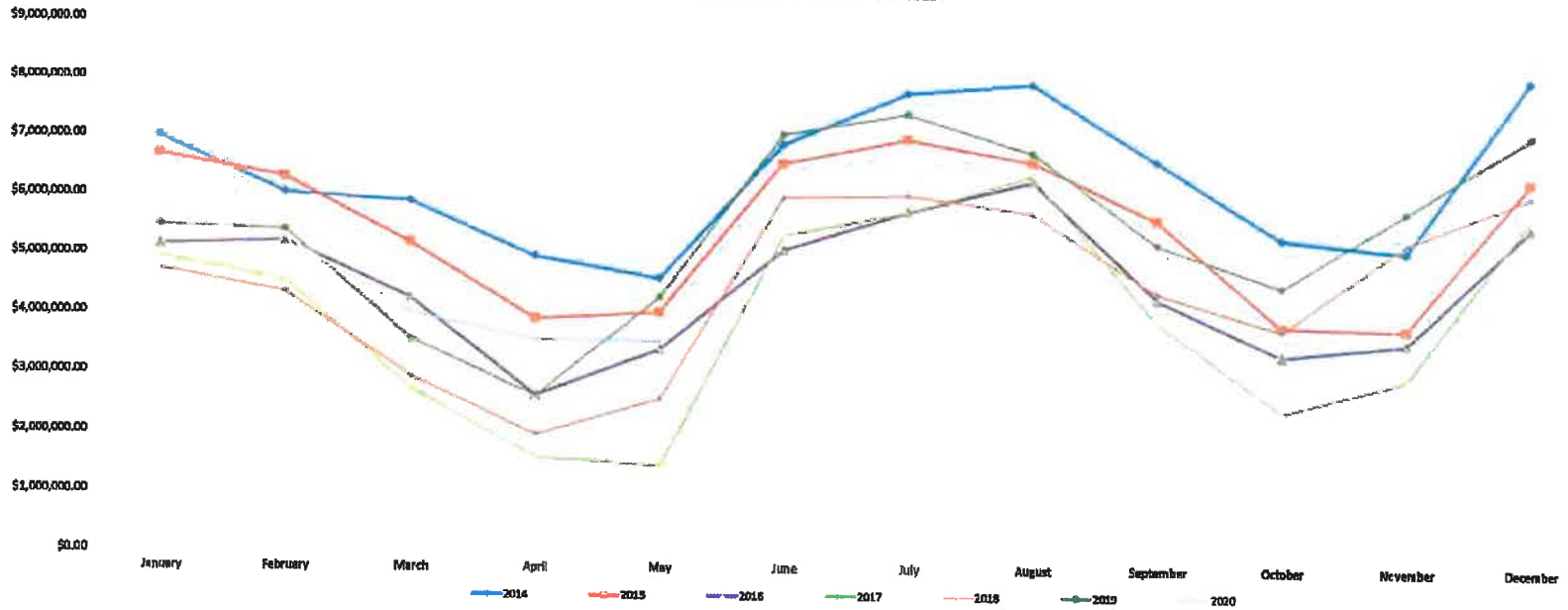
### REVENUE DESIGNATION



**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	\$6,961,225.27	\$6,024,758.16	\$5,888,424.32	\$4,861,093.48	\$4,666,615.25	\$6,893,382.01	\$7,789,372.24	\$7,943,228.69	\$6,828,326.28	\$5,328,838.86	\$5,113,288.32	\$6,060,538.23	\$6,347,314.41	\$6,298,469.25
2015	\$6,677,478.44	\$6,283,514.83	\$5,177,689.80	\$3,807,688.99	\$4,019,148.98	\$6,560,422.95	\$6,992,623.27	\$6,614,413.77	\$5,831,267.68	\$3,840,912.52	\$3,805,455.22	\$6,311,344.28	\$5,485,155.71	\$6,046,230.96
2016	\$5,132,902.00	\$5,204,953.28	\$4,246,693.55	\$2,628,629.20	\$3,394,917.21	\$5,069,797.96	\$5,750,965.99	\$6,275,434.87	\$4,290,910.19	\$3,348,309.75	\$3,560,416.88	\$5,533,701.83	\$4,537,719.39	\$4,881,516.27
2017	\$4,926,902.34	\$4,524,066.02	\$2,727,751.26	\$1,578,173.97	\$1,451,685.61	\$5,337,593.73	\$5,784,867.06	\$6,368,564.57	\$3,893,362.07	\$2,417,547.50	\$2,962,222.15	\$5,684,748.63	\$3,968,778.58	\$4,058,573.21
2018	\$4,721,044.88	\$4,333,938.53	\$2,935,770.10	\$1,885,449.62	\$2,570,090.71	\$5,877,407.40	\$6,033,326.24	\$5,731,833.62	\$4,391,517.44	\$3,776,199.56	\$5,252,399.36	\$6,085,906.40	\$4,481,140.24	\$3,998,917.84
2019	\$5,488,300.08	\$5,390,753.05	\$3,560,027.40	\$2,614,293.54	\$4,269,080.30	\$7,062,614.89	\$7,420,076.79	\$6,778,681.83	\$5,219,902.01	\$4,511,324.16	\$5,788,830.82	\$7,087,094.23	\$5,431,754.93	\$4,806,360.18
2020	\$5,612,100.09	\$5,244,836.41	\$3,899,085.28	\$3,557,389.16	\$3,544,281.51								\$4,391,540.49	\$4,952,007.26

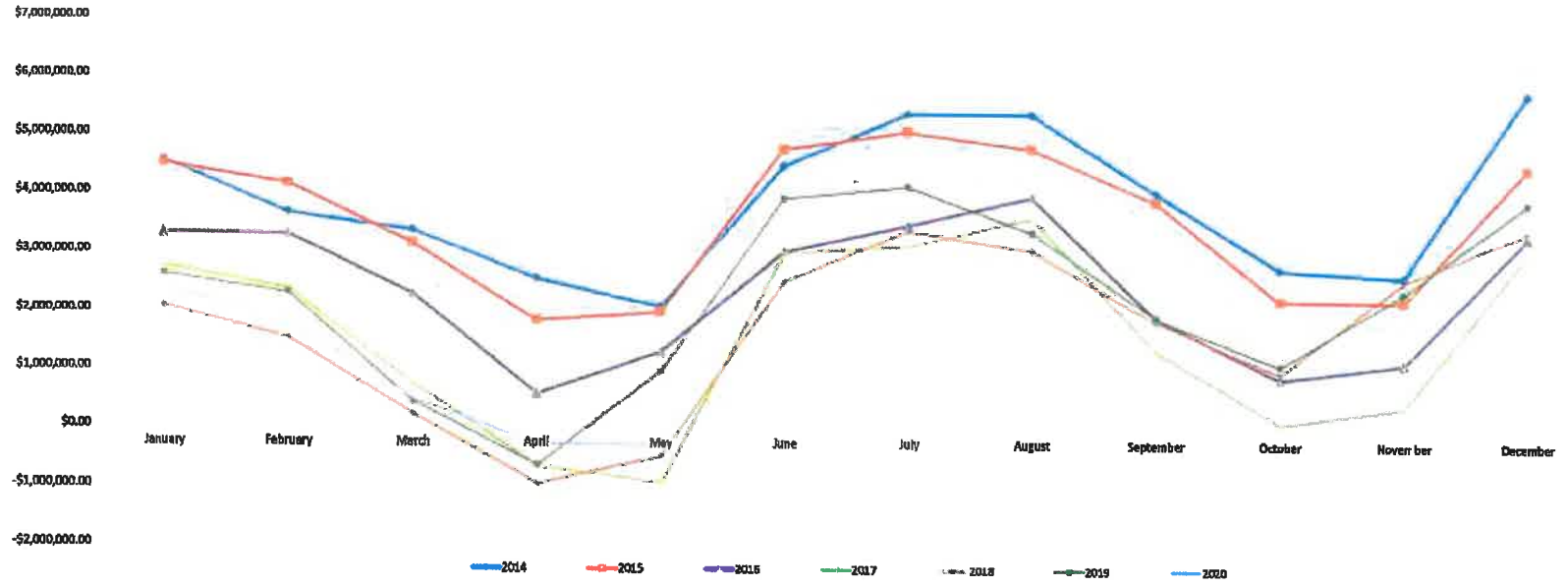
**SWHHS Cash and Investment Balances**



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	\$3,828,825.88	\$3,337,280.94	\$2,518,148.92	\$2,049,972.92	\$4,483,844.09	\$5,363,273.11	\$5,385,874.18	\$4,025,227.41	\$2,740,775.93	\$2,617,746.10	\$5,780,212.62	\$3,888,341.79	\$3,830,343.10
2015	\$4,463,244.56	\$4,128,888.35	\$3,114,955.80	\$1,805,842.78	\$1,948,748.17	\$4,743,405.88	\$5,052,792.79	\$4,778,068.68	\$3,868,018.53	\$2,206,082.85	\$2,192,119.18	\$4,467,384.13	\$3,583,943.81	\$3,902,288.80
2016	\$3,281,407.50	\$3,282,974.15	\$2,255,798.09	\$544,825.71	\$1,271,340.11	\$2,991,321.29	\$3,454,365.54	\$3,841,449.89	\$1,888,875.07	\$854,485.14	\$1,125,561.79	\$3,301,841.82	\$2,347,793.02	\$2,933,293.25
2017	\$2,721,514.16	\$2,337,060.47	\$710,888.71	-\$878,584.48	-\$945,148.15	\$2,972,036.88	\$3,088,420.77	\$3,593,641.98	\$1,322,585.71	\$84,966.25	\$377,552.65	\$3,035,263.96	\$1,552,362.72	\$1,923,187.79
2018	\$2,027,612.89	\$1,484,259.33	\$191,368.90	-\$955,731.97	-\$501,975.29	\$2,490,788.49	\$3,357,739.65	\$3,035,839.30	\$1,833,134.33	\$948,482.40	\$2,642,047.78	\$3,397,063.22	\$1,653,402.17	\$1,234,478.71
2019	\$2,681,083.09	\$2,265,158.81	\$406,973.82	-\$661,408.85	\$934,705.49	\$3,804,218.27	\$4,116,294.54	\$3,342,408.83	\$1,895,296.62	\$1,080,003.92	\$2,347,069.20	\$3,881,423.66	\$2,174,266.46	\$1,750,731.84
2020	\$2,332,934.55	\$1,794,776.37	\$448,580.09	-\$301,075.40	-\$322,038.73								\$790,235.18	\$1,524,763.67

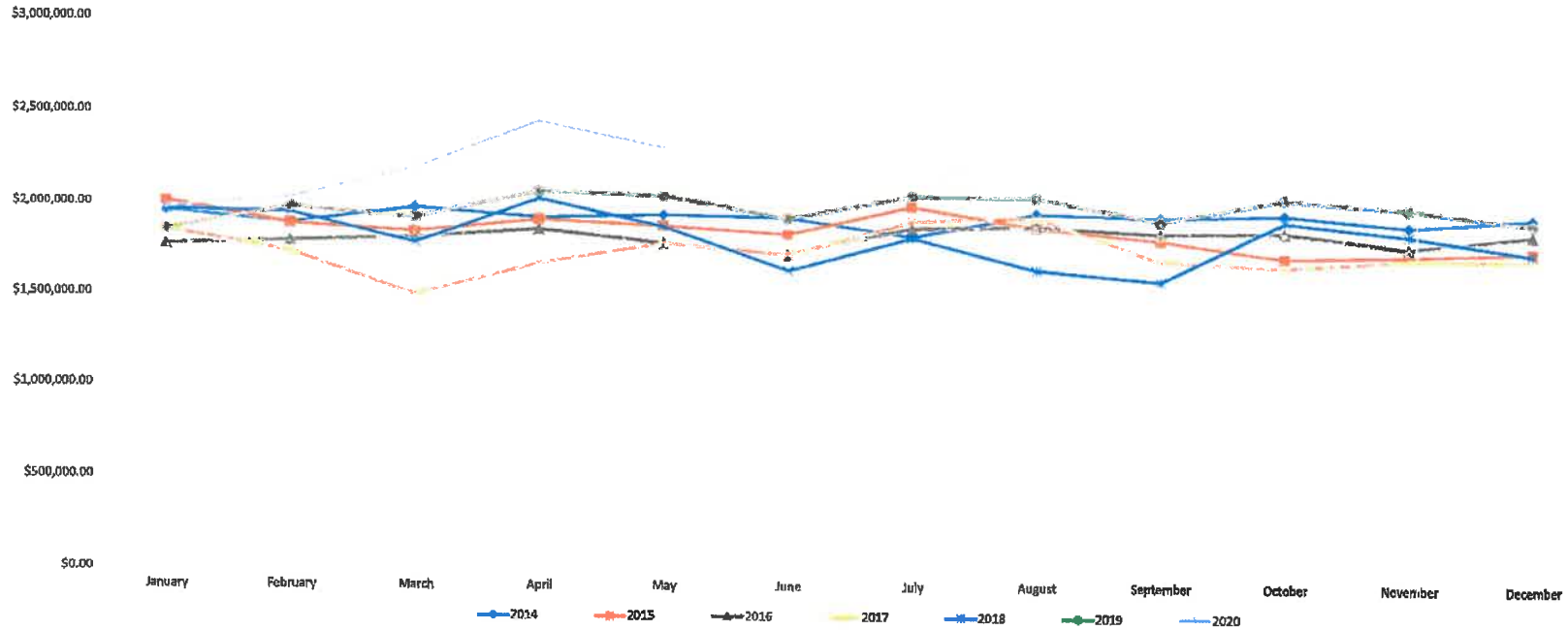
SWHHS Cash Balances - Human Services



**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	\$1,952,348.46	\$1,889,115.47	\$1,972,829.09	\$1,919,040.73	\$1,935,610.78	\$1,923,130.89	\$1,822,889.93	\$1,953,891.09	\$1,934,989.18	\$1,954,396.64	\$1,894,110.16	\$1,942,321.40	\$1,924,597.82
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	\$1,987,157.33	\$1,874,490.47	\$1,806,827.22	\$1,714,863.10	\$1,730,380.53	\$1,755,462.75	\$1,851,214.87
2016	\$1,767,113.43	\$1,786,985.60	\$1,807,700.34	\$1,854,929.75	\$1,778,529.16	\$1,719,935.64	\$1,868,440.04	\$1,680,565.32	\$1,844,832.32	\$1,854,298.98	\$1,772,886.81	\$1,845,353.91	\$1,815,214.11
2017	\$1,847,930.47	\$1,726,463.73	\$1,494,923.91	\$1,867,703.90	\$1,778,696.78	\$1,720,044.88	\$1,803,354.71	\$1,930,710.27	\$1,695,805.50	\$1,683,861.45	\$1,709,269.13	\$1,709,425.15	\$1,737,349.16
2018	\$1,982,214.72	\$1,943,637.75	\$1,780,622.98	\$2,023,315.56	\$1,870,382.57	\$1,693,344.06	\$1,818,127.45	\$1,843,850.72	\$1,584,218.09	\$1,914,793.23	\$1,842,417.33	\$1,743,836.48	\$1,813,230.15
2019	\$1,851,277.80	\$1,972,764.31	\$1,918,434.61	\$2,063,608.18	\$2,099,616.86	\$1,918,780.30	\$2,044,401.82	\$2,039,261.99	\$1,915,329.19	\$2,096,424.83	\$1,985,685.37	\$1,910,397.42	\$1,974,715.22
2020	\$1,967,807.21	\$2,029,158.92	\$2,191,628.66	\$2,443,036.94	\$2,302,678.55								\$2,188,862.06

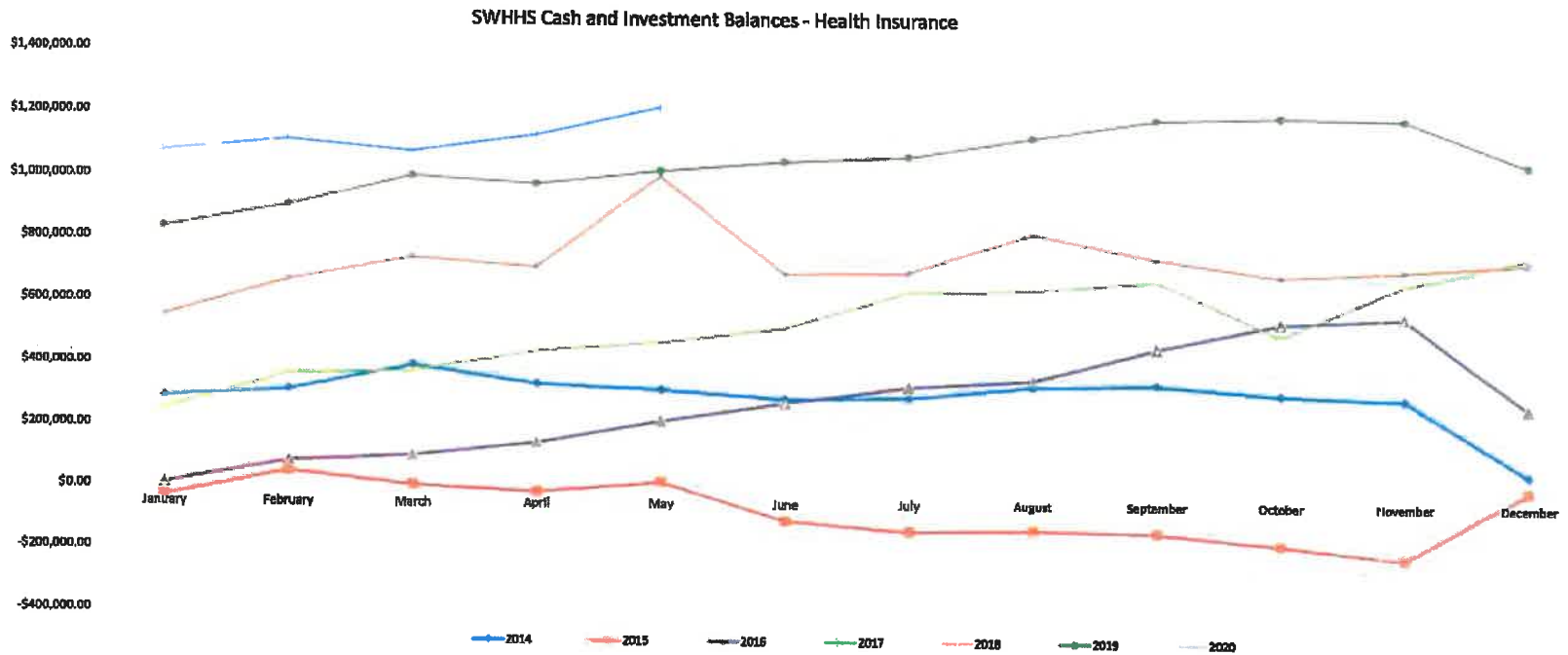
SWHHS Cash Balances - Public Health





**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	\$308,046.30	\$387,989.08	\$330,278.87	\$312,752.06	\$283,535.78	\$290,484.90	\$330,401.57	\$338,686.39	\$307,534.98	\$295,838.28	\$52,721.51	\$293,836.53
2015	-\$33,351.13	\$43,792.99	\$830.08	-\$19,686.02	\$13,888.59	-\$109,949.59	-\$141,430.74	-\$134,243.27	-\$141,878.96	-\$178,110.32	-\$221,023.86	\$0.00	-\$76,748.52
2016	\$4,996.43	\$75,942.80	\$95,153.51	\$139,472.05	\$210,786.36	\$270,693.34	\$325,643.77	\$360,734.02	\$455,033.16	\$538,192.07	\$558,493.11	\$269,062.28	\$274,517.08
2017	\$243,431.96	\$360,090.41	\$369,063.91	\$436,188.38	\$465,188.83	\$514,005.00	\$629,735.43	\$640,875.17	\$673,434.33	\$497,527.63	\$685,075.30	\$753,657.38	\$520,702.81
2018	\$547,461.08	\$661,779.26	\$734,590.83	\$705,226.64	\$998,994.04	\$688,218.46	\$693,431.75	\$820,833.21	\$742,653.73	\$690,065.54	\$709,870.88	\$736,804.37	\$727,502.48
2019	\$830,786.86	\$898,632.60	\$995,671.64	\$973,046.88	\$1,016,393.62	\$1,048,007.99	\$1,084,138.10	\$1,127,823.88	\$1,189,707.87	\$1,200,976.08	\$1,196,848.02	\$1,151,804.82	\$1,049,203.01
2020	1,070,978.00	1,108,164.79	1,071,726.42	1,126,237.51	1,216,443.58								\$1,116,710.06



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

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	<b>BALANCE FORWARD</b>				2,029,890.53
05/01/20	106281 - 106295	Disb		10,997.22	2,018,893.31
05/01/20	7722- 7732 ACH	Disb		7,277.27	2,011,616.04
05/01/20	106296- 106319	Disb		45,303.34	1,966,312.70
05/01/20	39837-39858	Dep	19,249.79		1,985,562.49
05/04/20	9962	Disb		12,907.61	1,972,654.88
05/05/20	39859-39874	Dep	113,811.95		2,086,466.83
05/06/20	9963	Disb		253.56	2,086,213.27
05/07/20	VOID 103682	Disb		(15.00)	2,086,228.27
05/08/20	9271 - 9289	Payroll		133,550.07	1,952,678.20
05/08/20	63452 - 63692	Payroll		497,641.52	1,455,036.68
05/08/20	106320-106339	Disb		1,019.08	1,454,017.60
05/08/20	106340-106400	Disb		112,378.59	1,341,639.01
05/08/20	7733-7781 ACH	Disb		265,650.72	1,075,988.29
05/08/20	39875-39925	Dep	277,331.90		1,353,320.19
05/11/20	VOID 106355	Disb		(6,276.53)	1,359,596.72
05/11/20	9964	Disb		15,509.16	1,344,087.56
05/12/20	39926-39947	Dep	12,652.45		1,356,740.01
05/13/20	9965	Disb		11,185.84	1,345,554.17
05/14/20	9966	Disb		44,817.24	1,300,736.93
05/15/20	106401-106412	Disb		1,116.04	1,299,620.89
05/15/20	7782 ACH	Disb		29.04	1,299,591.85
05/15/20	106413-106458	Disb		79,887.68	1,219,704.17
05/15/20	7783-7798 ACH	Disb		46,644.65	1,173,059.52
05/15/20	39948-40001	Dep	942,919.51		2,115,979.03
05/18/20	9967	Disb		16,092.58	2,099,886.45
05/19/20	40005-40018	Dep	114,427.80		2,214,314.25
05/20/20	9968	Disb		33,381.05	2,180,933.20
05/22/20	9290 - 9309	Payroll		133,566.56	2,047,366.64
05/22/20	63693 - 63936	Payroll		502,118.58	1,545,248.06
05/22/20	106459-106549	Disb		13,404.40	1,531,843.66
05/22/20	7799 ACH	Disb		144.60	1,531,699.06
05/22/20	106550-106749	Disb		109,025.69	1,422,673.37
05/22/20	7800-7806 ACH	Disb		2,854.83	1,419,818.54
05/20/20	transfer from SS	transfer	4,862.83		1,424,681.37
05/22/20	106750-106762	Disb		2,225.44	1,422,455.93
05/22/20	7807-7826 ACH	Disb		69,581.28	1,352,874.65
05/22/20	106763-106823	Disb		210,750.36	1,142,124.29
05/22/20	40002-40004, 40019-40060	Dep	325,587.66		1,467,711.95
05/22/20	9969	Disb		872.95	1,466,839.00
05/26/20	9970	Disb		24,048.18	1,442,790.82
05/26/20	40061-40085	Dep	80,735.42		1,523,526.24
05/28/20	9971	Disb		11,160.38	1,512,365.86
05/29/20	7827 - 7827 ACH	Disb		228.17	1,512,137.69
05/29/20	106824 - 106831	Disb		2,295.46	1,509,842.23
05/29/20	7828 - 7835 ACH	Disb		55,445.97	1,454,396.26
05/29/20	106832 - 106859	Disb		94,719.15	1,359,677.11
05/29/20	40086-40144	Dep	652,944.15		2,012,621.26
					2,012,621.26
					2,012,621.26
					2,012,621.26
	balanced 6/1/20 js	<b>TOTALS</b>	<b>2,544,523.46</b>	<b>2,561,792.73</b>	

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

6,600.00
890,725.06
75,507.01
558,828.18

**TOTAL CASH BALANCE****3,544,281.51**



# Southwest Health and Human Services

## Treasurer's Cash Trial Balance

As of 05/2020

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>1 Health Services Fund</b>	<b>1,910,997.42</b>			
Receipts		135,587.82	1,930,742.11	
Disbursements		45,543.50-	325,019.23-	
Payroll		231,049.77-	1,214,041.75-	
Fund Total . . . . .		141,005.45-	391,681.13	<b>2,302,678.55</b>
<b>5 Human Services Fund</b>	<b>410</b>	<b>General Administration</b>		
	<b>170,062.03-</b>			
Receipts		53,964.24	266,436.16	
Disbursements		54,394.09-	267,073.36-	
Payroll		10,868.49-	64,911.54-	
Journal Entries		0.00	7,784.04	
Dept Total . . . . .		11,298.34-	57,764.70-	<b>227,826.73-</b>
<b>5 Human Services Fund</b>	<b>420</b>	<b>Income Maintenance</b>		
	<b>374,656.57-</b>			
Receipts		581,213.76	2,429,808.03	
Disbursements		269,970.25-	1,593,816.77-	
Payroll		325,474.20-	1,816,402.31-	
Journal Entries		0.00	3,892.02-	
Dept Total . . . . .		14,230.69-	984,303.07-	<b>1,358,959.64-</b>
<b>5 Human Services Fund</b>	<b>431</b>	<b>Social Services</b>		
	<b>7,662,641.12</b>			
Receipts		1,434,943.83	4,578,708.88	
Disbursements		101,938.35-	655,773.44-	
SSIS		630,306.24-	3,293,909.40-	
Payroll		680,080.87-	3,687,825.19-	
Journal Entries		0.00	3,892.02-	
Dept Total . . . . .		22,618.37	3,062,691.17-	<b>4,599,949.95</b>
<b>5 Human Services Fund</b>	<b>461</b>	<b>Information Systems</b>		
	<b>3,236,438.89-</b>			
Receipts		2,068.00	12,279.00	
Disbursements		71.21-	2,947.84-	

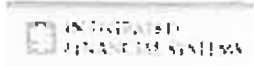
# Southwest Health and Human Services

## Treasurer's Cash Trial Balance

As of 05/2020

<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	Payroll		19,403.40-	108,095.58-	
	Dept Total .....		17,406.61-	98,764.42-	3,335,203.31-
<b>5</b>	<b>Human Services Fund</b>	<b>471</b>	<b>LCTS Collaborative Agency</b>		
		0.00			
	Receipts		67,698.00	139,704.00	
	Disbursements		67,698.00-	139,704.00-	
	Dept Total .....		0.00	0.00	0.00
	<b>Fund Total .....</b>	<b>3,881,483.63</b>	<b>20,317.27-</b>	<b>4,203,523.36-</b>	<b>322,039.73</b>
<b>61</b>	<b>Agency Health Insurance</b>				
		1,051,604.82			
	Receipts		205,501.43	1,105,528.78	
	Disbursements		115,295.36-	940,690.02-	
	<b>Fund Total .....</b>		<b>90,206.07</b>	<b>164,838.76</b>	<b>1,216,443.58</b>
<b>71</b>	<b>ICTS Lyon Murray Collaborative Fund</b>	<b>471</b>	<b>LCTS Collaborative Agency</b>		
		137,697.99			
	Receipts		29,819.00	60,236.00	
	Disbursements		9,699.00-	42,848.00-	
	Dept Total .....		20,120.00	17,388.00	155,085.99
	<b>Fund Total .....</b>	<b>137,697.99</b>	<b>20,120.00</b>	<b>17,388.00</b>	<b>155,085.99</b>
<b>73</b>	<b>LCTS Rock Pipestone Collaborative Fund</b>	<b>471</b>	<b>LCTS Collaborative Agency</b>		
		54,412.53			
	Receipts		11,467.00	25,074.00	
	Disbursements		0.00	3,138.00-	
	Dept Total .....		11,467.00	21,935.00	76,347.53
	<b>Fund Total .....</b>	<b>54,412.53</b>	<b>11,467.00</b>	<b>21,935.00</b>	<b>76,347.53</b>
<b>75</b>	<b>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 05/2020

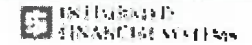
<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		26,412.00	55,044.00	
Dept Total . . . . .		26,412.00	55,044.00	114,846.79
Fund Total . . . . .	59,802.79	26,412.00	55,044.00	114,846.79
77 Local Advisory Council	477	Local Advisory Council		
	1,155.02			
Disbursements		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		2,548,675.08	10,603,560.96	
Disbursements		664,609.76-	3,971,247.88-	
SSIS		630,306.24-	3,293,909.40-	
Payroll		1,266,876.73-	6,891,276.37-	
Total .....		13,117.65-	3,552,872.69-	3,544,281.51



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# Southwest Health and Human Services



## RM-Stmt of Revenues & Expenditures

As Of 05/2020

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	0.00	521,262.50-	1,042,525.00-	50	42
INTERGOVERNMENTAL REVENUES	2,897.50-	159,078.50-	170,500.00-	93	42
STATE REVENUES	46,756.16-	503,016.61-	810,102.00-	62	42
FEDERAL REVENUES	52,981.21-	566,531.85-	1,245,041.00-	46	42
FEES	32,803.91-	174,715.72-	496,230.00-	35	42
EARNINGS ON INVESTMENTS	143.47-	3,712.42-	14,880.00-	25	42
MISCELLANEOUS REVENUES	5.57-	949.78-	8,900.00-	11	42
<b>TOTAL REVENUES</b>	<b>135,587.82-</b>	<b>1,929,267.38-</b>	<b>3,788,178.00-</b>	<b>51</b>	<b>42</b>
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	42
PAYROLL AND BENEFITS	231,049.77	1,214,001.75	3,016,052.00	40	42
OTHER EXPENDITURES	45,543.50	323,584.50	772,126.00	42	42
<b>TOTAL EXPENDITURES</b>	<b>276,593.27</b>	<b>1,537,586.25</b>	<b>3,788,178.00</b>	<b>41</b>	<b>42</b>

# Southwest Health and Human Services

## RM-Stmt of Revenues & Expenditures

As Of 05/2020

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	42
INTERGOVERNMENTAL REVENUES	350.23-	6,994.73-	104,354.00-	7	42
STATE REVENUES	420,634.39-	1,543,843.98-	5,269,341.00-	29	42
FEDERAL REVENUES	1,009,468.21-	3,306,351.17-	8,035,293.00-	41	42
FEES	142,305.44-	994,648.38-	2,200,150.00-	45	42
EARNINGS ON INVESTMENTS	753.15-	19,490.00-	78,096.00-	25	42
MISCELLANEOUS REVENUES	511,510.45-	966,955.84-	1,139,100.00-	85	42
<b>TOTAL REVENUES</b>	<b>2,085,021.87-</b>	<b>7,137,658.35-</b>	<b>28,204,937.00-</b>	<b>25</b>	<b>42</b>
EXPENDITURES					
PROGRAM EXPENDITURES	907,024.29	4,545,386.21	11,157,301.00	41	42
PAYROLL AND BENEFITS	1,036,256.81	5,677,290.99	14,290,849.00	40	42
OTHER EXPENDITURES	162,058.04	1,118,403.68	2,756,787.00	41	42
<b>TOTAL EXPENDITURES</b>	<b>2,105,339.14</b>	<b>11,341,080.88</b>	<b>28,204,937.00</b>	<b>40</b>	<b>42</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 Bddt</u>	<u>% of Year</u>
1 FUND	Health Services Fund							
410 DEPT	General Administration							
0 PROGRAM	...							
			Revenue					42
			Expend.	1,939.15	18,791.73	0.00	0	42
			Net	1,939.15	18,791.73	0.00	0	42
930 PROGRAM	Administration		Revenue	271.41-	549,258.70-	1,108,655.00-	50	42
			Expend.	22,651.03	210,845.55	697,981.00	30	42
			Net	22,379.62	338,413.15-	410,674.00-	82	42
410 DEPT	General Administration	Totals:	Revenue	271.41-	549,258.70-	1,108,655.00-	50	42
			Expend.	24,590.18	229,637.28	697,981.00	33	42
			Net	24,318.77	319,621.42-	410,674.00-	78	42
481 DEPT	Nursing							
100 PROGRAM	Family Health		Revenue	1,864.23-	8,123.79-	18,680.00-	43	42
			Expend.	1,456.13	10,100.28	15,651.00	65	42
			Net	408.10-	1,976.49	3,029.00-	65-	42
103 PROGRAM	Follow Along Program		Revenue	1,835.84-	13,340.49-	27,324.00-	49	42
			Expend.	2,324.27	11,505.04	31,241.00	37	42
			Net	488.43	1,835.45-	3,917.00	47-	42
110 PROGRAM	TANF		Revenue	0.00	31,969.00-	127,876.00-	25	42
			Expend.	0.02	61,455.40	127,911.00	48	42
			Net	0.02	29,486.40	35.00	84,247	42
130 PROGRAM	WIC		Revenue	0.00	274,675.00-	450,000.00-	61	42
			Expend.	36,723.34	216,759.86	557,867.00	39	42
			Net	36,723.34	57,915.14-	107,867.00	54-	42
140 PROGRAM	Peer Breastfeeding Support Program		Revenue	0.00	7,485.00-	53,500.00-	14	42
			Expend.	2,361.21	14,462.92	33,438.00	43	42
			Net	2,361.21	6,977.92	20,062.00-	35-	42
210 PROGRAM	CTC Outreach		Revenue	18,685.81-	107,268.16-	271,600.00-	39	42
			Expend.	14,955.03	89,074.30	285,400.00	31	42
			Net	3,730.78-	18,193.86-	13,800.00	132-	42
270 PROGRAM	Maternal Child Health - Title V		Revenue	8,414.09-	81,062.85-	253,200.00-	32	42
			Expend.	16,752.97	106,996.16	249,934.00	43	42
			Net	8,338.88	25,933.31	3,266.00-	794-	42

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</u>	<u>% of</u>
							<u>Bdgt</u>	<u>Year</u>
280 PROGRAM	MCH Dental Health		Revenue	73.30-	889.42-	2,000.00-	44	42
			Expend.	952.61	9,949.53	17,907.00	56	42
			Net	879.31	9,060.11	15,907.00	57	42
285 PROGRAM	MCH Blood Lead		Revenue					42
			Expend.	143.85	1,276.16	0.00	0	42
			Net	143.85	1,276.16	0.00	0	42
295 PROGRAM	MCH Car Seat Program		Revenue	758.89-	6,151.05-	33,000.00-	19	42
			Expend.	1,420.96	11,448.31	42,199.00	27	42
			Net	662.07	5,297.26	9,199.00	58	42
300 PROGRAM	Case Management		Revenue	25,185.03-	157,472.13-	409,000.00-	39	42
			Expend.	21,545.00	142,470.22	412,332.00	35	42
			Net	3,640.03-	15,001.91-	3,332.00	450-	42
330 PROGRAM	MNChoices		Revenue	24,171.37-	72,313.11-	114,000.00-	63	42
			Expend.	12,103.77	78,679.42	191,342.00	41	42
			Net	12,067.60-	6,366.31	77,342.00	8	42
603 PROGRAM	Disease Prevention And Control		Revenue	16,259.74-	61,041.83-	141,042.00-	43	42
			Expend.	8,935.17	85,924.27	247,136.00	35	42
			Net	7,324.57-	24,882.44	106,094.00	23	42
660 PROGRAM	MIIC		Revenue					42
			Expend.	0.08	443.06	0.00	0	42
			Net	0.08	443.06	0.00	0	42
481 DEPT	Nursing	<b>Totals:</b>	Revenue	97,248.30-	821,791.83-	1,901,222.00-	43	42
			Expend.	119,674.41	840,544.93	2,212,358.00	38	42
			Net	22,426.11	18,753.10	311,136.00	6	42
483 DEPT	Health Education							
500 PROGRAM	Direct Client Services		Revenue	395.66-	2,556.54-	500.00-	511	42
			Expend.	34.46	2,691.71	32,705.00	8	42
			Net	361.20-	135.17	32,205.00	0	42
510 PROGRAM	SHIP		Revenue	0.00	64,398.40-	226,960.00-	28	42
			Expend.	16,794.70	98,344.57	226,960.00	43	42
			Net	16,794.70	33,946.17	0.00	0	42
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	3,433.83-	17,537.00-	20	42
			Expend.	0.00	1,004.45	17,537.00	6	42
			Net	0.00	2,429.38-	0.00	0	42

# Southwest Health and Human Services

## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdg</u>	<u>% of Year</u>
541 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	2,018.47-	17,641.00-	11	42
			Expend.	15.91	542.36	17,641.00	3	42
			Net	15.91	1,476.11-	0.00	0	42
550 PROGRAM	P&I Grant		Revenue	0.00	64,535.32-	189,326.00--	34	42
			Expend.	11,783.06	53,724.27	189,326.00	28	42
			Net	11,783.06	10,811.05-	0.00	0	42
900 PROGRAM	Emergency Preparedness		Revenue	30,683.54--	48,301.64-	92,437.00--	52	42
			Expend.	787.72	54,280.43	92,437.00	59	42
			Net	29,895.82-	5,978.79	0.00	0	42
905 PROGRAM	COVID-19 Pandemic		Revenue	0.00	188,292.00--	0.00	0	42
			Expend.	82,100.92	143,444.46	0.00	0	42
			Net	82,100.92	44,847.54-	0.00	0	42
483 DEPT	Health Education	Totals:	Revenue	31,079.20-	373,536.20-	544,401.00-	69	42
			Expend.	111,516.77	354,032.25	576,606.00	61	42
			Net	80,437.57	19,503.95-	32,205.00	61-	42
485 DEPT	Environmental Health							
800 PROGRAM	Environmental		Revenue	2,903.50-	159,767.50-	206,600.00-	77	42
			Expend.	12,625.74	80,501.38	276,433.00	29	42
			Net	9,722.24	79,266.12-	69,833.00	114-	42
809 PROGRAM	Environmental Water Lab		Revenue	4,085.41-	22,413.15-	27,300.00-	82	42
			Expend.	8,186.17	32,723.46	24,800.00	132	42
			Net	4,100.76	10,310.31	2,500.00-	412-	42
830 PROGRAM	FDA Standardization Grant		Revenue	0.00	2,500.00-	0.00	0	42
			Expend.	0.00	146.95	0.00	0	42
			Net	0.00	2,353.05-	0.00	0	42
485 DEPT	Environmental Health	Totals:	Revenue	6,988.91-	184,680.65-	233,900.00-	79	42
			Expend.	20,811.91	113,371.79	301,233.00	38	42
			Net	13,823.00	71,308.86-	67,333.00	106-	42
1 FUND	Health Services Fund	Totals:	Revenue	135,587.82-	1,929,267.38-	3,788,178.00-	51	42
			Expend.	276,593.27	1,537,586.25	3,788,178.00	41	42
			Net	141,005.45	391,681.13-	0.00	0	42

# Southwest Health and Human Services

## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdot</u>	<u>% of Year</u>
5 FUND	Human Services Fund							
410 DEPT	General Administration							
0 PROGRAM	...		Revenue					42
			Expend.	11,298.34	57,663.87	54,307.00	106	42
			Net	11,298.34	57,663.87	54,307.00	106	42
410 DEPT	General Administration	<b>Totals:</b>	Revenue					42
			Expend.	11,298.34	57,663.87	54,307.00	106	42
			Net	11,298.34	57,663.87	54,307.00	106	42
420 DEPT	Income Maintenance							
0 PROGRAM	...		Revenue					42
			Expend.	111.56	557.80	0.00	0	42
			Net	111.56	557.80	0.00	0	42
600 PROGRAM	Income Maint Administrative/Overhea		Revenue	37,859.46-	171,084.61-	3,638,696.00-	5	42
			Expend.	108,446.00	655,086.53	1,663,376.00	39	42
			Net	70,586.54	484,001.92	1,975,320.00-	25-	42
601 PROGRAM	Income Maint/Random Moment Payro		Revenue					42
			Expend.	191,231.94	1,051,260.10	2,641,701.00	40	42
			Net	191,231.94	1,051,260.10	2,641,701.00	40	42
602 PROGRAM	Income Maint FPI Investigator		Revenue	23,633.00-	44,338.00-	58,000.00-	76	42
			Expend.	4,334.82	27,116.75	64,995.00	42	42
			Net	19,298.18-	17,221.25--	6,995.00	246-	42
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		Revenue	5,487.97-	33,914.84-	50,000.00-	68	42
			Expend.	0.00	54,772.11	50,000.00	110	42
			Net	5,487.97-	20,857.27	0.00	0	42
610 PROGRAM	TANF(AFDC/MFIP/DWP)		Revenue	171.00-	3,924.50-	17,000.00-	23	42
			Expend.	0.00	1,091.25	13,750.00	8	42
			Net	171.00-	2,833.25-	3,250.00-	87	42
620 PROGRAM	General Asst (GA)/General Relief/Burl		Revenue	1,273.31-	8,062.37-	27,500.00-	29	42
			Expend.	65,380.00	205,242.87	226,000.00	91	42
			Net	64,106.69	197,180.50	198,500.00	99	42
630 PROGRAM	Food Support (FS)		Revenue	106,060.00-	236,009.00-	521,000.00-	45	42
			Expend.	0.00	271.40	6,500.00	4	42
			Net	106,060.00-	235,737.60-	514,500.00-	46	42

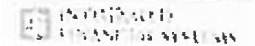
# Southwest Health and Human Services

## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
640 PROGRAM	Child Support (IVD)		Revenue	203,837.19-	519,860.03-	1,721,356.00-	30	42
			Expend.	79,496.19	463,984.92	1,158,162.00	40	42
			Net	124,341.00-	55,875.11-	563,194.00-	10	42
650 PROGRAM	Medical Assistance (MA)		Revenue	202,891.83-	1,412,245.46-	3,412,500.00-	41	42
			Expend.	146,443.94	954,358.15	2,277,000.00	42	42
			Net	56,447.89-	457,887.31-	1,135,500.00-	40	42
420 DEPT	Income Maintenance	Totals:	Revenue	581,213.76-	2,429,438.81-	9,446,052.00-	26	42
			Expend.	595,444.45	3,413,741.88	8,101,484.00	42	42
			Net	14,230.69	984,303.07	1,344,568.00-	73-	42
431 DEPT 0 PROGRAM	Social Services		Revenue	466,693.26-	466,693.26-	0.00	0	42
			Expend.					42
			Net	466,693.26-	466,693.26-	0.00	0	42
700 PROGRAM	Social Service Administrative/Overhea		Revenue	527,773.58-	1,353,288.77-	10,899,532.00-	12	42
			Expend.	202,589.28	1,220,896.54	3,136,848.00	39	42
			Net	325,184.30-	132,392.23-	7,762,684.00-	2	42
701 PROGRAM	Social Services/SSTS		Revenue					42
			Expend.	575,711.86	3,113,672.75	7,765,564.00	40	42
			Net	575,711.86	3,113,672.75	7,765,564.00	40	42
710 PROGRAM	Children's Social Services Programs		Revenue	49,892.79-	480,147.18-	1,848,854.00-	26	42
			Expend.	235,449.11	1,397,077.88	3,756,500.00	37	42
			Net	185,556.32	916,930.70	1,907,646.00	48	42
711 PROGRAM	YIP Grant (Circle)-Dept of Public Safet		Revenue	6,586.29-	6,586.29-	0.00	0	42
			Expend.	1,371.96	8,793.05	0.00	0	42
			Net	5,214.33-	2,206.76	0.00	0	42
712 PROGRAM	CIRCLE Program		Revenue	0.00	5,000.00-	5,000.00-	100	42
			Expend.	0.00	2,337.73	8,000.00	29	42
			Net	0.00	2,662.27-	3,000.00	89-	42
713 PROGRAM	STAY Program Grant (formerly SELF)		Revenue	0.00	12,873.00-	54,100.00-	24	42
			Expend.	624.07	3,049.31	54,100.00	6	42
			Net	624.07	9,823.69-	0.00	0	42
715 PROGRAM	Childrens Walvers		Revenue	0.00	51,433.78-	104,000.00-	49	42
			Expend.					42
			Net	0.00	51,433.78-	104,000.00-	49	42

# Southwest Health and Human Services



## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
716 PROGRAM	FGDM/Family Group Decision Making		Revenue	350.23-	30,257.23-	56,914.00-	53	42
			Expend.	0.00	3,330.26	56,914.00	6	42
			Net	350.23-	26,926.97-	0.00	0	42
717 PROGRAM	AR/Alternative Response Discretion F		Revenue	14,584.00-	14,634.00-	52,344.00-	28	42
			Expend.	0.00	7,605.65	52,344.00	15	42
			Net	14,584.00-	7,028.35-	0.00	0	42
718 PROGRAM	PSOP/Parent Support Outreach Progra		Revenue	0.00	6,215.00-	38,753.00-	16	42
			Expend.	1,282.92	3,123.00	38,753.00	8	42
			Net	1,282.92	3,092.00-	0.00	0	42
720 PROGRAM	Ch Care/Ch Prot		Revenue	1,200.00-	7,798.25-	27,450.00-	28	42
			Expend.	0.00	0.00	2,600.00	0	42
			Net	1,200.00-	7,798.25-	24,850.00-	31	42
721 PROGRAM	CC-Basic Slide Fee/Cty Match to DHS		Revenue	3,329.00-	14,209.00-	38,148.00-	37	42
			Expend.	5,335.25	19,788.25	43,365.00	46	42
			Net	2,006.25	5,579.25	5,217.00	107	42
722 PROGRAM	Child Care/MFIP		Revenue	202.00-	367.00-	0.00	0	42
			Expend.					42
			Net	202.00-	367.00-	0.00	0	42
726 PROGRAM	MFIP/SW MN PIC		Revenue	1,130.00-	5,502.00-	357,000.00-	2	42
			Expend.	0.00	0.00	225,000.00	0	42
			Net	1,130.00-	5,502.00-	132,000.00-	4	42
730 PROGRAM	Chemical Dependency		Revenue	43,112.20-	142,579.03-	286,500.00-	50	42
			Expend.	15,091.92	101,841.82	543,500.00	19	42
			Net	28,020.28-	40,737.21-	257,000.00	16-	42
740 PROGRAM	Mental Health (Both Adults/Children)		Revenue	0.00	22.40-	0.00	0	42
			Expend.					42
			Net	0.00	22.40-	0.00	0	42
741 PROGRAM	Mental Health/Adults Only		Revenue	199,305.00-	589,285.80-	1,196,951.00-	49	42
			Expend.	155,388.70	729,755.88	1,695,317.00	43	42
			Net	43,916.30-	140,470.08	498,366.00	28	42
742 PROGRAM	Mental Health/Children Only		Revenue	58,048.00-	261,190.93-	820,246.00-	32	42
			Expend.	180,305.26	760,971.43	1,850,137.00	41	42
			Net	122,257.26	499,780.50	1,029,891.00	49	42

# Southwest Health and Human Services

## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
750 PROGRAM	Developmental Disabilities		Revenue	22,715.00-	309,107.36-	837,171.00-	37	42
			Expend.	19,401.07	141,138.98	369,671.00	38	42
			Net	3,313.93-	167,968.38-	467,500.00-	36	42
760 PROGRAM	Adult Services		Revenue	39,120.76-	490,176.98-	1,364,922.00-	36	42
			Expend.	13,146.25	33,713.52	39,850.00	85	42
			Net	25,974.51-	456,463.46-	1,325,072.00-	34	42
765 PROGRAM	Adults Waivers		Revenue	0.00	308,869.28-	736,000.00-	42	42
			Expend.	5,726.09	71,831.66	112,500.00	64	42
			Net	5,726.09	237,037.62-	623,500.00-	38	42
431 DEPT	Social Services	Totals:	Revenue	1,434,042.11-	4,556,236.54-	18,723,885.00-	24	42
			Expend.	1,411,423.74	7,618,927.71	19,750,963.00	39	42
			Net	22,618.37-	3,062,691.17	1,027,078.00	298	42
461 DEPT	Information Systems		Revenue	2,068.00-	12,279.00-	35,000.00-	35	42
0 PROGRAM	...		Expend.	19,474.61	111,043.42	298,183.00	37	42
			Net	17,406.61	98,764.42	263,183.00	38	42
461 DEPT	Information Systems	Totals:	Revenue	2,068.00-	12,279.00-	35,000.00-	35	42
			Expend.	19,474.61	111,043.42	298,183.00	37	42
			Net	17,406.61	98,764.42	263,183.00	38	42
471 DEPT	LCTS Collaborative Agency		Revenue	67,698.00-	139,704.00-	0.00	0	42
702 PROGRAM	LCTS		Expend.	67,698.00	139,704.00	0.00	0	42
			Net	0.00	0.00	0.00	0	42
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	67,698.00-	139,704.00-	0.00	0	42
			Expend.	67,698.00	139,704.00	0.00	0	42
			Net	0.00	0.00	0.00	0	42
5 FUND	Human Services Fund	Totals:	Revenue	2,085,021.87-	7,137,658.35-	28,204,937.00-	25	42
			Expend.	2,105,339.14	11,341,080.88	28,204,937.00	40	42
			Net	20,317.27	4,203,422.53	0.00	0	42
FINAL TOTALS	1,000 Accounts		Revenue	2,220,609.69-	9,066,925.73-	31,993,115.00-	28	42
			Expend.	2,381,932.41	12,878,667.13	31,993,115.00	40	42
			Net	161,322.72	3,811,741.40	0.00	0	42

# 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	2602	563	3165
June			0
July			0
August			0
September			0
October			0
November			0
December			0
<b>Average</b>	<b>2608</b>	<b>600</b>	<b>1337</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	9	321	11	0	274	58	848	13	285	461	322	2602
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	9	320	12	0	268	62	846	15	296	458	324	1088

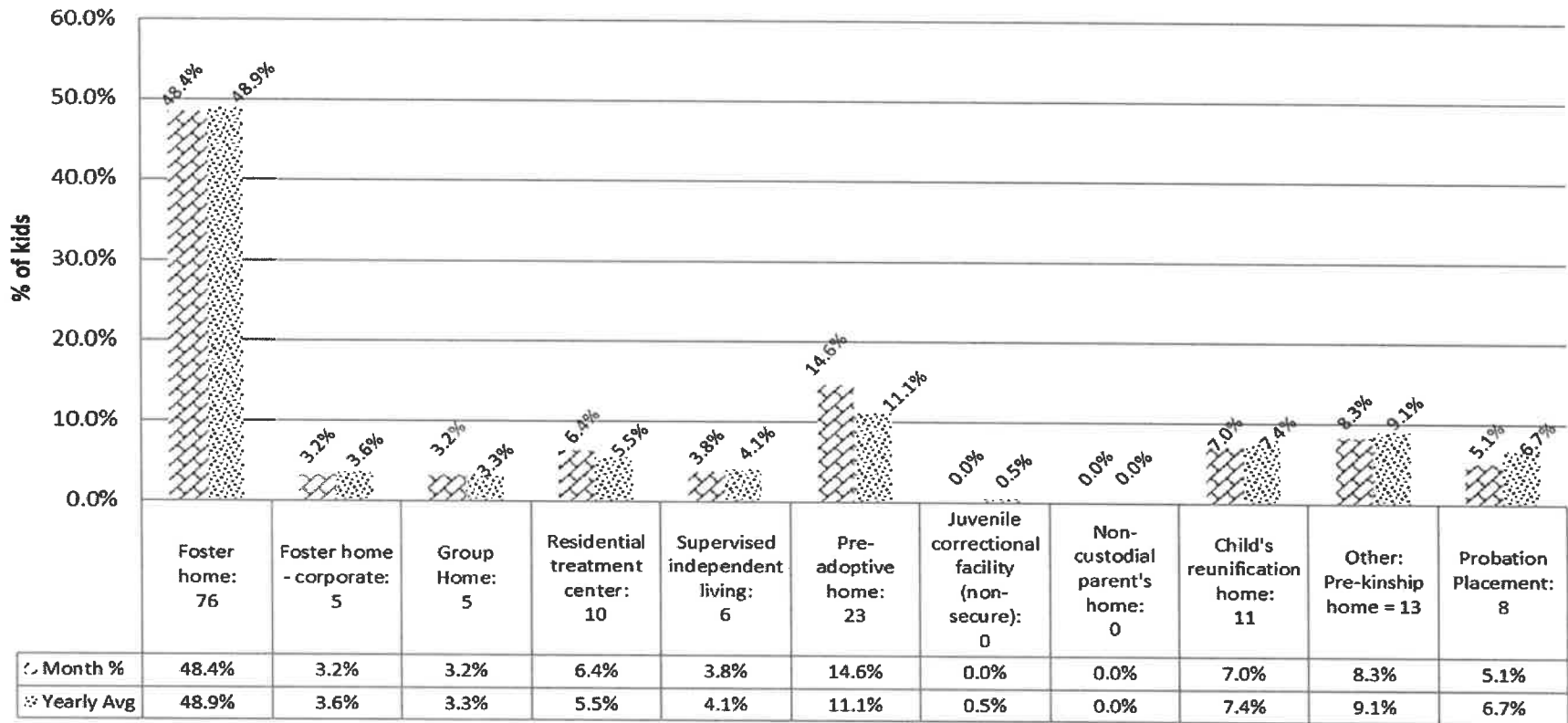
# Children's - Social Services Caseload

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	31	29	0	11	46	162	169	80	0	0	35	563
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	<b>35</b>	<b>25</b>	<b>0</b>	<b>11</b>	<b>44</b>	<b>174</b>	<b>191</b>	<b>86</b>	<b>0</b>	<b>0</b>	<b>33</b>	<b>250</b>



**May 2020 - Placement by Category**  
**157 Kids in Placement**



**May 2020:** Total kids in placement = 157

**Total of 1 Children entered placement**

1	Redwood	Foster Home
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**Total of 6 Children were discharged from placement** (discharges from previous month)

1	Lyon	Child's Reunification Home
---	------	----------------------------

1	Redwood	Pre-kinship Home
---	---------	------------------

1	Redwood	Probation
---	---------	-----------

2	Rock	Pre-kinship Home
---	------	------------------

1	Rock	Foster Home – Corporate
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**NON IVD COLLECTIONS**  
*MAY 2020*

<b>PROGRAM</b>	<b>ACCOUNT</b>	<b>TOTAL</b>
MSA/GRH	05-420-605.5802	5,488
TANF (MFIP/DWP/AFDC)	05-420-610.5803	171
GA	05-420-620.5803	1,273
FS	05-420-630.5803	176
CS (PI Fee, App Fee, etc)	05-420-640.5501	1,938
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	10,376
REFUGEE	05-420-680.5803	0
<b>CHILDRENS</b>		
Court Visitor Fee	05-431-700.5514	80
Parental Fees, Holds	05-431-710.5501	8,551
OOH/FC Recovery	05-431-710.5803	18,187
<b>CHILDCARE</b>		
Licensing	05-431-720.5502	600
Corp FC Licensing	05-431-720.5505	1,200
Over Payments	05-431-721&722.5803	913
<b>CHEMICAL DEPENDENCY</b>		
CD Assessments	05-431-730.5519	2,882
Detox Fees	05-431-730.5520	3,835
Over Payments	05-431-730.5803	0
<b>MENTAL HEALTH</b>		
Insurance Copay	05-431-740.5803	0
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>55,670</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	2032	22*	9*	205*	0	0	7	178	12	0	0
5/20		16*	5*	268*	0	0	6	115	32	0	1
6/20											6
7/20											
8/20											
9/20											
10/20											
11/20											
12/20											
1/21											

\*Includes telehealth visits



**Southwest Health and Human Services**  
**Public Health Fees**  
**Effective July 1, 2020 Fees**

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Dental Varnish	\$25/Visit
Refugee Health/Green Card	\$20
Immunizations	\$20/immunization administration
Mantoux Testing	\$25/test
Sharps Containers	2 gal \$12, 1 gal \$9, 1 qt \$7 - includes disposal fee
Public Health Nursing Clinic and Family Home Visits	
Home	\$1750.00
Office Visit	\$120/visit
New Day Care Inspections	\$150.00
Education/Wellness/Car Seat Presentations	\$75/hour/staff with minimum of one-hour charge
Radon Kits-Short Term	\$6.00/kit (fee includes tax)
Blood Lead Education (per 15 min)	\$31
Blood Lead Education (per 30 min)	\$50.00
Blood Lead Screening	\$15
Depression Screening	\$25
ASQ or ASQ-SE (staff administered)	\$25
Car Seat Install and Educations	<del>\$100</del> 85
Urine Analysis (Drug Screening)	\$40
Personal Care Assessment	\$300/visit

***Service will not be denied to anyone who is unable to pay.  
Client unable to pay the set rate will be asked for a donation.***



## Child and Teen Check Up Outreach Supplies

### Authorization Summary

June 17, 2020 SWHHS Board Meeting

Vendor	Description	Quantity	Quote
Noodle Soup	10 Assorted Brochures	1500	\$270.00
Channing Bete	8 Assorted Brochures	2800	\$4,005.00
Cubik Promotions	CTC Periodicity Magnets.	2500	\$1,452.44
Nutrition Matters	20 Assorted brochures	3050	\$720.00

- **ALL COSTS** will be covered by the Child & Teen Check Up Grant and have been approved in our work plan. This supply will last for approximately one year, depending on the number in children enrolled in medical assistance.
- Specific brochures have been used in the past, are not offered by any other vendors, and the cost has been deemed reasonable and price break when ordering specific amount. Shipping costs are not included but will be added as this information is not available until the payment information is added to the order. Requesting approval for the costs listed above plus applicable shipping.
- The particular vendors have been checked on the SAM System and have no active exclusion records.



# Breastfeeding Education & Promotion



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### Shopping Cart

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[Breastfeeding](#)  
[Child Abuse Prevention](#)  
[Child Health](#)  
[Child Support](#)  
[Child Welfare](#)  
[Child Welfare Agency](#)  
[Child Welfare Education](#)  
[Child Welfare Reporting](#)  
[Child Welfare, Labor, & Delivery](#)  
[WIC Outreach](#)
- PRODUCT TYPE**  
[Books](#)  
[DVDs](#)  
[Customized Products](#)  
[Curriculum](#)  
[DVDs](#)  
[Educational Handouts](#)  
[KID SAFE](#)  
[Conferences and Seminars](#)
- [English Content](#)
- [Other Languages](#)




### Your Shopping Cart

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Item	Price	Quantity	Total	
<input type="checkbox"/> <b>Toilet Mastery</b> Item Number: 3600 Language: English <a href="#">Edit this product</a>	\$9.00	<input type="text" value="3"/>	\$27.00	<input type="button" value="Update"/> <input type="button" value="X Remove"/>
<input type="checkbox"/> <b>Toilet Mastery</b> Item Number: 3601 Language: Spanish <a href="#">Edit this product</a>	\$9.00	<input type="text" value="1"/>	\$9.00	<input type="button" value="Update"/> <input type="button" value="X Remove"/>
<input type="checkbox"/> <b>Dangers of second-hand smoke</b> Item Number: 4065 Language: English <a href="#">Edit this product</a>	\$9.00	<input type="text" value="10"/>	\$90.00	<input type="button" value="Update"/> <input type="button" value="X Remove"/>
<input type="checkbox"/> <b>Dangers of second-hand smoke</b> Item Number: 4066 Language: Spanish <a href="#">Edit this product</a>	\$9.00	<input type="text" value="2"/>	\$18.00	<input type="button" value="Update"/> <input type="button" value="X Remove"/>
<input type="checkbox"/> <b>Too Much TV</b> Item Number: 3625 Language: English <a href="#">Edit this product</a>	\$9.00	<input type="text" value="3"/>	\$27.00	<input type="button" value="Update"/> <input type="button" value="X Remove"/>
<input type="checkbox"/> <b>Too Much TV</b> Item Number: 3626 Language: Spanish <a href="#">Edit this product</a>	\$9.00	<input type="text" value="1"/>	\$9.00	<input type="button" value="Update"/> <input type="button" value="X Remove"/>
<input type="checkbox"/> <b>Importance of Rules</b> Item Number: 4105 Language: English <a href="#">Edit this product</a>	\$9.00	<input type="text" value="5"/>	\$45.00	<input type="button" value="Update"/> <input type="button" value="X Remove"/>

Qty	Item	Total
3	Toilet Mastery	\$27.00
1	Toilet Mastery	\$9.00
10	Dangers of second-hand smoke	\$90.00
2	Dangers of second-hand smoke	\$18.00
3	Too Much TV	\$27.00
1	Too Much TV	\$9.00
5	Importance of Rules	\$45.00
1	Importance of Rules	\$9.00
3	25 Ways to Praise	\$27.00
1	25 Ways to Praise	\$9.00
<b>Subtotal</b>		<b>\$270.00</b>

**View or Edit Cart**  
**IMPORTANT:** If you are in California, Ohio, Indiana or South Dakota, and are tax exempt call us at 1-800-785-8295. We can enter your tax exempt status before you start placing items in your shopping cart. You must be a registered user on the website.

-  **Importance of Rules**  
 Item Number: 4106  
 Language: Spanish  
 Edit this product
-  **25 Ways to Praise**  
 Item Number: 3860  
 Language: English  
 Edit this product
-  **25 Ways to Praise**  
 Item Number: 3861  
 Language: Spanish  
 Edit this product

\$9.00  \$9.00

\$9.00  \$27.00

\$9.00  \$9.00

With selected items...

Taxes:

The following locations are subject to sales tax: California, Indiana, New Jersey, Ohio, South Dakota

**Subtotal: \$270.00**  
**Total: \$270.00**

**New Customer**

Checkout without signing in.  
 You will have the option to create an account and save your information at the end of the checkout process.

**Returning Customer**

Log in to save time during the checkout process.

Email Address:

Password:  [Forgot Password?](#)

Remember Me

[www.noodlesoup.com/shopping-cart.aspx](#)

### MY CART (8)



**Managing Your Money -- Keeping Tabs® On Your Finances**  
(human-services/parenting/personal-finance/managing-your-money-keeping-tabs-on-your-finance/p-CBC1274)

Item: CBC1274

Language: Spanish

(human-services/parenting/personal-finance/managing-your-money-keeping-tabs-on-your-finance/p-CBC1274)

<del>\$4.95</del> <b>\$2.00</b>	-	100	+	<b>\$200.00</b>
---------------------------------	---	-----	---	-----------------

REMOVE |

EDIT (human-services/parenting/personal-finance/managing-your-money-keeping-tabs-on-your-finance/p-CBC1274?biid=1)



**12 Ways To Beat Stress (health-care/healthy-living/stress-management/12-ways-to-beat-stress/p-CBC0092)**

Item: CBC0092

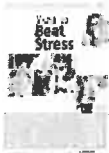
Language: Spanish

(health-care/healthy-living/stress-management/12-ways-to-beat-stress/p-CBC0092)

<del>\$2.79</del> <b>\$1.05</b>	-	100	+	<b>\$105.00</b>
---------------------------------	---	-----	---	-----------------

REMOVE |

EDIT (health-care/healthy-living/stress-management/12-ways-to-beat-stress/p-CBC0092?biid=2)



**12 Ways To Beat Stress (health-care/healthy-living/stress-management/12-ways-to-beat-stress/p-CBC0092)**

Item: CBC0092

Language: English

(health-care/healthy-living/stress-management/12-ways-to-beat-stress/p-CBC0092)

~~\$2.79~~ \$1.05 - 500 + \$525.00

REMOVE |

EDIT (health-care/healthy-living/stress-management/12-ways-to-beat-stress/p-CBC0092?biid=3)



**Interview Skills -- Keeping Tabs On Getting Your Next Job (employee-safety-and-development/job-search-and-interview-skills/interview-skills-keeping-tabs-on-getting-your-next-job/p-CBC1287)**

Item: CBC1287

Language: English

(employee-safety-and-development/job-search-and-interview-skills/interview-skills-keeping-

~~\$4.75~~ \$1.75 - 500 + \$875.00

tabs-on-  
getting-your-  
next-  
job/p-CBC1287)

REMOVE |

EDIT (employee-  
safety-and-  
development/job-  
search-and-  
interview-  
skills/interview-  
skills-keeping-  
tabs-on-getting-  
your-next-  
job/p-CBC1287?  
biid=4)



**Interview Skills -- Keeping Tabs On Getting Your Next Job  
(employee-safety-and-development/job-search-and-interview-  
skills/interview-skills-keeping-tabs-on-getting-your-next-  
job/p-CBC1287)**

(employee-  
safety-and-  
development/job-  
search-and-  
interview-  
skills/interview-  
skills-  
keeping-  
tabs-on-  
getting-your-  
next-  
job/p-CBC1287)

Item: CBC1287  
Language: Spanish

development/job- search-and- interview- skills/interview- skills- keeping- tabs-on- getting-your- next- job/p-CBC1287)	<b>\$4.75</b>	<b>\$1.75</b>	-	100	+	<b>\$175.00</b>
---	---------------	---------------	---	-----	---	-----------------

REMOVE |

EDIT (employee-safety-and-development/job-search-and-interview-skills/interview-skills-keeping-tabs-on-getting-your-next-job/p-CBC1287?biid=5)



On Driving & Texting - Why Phones Can Be Fatal (schools-prek-12/school-bus-safety-and-student-transportation/student-driver-safety-and-distracted-driving/on-driving-texting-why-phones-can-be-fatal/p-CBC0249)

Item: CBC0249

(schools-prek-12/school-bus-safety-and-student-transportation/student-driver-safety-and-distracted-driving/on-driving-texting-why-phones-can-be-fatal/p-CBC0249)	<del>\$2.79</del>	\$1.05	-	500	+	\$525.00
--	-------------------	--------	---	-----	---	----------

REMOVE |

EDIT (schools-prek-12/school-bus-safety-and-student-transportation/student-driver-safety-and-distracted-driving/on-driving-texting-why-phones-can-be-fatal/p-CBC0249?biid=6)



**A Healthy Home -- Keeping Tabs® On Household Hazards (public-health/health-promotion-chronic-illness-and-public-health/asthma/a-healthy-home-keeping-tabs-on-household-hazards/p-CBC1186)**

Item: CBC1186

Language: English

(public-health/health-promotion-chronic-illness-and-public-health/asthma/a-healthy-home-keeping-tabs-on-household-hazards/p-CBC1186)

**\$4.75 \$1.60**

- 700 +

**\$1,120.00**

REMOVE |

EDIT (public-health/health-promotion-chronic-illness-and-public-health/asthma/a-healthy-home-keeping-tabs-on-household-hazards/p-CBC1186?biid=7)





**A Healthy Home -- Keeping Tabs® On Household Hazards  
(public-health/health-promotion-chronic-illness-and-public-health/asthma/a-healthy-home-keeping-tabs-on-household-hazards/p-CBC1186)**

Item: CBC1186  
Language: Spanish

(public-health/health-promotion-chronic-illness-and-public-health/asthma/a-healthy-home-keeping-tabs-on-household-hazards/p-CBC1186)

~~\$4.75~~ \$1.60

- 300 +

\$480.00

REMOVE |

EDIT (public-health/health-promotion-chronic-illness-and-public-health/asthma/a-healthy-home-keeping-tabs-on-household-hazards/p-CBC1186?biid=8)

**Subtotal (2800 items): \$4,005.00**

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**YOUR SHOPPING CART**



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PRODUCT	QTY	ITEM PRICE	ITEM TOTAL
 Lentils, Dried 5 lb	1	\$12.00	\$12.00
 ONION Yellow, 5 lb	1	\$12.00	\$12.00
 Lentils, Dried 5 lb	5	\$12.00	\$60.00
 ONION Yellow, 5 lb	5	\$12.00	\$60.00
 Lentils, Dried 5 lb	5	\$12.00	\$60.00
 ONION Yellow, 5 lb	5	\$12.00	\$60.00
 Lentils, Dried 5 lb	5	\$12.00	\$60.00
<b>SUBTOTAL:</b>			<b>\$720.00</b>
<b>ESTIMATE SHIPPING &amp; TAX:</b>			
<b>GRAND TOTAL:</b>			<b>\$720.00</b>

CART ITEMS	QTY	ITEM PRICE	ITEM TOTAL
 <p>COKE ZERO Coke Zero</p>			
 <p>COKE ZERO Coke Zero</p>	5	\$2.00	\$10.00
 <p>COKE ZERO Coke Zero</p>	1	\$12.00	\$12.00
 <p>COKE ZERO Coke Zero</p>	5	\$2.00	\$10.00
 <p>COKE ZERO Coke Zero</p>	1	\$12.00	\$12.00
 <p>COKE ZERO Coke Zero</p>	5	\$2.00	\$10.00
<b>SUBTOTAL:</b>			<b>\$72.00</b>
<b>ESTIMATE SHIPPING &amp; TAX</b>			
<b>GRAND TOTAL:</b>			<b>\$720.96</b>

QTY	PRICE	TOTAL
1	112.00	112.00
3	34.00	102.00
1	112.00	112.00
3	34.00	102.00
1	112.00	112.00
<b>SUBTOTAL:</b>		<b>5720.00</b>
		<b>ESTIMATE SHIPPING &amp; TAX</b>
<b>GRAND TOTAL:</b>		<b>5720.00</b>

QUANTITY	ITEM PRICE	TOTAL
5	\$10.00	\$50.00
1	\$10.00	\$10.00
5	\$10.00	\$50.00
1	\$10.00	\$10.00
5	\$10.00	\$50.00
<b>SHIPPING TOTAL:</b>		<b>\$750.00</b>
<b>ESTIMATE SHIPPING &amp; TAX</b>		
<b>GRAND TOTAL:</b>		<b>\$720.00</b>

CART ITEMS	QTY	UNIT PRICE	ITEM TOTAL
 <b>CHASSIS</b> TACTIC	1	\$720.00	\$720.00
 <b>CHASSIS</b> TACTIC	1	\$720.00	\$720.00
<b>SUBTOTAL:</b>			<b>\$720.00</b>
<b>ESTIMATE SHIPPING &amp; TAX</b>			
<b>GRAND TOTAL:</b>			<b>\$720.00</b>

**COUPON CODE**  00  
 If you have a coupon code, please enter it here to receive your discount.

**REDEEM GIFT CERTIFICATE**  00  
 To get the full benefit of your gift certificate, please enter the code on the certificate in this field and click GO.

**CREATE AN ACCOUNT**  PROCEED TO CHECKOUT

**CHECK OUT WITH MULTIPLE ADDRESSES**  
**CLICK HERE TO KEEP SHOPPING**

**SIGN UP FOR NUBITES AND UPDATES**  00

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  - Online Courses
  - Virtual Coaching
  - Events





# Cubik Promotions Inc.

ESTIMATE for Southwest Health and Human Services  
 2500 Magnets

### SHIPPING ADDRESS

Southwest Health and Human Services  
 607 West 10th St  
 Suite 200  
 Portland, Minnesota 55759  
 United States

### BILLING ADDRESS

Southwest Health and Human Services  
 607 West 10th St  
 Suite 200  
 Portland, Minnesota 55759  
 United States

### PROJECT #

13133

### TERMS

NET 30

### ESTIMATE #

31253

### CUSTOMER PO

### IN HANDS DATE

Jul 04, 2020

## Picture Frame Magnet w/ Oval Punch Out

This 3 1/2 x 6 picture frame magnet features an oval punch out to become a picture frame. The oval punch out becomes a handy second magnet for your customer. Magnet is approximately 0.020 in thick and prints from both sides. To your eye, indicating that color is on both sides. Complies with Prop 65. 3.5" W x 6.0" H x 0.0" D



Product Link for more info  
[Click to enlarge](#)

ITEM	QTY	PRICE	AMOUNT
Size: 3.5" W X 6.0" H X 0.0" D - Color: Variable	2,500	.49	\$1,225.00
<b>TOTAL UNITS</b>	<b>2,500</b>		
<b>TOTAL</b>			<b>\$1,225.00</b>

## Services

SERVICE	QTY	PRICE	AMOUNT
Printed	1	\$121.44	\$121.44

## Questions about this estimate?

Matt Pestowitz  
 matt@cubik.promotions

Cubik Promotions Inc.  
 500 Airport Rd., Ste 211  
 Woodford Hills, Illinois 60191  
 United States

SUBTOTAL	\$1,346.44
TAX - \$6258 MARSHALLVILLE, MN	\$108.07
<b>TOTAL</b>	<b>\$1,454.51</b>



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Registration 1/1/10

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

ALERTS AND NOTIFICATIONS

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.
- Entity registration records are subject to change without notice.

Current Search Terms: Noodle Soup\*

1/1/2010 10:41 AM

FILED RESULTS Your Search For "Noodle Soup" returned 1 record.

Record Status	Entity	Case Name	Status
<input checked="" type="checkbox"/> Active	WINGART DESIGN INC	CASE 028 2888	Active
<input type="checkbox"/> Inactive	Has Active Status: No	Case Name: Other: No	Active
<b>Record Type</b>	Purpose of Registration: All Branch		
<input type="checkbox"/> Entity Registration			
<input checked="" type="checkbox"/> Exclusion			



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Log In

Registration 1/1/10

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- Entity registration records are subject to change without notice.

Current Search Terms: CHANNING BETE COMPANY INC\*

1/1/2010 10:41 AM

FILED RESULTS Your Search For "CHANNING BETE COMPANY INC" returned 1 record.

Record Status	Entity	Case Name	Status
<input checked="" type="checkbox"/> Active	CHANNING BETE COMPANY INC	CASE 028 2888	Active
<input type="checkbox"/> Inactive	Has Active Status: No	Case Name: Other: No	Active
<b>Record Type</b>	Purpose of Registration: All Branch		
<input type="checkbox"/> Entity Registration			
<input checked="" type="checkbox"/> Exclusion			





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ALERTS

Search Results

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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: Some entities may be in the process of being added to the SAM database.

Current Search Terms: Nutrition Matters Inc.

Save My Search    Export Results

Search Page

RESULTS FOUND: 1

By Record Status

Entity Name	Registration Number	Entity Type	Status
BEES Nutrition Matters Inc	000000000000000000	Other	Active

By Record Type

Entity Registration

Excluded



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Log In

HOME SEARCH FILTERS DATA ACCESS CHECK STATUS ABOUT HELP

ALERTS

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.
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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: Some entities may be in the process of being added to the SAM database.

Current Search Terms: Cubik Promotions Inc.

Save My Search    Export Results

Search Page

RESULTS FOUND: 0

By Record Status

Active

Inactive

By Record Type

Entity Registration

Excluded



# 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:** Child Support Lead Worker      **Division/Unit:** Child Support Unit

New Position      Replacement of Child Support Supervisor      Permanent       Temporary       Promotion

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

**Desired hire date:** Immediate      **FTE Requested:** 1.0

\*Attached additional sheets if necessary.

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

Under the supervision, performs as a lead worker to a number of child support workers and support enforcement aides: performs complex work in drafting and review of child support actions. Training of new staff, trains current staff with new and/or updated policies & procedures. Serves as resource to answer questions from the staff. Recommends new ideas, forms, policy and procedures for the unit and/or agency.

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

The child support unit currently has 4 new child support workers and 1 new support enforcement aide in the unit. At present time, the seasoned workers continue to train the new workers, when training the new workers their case load is not being worked timely.  
 A lead worker's time will be devoted to training of the new workers, so that the remaining staff will be able to concentrate on their respective case load.  
 The child support unit is currently under a performance improvement plan, a recommendation was made that the unit of this size (13 FTE) , with the experience of unit to have a worker devoted to training new staff.  
 Currently a worker will go to who is available to answer the question or concerns, with a lead worker they would be the go to person, instead of who is available .  
 The lead worker would maintain a smaller generic case load from all the counties, in order to be familiar with each counties legal procedures ,to answer questions or concerns for a worker in that particular office.  
 With replacing a child support supervisor for a child support lead worker, it would give the current supervisor more time devoted to supervision of the unit.  
 Since the formation of all six counties, the unit has not had a lead worker, this would be opportunity for a promotional growth for the unit.

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

Hire a replacement supervisor, however that does not eliviate the issue of training of staff. There would be a cost savings by having a lead worker versus a supervisor.

**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: 66% Federal Fiscal Funding

Salary and benefits \$55841-\$83549 (salary, PERA, FICA & insurance contribution)

[Click or tap here to enter text.](#)

**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?**

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

Devoting time to training of staff is continuous and if a lead worker is not approved, then the seasoned workers will continue with the training, their respective case loads will not get the proper attention that is needed inorder to meet deadlines, Customer Service will decrease. Workers may get frustrated with the amount of work/training which may result in a negative work environment.

As in previous request for child support staff the Federal Benchmarks for processing and working cases in a timely basis would be extremely difficult to achieve. This could result in receiving lower incentive payments, being out of compliance with the Federal Regulations, unable to meet the Performance Improvement Plan (PIP) with the State of Minnesota.

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

By training staff in an efficiently and timely manner the unit will be able to continue to promote the mission statement of promoting the wellbeing of the children and the making of the families self sufficient by the delivery of the child support services.

**SECTION 3: Signatures**

Completed by: JoAnne M. Brisk \_\_\_\_\_ Date: 05/29/2020

Division Director Signature: \_\_\_\_\_ **APPROVED**  
*By nancy.walker at 10:36 am, Jun 08, 2020* \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: **APPROVED**  
*By Beth Wilms at 12:33 pm, Jun 08, 2020* \_\_\_\_\_ Date: \_\_\_\_\_



# 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 Lyon 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 \_20%\_ %Grant \_70%\_

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 3:35 pm, Jun 09, 2020*

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

Director Signature: \_\_\_\_\_ **APPROVED** \_\_\_\_\_ Date: \_\_\_\_\_

*By Beth Wilms at 9:39 am, Jun 10, 2020*

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 8**

EFFECTIVE DATE: 11/16/11

REVISION DATE: 10/21/15; 06/17/20

AUTHORITY: Southwest Health and Human Services Joint Governing Board

**---EMPLOYEE RESIGNATION---**

**Section 1 – Resignation Procedures**

- a. A minimum of 2 weeks notice shall be given. A four week notice is preferred.
- b. Written resignation which contains an effective date shall be submitted to the immediate supervisor with a copy to the Division Director ~~and Director~~ and Human Resources. ~~The immediate supervisor Human Resources~~ will respond in writing to the resignation letter. The response will include the date the resignation was received and the effective date of the resignation.
- c. Employees may not use more than three days of vacation leave during the last two weeks of employment.
- d. Employees may not use medical leave during the last two weeks of employment after submitting their resignation, except in the case of accident, injury or documented illness of the employee.
- e. Upon notice of resignation, that employee will not work a flex schedule for the last 2 weeks of the employee's employment with the agency.
- f. Office keys, manuals, and assigned equipment must be turned in to the supervisor on the last working day.
- g. Exit interview (AG#076) is optional and will be offered by ~~the Deputy Director~~ Human Resources prior to the last working day. Separation Rating form (DHS 858) must be completed by supervisor prior to the last working day.
- h. Employees will remain covered under the agency's group insurance policy through the end of the month of the month of resignation.
- i. Employees may purchase continued insurance coverage (single and dependent) at actual cost under COBRA. Coverage will be discontinued if premiums are not paid within deadline set by the agency. ~~(See accounting for details.)~~
- j. An employee who terminates employment the day before a paid holiday will be paid only through their last work day. In the case when an employee terminates



**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 8**

employment during a month, the paid holiday will be counted as a work day if the holiday falls during the period of employment. ~~In this instance, holiday pay and earned leave will be prorated.~~

- k. When any employee separates from employment, the wages unpaid at the time the employee separates shall be paid in full not later than the first regularly scheduled payday following the employee's final day of employment. Cutoff for payroll is Monday noon the week of a pay date, unless Monday is a holiday then cutoff is Tuesday noon. If an employee's last date of employment falls on the week of payroll then the employee's final payroll check will be the following pay date. Final time sheet **MUST** be completed and approved by supervisor before pay check will be distributed.
  
- l. All procedures must be completed before the final pay check is released.

Agency Forms Regarding This Policy:  
AG#076 – Exit Interview

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 14**

EFFECTIVE DATE: 12/17/14

REVISION DATE: 09/19/18; 06/17/20

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- WELLBEING POLICY ---

**Section 1 - Purpose**

- a. It is the policy of Southwest Health and Human Services (SWHHS) to promote health and wellness for all employees through leadership support, peer involvement, resources, education, awareness, environment, and activities. Because employees' health can affect job satisfaction, productivity, healthcare costs, morale, motivation, and overall performance of work, SWHHS encourages employees to make positive lifestyle changes or maintain a healthy lifestyle. As a bonus, their successes can be contagious, inspiring coworkers to take steps toward improving their own health.

**Section 2 - Mission**

- a. It is the mission of SWHHS to educate, empower, and support employees and their families to strengthen their overall wellbeing.

**Section 3 – Vision**

- a. It is the vision of SWHHS to create and sustain a healthy culture that supports the personal, physical, and mental wellbeing of employees and their families.

SWHHS is dedicated to creating a healthy work environment that supports employee and workplace health. SWHHS feels it is important to provide employees with healthy physical and mental activity opportunities to support our efforts to prevent disease and attain optimum overall health. SWHHS supports the five (5) keys areas of overall wellbeing: career, social, financial, physical, and community wellbeing.

**Section 4 – Wellbeing Committee**

- a. Employee involvement is vital to the success of any health and wellbeing program. The Wellbeing Committee will be comprised of SWHHS staff. The goal of the Committee is to encourage employee participation, and to assure that the initiatives are responsive to the needs of all potential participants.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 14**

**Section 5 – Supporting Employee Participation in Wellbeing Activities**

- a. SWHHS provides health and wellness benefits to all employees of the agency. These benefits have been created to provide a healthier work environment for all employees of SWHHS.

Current benefits include:

- Medical Leave for Fitness Reimbursement (MLFR) is an opportunity for staff to receive reimbursement for approved fitness items via medical leave balance. Refer to MLFR policy Personnel Policy 19.
- ~~Flu vaccination is offered to staff and their families every fall. Staff and their family members will use their health insurance to cover the cost of the vaccination and will be responsible for any co-pays or applicable fees.~~
- Employee Wellbeing Challenges

**Section 6 – Career Wellbeing**

- a. Career wellbeing is focused on how you occupy your time or what you like to do every day. We will work with you to find your niche or talent so you can thrive and feel good about working in our passionate environment.

- Support for Professional Development
- Board Briefings with Staff
- Opportunities to serve on ~~Quality Improvement or Strategic Planning Teams~~ agency committees.

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**Section 7 – Social Wellbeing (Work-Life Integration)**

- a. SWHHS encourages staff to employ work-life balance/integration. Work-life integration is an outcome of people exercising control and choice in their life to meet life's challenges. This can be in terms of managing work responsibilities alongside their personal and family needs. SWHHS is cognizant of this struggle and supports a conducive work environment for achieving a work-life integration outcome, knowing it is likely to motivate its employees to work more efficiently and productively. SWHHS is committed to providing a work environment and culture that fosters personal and professional success and satisfaction.

We do this by offering:

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PERSONNEL POLICY NUMBER 14**

- Competitive Benefits Program (Medical and Vacation Time)
- Leave policies that help employees cope with personal and family crises
- Flexible Schedules and Telecommuting Options
- Agency Support for Employee Recognition Events and Outings
- Highlight New Employees and Years of Service
- Sand Creek Employee Assistance Program (EAP) – A confidential third-party-administered employee assistance program through Sand Creek. Professionals help with life’s most difficult problems, from counseling referrals to finding day care. Support is available 24/7.

**Section 8 – Financial Wellbeing**

- a. Effectively managing your economic life is part of your financial wellbeing. We help you plan for the future so you can focus on the present.
- Financial Benefit – Besides health insurance (health and dental coverage), eligible colleagues can contribute to the Public Employees Retirement Association (PERA) which includes an employer-match and deferred compensation options through a 457(b) retirement savings plan.
  - Insurance Broker – Marsh & McLennan Agency (MMA) partners with SWHHS to help colleagues and their families navigate the health care system, from researching conditions to reviewing bills.

**Section 9 – Physical Wellbeing**

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**a. Supporting Physical Activity in the Workplace**

Exercising and physical activity are key to weight management and a strong and healthy body that's less prone to injury and illness. Studies show that physical fitness among employees leads to fewer sick days, better attitudes, reduce stress, improved goal setting and achievement, and sustained energy and ability to focus on the task at hand.

SWHHS offers the following options for staff to engage in physical activity throughout the 37.5 hour work week:

- Active Paid Breaks (walking, biking, stretching, lifting weights). The agency has made available various walking routes through the Wellness SharePoint page.
- Active meetings (walking or biking) are limited to 30 minutes. Three or fewer individuals can be involved and the topic doesn't require handouts or note taking. Place "active meeting" on Outlook Calendar.
- Standing meetings are limited to less than 60 minutes. Attendees are welcome to stand or sit as needed. Reasonable accommodations should be considered when hosting a meeting.
- Active transportation, such as biking or walking, to work destinations (reasonable time approximately 15 minutes)
- Flexible workday which accommodates physical activity before, during, or after work hours
- Call outs for Standing work stations and anti-fatigue mats are done routinely.  
available at each county site

**b. Improving Access to Healthier Food in the Workplace**

SWHHS encourages healthy food choices for employees and visitors of the agency. These guidelines support a healthy food environment that encourages healthy eating. A healthy food environment includes vending machines, healthy snack stations, work areas and break rooms, as well as meetings, events and celebrations where food and beverages are served.

These guidelines include:

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- Examples of healthy food and beverages choices such as vegetables, fresh fruit, whole grain foods, and water as an option for any meeting, event or gathering if offered or provided. SWHHS will prepare a guideline for suggested healthy food options.
- Offer a healthy snack station, low cost honor system, at each county site choosing to participate.
- Food Storage and Preparation: SWHHS provides environmental accommodations for food preparation and storage (e.g. sinks, refrigerators, microwaves) and encourages employees to bring healthy lunches and snacks to work.

c. **Breastfeeding Support in the Workplace**

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, SWHHS provides a supportive environment to enable breastfeeding employees to express their milk during work hours.

- **Pumping Session During Work** – SWHHS encourages new moms to continue expressing milk for their infant after returning from FMLA. SWHHS will provide a private space for milk expression. Modern hands-free pumping equipment allows for moms to pump while they work in private. SWHHS will allow up to three paid pumping sessions per agency work day. If a mother chooses to pump while working, she is still eligible for her two paid 15 minute breaks per day.
- **A Place to Express Milk** – A private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pumps parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private office, or in other comfortable locations agreed upon in consultation with the employee’s supervisor. Expressed milk can be stored in a designated refrigerator.
- **Breastfeeding Equipment** – SWHHS provides electric breast pumps to assist breastfeeding employees with milk expression during work hours at a lactation site. Moms purchase personal attachment kits for individual use. Thermoelectric coolers are available for use during extended work stays such as conferences or workshops.

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- **Staff Support** – Supervisors are responsible for alerting pregnant and breastfeeding employees about SWHHS’ worksite lactation support program and for negotiating policies and practices that will help facilitate each employee’s infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding moms.

**Section 10 – Community Wellbeing**

- a. Community wellbeing is about your sense of engagement within your community. We give you the chance to give back while at work, which gives you time to find balance in another area in your life.
  - Payroll Deduction for Charity – Employees can elect to have dollars directly deducted from their paycheck to contribute to select charities.
  - Community Volunteer Policy – Volunteer for an approved community service for up to 7.5hours per year on work time. Refer to Personnel Policy 10.
  - Emergency Volunteer Policy - Volunteer emergency service up to **6 hours per month** of agency time (as per the employee’s approved schedule) when called to perform assigned duties. Refer to Personnel Policy 10.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 18**

EFFECTIVE DATE: 01/01/11  
REVISION DATE: 11/21/12; 06/17/20  
AUTHORITY: Southwest Health and Human Services Joint Governing Board

**---WORKERS' COMPENSATION---**

**Section 1 -- Procedure Purpose**

a. It is Southwest Health and Human Services responsibility to ensure a safe, healthful workplace for all its employees. Injuries from incidents are not only costly, but many times preventable. An incident could be an injury, accident, and/or exposure. Examples of incidents include but are not limited to slips, trips, falls, automobile accidents, exposure to communicable diseases and etc. Anytime an employee believes they have been injured, even if minimally, they must follow the below procedure. Following these procedures not only protects the employee, they also protects the employer and provides opportunities for prevention in the future.

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**Section 2 – Procedure**

a. Any employee who has been injured, in an accident, or exposed to an illness on the job shall complete AG #028 Initial Injury/Accident/Exposure Form. The form will be sent to the Deputy Director and copied to their immediate supervisor within 24 hours. make a complete report to his/her supervisor immediately. Under no circumstances shall a department head or supervisor submit a First Report of Injury (FROI) to the insurance company on his/her own behalf or sign the report on behalf of the employee.

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The Deputy Director will file the The First Report of Injury shall be filled out FROI electronically with the Minnesota Counties Intergovernmental Trust (MCIT) within five (5) days of the incident. by the Deputy Director within 5 days of injury. Backup for the Deputy Director will be the HR Specialist.

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The Deputy Director receives a copy of the electronically submitted FROI and will retain a copy as documentation along with AG#028 Initial Injury/Accident/Exposure Form. Under the Data Practices Act the FROI is private.

Dependent on the information reported and/or the action required to prevent a similar type incident in the future, recommendations will be made to the Director, Deputy Director, Safety Committee, site coordinators and/or landlord.

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b. For additional information, please contact your supervisor or the Deputy Director. You may also call MCIT (651)209-6400.



- \_\_c. If medical attention is required, ask your physician to complete a Workers' Compensation Physician Report form and/or a Report of Workability and send it to ~~our workers' compensation insurance company.~~ MCIT
- \_\_d. If your physician determines that you cannot return to work, get it in writing. You must miss more than three (3) days of work in order to receive compensation from workers' compensation for time lost. You may use accumulated medical or vacation leave for any or all of those 3 days.
- \_\_e. Workers' compensation may pay for time away from work seeking medical treatment if the medical provider is not open before or after agency business hours.
- \_\_f. An employee who is injured on the job may simultaneously draw workers' compensation and medical leave pay. However, at no time can the combination of these exceed normal earnings. The amount of medical leave pay shall be the employee's regular salary less any workers' compensation payments received by the employee.
- \_\_g. The employee's medical leave hours will be reduced by the amount of pay received translated into hours. The number of hours calculated will be rounded to the nearest one-half hour.
- \_\_h. If an employee chooses not to use accumulated medical leave, the only compensation would be workers' compensation.
- i. ~~i. This procedure applies only while the employee has accumulated unused medical leave.~~

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**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 28**

EFFECTIVE DATE: 03/18/2020

REVISION DATE: 06/17/2020

AUTHORITY: Southwest Health and Human Services Joint Governing Board

**--- COVID-19 (Coronavirus) STAFFING CONSIDERATIONS/OPERATIONS---**

**Section 1 - Policy Statement**

- a. In the event of an outbreak of COVID-19 , Southwest Health and Human Services (SWHHS) is committed to; a) reducing transmission among staff, b) protecting people who are at risk of influenza related complications for getting infected, c) maintaining essential services and d) minimizing adverse effects on other entities.

**Section 2 - Agency's PHEP Emergency Plans**

- a. The Agency's PHEP Emergency Plans (Continuity of Operations Plan, Isolation and Quarantine, and All Hazards Plan) will be utilized to determine essential functions and essential personnel.

All staff should take the following precautions to prevent the spread of disease.

1. Wash your hands frequently with soap and water for at least 20 seconds. If no soap is available, use hand sanitizer with at least 60% alcohol content.
2. Cover your cough and sneezes with a tissue. Discard tissue after each use.
3. Routinely clean shared commonly touched surfaces, such as door handles, phones and keyboards.

The following strategies may be implemented at the discretion of the employer, based on variables such as severity, number of staff affected, recommendations from Local Public Health, the MN Department of Health and the CDC, and other unforeseen factors.

4. Social distancing (according to the CDC guidelines)
5. Canceling of face to face meetings
6. Work from home for staff that can work remotely
7. Sick staff stay home until they are symptom free (according to the CDC guidelines)
8. Deferment of non-essential services
9. Agency Directed self-quarantine
10. Closure

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- b. Southwest Health and Human Services realizes in order to assist staff through this period there may need to be flexibility on the part of both parties to assist with those ill or caring for ill family members, in addition to maintaining business operations.

**Section 3 – Staff Assistance**

- a. The following strategies will be implemented in order to assist staff and yet maintain business operations.
  - 1. Staff who are infected, quarantined due to COVID-19 or are at high risk due to their own health factors and have ran out of medical leave can also use vacation or comp time. For staff with no other time on the books Southwest Health and Human Services will advance up to 2 weeks medical leave (75 hours) to assist staff from having to incur leave without pay. The advancement would not be a lump sum but would be advanced as needed at the end of each pay period. Staff would “repay” advanced medical leave from future earned accrued medical leave and would not accrue medical leave until the advance is repaid. If the employee leaves prior to repayment, then the amount, based on the number of hours still owed and current hourly rate, will be deducted from the employee’s last paycheck.
  - 2. An employee may use any available paid leave (including the advanced leave mentioned above), in the event where an immediate family member’s school or place of care has been closed due to public health emergency and their presence is required to provide care for the immediate family member.
  - 3. Staff must complete a consent form prior to receiving pay that results in a negative balance of medical leave, consenting to these conditions. This form will be available on SharePoint or can be requested from Human Resources. The form will be turned into Human Resources. A copy of the form will also be forwarded to payroll for processing.
  - 4. SWHHS will follow all provisions of the Families First Coronavirus Response Act once passed, enacted and effective.
  - 5. Prior to the Families First Coronavirus Response Act, an employee may use any available paid leave, in the event where an immediate family member’s school or place of care has been closed due to public health emergency and their presence is required to provide care for the immediate family member.
  - 6. During this period of time, SWHHS will not require a health care provider note when a staff member is absent for more than three (3) days related to COVID-19.
  - 7. Exempt staff will be allowed to earn up to 75 hours of comp time during this period of time (from the date of this policy through the date the policy sunsets) due to the extra time, duties and planning for this event. Exempt staff will have six (6) months from the sunset date of this policy to use any excess comp time of the normal balance allowed on

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the books of 22.5 hours or face forfeiture of the excess.

8. Staff who have at least 200 hours of accrued vacation will be allowed to cash out one (1) day (7.5 hours) of vacation providing they take one (1) day (7.5 hours) of vacation. Staff will be allowed to do this up to ten (10) days per calendar year. These ten (10) days will be accounted for if the employee utilizes vacation payout in Personnel Policy 24 Vacation Payout. The request for vacation payout must be made at the same time as vacation time off is requested, so payment can be made in the same pay period.
- ~~7.9.~~ Staff assigned to on call COVID-19 duties by the Public Health Division Director or designee over weekends and holidays will be entitled to bill the agency at \$25 per day or \$50 per day on designated agency holidays. Supervisory or Executive staff will be entitled to bill the agency \$15 per day or \$30 per day on designated agency holidays. This payment will be retroactive to March 13, 2020, the initiation of Incident Command.
- ~~8.10.~~ If staff appear to be symptomatic of COVID-19 they will be asked to go home as a preventative measure to ensure the safety and welfare of our other staff and constituents. We will follow the CDC guidelines for safe return to work.

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**Section 4 – Temporary Telework Arrangements**

- a. Southwest Health and Human Services is implementing temporary telework arrangements for employees whose job duties are conducive to working from home, but who do not regularly telecommute. However, there are some positions at Southwest Health and Human Services that require the employee to be physically present in the workplace. The utilization of this arrangement is at the sole discretion of the employer.
- b. The purpose of temporary telework is to support those with high risk factors, including but not limited to lack of child care, lack of access to transportation, school closure, inability to meet social distancing in the workplace and those with mitigating health factors.
- c. These arrangements are expected to be short term, and Southwest Health and Human Services will continue to monitor guidance from health officials and the need for remote work arrangements. Employees should not assume any specified period of time for telework, and Southwest Health and Human Services may require employees to return to regular, in-office work at any time.
- d. Staff who do temporarily telework will be required to sign and agree to all terms of the Temporary Telework Agreement.
- e. Staff approved to work in a temporary telework arrangement may be approved for a temporary reimbursement of \$20.00 per month for agency phone calls. Staff will only be allowed only to use an approved agency app for agency phone calls and will be prohibited from emailing or texting clients about agency business on personal cell phones. This is contingent on supervisory approval and the workability of the app. If supervisor approved, this will be indicated on the temporary telework agreement. However, staff are advised if they use the app on their personal phones there is a risk that their phones could be subject to legal review.

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- f. All requests may not be approved based on essential and core services.

**Section 5 – Operations**

- a. Southwest Health and Human Services is both a health and human services agency, therefore any staff may be asked to assist in emergency situations based on need, capacity and skills. Staff may be asked to perform tasks outside of their normal duties to ensure essential services are continued. It is desired that management and staff work cooperatively to assure there is adequate coverage to continue essential services and assist in emergency efforts. However, if adequate coverage cannot be voluntarily established, management may cease the flex time option during this period.

The Board may sunset this policy at any time.

# JUNE 2020

## GRANTS ~ AGREEMENTS ~ CONTRACTS for Board review and approval

- Lexikeet Learning LLC (x, MN) – 06/02/20 – 06/01/22;** A translating service that coincides with One Call Now messaging service that provides messaging to all WIC clients and staff, (NEW).  
*Fiscal Note:*
  
- DHS Family Group Decision Making (FGDM) Grant – 07/01/20 to 06/30/22;** State grant to provide family support, family preservation, and family reunification services, awarded \$79,560 (\$39,780/SFY) (renewal).  
*Fiscal Grant Award: 2019 \$39,780; 2018 \$40,560; 2017 \$54,414*
  
- Lutheran Social Services of SD (Sioux Falls, SD) – 07/01/20 to 06/30/21;** Rule 5 mental health residential treatment services, \$272.79/day (2% increase) (renewal).  
*Fiscal Note: 2020 - \$53,711 (1 client); 2019 - \$74,118 (1 client); 2018 - \$82,401 (1 client)*