



Southwest Health and Human Services
Board Agenda
Wednesday, August 19, 2020
Commissioners Room
Government Center, 2nd 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 7/15/2020 Board Minutes

- D. Introduce New Staff:

- E. Employee Recognition:
 - Cassandra Hoefs, 1 year, Public Health Nurse, Marshall
 - Amanda Mellenthin, 1 year, Eligibility Worker, Marshall
 - Jessica Peterson, 1 year, Public Health Nurse, Slayton
 - Amy Peterson, 1 year, Eligibility Worker, Marshall
 - Chelsea Self, 1 year, Public Health Nurse, Marshall
 - Matt Carlson, 5 years, Social Worker (CPS), Slayton
 - Heather Gorden, 5 years, Social Worker (CPS), Marshall
 - Kassandra VanderPlaats, 5 years, Social Worker (DD), Luverne
 - Jason Kloss, 25 years, Environmental Health Manager, Slayton

HUMAN SERVICES (cont.)

F. Financial

G. Caseload

	<u>7/20</u>	<u>7/19</u>	<u>6/20</u>	<u>5/20</u>
Social Services	3,691	3,595	3,601	3,603
Licensing	435	443	437	438
Out-of-Home Placements	160	167	158	157
Income Maintenance	12,528	11,815	12,409	12,152
Child Support Cases	3,171	3,265	3,195	3,206
Child Support Collections	\$790,929	\$777,954	\$1,098,908	\$919,593
Non IV-D Collections	\$109,442	\$127,339	\$55,670	\$55,670

H. Discussion/Information

1.

I. Decision Items

1. 2021 Preliminary Human Services Budget
2. SS Policy 25 Consolidated Chemical Dependency Treatment Fund (CCDTF)
Rule 25/Comprehensive Assessments

COMMUNITY HEALTH

J. Call to Order

K. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 7/15/2020 Board Minutes

L. Financial

COMMUNITY HEALTH (cont.)

M. Caseload	<u>7/20</u>	<u>6/20</u>	<u>5/20</u>
WIC	N/A	2013	2029
Family Home Visiting	27	20	16
PCA Assessments	6	8	5
Managed Care	242	269	268
Dental Varnishing	0	0	0
Refugee Health	0	0	0
Latent TB Medication Distribution	3	11	6
Water Tests	144	145	115
FPL Inspections	55	30	32
Immunizations	33	0	0
Car Seats	9	6	1

- N. Discussion/Information
1. COVID 19 Update

- O. Decision Items
1. 2021 Preliminary Community Health Budget

GOVERNING BOARD

- P. Call to Order

- Q. Consent Agenda
1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 7/15/2020 Board Minutes

- R. Financial

GOVERNING BOARD (cont.)

S. Human Resources Statistics

	<u>7/20</u>	<u>7/19</u>	<u>6/20</u>	<u>5/20</u>
Number of Employees	233	233	233	234
Separations	3		0	3

T. Discussion/Information

1. CARES Act COVID Relief Financial Reporting
2. 2020 Annual Meeting

U. Decision Items

1. Jean Soehl, County Agency Social Worker, probationary appointment (12 months), \$24.62 hourly, effective 7/20/2020
2. Tristan Boetcher, Information Technology Specialist, probationary appointment (12 months), \$22.50 hourly, effective 8/17/2020
3. Stephanie Holwerda, PH Nurse, probationary appointment (12 months), \$26.73 hourly, effective 9/14/2020
4. Nicole Enemark, County Agency Social Worker, probationary appointment (6 months), no change of pay, effective 8/17/2020
5. Diane Boyenga, PH Nurse, temporary appointment (9/1/2020-12/31/2020 up to 15 hours per week), \$35.08 hourly, effective 9/1/2020
6. Request for County Agency Social Worker- Adoption
7. Request for County Agency Social Worker- Intake
8. Request for County Agency Social Worker- CPS (x3)
9. Request for Public Health Nurse
10. Personnel Policy 1 General Provisions
11. Personnel Policy 9 Announce and Recruit for Staff Vacancy
12. Personnel Policy 11 Code of Ethics
13. Administrative Policy 13 Equal Opportunity and Affirmative Action
14. Personnel Policy 29 Discipline/Appeals Board
15. Personnel Policy 30 Job Establishment and Classification
16. Phone System Request - IT
17. ShareGate Request - IT
18. 2021 Preliminary Budget
19. Donations:
20. Contracts
21. Closed Session – Union Negotiations

V. Adjournment

Next Meeting Dates:

- **Wednesday, September 16, 2020 – Marshall**
- **Wednesday, October 21, 2020 – Marshall**
- **Wednesday, November 18, 2020 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

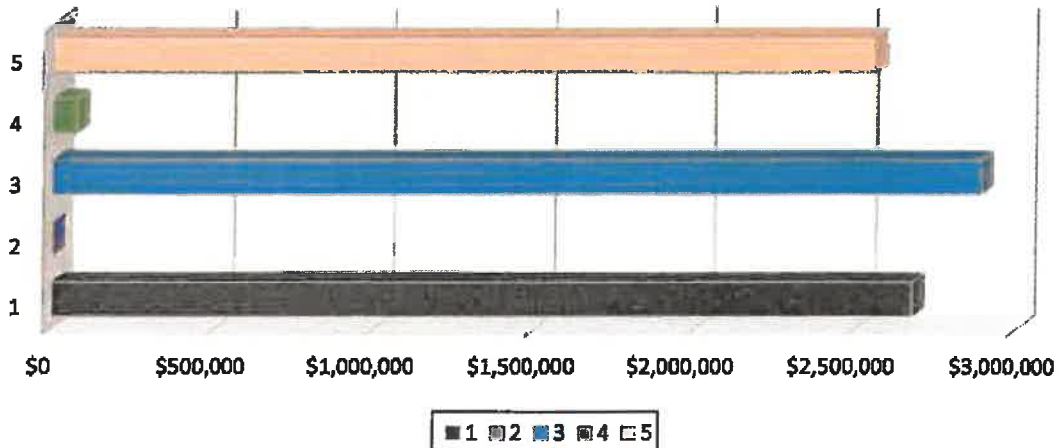
Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne Offices

SUMMARY OF FINANCIAL ACCOUNTS REPORT For the Month Ending: **July 31, 2020**

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

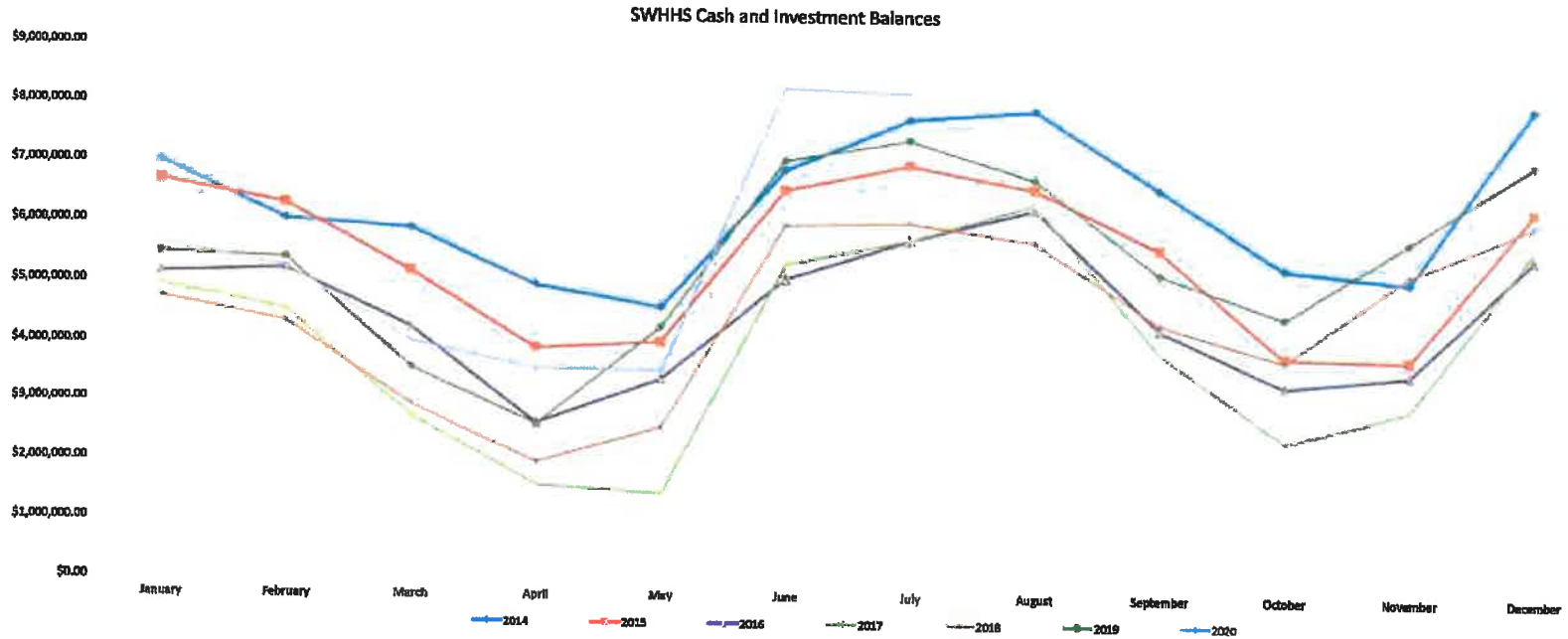
Description	Month	Running Balance	
BEGINNING BALANCE		\$3,750,431	
RECEIPTS			
Monthly Receipts	3,037,508		
County Contribution	260,631		
Interest on Savings	444		
TOTAL MONTHLY RECEIPTS		3,298,583	
DISBURSEMENTS			
Monthly Disbursements	4,371,028		
TOTAL MONTHLY DISBURSEMENTS		4,371,028	
ENDING BALANCE		\$2,677,986	
REVENUE			
Checking/Money Market	\$2,677,986		
SS Benefits Checking	\$3,000		
Bremer Savings	\$2,891,224		
Great Western Bank Savings	\$75,508		
Investments - MAGIC Fund	\$2,559,196		
ENDING BALANCE		\$8,206,915	July 2019 Ending Balance \$7,420,077
DESIGNATED/RESTRICTED FUNDS			
Agency Health Insurance		\$1,289,387	July 2019 Ending Balance \$1,064,138
LCTS Lyon Murray Collaborative		\$135,865	
LCTS Rock Pipestone Collaborative		\$76,348	
LCTS Redwood Collaborative		\$12,833	
Local Advisory Council		\$919	July 2019 Ending Balance
AVAILABLE CASH BALANCE		\$6,691,564	\$6,159,686

REVENUE DESIGNATION



SWHHS
Total Cash and Investment Balance by Month - All Funds

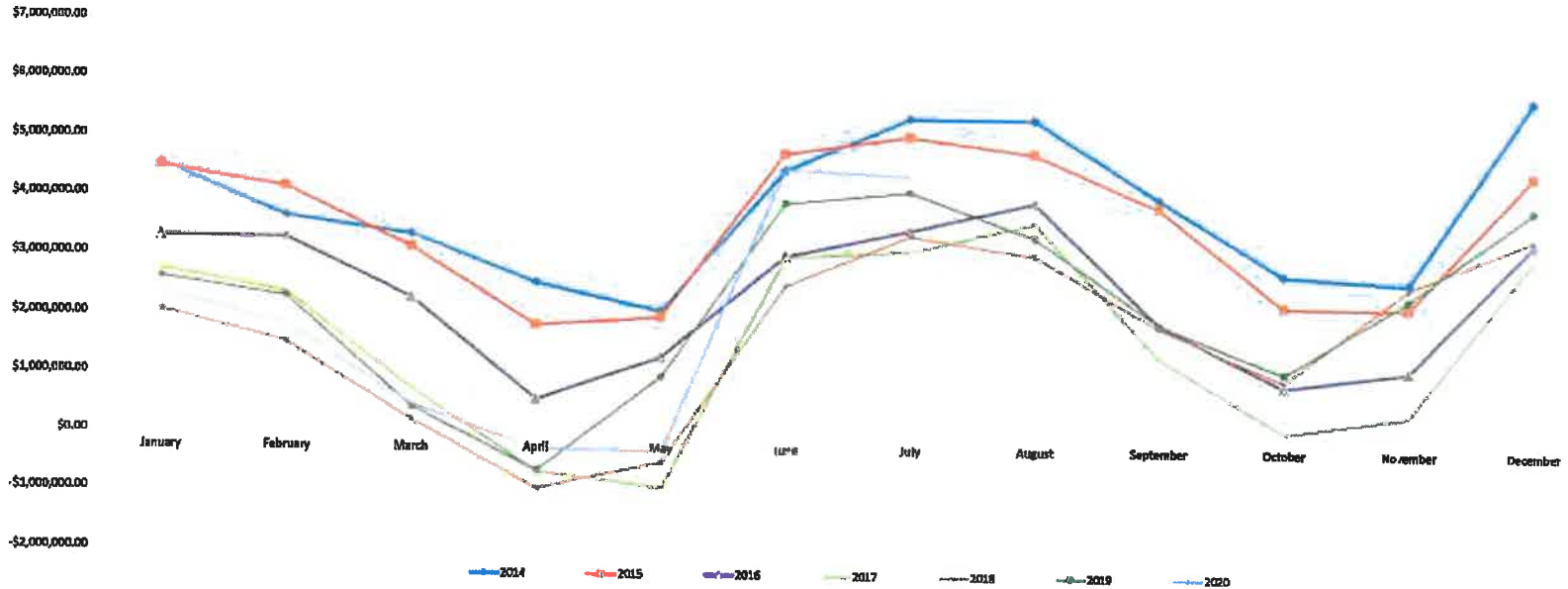
	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year	Average for Jan-Mar
2014	\$6,881,225.27	\$6,024,758.16	\$5,889,424.32	\$4,861,093.48	\$4,586,515.25	\$6,883,382.81	\$7,788,372.24	\$7,943,228.69	\$6,629,328.28	\$5,325,838.85	\$3,113,289.32	\$8,050,538.23	\$6,347,314.41	\$6,288,468.25
2016	\$6,877,478.44	\$8,283,514.83	\$5,177,888.80	\$3,807,888.99	\$4,019,148.98	\$6,580,422.95	\$6,992,523.27	\$6,814,413.77	\$5,631,287.88	\$3,840,912.52	\$3,805,455.22	\$8,311,344.28	\$5,485,155.71	\$6,046,230.88
2018	\$5,132,902.00	\$5,204,953.28	\$4,246,883.55	\$2,626,829.20	\$3,394,917.21	\$5,088,787.86	\$5,750,865.89	\$6,275,434.87	\$4,290,910.19	\$3,346,309.76	\$3,560,416.88	\$5,633,701.83	\$4,537,719.39	\$4,881,518.27
2017	\$4,828,902.34	\$4,524,068.02	\$2,727,751.28	\$1,578,173.97	\$1,451,585.81	\$6,387,553.73	\$5,754,867.88	\$6,368,564.57	\$3,883,982.07	\$2,417,847.50	\$2,982,222.15	\$5,684,746.83	\$3,888,778.68	\$4,059,673.21
2018	\$4,721,044.88	\$4,333,938.53	\$2,835,770.10	\$1,885,449.82	\$2,570,090.71	\$5,877,407.40	\$6,033,328.24	\$5,731,833.62	\$4,391,517.44	\$3,775,189.56	\$5,262,398.38	\$8,085,806.40	\$4,481,140.24	\$3,998,917.84
2019	\$5,488,300.08	\$5,380,783.05	\$3,560,827.40	\$2,614,283.54	\$4,268,080.30	\$7,062,814.89	\$7,420,078.79	\$6,778,661.83	\$5,219,802.01	\$4,511,324.18	\$5,788,830.82	\$7,097,894.23	\$5,431,754.93	\$4,806,260.18
2020	\$5,812,100.09	\$5,244,836.41	\$3,999,085.28	\$3,557,389.16	\$3,544,281.51	\$8,279,880.83	\$8,206,814.72						\$5,482,081.14	\$4,982,007.28



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	\$3,629,626.88	\$3,337,290.94	\$2,618,145.92	\$2,048,972.82	\$4,463,844.08	\$5,363,273.11	\$5,365,874.18	\$4,025,227.41	\$2,740,775.93	\$2,617,748.10	\$5,780,212.62	\$3,868,341.79	\$3,830,343.10
2015	\$4,483,244.56	\$4,128,686.35	\$3,114,955.80	\$1,805,842.78	\$1,948,748.17	\$4,743,405.88	\$5,052,792.79	\$4,776,068.88	\$3,868,018.63	\$2,206,082.85	\$2,182,118.18	\$4,487,394.13	\$3,583,943.81	\$3,602,288.90
2016	\$3,281,407.50	\$3,282,674.15	\$2,256,788.08	\$544,825.71	\$1,271,340.11	\$2,991,321.28	\$3,454,365.54	\$3,941,449.89	\$1,888,675.07	\$854,465.14	\$1,125,581.79	\$3,301,841.82	\$2,347,793.02	\$2,633,293.25
2017	\$2,721,514.18	\$2,337,060.47	\$710,988.71	-\$678,584.48	-\$845,148.15	\$2,572,035.88	\$3,086,420.77	\$3,593,841.88	\$1,322,596.71	\$84,998.25	\$377,562.55	\$3,085,263.85	\$1,562,362.72	\$1,823,187.79
2018	\$2,027,812.88	\$1,484,259.33	\$181,368.90	-\$865,731.97	-\$501,975.29	\$2,490,788.48	\$3,367,738.86	\$3,035,639.30	\$1,833,134.33	\$948,482.40	\$2,542,047.76	\$3,387,063.22	\$1,653,402.17	\$1,234,479.71
2019	\$2,581,083.09	\$2,265,168.91	\$405,973.82	-\$661,408.85	\$934,705.49	\$3,904,218.27	\$4,115,284.54	\$3,342,408.83	\$1,895,296.62	\$1,080,003.92	\$2,347,069.20	\$3,881,423.06	\$2,174,266.48	\$1,750,731.94
2020	\$2,332,834.65	\$1,794,778.37	\$446,580.08	-\$301,075.40	-\$322,038.73	\$4,477,838.46	\$4,384,474.68						\$1,830,498.43	\$1,824,783.67

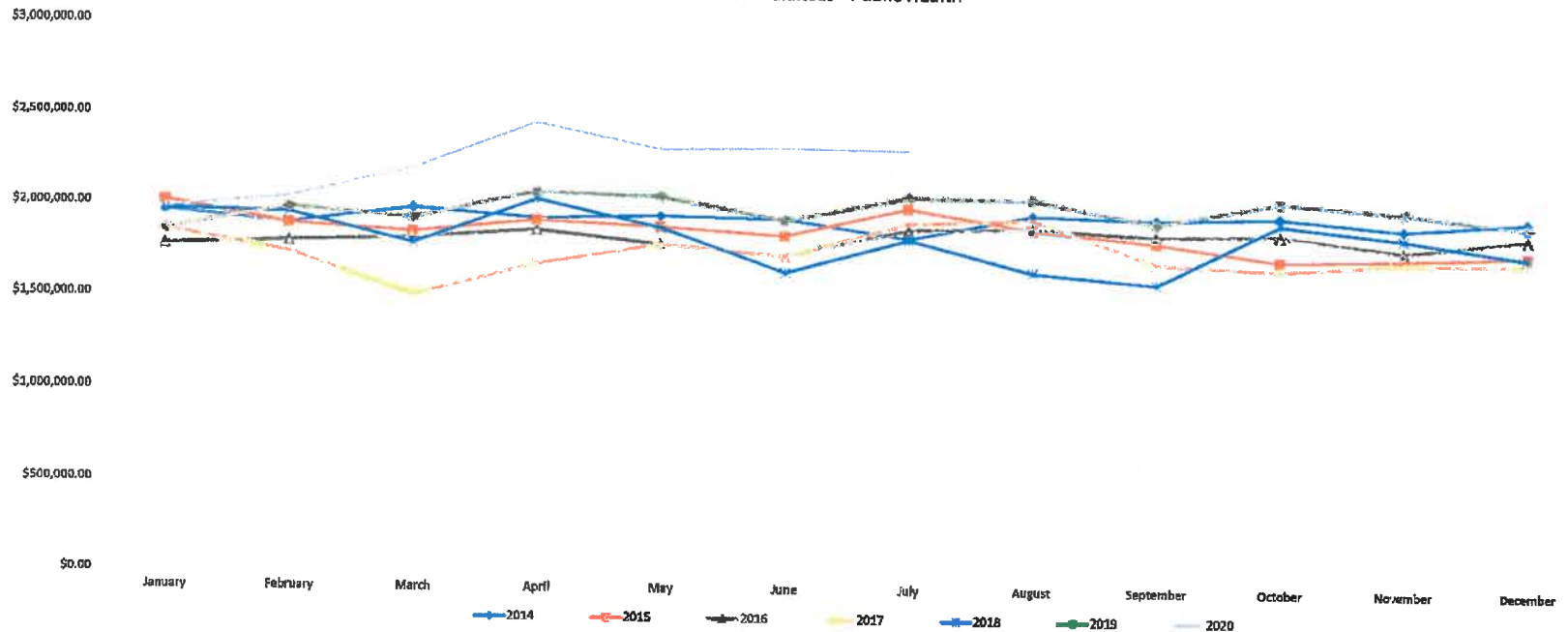
SWHHS Cash Balances - Human Services



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

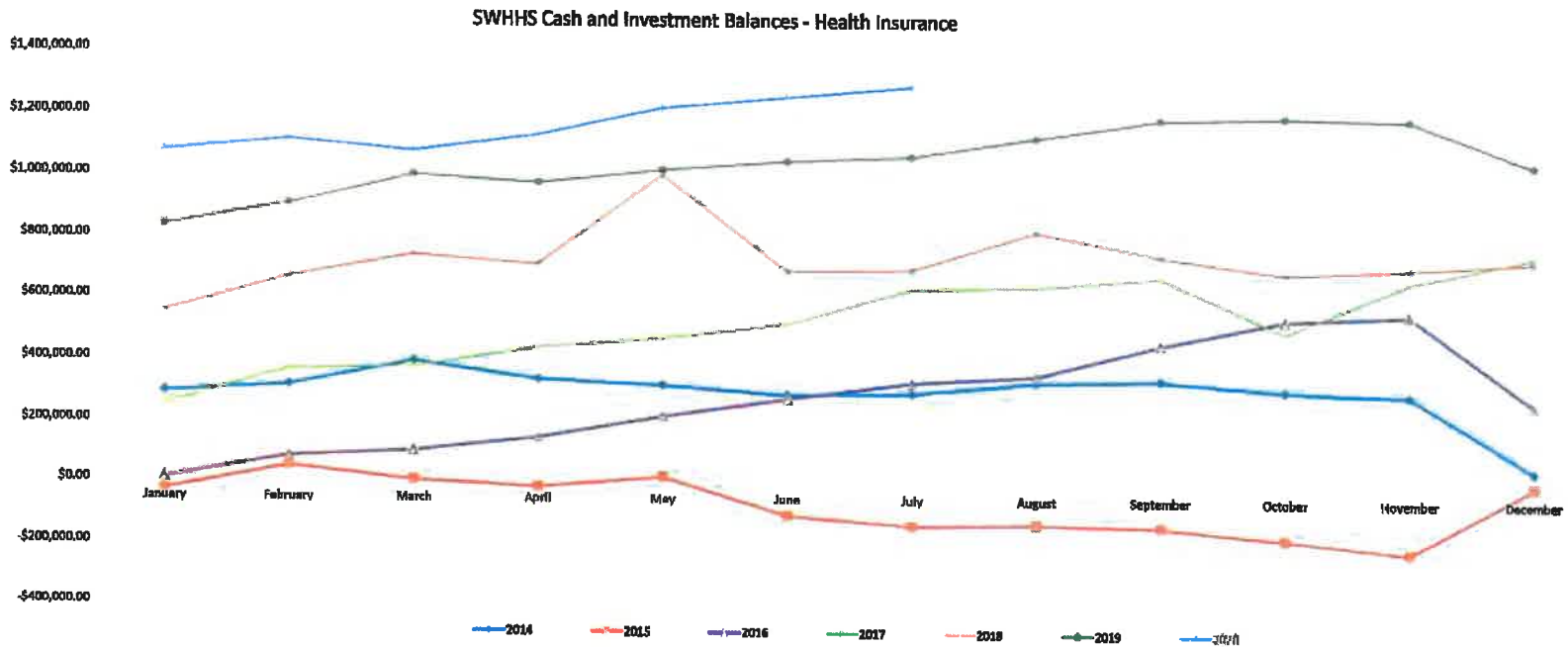
	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2014	\$1,952,348.46	\$1,889,115.47	\$1,972,829.09	\$1,919,040.73	\$1,935,610.78	\$1,823,130.88	\$1,822,889.93	\$1,953,891.09	\$1,934,989.18	\$1,954,388.84	\$1,884,110.15	\$1,542,821.40	\$1,824,597.82
2015	\$2,005,574.71	\$1,882,881.89	\$1,841,149.62	\$1,806,754.95	\$1,876,427.45	\$1,832,808.45	\$1,987,167.33	\$1,874,490.47	\$1,806,827.22	\$1,714,869.10	\$1,730,389.53	\$1,755,462.75	\$1,851,214.87
2016	\$1,767,113.43	\$1,788,985.60	\$1,807,700.34	\$1,854,829.75	\$1,779,529.15	\$1,719,935.64	\$1,888,440.04	\$1,880,585.32	\$1,844,832.32	\$1,854,298.98	\$1,772,888.81	\$1,845,353.91	\$1,815,214.11
2017	\$1,847,930.47	\$1,726,463.73	\$1,494,923.91	\$1,867,703.80	\$1,778,686.76	\$1,720,044.88	\$1,903,354.71	\$1,830,710.27	\$1,895,865.50	\$1,663,861.46	\$1,709,269.13	\$1,709,425.15	\$1,737,349.18
2018	\$1,882,214.72	\$1,943,837.75	\$1,760,622.98	\$2,023,315.56	\$1,870,382.57	\$1,833,344.06	\$1,816,127.45	\$1,843,890.72	\$1,684,218.99	\$1,914,789.23	\$1,842,417.33	\$1,743,636.48	\$1,813,230.15
2019	\$1,851,277.90	\$1,972,764.31	\$1,918,434.51	\$2,063,608.18	\$2,039,616.86	\$1,918,780.30	\$2,044,401.82	\$2,039,261.99	\$1,915,329.19	\$2,096,424.83	\$1,985,685.37	\$1,910,997.42	\$1,974,715.22
2020	\$1,967,807.21	\$2,029,158.92	\$2,191,628.66	\$2,443,036.94	\$2,302,678.55	\$2,314,814.13	\$2,307,089.45						\$2,222,316.27

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	\$285,358.62	\$308,046.30	\$387,889.08	\$330,278.87	\$312,752.06	\$283,535.78	\$280,484.90	\$330,401.57	\$338,696.38	\$307,534.98	\$285,838.28	\$82,721.51	\$293,838.53
2015	-\$35,351.13	\$43,792.99	\$830.08	-\$19,688.02	\$13,868.59	-\$109,849.69	-\$141,430.74	-\$134,243.27	-\$141,678.98	-\$178,110.32	-\$221,023.88	\$0.00	-\$78,748.62
2016	\$4,998.43	\$75,942.80	\$85,153.51	\$139,472.05	\$210,786.36	\$270,683.34	\$325,643.77	\$350,734.02	\$455,033.18	\$538,192.07	\$658,483.11	\$288,062.28	\$274,517.08
2017	\$249,431.88	\$360,060.41	\$389,063.81	\$438,188.38	\$465,168.83	\$514,005.00	\$828,735.43	\$640,875.17	\$673,434.33	\$487,527.63	\$865,075.30	\$753,857.36	\$529,702.81
2018	\$547,461.08	\$861,779.28	\$734,590.83	\$705,228.84	\$898,984.04	\$688,218.48	\$693,431.75	\$820,833.21	\$742,653.73	\$680,085.54	\$708,870.88	\$736,904.37	\$727,502.48
2019	\$830,786.86	\$898,832.80	\$898,871.84	\$873,048.88	\$1,015,393.82	\$1,046,007.99	\$1,064,138.10	\$1,127,623.68	\$1,189,707.87	\$1,200,976.08	\$1,186,848.02	\$1,051,604.82	\$1,049,203.01
2020	1,070,978.00	1,108,164.79	1,071,728.42	1,126,237.51	1,216,443.58	1,252,789.13	1,289,386.59						\$1,162,246.57



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

JULY 2020

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				3,750,431.18
07/02/20	9349 - 9368	Payroll		132,938.66	3,617,492.52
07/02/20	64419 - 64661 ACH	Payroll		500,005.23	3,117,487.29
07/03/20	107478-107512	Disb		4,090.44	3,113,396.85
07/03/20	7947 ACH	Disb		197.22	3,113,199.63
07/03/20	107513-107553	Disb		133,804.16	2,979,395.47
07/03/20	7948-7978 ACH	Disb		78,835.90	2,900,559.57
07/02/20	40506-40522, 40526-40527, 40534-40567	Dep	236,511.90		3,137,071.47
07/06/20	9982	Disb		18,952.88	3,118,118.59
07/07/20	9983	Disb		425.46	3,117,693.13
07/07/20	40568-40611	Dep	56,200.66		3,173,893.79
07/08/20	9984	Disb		11,153.70	3,162,740.09
07/09/20	9985	Disb		44,844.11	3,117,895.98
07/10/20	107554-107574	Disb		1,331.68	3,116,564.30
07/10/20	7979 ACH	Disb		176.13	3,116,388.17
07/10/20	107575-107640	Disb		180,927.57	2,935,460.60
07/10/20	7980-8008 ACH	Disb		62,277.97	2,873,182.63
07/10/20	40612-40669	Dep	162,912.83		3,036,095.46
07/13/20	9986	Disb		38,900.29	2,997,195.17
07/14/20	40670-40692	Dep	1,464,845.26		4,462,040.43
07/15/20	9987	Disb		282.00	4,461,758.43
07/15/20	9988	Disb		14.00	4,461,744.43
07/17/20	9369 - 9387	Payroll		132,927.24	4,328,817.19
07/17/20	64662 - 64903 ACH	Payroll		509,832.36	3,818,984.83
07/17/20	107641-107727	Disb		12,970.60	3,806,014.23
07/17/20	8009-8011 ACH	Disb		433.80	3,805,580.43
07/17/20	107728-107923	Disb		98,797.41	3,706,783.02
07/17/20	8012-8020 ACH	Disb		4,403.87	3,702,379.15
07/17/20	107924-107970	Disb		6,365.82	3,696,013.33
07/17/20	107971-108016	Disb		217,225.78	3,478,787.55
07/17/20	8021-8043 ACH	Disb		138,543.77	3,340,243.78
07/17/20	40693-40747	Dep	511,819.91		3,852,063.69
07/20/20	9989	Disb		32,942.31	3,819,121.38
07/20/20	9990	Disb		32,248.24	3,786,873.14
07/20/20	transfer from SS account	Dep	9,162.83		3,796,035.97
07/20/20	transfer to Bremer Savings	Disb		1,000,000.00	2,796,035.97
07/21/20	40748-40791	Dep	125,387.40		2,921,423.37
07/22/20	9991	Disb		12,006.44	2,909,416.93
07/24/20	108017-108039	Disb		3,234.22	2,906,182.71
07/24/20	8044-8045 ACH	Disb		184.14	2,905,998.57
07/24/20	108040-108072	Disb		103,715.86	2,802,282.71
07/24/20	8046-8061 ACH	Disb		57,528.60	2,744,754.11
07/24/20	40792-40835	Dep	499,443.40		3,244,197.51
07/27/20	9992	Disb		32,535.43	3,211,662.08
07/28/20	40836-40858	Dep	162,912.39		3,374,574.47
07/31/20	9388 - 9390	Payroll		4,009.34	3,370,565.13
07/31/20	64904 - 65142 ACH	payroll		544,986.39	2,825,578.74
07/31/20	108073-108084	Disb		11,960.92	2,813,617.82
07/31/20	8062 ACH	Disb		346.62	2,813,271.20
07/31/20	108085-108117	Disb		95,871.05	2,717,400.15
07/31/20	8063-8075 ACH	Disb		108,800.48	2,608,599.67
07/31/20	40859-40912	Dep	69,386.52		2,677,986.19
					2,677,986.19
					2,677,986.19
	Balanced 8/3/20 JS	TOTALS	3,298,583.10	4,371,028.09	

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

3,000.00
2,891,224.04
75,508.27
2,559,196.22

TOTAL CASH BALANCE

8,206,914.72

Southwest Health and Human Services

Treasurer's Cash Trial Balance

As of 07/2020

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
J Health Services Fund	1,910,997.42			
Receipts		430,711.70	2,651,965.04	
Disbursements		125,001.28-	501,212.25-	
Payroll		313,478.22-	1,754,660.76-	
Fund Total		7,767.80-	396,092.03	2,307,089.45
5 Human Services Fund	410	General Administration		
	170,062.03-			
Receipts		53,530.44	373,840.19	
Disbursements		54,545.09-	373,660.43-	
Payroll		15,638.14-	90,030.40-	
Journal Entries		0.00	7,784.04	
Dept Total		16,652.79-	82,066.60-	252,128.63-
5 Human Services Fund	420	Income Maintenance		
	374,656.57-			
Receipts		451,455.83	5,464,430.85	
Disbursements		295,205.41-	2,463,823.54-	
Payroll		471,828.08-	2,623,832.60-	
Journal Entries		0.00	3,892.02-	
Dept Total		315,577.66-	372,882.69	1,773.88-
5 Human Services Fund	431	Social Services		
	7,662,641.12			
Receipts		2,153,506.11	11,327,693.72	
Disbursements		132,218.41-	853,633.23-	
SSIS		760,849.48-	4,749,768.68-	
Payroll		997,516.39-	5,369,824.59-	
Journal Entries		0.00	3,892.02-	
Dept Total		262,921.83	350,575.20	8,013,216.32
5 Human Services Fund	461	Information Systems		
	3,236,438.89-			
Receipts		2,335.49	16,909.99	
Disbursements		109.14-	3,180.98-	

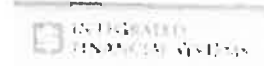
Southwest Health and Human Services

Treasurer's Cash Trial Balance

As of 07/2020

<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	Payroll		26,238.39-	152,129.25-	
	Dept Total		24,012.04-	138,400.24-	3,374,839.13-
5	Human Services Fund	471	LCTS Collaborative Agency		
		0.00			
	Receipts		0.00	139,704.00	
	Disbursements		0.00	139,704.00-	
	Dept Total		0.00	0.00	0.00
	Fund Total	3,881,483.63	93,320.66-	502,991.05	4,384,474.68
61	Agency Health Insurance				
		1,051,604.82			
	Receipts		205,466.41	1,550,116.98	
	Disbursements		168,868.95-	1,312,335.21-	
	Fund Total		36,597.46	237,781.77	1,289,386.59
71	LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
		137,697.99			
	Receipts		500.00	60,736.00	
	Disbursements		9,531.11-	62,569.11-	
	Dept Total		9,031.11-	1,833.11-	135,864.88
	Fund Total	137,697.99	9,031.11-	1,833.11-	135,864.88
73	LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
		54,412.53			
	Receipts		0.00	25,074.00	
	Disbursements		0.00	3,139.00-	
	Dept Total		0.00	21,935.00	76,347.53
	Fund Total	54,412.53	0.00	21,935.00	76,347.53
75	Redwood LCTS Collaborative	471	LCTS Collaborative Agency		
		59,802.79			

Southwest Health and Human Services



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Treasurer's Cash Trial Balance

As of 07/2020

Page 4

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		486.00	55,530.00	
Disbursements		0.00	102,500.00-	
Dept Total		486.00	46,970.00-	12,832.79
Fund Total	59,802.79	486.00	46,970.00-	12,832.79
77 Local Advisory Council	477 Local Advisory Council			
Disbursements	1,155.02	0.00	236.22-	
Dept Total		0.00	236.22-	918.80
Fund Total	1,155.02	0.00	236.22-	918.80
All Funds	7,097,154.20			
Receipts		3,297,991.98	21,666,000.77	
Disbursements		785,479.39-	5,815,993.97-	
SSIS		760,849.48-	4,749,768.68-	
Payroll		1,824,699.22-	9,990,477.60-	
Total		73,036.11-	1,109,760.52	8,206,914.72

Southwest Health and Human Services

RM- Stmt of Revenues & Expenditures

As Of 07/2020

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2020 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	260,631.25-	781,893.75-	1,042,525.00-	75	58
INTERGOVERNMENTAL REVENUES	2,347.00-	163,303.50-	170,500.00-	96	58
STATE REVENUES	27,764.34-	634,271.04-	810,102.00-	78	58
FEDERAL REVENUES	92,340.71-	761,957.74-	1,245,041.00-	61	58
FEES	46,927.20-	302,986.23-	496,230.00-	61	58
EARNINGS ON INVESTMENTS	71.01-	3,851.32-	14,880.00-	26	58
MISCELLANEOUS REVENUES	630.19-	1,584.46-	8,900.00-	18	58
TOTAL REVENUES	430,711.70-	2,649,848.04-	3,788,178.00-	70	58
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	58
PAYROLL AND BENEFITS	313,478.22	1,754,620.76	3,016,052.00	58	58
OTHER EXPENDITURES	125,001.28	499,135.25	772,126.00	65	58
TOTAL EXPENDITURES	438,479.50	2,253,756.01	3,788,178.00	59	58

Southwest Health and Human Services

RM-Stmt of Revenues & Expenditures

As Of 07/2020

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2020 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	0.00	6,569,947.03-	11,378,603.00-	58	58
INTERGOVERNMENTAL REVENUES	48,427.00-	55,421.73-	104,354.00-	53	58
STATE REVENUES	1,658,976.54-	3,607,274.32-	5,269,341.00-	68	58
FEDERAL REVENUES	404,639.73-	4,379,841.50-	8,035,293.00-	55	58
FEES	194,925.58-	1,372,490.60-	2,200,150.00-	62	58
EARNINGS ON INVESTMENTS	372.87-	20,219.38-	78,096.00-	26	58
MISCELLANEOUS REVENUES	291,899.05-	904,925.34-	1,139,100.00-	79	58
TOTAL REVENUES	2,599,240.77-	16,910,119.90-	28,204,937.00-	60	58
EXPENDITURES					
PROGRAM EXPENDITURES	948,810.45	6,654,019.25	11,157,301.00	60	58
PAYROLL AND BENEFITS	1,512,296.65	8,235,212.50	14,290,849.00	58	58
OTHER EXPENDITURES	231,515.33	1,517,952.52	2,756,787.00	55	58
TOTAL EXPENDITURES	2,692,622.43	16,407,184.27	28,204,937.00	58	58

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 Bdat</u>	<u>% of Year</u>
1 FUND	Health Services Fund						
410 DEPT	General Administration						
0 PROGRAM	...						
			Revenue				
			Expend.	9,715.96	30,446.84	0.00	0
			Net	9,715.96	30,446.84	0.00	58
930 PROGRAM	Administration						
			Revenue	261,504.63-	811,014.50-	1,108,655.00-	73
			Expend.	40,824.92	285,424.47	697,981.00	41
			Net	220,679.71-	525,590.03-	410,674.00-	128
410 DEPT	General Administration	Totals:					
			Revenue	261,504.63-	811,014.50-	1,108,655.00-	73
			Expend.	50,540.88	315,871.31	697,981.00	45
			Net	210,963.75-	495,143.19-	410,674.00-	121
481 DEPT	Nursing						
100 PROGRAM	Family Health						
			Revenue	325.00-	9,944.15-	18,680.00-	53
			Expend.	1,380.82	12,610.01	15,651.00	81
			Net	1,055.82	2,665.86	3,029.00-	88-
103 PROGRAM	Follow Along Program						
			Revenue	0.00	17,894.43-	27,324.00-	65
			Expend.	3,459.57	16,830.05	31,241.00	54
			Net	3,459.57	1,064.38-	3,917.00	27-
110 PROGRAM	TANF						
			Revenue	0.00	63,937.99-	127,876.00-	50
			Expend.	30,727.69	92,183.09	127,911.00	72
			Net	30,727.69	28,245.10	35.00	80.700
130 PROGRAM	WIC						
			Revenue	0.00	315,121.00-	450,000.00-	70
			Expend.	55,455.85	310,881.62	557,867.00	56
			Net	55,455.85	4,239.38-	107,867.00	4-
140 PROGRAM	Peer Breastfeeding Support Program						
			Revenue	0.00	17,913.00-	53,500.00-	33
			Expend.	3,831.48	20,293.09	33,438.00	61
			Net	3,831.48	2,380.09	20,062.00-	12-
210 PROGRAM	CTC Outreach						
			Revenue	15,081.16-	135,644.75-	271,600.00-	50
			Expend.	25,276.94	131,061.11	285,400.00	46
			Net	10,195.78	4,583.64-	13,800.00	33-
270 PROGRAM	Maternal Child Health - Title V						
			Revenue	10,993.94-	103,630.26-	253,200.00-	41
			Expend.	13,783.45	136,635.89	249,934.00	55
			Net	2,789.51	33,005.63	3,266.00-	1,011-

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>
280 PROGRAM	MCH Dental Health		Revenue	0.00	889.42-	2,000.00-	44	58
			Expend.	1,261.06	12,485.85	17,907.00	70	58
			Net	1,261.06	11,596.43	15,907.00	73	58
285 PROGRAM	MCH Blood Lead		Revenue					58
			Expend.	110.97	1,844.78	0.00	0	58
			Net	110.97	1,844.78	0.00	0	58
295 PROGRAM	MCH Car Seat Program		Revenue	652.00-	7,128.97-	33,000.00-	22	58
			Expend.	3,196.25	16,408.54	42,199.00	39	58
			Net	2,544.25	9,279.57	9,199.00	101	58
300 PROGRAM	Case Management		Revenue	40,447.66-	272,616.67-	409,000.00-	67	58
			Expend.	34,532.70	199,601.84	412,332.00	48	58
			Net	5,914.96-	73,014.83-	3,332.00	2,191-	58
330 PROGRAM	MNChoices		Revenue	0.00	86,920.65-	114,000.00-	76	58
			Expend.	18,087.92	110,995.54	191,342.00	58	58
			Net	18,087.92	24,074.89	77,342.00	31	58
603 PROGRAM	Disease Prevention And Control		Revenue	564.00-	82,521.78-	141,042.00-	59	58
			Expend.	14,744.52	110,552.21	247,136.00	45	58
			Net	14,180.52	28,030.43	106,094.00	26	58
660 PROGRAM	MIIC		Revenue					58
			Expend.	0.08	451.80	0.00	0	58
			Net	0.08	451.80	0.00	0	58
481 DEPT	Nursing	Totals:	Revenue	68,063.76-	1,114,163.07-	1,901,222.00-	59	58
			Expend.	205,849.30	1,172,835.42	2,212,358.00	53	58
			Net	137,785.54	58,672.35	311,136.00	19	58
483 DEPT	Health Education							
500 PROGRAM	Direct Client Services		Revenue	40.00-	2,788.41-	500.00-	558	58
			Expend.	332.29	3,094.81	32,705.00	9	58
			Net	292.29	306.40	32,205.00	1	58
510 PROGRAM	SHIP		Revenue	20,223.76-	140,750.83-	226,960.00-	62	58
			Expend.	28,764.09	146,459.48	226,960.00	65	58
			Net	8,540.33	5,708.65	0.00	0	58
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	3,433.83-	17,537.00-	20	58
			Expend.	403.79	1,482.16	17,537.00	8	58
			Net	403.79	1,951.67-	0.00	0	58

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
541 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	235.62-	2,668.03-	17,641.00-	15	58
			Expend.	125.69	852.55	17,641.00	5	58
			Net	109.93-	1,815.48-	0.00	0	58
550 PROGRAM	P&I Grant		Revenue	76,012.93-	140,548.25-	189,326.00-	74	58
			Expend.	34,015.62	111,847.46	189,326.00	59	58
			Net	41,997.31-	28,700.79-	0.00	0	58
900 PROGRAM	Emergency Preparedness		Revenue	0.00	48,301.64-	92,437.00-	52	58
			Expend.	400.04	55,287.29	92,437.00	60	58
			Net	400.04	6,985.65	0.00	0	58
905 PROGRAM	COVID-19 Pandemic		Revenue	0.00	188,292.00-	0.00	0	58
			Expend.	84,668.43	282,331.68	0.00	0	58
			Net	84,668.43	94,039.68	0.00	0	58
483 DEPT	Health Education	Totals:	Revenue	96,512.31-	526,782.99-	544,401.00-	97	58
			Expend.	148,709.95	601,355.43	576,606.00	104	58
			Net	52,197.64	74,572.44	32,205.00	232	58
485 DEPT	Environmental Health		Revenue	2,371.00-	164,028.50-	206,600.00-	79	58
800 PROGRAM	Environmental		Expend.	24,623.72	116,680.18	276,433.00	42	58
			Net	22,252.72	47,348.32-	69,833.00	68-	58
809 PROGRAM	Environmental Water Lab		Revenue	2,260.00-	31,358.98-	27,300.00-	115	58
			Expend.	8,755.65	46,866.72	24,800.00	189	58
			Net	6,495.65	15,507.74	2,500.00-	620-	58
830 PROGRAM	FDA Standardization Grant		Revenue	0.00	2,500.00-	0.00	0	58
			Expend.	0.00	146.95	0.00	0	58
			Net	0.00	2,353.05-	0.00	0	58
485 DEPT	Environmental Health	Totals:	Revenue	4,631.00-	197,887.48-	233,900.00-	85	58
			Expend.	33,379.37	163,693.85	301,233.00	54	58
			Net	28,748.37	34,193.63-	67,333.00	51-	58
1 FUND	Health Services Fund	Totals:	Revenue	430,711.70-	2,649,848.04-	3,788,178.00-	70	58
			Expend.	438,479.50	2,253,756.01	3,788,178.00	59	58
			Net	7,767.80	396,092.03-	0.00	0	58

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
5 FUND	Human Services Fund						
410 DEPT	General Administration						
0 PROGRAM	...						
			Revenue				58
			Expend.	16,713.79	82,122.02	54,307.00	151
			Net	16,713.79	82,122.02	54,307.00	151
410 DEPT	General Administration	Totals:	Revenue				58
			Expend.	16,713.79	82,122.02	54,307.00	151
			Net	16,713.79	82,122.02	54,307.00	151
420 DEPT	Income Maintenance						
0 PROGRAM	...		Revenue				58
			Expend.	111.56	780.92	0.00	0
			Net	111.56	780.92	0.00	0
600 PROGRAM	Income Maint Administrative/Overhea		Revenue	90,483.51-	2,145,571.49-	3,638,696.00-	59
			Expend.	159,119.58	911,759.71	1,663,376.00	55
			Net	68,636.07	1,233,811.78-	1,975,320.00-	62
601 PROGRAM	Income Maint/Random Moment Payro		Revenue				58
			Expend.	277,584.57	1,520,408.56	2,641,701.00	58
			Net	277,584.57	1,520,408.56	2,641,701.00	58
602 PROGRAM	Income Maint FPI Investigator		Revenue	0.00	44,338.00-	58,000.00-	76
			Expend.	59.15	35,169.90	64,995.00	54
			Net	59.15	9,168.10-	6,995.00	131-
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		Revenue	9,502.04-	47,701.93-	50,000.00-	95
			Expend.	26,293.35	89,379.93	50,000.00	179
			Net	16,791.31	41,678.00	0.00	0
610 PROGRAM	TANF(AFDC/MFIP/DWP)		Revenue	1,389.00-	5,481.50-	17,000.00-	32
			Expend.	1,756.89	2,848.14	13,750.00	21
			Net	367.89	2,633.36-	3,250.00-	81
620 PROGRAM	General Asst (GA)/General Relief/Buri		Revenue	3,171.88-	15,968.93-	27,500.00-	58
			Expend.	23,528.17	260,519.49	226,000.00	115
			Net	20,356.29	244,550.56	198,500.00	123
630 PROGRAM	Food Support (FS)		Revenue	11,574.97-	258,796.97-	521,000.00-	50
			Expend.	30.75	749.05	6,500.00	12
			Net	11,544.22-	258,047.92-	514,500.00-	50

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	104,802.52-	917,971.39-	1,721,356.00-	53	58
			Expend.	120,133.35	675,071.60	1,581,162.00	58	58
			Net	15,330.83	242,899.79-	563,194.00-	43	58
650 PROGRAM	Medical Assistance (MA)		Revenue	229,837.77-	2,027,537.28-	3,412,500.00-	59	58
			Expend.	158,354.98	1,594,430.50	2,277,000.00	70	58
			Net	71,482.79-	433,106.78-	1,135,500.00-	38	58
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	633.00-	633.00-	0.00	0	58
			Expend.					58
			Net	633.00-	633.00-	0.00	0	58
420 DEPT	Income Maintenance	Totals:	Revenue	451,394.69-	5,464,000.49-	9,446,052.00-	58	58
			Expend.	766,972.35	5,091,117.80	8,101,484.00	63	58
			Net	315,577.66	372,882.69-	1,344,568.00-	28	58
431 DEPT	Social Services		Revenue	1,129,426.90-	6,665,547.83-	10,899,532.00-	61	58
			Expend.	285,368.36	1,680,325.18	3,136,848.00	54	58
			Net	844,058.54-	4,985,222.65-	7,762,684.00-	64	58
700 PROGRAM	Social Service Administrative/Overhea		Revenue	1,129,426.90-	6,665,547.83-	10,899,532.00-	61	58
			Expend.	285,368.36	1,680,325.18	3,136,848.00	54	58
			Net	844,058.54-	4,985,222.65-	7,762,684.00-	64	58
701 PROGRAM	Social Services/SSTS		Revenue					58
			Expend.	841,895.14	4,530,074.92	7,765,564.00	58	58
			Net	841,895.14	4,530,074.92	7,765,564.00	58	58
710 PROGRAM	Children's Social Services Programs		Revenue	583,098.88-	1,287,846.41-	1,348,854.00-	70	58
			Expend.	265,643.20	1,878,352.10	3,756,500.00	50	58
			Net	317,455.68-	590,505.69	1,907,646.00	31	58
711 PROGRAM	YIP Grant (Circle)-Dept of Public Safet		Revenue	4,747.83-	11,334.12-	0.00	0	58
			Expend.	1,954.36	12,162.49	0.00	0	58
			Net	2,793.47-	828.37	0.00	0	58
712 PROGRAM	CIRCLE Program		Revenue	0.00	5,000.00-	5,000.00-	100	58
			Expend.	775.79	3,354.91	8,000.00	42	58
			Net	775.79	1,645.09-	3,000.00	55-	58
713 PROGRAM	STAY Program Grant (formerly SELF)		Revenue	0.00	17,877.00-	54,100.00-	33	58
			Expend.	1,295.89	5,773.04	54,100.00	11	58
			Net	1,295.89	12,103.96-	0.00	0	58
715 PROGRAM	Childrens Waivers		Revenue	14,357.64-	100,198.03-	104,000.00-	96	58
			Expend.					58
			Net	14,357.64-	100,198.03-	104,000.00-	96	58

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	5,036.00-	35,293.23-	56,914.00-	62	58
			Expend.	0.00	3,330.26	56,914.00	6	58
			Net	5,036.00-	31,962.97-	0.00	0	58
717 PROGRAM	AR/Alternative Response Discretion F		Revenue	3,382.73-	23,774.57-	52,344.00-	45	58
			Expend.	1,774.32	9,579.51	52,344.00	18	58
			Net	1,608.41-	14,195.06-	0.00	0	58
718 PROGRAM	PSOP/Parent Support Outreach Progra		Revenue	0.00	15,004.00-	38,753.00-	39	58
			Expend.	200.00	3,323.00	38,753.00	9	58
			Net	200.00	11,681.00-	0.00	0	58
720 PROGRAM	Ch Care/Ch Prot		Revenue	2,705.25-	12,053.50-	27,450.00-	44	58
			Expend.	0.00	0.00	2,600.00	0	58
			Net	2,705.25-	12,053.50-	24,850.00-	49	58
721 PROGRAM	CC-Basic Slide Fee/Cty Match to DHS		Revenue	3,532.00-	20,273.00-	38,148.00-	53	58
			Expend.	3,614.00	27,723.50	43,365.00	64	58
			Net	82.00	7,450.50	5,217.00	143	58
722 PROGRAM	Child Care/MFIP		Revenue	0.00	367.00-	0.00	0	58
			Expend.					58
			Net	0.00	367.00-	0.00	0	58
726 PROGRAM	MFIP/SW MN PIC		Revenue	1,495.00-	8,020.00-	357,000.00-	2	58
			Expend.	0.00	0.00	225,000.00	0	58
			Net	1,495.00-	8,020.00-	132,000.00-	6	58
730 PROGRAM	Chemical Dependency		Revenue	16,450.55-	173,080.28-	286,500.00-	60	58
			Expend.	72,307.39	301,504.20	543,500.00	55	58
			Net	55,856.84	128,423.92	257,000.00	50	58
740 PROGRAM	Mental Health (Both Adults/Children)		Revenue	0.00	22.40-	0.00	0	58
			Expend.					58
			Net	0.00	22.40-	0.00	0	58
741 PROGRAM	Mental Health/Adults Only		Revenue	76,689.27-	732,327.27-	1,196,951.00-	61	58
			Expend.	173,814.08	1,055,224.08	1,695,317.00	62	58
			Net	97,124.81	322,896.81	498,366.00	65	58
742 PROGRAM	Mental Health/Children Only		Revenue	32,727.54-	421,394.58-	820,246.00-	51	58
			Expend.	199,210.41	1,125,320.91	1,850,137.00	61	58
			Net	166,482.87	703,926.33	1,029,891.00	68	58

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 Bdat</u>	<u>% of Year</u>
750 PROGRAM	Developmental Disabilities		Revenue	58,240.55-	499,619.88-	837,171.00-	60	58
			Expend.	23,926.51	172,889.20	369,671.00	47	58
			Net	34,314.04-	326,730.68-	467,500.00-	70	58
760 PROGRAM	Adult Services		Revenue	144,442.72-	747,823.95-	1,364,922.00-	55	58
			Expend.	7,258.55	45,228.35	39,850.00	113	58
			Net	137,184.17-	702,595.60-	1,325,072.00-	53	58
765 PROGRAM	Adults Waivers		Revenue	69,177.73-	512,648.37-	736,000.00-	70	58
			Expend.	3,550.76	84,764.57	112,500.00	75	58
			Net	65,626.97-	427,883.80-	623,500.00-	69	58
431 DEPT	Social Services	Totals:	Revenue	2,145,510.59-	11,289,505.42-	18,723,885.00-	60	58
			Expend.	1,882,588.76	10,938,930.22	19,750,963.00	55	58
			Net	262,921.83-	350,575.20-	1,027,078.00	34-	58
461 DEPT	Information Systems		Revenue	2,335.49-	16,909.99-	35,000.00-	48	58
0 PROGRAM	...		Expend.	26,347.53	155,310.23	298,183.00	52	58
			Net	24,012.04	138,400.24	263,183.00	53	58
461 DEPT	Information Systems	Totals:	Revenue	2,335.49-	16,909.99-	35,000.00-	48	58
			Expend.	26,347.53	155,310.23	298,183.00	52	58
			Net	24,012.04	138,400.24	263,183.00	53	58
471 DEPT	LCTS Collaborative Agency		Revenue	0.00	139,704.00-	0.00	0	58
702 PROGRAM	LCTS		Expend.	0.00	139,704.00	0.00	0	58
			Net	0.00	0.00	0.00	0	58
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	0.00	139,704.00-	0.00	0	58
			Expend.	0.00	139,704.00	0.00	0	58
			Net	0.00	0.00	0.00	0	58
5 FUND	Human Services Fund	Totals:	Revenue	2,599,240.77-	16,910,119.90-	28,204,937.00-	60	58
			Expend.	2,692,622.43	16,407,184.27	28,204,937.00	58	58
			Net	93,381.66	502,935.63-	0.00	0	58
FINAL TOTALS	1,015 Accounts		Revenue	3,029,952.47-	19,559,967.94-	31,893,115.00-	61	58
			Expend.	3,131,101.93	18,660,940.28	31,893,115.00	58	58
			Net	101,149.46	899,027.66-	0.00	0	58

Social Services Caseload:

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

2020	Adult Services	Children's Services	Total Programs
January	2631	650	3281
February	2566	654	3220
March	2618	585	3203
April	2624	548	3172
May	2602	563	3165
June	2612	552	3164
July	2728	528	3256
August			0
September			0
October			0
November			0
December			0
Average	2626	583	1872

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)

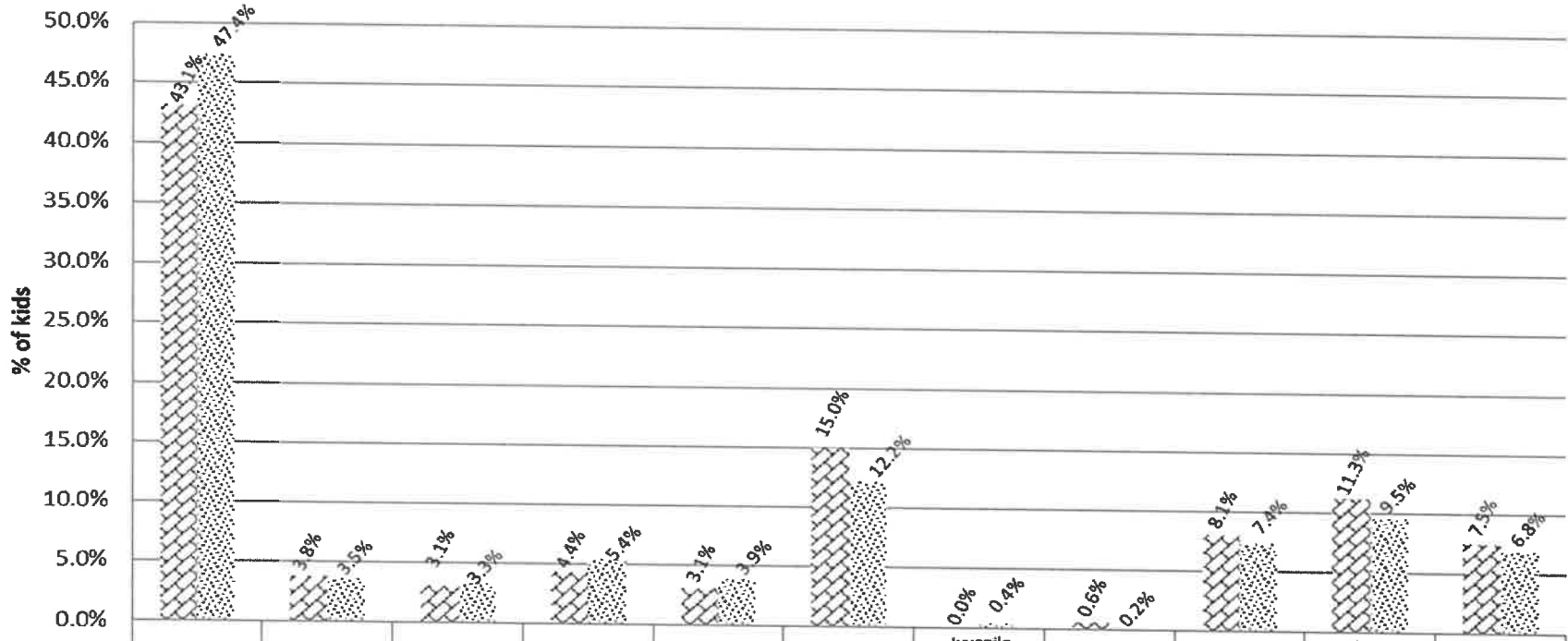
2020	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (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	9	322	12	0	270	61	882	14	265	456	321	2612
July	10	323	12	0	269	66	882	14	291	541	320	2728
August												0
September												0
October												0
November												0
December												0
	9	320	12	0	268	62	857	15	291	469	323	1533

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												

2020	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	31	31	0	11	48	153	159	81	0	0	38	552
July	26	31	0	12	49	147	150	80	0	0	33	528
August												0
September												0
October												0
November												0
December												0
	33	27	0	11	45	167	181	84	0	0	34	340

**July 2020 - Placement by Category
160 Kids in Placement**



	Foster home: 69	Foster home - corporate: 6	Group Home: 5	Residential treatment center: 7	Supervised independent living: 5	Pre-adoptive home: 24	Juvenile correctional facility (non-secure): 0	Non-custodial parent's home: 1	Child's reunification home: 13	Other: 18 Prekinship home = 16 Unauthorized absence = 2	Probation Placement: 12
Month %	43.1%	3.8%	3.1%	4.4%	3.1%	15.0%	0.0%	0.6%	8.1%	11.3%	7.5%
Yearly Avg	47.4%	3.5%	3.3%	5.4%	3.9%	12.2%	0.4%	0.2%	7.4%	9.5%	6.8%

July 2020: Total kids in placement = 160

Total of 8 Children entered placement

1	Lincoln	Probation
1	Pipestone	Foster Home
3	Redwood	Probation
3	Redwood	Foster Care

Total of 6 Children were discharged from placement (discharges from previous month)

1	Lincoln	Supervised Independent Living
1	Lyon	ADOPTED
4	Redwood	Probation

NON IVD COLLECTIONS
JULY 2020

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	9,390
TANF (MFIP/DWP/AFDC)	05-420-610.5803	1,389
GA	05-420-620.5803	0
FS	05-420-630.5803	148
CS (PI Fee, App Fee, etc)	05-420-640.5501	7,713
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	56,239
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	7,396
OOH/FC Recovery	05-431-710.5803	15,466
CHILDCARE		
Licensing	05-431-720.5502	55
Corp FC Licensing	05-431-720.5505	1,650
Over Payments	05-431-721&722.5803	1,000
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	2,624
Detox Fees	05-431-730.5520	6,135
SUD Treatment	05-431-730.5523	234
Over Payments	05-431-730.5803	0
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	0
Over Payments	05-431-741 or 742.5803	0
DEVELOPMENTAL DISABILITIES		
Insurance Copay/Overpayments	05-431-750.5803	0
ADULT		
Court Visitor Fee	05-431-760.5515	0
Insurance Copay/Overpayments	05-431-760.5803	3
TOTAL NON-IVD COLLECTIONS		109,442

2021 Human Services Levy Funding

County	Net		Population	%	SEAGRs	%	% Used for Funding
	Tax Capacity	%					
Lyon	\$ 39,181,715	23.70%	25,857	34.10%	\$ 7,020,409	29.61%	29.14%
Murray	\$ 27,742,878	16.78%	8,725	11.51%	\$ 1,593,335	6.72%	11.67%
Redwood	\$ 35,841,950	21.68%	16,059	21.18%	\$ 7,574,995	31.95%	24.94%
Lincoln	\$ 15,965,842	9.66%	5,896	7.78%	\$ 1,311,405	5.53%	7.65%
Rock	\$ 27,480,384	16.62%	9,687	12.78%	\$ 2,863,978	12.08%	13.83%
Pipestone	\$ 19,134,655	11.57%	9,596	12.66%	\$ 3,346,231	14.11%	12.78%
Total	\$ 165,347,424	100.00%	75,820	100.00%	\$ 23,710,354	100.00%	100.00%

LAST THREE YEARS OF SEAGR DATA

County	2017	2018	2019	Totals
Lyon	\$ 2,277,374	\$ 2,277,604	\$ 2,465,431	\$ 7,020,409
Murray	\$ 370,292	\$ 572,105	\$ 650,938	\$ 1,593,335
Redwood	\$ 2,578,193	\$ 2,573,131	\$ 2,423,671	\$ 7,574,995
Lincoln	\$ 330,363	\$ 469,001	\$ 512,041	\$ 1,311,405
Rock	\$ 1,018,100	\$ 910,539	\$ 935,340	\$ 2,863,978
Pipestone	\$ 1,098,889	\$ 976,752	\$ 1,270,590	\$ 3,346,231

County	2020 Levy	%	2021 Proposed levy	Difference	over 10 years	2021 Levy	2%	2021 Levy
						Payable	Levy Increase	with Increase
Lyon	\$ 3,408,158	29.95%	\$ 3,315,300	\$ (92,858)	\$ (9,286)	\$ 3,398,872	\$ 67,977	\$ 3,466,850
Murray	\$ 1,339,787	11.77%	\$ 1,327,733	\$ (12,054)	\$ (1,205)	\$ 1,338,582	\$ 26,772	\$ 1,365,353
Redwood	\$ 2,732,278	24.01%	\$ 2,837,264	\$ 104,986	\$ 10,499	\$ 2,742,777	\$ 54,856	\$ 2,797,632
Lincoln	\$ 1,008,591	8.86%	\$ 870,963	\$ (137,628)	\$ (13,763)	\$ 994,828	\$ 19,897	\$ 1,014,725
Rock	\$ 1,468,121	12.90%	\$ 1,573,097	\$ 104,976	\$ 10,498	\$ 1,478,619	\$ 29,572	\$ 1,508,191
Pipestone	\$ 1,421,670	12.49%	\$ 1,454,248	\$ 32,578	\$ 3,258	\$ 1,424,928	\$ 28,499	\$ 1,453,426
Total	\$ 11,378,605	100.00%	\$ 11,378,605	\$ 0.00	\$ 0.00	\$ 11,378,605	\$ 227,572	\$ 11,606,177

	IM - 600 - 30%	IV-D - 640 - 4%	SS - 700 - 66%	Total
Lyon	\$1,040,055	\$138,674	\$2,288,121	\$3,466,850
Murray	\$409,606	\$54,614	\$901,133	\$1,365,353
Redwood	\$839,290	\$111,905	\$1,846,437	\$2,797,632
Lincoln	\$304,417	\$40,589	\$669,718	\$1,014,725
Rock	\$452,457	\$60,328	\$995,406	\$1,508,191
Pipestone	\$438,028	\$58,137	\$959,261	\$1,453,426
				\$11,606,177

Southwest Health and Human Services Budget	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS
HUMAN SERVICES	2017	2017	2018	2018	2019	2019	2020	2021
Category	Final	Actual	Final	Actual	Final	Actual	Final	Preliminary
EXPENDITURES								
420 Income Maintenance / Child Support								
6100 - Personnel	\$4,917,132	\$4,713,236	\$4,639,776	\$4,474,698	\$4,435,784	\$4,284,011	\$4,595,026	\$4,602,618
6200 - Services & Charges	\$327,965	\$416,319	\$379,530	\$433,133	\$355,610	\$389,451	\$390,220	\$396,230
6300-6800 - Administrative Overhead	\$943,395	\$775,939	\$882,278	\$709,798	\$819,796	\$736,483	\$794,488	\$770,050
6000 - Payment for/benefit clients	\$1,760,500	\$2,013,561	\$2,314,750	\$2,315,675	\$2,417,000	\$2,422,452	\$2,321,750	\$2,481,250
Reserves	\$0	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0
Subtotal	\$7,948,992	\$7,919,055	\$8,216,334	\$7,933,304	\$8,063,190	\$7,832,397	\$8,101,484	\$8,250,148
431 Social Services								
710-718 - Children's Services	\$3,123,763	\$3,597,373	\$3,688,385	\$3,572,823	\$4,148,639	\$3,627,374	\$3,965,611	\$4,065,976
720-727 - Child Care/MFIP Admin./PIC.	\$49,365	\$431,947	\$44,535	\$388,574	\$331,755	\$50,505	\$270,965	\$85,965
730 - Chemical Dependency	\$435,500	\$445,510	\$431,000	\$528,621	\$516,500	\$573,632	\$541,500	\$546,000
740-742 - Mental Health	\$2,999,527	\$3,126,074	\$2,999,066	\$3,209,659	\$3,579,782	\$3,393,739	\$3,535,454	\$3,924,746
750 - Developmental Dis.	\$362,111	\$365,270	\$428,185	\$390,300	\$389,361	\$345,758	\$369,671	\$368,851
760-765 - Adult Services	\$126,500	\$128,442	\$158,550	\$134,256	\$133,150	\$273,734	\$152,350	\$238,700
Subtotal	\$7,096,766	\$8,094,616	\$7,749,721	\$8,224,233	\$9,099,187	\$8,264,742	\$8,835,551	\$9,230,238
6100 - Personnel	\$8,870,997	\$8,563,668	\$8,616,638	\$8,343,698	\$8,739,674	\$8,498,617	\$9,345,733	\$9,244,498
6200 - Services and Charges	\$539,500	\$491,013	\$458,270	\$471,015	\$407,990	\$490,645	\$515,730	\$522,700
6300-6800 - Administrative Overhead	\$1,060,742	\$1,097,938	\$1,004,226	\$851,540	\$940,303	\$912,017	\$1,053,949	\$955,816
Reserves	\$0	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0
Subtotal	\$10,471,239	\$10,152,619	\$10,079,134	\$9,666,253	\$10,152,967	\$9,901,279	\$10,915,412	\$10,723,014
410 General Administration								
6100 - Personnel	\$116,273	\$217,867	\$83,095	\$189,490	\$81,189	\$169,404	\$54,307	\$67,663
6604-6890 - Administrative Overhead	\$6,720	\$2,990	\$840	\$9,713	\$840	\$0	\$0	\$0
Subtotal	\$122,993	\$220,857	\$83,935	\$199,203	\$82,029	\$169,404	\$54,307	\$67,663
461 Information Systems								
6100 - Personnel	\$400,450	\$400,919	\$394,376	\$335,268	\$280,640	\$239,074	\$295,783	\$303,955
6200 - Services and Charges	\$3,770	\$1,445	\$2,200	\$562	\$750	\$0	\$250	\$1,200
6300-6400 - Administrative Overhead	\$2,100	\$18,210	\$4,900	\$2,269	\$3,000	\$4,181	\$2,150	\$7,600
Subtotal	\$406,320	\$420,574	\$401,476	\$338,099	\$284,390	\$243,255	\$298,183	\$312,755
Combined Expenditures								
6100 - Personnel	\$14,304,852	\$13,895,690	\$13,733,885	\$13,343,154	\$13,537,287	\$13,191,106	\$14,290,849	\$14,218,734
6200 - Services & Charges	\$871,235	\$908,777	\$840,000	\$904,710	\$764,350	\$880,096	\$906,200	\$920,130
6300-6800 - Administrative Overhead	\$2,012,957	\$1,892,087	\$1,892,244	\$1,573,320	\$1,763,939	\$1,652,681	\$1,850,587	\$1,733,466
6000 - Payments for/benefit clients	\$8,857,266	\$10,108,177	\$10,064,471	\$10,539,908	\$11,516,187	\$10,687,194	\$11,157,301	\$11,711,488
Reserves	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0
Total Expenditures	\$26,046,310	\$26,804,731	\$26,530,600	\$26,361,092	\$27,681,763	\$26,411,077	\$28,204,937	\$28,583,818

Southwest Health and Human Services Budget	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS
HUMAN SERVICES	2017	2017	2018	2018	2019	2019	2020	2021
Category	Final	Actual	Final	Actual	Final	Actual	Final	Preliminary
REVENUE								
420 Income Maintenance / Child Support								
5400 - Federal	\$4,258,000	\$3,586,442	\$3,859,000	\$3,678,392	\$3,817,500	\$3,550,463	\$3,760,500	\$3,555,200
5200-5300 - State	\$1,065,400	\$804,960	\$944,857	\$908,405	\$966,846	\$1,082,470	\$984,286	\$968,117
5500-5900 - Other	\$768,701	\$687,596	\$648,330	\$800,909	\$678,168	\$998,594	\$832,542	\$923,900
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5000 - County Taxes	\$3,441,493	\$3,090,425	\$3,443,458	\$3,411,751	\$3,684,500	\$3,650,394	\$3,868,724	\$3,946,100
Subtotal	\$9,533,594	\$8,169,423	\$8,895,645	\$8,799,457	\$9,147,014	\$9,281,921	\$9,446,052	\$9,393,317
431 Social Services								
5400 - Federal	\$3,412,294	\$4,215,692	\$3,897,313	\$4,182,107	\$4,230,138	\$3,622,766	\$4,274,793	\$4,121,453
5200-5300 - State	\$3,919,879	\$4,318,824	\$4,508,658	\$4,357,689	\$4,389,577	\$4,434,987	\$4,389,409	\$4,606,222
5500-5900 - Other	\$2,764,200	\$2,462,966	\$2,509,070	\$2,692,070	\$2,727,213	\$2,468,668	\$2,549,804	\$2,770,750
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5000 - County Taxes	\$6,391,343	\$7,337,963	\$6,684,360	\$6,639,607	\$7,152,267	\$7,086,056	\$7,509,879	\$7,660,076
Subtotal	\$16,487,716	\$18,335,445	\$17,599,401	\$17,871,473	\$18,499,195	\$17,612,477	\$18,723,885	\$19,158,501
461 Information Systems								
5500-5900 - Participating Entities	\$25,000	\$38,291	\$35,554	\$51,524	\$35,554	\$33,136	\$35,000	\$32,000
Subtotal	\$25,000	\$38,291	\$35,554	\$51,524	\$35,554	\$33,136	\$35,000	\$32,000
Combined Revenues								
5400 - Federal	\$7,670,294	\$7,802,134	\$7,756,313	\$7,860,499	\$8,047,638	\$7,173,229	\$8,035,293	\$7,676,653
5300 - State	\$4,985,279	\$5,123,784	\$5,453,515	\$5,266,094	\$5,356,423	\$5,517,457	\$5,373,695	\$5,574,339
5500-5800 - Other	\$3,557,901	\$3,188,853	\$3,192,954	\$3,544,503	\$3,440,935	\$3,500,398	\$3,417,346	\$3,726,650
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5000 - County Taxes	\$9,832,836	\$10,428,388	\$10,127,818	\$10,051,358	\$10,836,767	\$10,736,450	\$11,378,603	\$11,606,176
Total Revenues	\$26,046,310	\$26,543,159	\$26,530,600	\$26,722,454	\$27,681,763	\$26,927,534	\$28,204,937	\$28,583,818
Summary								
Revenue	\$26,046,310	\$26,543,159	\$26,530,600	\$26,722,454	\$27,681,763	\$26,927,534	\$28,204,937	\$28,583,818
Expenditures	\$26,046,310	\$26,804,731	\$26,530,600	\$26,361,092	\$27,681,763	\$26,411,077	\$28,204,937	\$28,583,818
Difference	\$0	-\$261,572	\$0	-\$361,362.00	\$0	-\$516,457.00	\$0	\$0

**SOUTHWEST HEALTH AND HUMAN SERVICES
SOCIAL SERVICE POLICY NUMBER 25**

EFFECTIVE DATE: 03/16/11

REVISION DATE: ~~01/01/14, 04/08/10/01/2020~~14

AUTHORITY: Southwest Health and Human Services – Human Services Board

-MN Rule 25 9530.6600 - 9530.6655, 9530.7015 and 9530.7022

MN Statute 393.12 Fee for Social Services

MN Statute 256M.60 Duties of County Boards

MN Statute 169A.284 Chemical Dependency Assessment Charge

MN Statute 254B.04 Eligibility for Chemical Dependency Funded Services

MN Department of Human Services, Social Services Manual VIII-9000 fees for
Social Services

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---Consolidated Chemical Dependency Treatment Fund (CCDT-FUND) - RULE
25/COMPREHENSIVE ASSESSMENTS ---

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Section 1 - Purpose

- a. It is the goal of Southwest Health and Human Services (SWHHS) to provide an accurate and timely Rule 25/Comprehensive Assessment and Fee Schedule according to ~~DHS- Rule 25 and DHS Consolidated Fund Rule~~ ~~Rule~~.

MN Rules, Statutes and Manuals governing this program area.

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Section 2 - Procedure

- a. a. SWHHS will complete a chemical use assessment upon request or referral for residents of counties served by SWHHS. SWHHS must provide assessment services for consumers without regard to national origin, marital status, race, color religion, creed, disability, sex, or sexual orientation.

- b. The assessment must be done in a language the consumer understands.

- c. The instrument will be the Minnesota Department of Human Services Rule 25 Assessment tool or a tool approved by the Department of Human Services. SWHHS will provide an assessment interview within 20 calendar days from the date an appointment was requested for or by the consumer. The interview for clients who miss an appointment must occur within 20 calendar days of a subsequent request for an appointment. If the consumer misses the appointment the timeline starts again when the consumer makes another request. Within 10 calendar days after the initial assessment interview, SWHHS must complete the assessment, make determinations and authorize services if the consumer is eligible. If the consumer is in jail or prison, the

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**SOUTHWEST HEALTH AND HUMAN SERVICES
SOCIAL SERVICE POLICY NUMBER 25**

placing authority must complete the assessment and placement authorization. If the placing authority does not assess the client, the county where the consumer is held must assess the client and resolve any disputes. If 45 days have elapsed between the interview and initiation of services, SWHHS must update the Rule 25 assessment to determine whether the risk description has changed and if that change results in a change of planned services. This update does not require a face-to-face contact and may be based on information from the consumer, collateral or treatment provider. SWHHS must provide a new Rule 25 assessment if 6 months have passed since the most recent assessment or assessment update. SWHHS may accept an assessment completed from any other placing authority in order to meet the requirements of this part.

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db. SWHHS will provide a chemical use assessment for each person seeking treatment or for whom treatment is sought for substance use disorder before the person is placed in a treatment program. SWHHS will determine eligibility for treatment using the dimensions and information gathered from the consumer and collateral contacts.

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ee. For the consumer to have treatment paid by the CCDTF, the consumer must meet three requirements:

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- They must meet the financial eligibility requirements;
- They must meet the DSM criteria for substance abuse or dependence;
- AND they must have a need for treatment demonstrated by having a severity rating in the portal Dimension 4, 5, or 6 with a severity of 2 or more.
-

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df. Clients will be given SS#040 and SS#041 to read and sign as notice of their right to a second assessment and right to appeal.

g. The fee for all assessments is \$150.00, or if SWHHS uses a contracted provider to complete the assessment, the fee will be the contracted amount. The Assessment fee or insurance information will be collected from the client at the time of the Assessment and based on the client's ability to pay. Payment can be made in Cash, Credit Card, Money Order, or Personal Check.

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h. The fee shall be charged to the client, or if the client is a minor, the parent(s) will be charged. Payment is due the day of the assessment, or arrangements will be made to pay within 30 days. Regardless of Court ordered assessment status. The fee will be waived for individuals receiving Minnesota Families Investment Program (MFIP), General Assistance (GA), Minnesota Supplemental Aid (MSA) or Medical Assistance (MA), and those consumers who are eligible meet income guidelines for the Consolidated

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**SOUTHWEST HEALTH AND HUMAN SERVICES
SOCIAL SERVICE POLICY NUMBER 25**

Treatment Fund. The assessment fee may be waived for individuals who have no income and consideration will be given to other hardship situations.

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ei. Individuals who fail to keep their appointment without canceling at least 24 hours in advance will be charged an additional \$50.00 for each missed assessment appointment.

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fi. The assessor, under supervision of the social services supervisor, is authorized to waive any assessment fee. The assessment fee determination form, SS#127, will be signed by the client or responsible party prior to the assessment being administered. The assessment fee for court ordered assessments will not be waived for those that do not meet fee waiver criteria.

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k. CHIPS court ordered Child Protection requested assessment fees will be submitted to insurance. If no insurance then will be waived.

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gl. A case will be opened in SSIS for consumers who reside in the counties served by SWHHS. All worker time entered into SSIS, for the assessment, shall be in a client specific workgroup.

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Agency Forms Regarding This Policy:

SSA#040 - Appeal Notification for CD Assessment (Rule 25)

SSA#041 - Client's Right To a Second Assessment

~~SSA#123 - MN DPS Chemical Use Assessment Report~~

SSA#127 - Assessment Fee Determination

SSA#174 - Rule 25 Collateral Contact

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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	2029	16*	5*	268*	0	0	6	115	32	0	1
6/20	2013	20*	8*	269*	0	0	11	145	30	0	6
7/20		27*	6*	242*	0	0	3	144	55	33	9
8/20											
9/20											
10/20											
11/20											
12/20											
1/21											

*Includes telehealth visits

2021 Public Health Levy Funding

County	Population	2020 Per Capita	2020 Tax Levy	2021 Per Capita	Amount Change	Difference	% Change	2021 Tax Levy
Lyon	25,857	\$13.75	\$355,534	\$14.25	\$0.50	\$12,929	3.5%	\$368,462
Murray	8,725	\$13.75	\$119,969	\$14.25	\$0.50	\$4,363	3.5%	\$124,331
Redwood	16,059	\$13.75	\$220,811	\$14.25	\$0.50	\$8,030	3.5%	\$228,841
Lincoln	5,896	\$13.75	\$81,070	\$14.25	\$0.50	\$2,948	3.5%	\$84,018
Rock	9,687	\$13.75	\$133,196	\$14.25	\$0.50	\$4,844	3.5%	\$138,040
Pipestone	9,596	\$13.75	\$131,945	\$14.25	\$0.50	\$4,798	3.5%	\$136,743
Total	75,820		\$1,042,525			\$37,910	3.5%	\$1,080,435

Southwest Health and Human Services Budget	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS
HEALTH SERVICES	2017	2017	2018	2018	2019	2019	2020	2021
Category	Final	Actual	Final	Actual	Final	Actual	Final	Preliminary
EXPENDITURES								
481 Nursing								
6100 - Personnel	\$1,763,564	\$1,731,655	\$1,801,809	\$1,758,218	\$1,732,240	\$1,600,096	\$1,847,972	\$1,795,690
6200 - Services & Charges	\$249,363	\$241,717	\$263,296	\$270,112	\$195,145	\$169,714	\$176,359	\$171,961
6300-6400 - Administrative Overhead Costs	\$177,862	\$200,746	\$231,528	\$180,184	\$195,133	\$189,737	\$188,027	\$194,288
Subtotal	\$2,190,789	\$2,174,118	\$2,296,633	\$2,208,514	\$2,122,518	\$1,959,547	\$2,212,358	\$2,161,939
483 Health Education								
6100 - Personnel	\$479,760	\$367,379	\$387,172	\$338,516	\$365,789	\$333,557	\$384,321	\$377,908
6200 - Services & Charges	\$73,578	\$83,124	\$46,164	\$33,691	\$41,172	\$21,079	\$38,398	\$19,618
6300-6400 - Administrative Overhead Costs	\$141,620	\$271,544	\$159,832	\$136,727	\$160,647	\$147,327	\$153,887	\$173,015
Subtotal	\$694,958	\$722,047	\$593,168	\$508,934	\$567,608	\$501,963	\$576,606	\$570,541
485 Environmental Health								
6100 - Personnel	\$220,704	\$229,456	\$232,453	\$235,714	\$235,576	\$239,961	\$243,308	\$248,155
6200 - Services & Charges	\$19,955	\$9,041	\$13,200	\$6,683	\$4,100	\$5,887	\$4,105	\$6,805
6300-6400 - Administrative Overhead Costs	\$33,306	\$64,597	\$49,835	\$41,615	\$49,159	\$48,459	\$53,820	\$51,100
Subtotal	\$273,965	\$303,094	\$295,488	\$284,012	\$288,835	\$294,307	\$301,233	\$306,060
410 Administration								
6100 - Personnel	\$506,799	\$523,541	\$486,285	\$531,378	\$507,381	\$503,531	\$540,451	\$485,725
6200 - Services & Charges	\$71,400	\$48,669	\$63,900	\$50,035	\$52,710	\$48,241	\$50,038	\$53,500
6300-6800 - Administrative Overhead Costs	\$126,309	\$98,758	\$64,490	\$69,212	\$106,732	\$112,131	\$107,492	\$157,983
Reserves	\$0	\$0	\$0	\$0	\$10,000		\$0	\$0
Subtotal	\$704,508	\$670,968	\$614,675	\$650,625	\$676,823	\$663,903	\$697,981	\$697,208
Combined Expenditures								
6100 - Personnel	\$2,970,827	\$2,852,031	\$2,907,719	\$2,863,826	\$2,840,986	\$2,677,145	\$3,016,052	\$2,907,478
6200 - Services & Charges	\$414,296	\$382,551	\$386,560	\$360,521	\$293,127	\$244,921	\$268,900	\$251,884
6300-6800 - Administrative Overhead	\$479,097	\$635,645	\$505,685	\$427,738	\$521,671	\$497,654	\$503,226	\$576,386
Total Expenditures	\$3,864,220	\$3,870,227	\$3,799,964	\$3,652,085	\$3,655,784	\$3,419,720	\$3,788,178	\$3,735,748

Southwest Health and Human Services Budget HEALTH SERVICES Category	SWHHS 2017 Final	SWHHS 2017 Actual	SWHHS 2018 Final	SWHHS 2018 Actual	SWHHS 2019 Final	SWHHS 2019 Actual	SWHHS 2020 Final	SWHHS 2021 Preliminary
REVENUE								
481 Nursing								
5400 - Federal	\$1,058,204	\$933,908	\$1,075,768	\$954,973	\$962,203	\$920,078	\$928,100	\$922,947
5300 - State	\$578,350	\$464,233	\$575,516	\$540,483	\$558,527	\$513,096	\$507,642	\$513,692
5200 & 5500-5800 - Other	\$455,550	\$449,865	\$445,310	\$458,236	\$390,405	\$415,700	\$465,480	\$450,980
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$2,092,104	\$1,848,006	\$2,096,594	\$1,953,692	\$1,911,135	\$1,848,874	\$1,901,222	\$1,887,619
483 Health Education								
5400 - Federal	\$118,900	\$299,522	\$286,974	\$276,655	\$303,545	\$275,552	\$316,941	\$269,263
5200-5300 - State	\$486,843	\$394,869	\$224,631	\$255,323	\$226,690	\$234,886	\$226,960	\$224,631
5500-5800 - Other	\$18,600	-\$46,649	\$2,770	\$1,634	\$2,270	\$1,605	\$500	\$500
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$624,343	\$647,742	\$514,375	\$533,612	\$532,505	\$512,043	\$544,401	\$494,394
485 Environmental Health								
5400 - Federal	\$0	\$1,361	\$0	\$3,000	\$0	\$0	\$0	\$0
5300 - State	\$55,500	\$61,066	\$55,500	\$30,654	\$35,500	\$28,671	\$35,500	\$35,500
5100 & 5500-5800 - Other	\$201,850	\$194,112	\$193,500	\$187,186	\$194,900	\$200,544	\$198,400	\$180,400
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$257,350	\$256,539	\$249,000	\$220,840	\$230,400	\$229,215	\$233,900	\$215,900
410 Administration								
5400 - Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5300 - State	\$0	\$89,422	\$0	\$22,058	\$0	\$8,774	\$40,000	\$40,000
5500-5800 - Other	\$10,500	\$13,264	\$11,200	\$25,289	\$15,039	\$23,391	\$26,130	\$17,400
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5000 - County Taxes	\$879,923	\$879,923	\$928,795	\$928,753	\$966,705	\$966,705	\$1,042,525	\$1,080,435
Subtotal	\$890,423	\$982,609	\$939,995	\$976,100	\$981,744	\$998,870	\$1,108,655	\$1,137,835
Combined Revenues								
5400 - Federal	\$1,177,104	\$1,234,791	\$1,362,742	\$1,234,628	\$1,265,748	\$1,195,630	\$1,245,041	\$1,192,210
5300 - State	\$1,120,693	\$1,009,590	\$855,647	\$848,518	\$820,717	\$785,427	\$810,102	\$813,823
5500-5800 - Other	\$686,500	\$610,592	\$652,780	\$672,345	\$602,614	\$641,240	\$690,510	\$649,280
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5000 - County Taxes	\$879,923	\$879,923	\$928,795	\$928,753	\$966,705	\$966,705	\$1,042,525	\$1,080,435
Total Revenues	\$3,864,220	\$3,734,896	\$3,799,964	\$3,684,244	\$3,655,784	\$3,589,002	\$3,788,178	\$3,735,748
Summary								
Revenue	\$3,864,220	\$3,734,896	\$3,799,964	\$3,684,244	\$3,655,784	\$3,589,002	\$3,788,178	\$3,735,748
Expenditures	\$3,864,220	\$3,870,227	\$3,799,964	\$3,652,085	\$3,655,784	\$3,419,720	\$3,788,178	\$3,735,748
Difference	\$0	-\$135,331	\$0	-\$32,159	\$0	\$169,282	\$0	\$0

2020 CARES Act COVID Relief Financial Report

Total Claim

Budget Item	Est. Budget	(Mar-Jun)	(Jul)	(Aug)	(Sep)	(Oct)	(Nov)	Remaining
Salaries & Fringe	\$ 620,000.00	\$ 45,391.30	\$ 30,787.51					\$ 543,821.19
Essential Services	\$ 80,000.00	\$ -	\$ -					\$ 80,000.00
IT	\$ 10,000.00	\$ 5,587.27	\$ 3,391.89					\$ 1,020.84
Travel	\$ 5,000.00	\$ 1,208.43	\$ 292.10					\$ 3,499.47
Agency Prevention	\$ 10,000.00	\$ 3,701.11	\$ 3,680.07					\$ 2,618.82
Total	\$ 725,000.00	\$ 55,888.11	\$ 38,151.57					\$ 630,960.32

County Breakdown

County	Population	%	(Mar-Jun)	(Jul)	(Aug)	(Sep)	(Oct)	(Nov)	Total
Lincoln	5896	7.78%	\$ 4,346.03	\$ 2,966.79					\$ 7,312.82
Lyon	25857	34.10%	\$ 19,059.60	\$ 13,010.88					\$ 32,070.48
Murray	8725	11.51%	\$ 6,431.33	\$ 4,390.30					\$ 10,821.63
Pipestone	9596	12.66%	\$ 7,073.36	\$ 4,828.57					\$ 11,901.94
Redwood	16059	21.18%	\$ 11,837.34	\$ 8,080.67					\$ 19,918.01
Rock	9687	12.78%	\$ 7,140.44	\$ 4,874.36					\$ 12,014.80
Total	75820	100.00%	\$ 55,888.11	\$ 38,151.57					\$ 94,039.68



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: Position Information

Position Title: Adoption Social Worker Division/Unit: Social services

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

Desired hire date: ASAP FTE Requested: yes

*Attached additional sheets if necessary.

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

The purpose of this position is to coordinate adoptive placement and provide case management services to children who are wards of the Commissioner and legally free for adoption. The agency is required to find permanency for children whose parents have had their rights terminated. This worker also assists adoptive families work toward/achieve adoption.

2. Why are you recommending this position be authorized?

Adoption services are mandated and the state and federal government set timelines for adoptions to occur following a termination of parental rights. This position covers cases in all 6 counties. The agency had 2 full time adoption workers until one resigned in 2017; that position was not filled due to budget concerns. The agency is obligated to find permanent homes for children that are freed for adoption; if this position isn't filled, we will likely not be in compliance but more importantly, children will remain in foster care longer and will not have the benefit of having a permanent home. This worker recruits adoptive resources, including kin and family members, prepares the family and the child for the placement, and supports the family during and after the process. The adoption finalization process itself is also very technical and requires close attention to detail with paperwork such as court filings. We are required to regularly report to the court about our progress toward adoption and the courts hold us accountable in all cases.

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

During the interim, child protection workers and the supervisor are managing cases. This takes away from the time that child protection workers should be managing their own cases and addressing child protection concerns. These workers are not trained in adoption and we risk making errors, delaying the placement and finalization processes, and not adequately supporting families or preparing them long term.

There are currently 37 children on the adoption caseload.

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.](#)

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.

All of the children on this caseload receive targeted case management therefore revenue covers much of the salary. For example, with a caseload of 18 children, the revenue per month is approximately \$6800 per month. This position will also bring in revenue generated from random moments.

Annual: \$ 60,758-\$94,125 (salary, fica, pera and insurance)

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

Children will leave the foster care system and find permanency through adoption. The agency will reduce the number of children in foster care and reduce the out of home placement costs once finalization occurs.

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

Children would have a delayed adoption and families would not be prepared to parent these children.

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

The position supports the core mission of human services by providing safety, permanency, and well-being of children.

SECTION 3: Signatures

Completed by: Mandy Holzapfel Date: 8/3/2020

Division Director Signature: Cindy Nelson Date: 8/4/2020

Director Signature:  Date: 8.4.2020



SECTION 1: Process

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

SECTION 2: Position Information

Position Title: Intake Social Worker Division/Unit: Social services

New Position Replacement Permanent Temporary Promotion

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

Desired hire date: ASAP FTE Requested: yes

*Attached additional sheets if necessary.

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

The purpose of this position is to provide support for agency social services by administering a centralized intake system by utilizing the SSIS intake log. This position includes the organization of referrals for children’s social services, which includes child maltreatment reports for child protection, referrals for children’s mental health, minor parent, child welfare and the parent support outreach program. This position also carries a small adoption caseload to assist the adoption social worker and supervisor.

This position performs mandated on-call duties for the agency.

2. Why are you recommending this position be authorized?

Intake services are mandated by the state and federal government. There are strict timelines in entering and screening child protection intakes (under 24 hours) and also increased responsibility in order to gather the information needed to make an informed screening decision. This position is responsible to make collateral contacts on received intakes, use SSIS to search and request access to county and state detail on families, utilize the Minnesota Government Access site and maintain close working relationships with agency partners in all 6 SWHHS Office locations. This position becomes the expert in child maltreatment screening decisions and assists supervisors and unit in making these decision based on DHS guidance and MN Statute. This position is also familiar with other children’s social service programs and can direct clients/consumers to the appropriate service.

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

During the interim, children's social workers and the supervisor are taking intakes on a daily basis. This takes away from the time that children's workers should be managing their own cases. As stated above, there is a lot of detail that goes into taking reports from the mandated and non-mandated reporters. This includes SSIS county and state detail checks, collateral contacts, criminal background checks and checks with other states/county on history with a family.

In 2020 children's' centralized intake has taken approximately the following number of reports (as of August 2, 2020):
806 child protection reports
183 child welfare reports/referrals
73 children's mental health referrals
12 child waiver referrals
155 Parent Support Outreach Program referrals

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.](#)

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.

This position will carry a small caseload and generate some TCM dollars. The position is also partially funded through the child protection allocations.

Annual: \$60,758-\$94,125 (salary, fica, pera and insurance)

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

Consumers will have a positive first encounter making reports and referrals to the agency through a specialized and knowledgeable children's intake worker. Other staff will have more time to appropriately dedicate to TCM case management and waived services.

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

Delay and incomplete information gathered in reports and referrals. Delay in meeting the 24 hour screening timelines of child maltreatment reports. Decreased revenue in TCM due to other social workers covering this duty, as it is mandated by the state and federal government.

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

The position supports the core mission of human services by providing safety, permanency, and well-being of children and their families

SECTION 3: Signatures

Completed by: Mandy Holzapfel Date: 8/3/2020

Division Director Signature: Cindy Nelson Date: 8/4/2020

Director Signature:  Date: 8/4/2020



Position Request Form

SECTION 1: Process

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

SECTION 2: New Position Information

Position Title: Child Protection Worker (3)

Division/Unit: Social Services

New Position Replacement **Yes** Permanent **X** Temporary Promotion

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

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

*Attached additional sheets if necessary.

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

The primary purpose of this position is to provide child protection services and assessment/investigation of child maltreatment reports. Duties include case planning, referral for services, initiating court actions, ongoing court activities, coordinate and supervise placements, completion of relative searches, assessments of maltreatment reports, provide intake and on call, and other responsibilities related to protection of vulnerable children. These workers will be based out of various counties.

2. Why are you recommending this position be authorized?

The positions coming forward are not new positions, they are all positions that have been or will soon be vacated by current child protection workers. Recent internal openings have lead to child protection staff moving into different positions. We also have a verbal notice from a child protection worker, giving us notice that this person will be leaving within a few months. These positions would fill the vacant positions for this mandated service. These positions are needed to remain in compliance with state mandated caseload sizes and caps and to ensure adequate protective services are provided to children/families experiencing abuse and neglect.

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

Assessments and ongoing cases continue to be assigned to other workers within the unit and the child protection supervisors are carrying small caseloads. Case aides are assisting in many ways but meeting the demands of the positions require social workers to be assigned to complete most duties. We continue to have workers cover cases in counties other than their base location in order to balance case loads and meet requirements of state and federal rules.

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.

CP positions are funded through a combination of sources including targeted case management, random moments, state and federal revenue through the VCAA block grant, county levy, and the MN child protection allocation.

County Agency Social Worker CP - \$60,758 – \$94,125 (salary, fica, pera and insurance contribution)
Approximately half of the salary can be reimbursed through targeted case management starting upon the hiring date.

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?

Safety for children and permanency for children will be more likely

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

As caseloads continue to rise and with many of those cases becoming much more complicated, there is a risk to children's safety. If workers are not able to see children quickly and frequently, we are not able to assess their safety and address the concerns. Workers are struggling to meet the demands of the position and DHS continues to add to the expectations and our performance is monitored regularly.

Primarily, we want to serve at risk children and their families and best practice would be to see these families regularly. This will also add to fewer children needing out of home care or helping them to reunify more timely.

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

One of the core missions of the agency is to protect our most vulnerable and this position directly supports that mission by preventing abuse and promoting safety and well being of children.

SECTION 3: Signatures

Completed by: Cindy Nelson Date: _____

Division Director Signature: Cindy Nelson Date: 8-11-2020

Director Signature:  Date: 08.12.2020



Position Request Form

SECTION 1: Process

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

SECTION 2: New Position Information

New Position Title: Public Health Nurse

Division/Unit: Public Health

New Position Replacement Permanent Temporary Promotion

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

Desired hire date: immediate

FTE Requested: 1.0

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

The position will perform the grant duties for the Women, Infants, Children (WIC) and the Statewide Health Improvement Partnership (SHIP)

2. Why are you recommending this position be authorized?

Funds will be immediate return through the grants.

We currently have several open positions and are losing grant funds in other programs due to this. With COVID duties, there is no back-up in any program currently.

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. After analysis, we found if PHN positions are not replaced, it is a domino effect on all other programs. Often sacrificing services and programs that have the highest return on investment.

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 ____ %Other ____ %Grant _100%_

Salary \$65,959 - \$87,458 (salary, insurance, fica, pera)

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?

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: _____ Carol Biren _____ Date: _____

Division Director Signature: _____ **APPROVED** _____ Date: _____
By carol.biren at 12:56 pm, Aug 05, 2020

Director Signature: _____ **APPROVED** _____ Date: _____
By Beth Wilms at 2:38 pm, Aug 05, 2020

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 1**

EFFECTIVE DATE: 01/01/11

REVISION DATE: 01/01/21

AUTHORITY: Southwest Health and Human Services Joint Governing Board

- - -GENERAL PROVISIONS- - -

Section 1 - Adoption of Personnel Policies

- a. The Personnel Policies established and adopted for the Agency are set out in the following sections. Upon adoption of Personnel Policies by resolution of the Southwest Health and Human Services Governing Board, the Personnel Policies shall constitute and be referred to as the official "Personnel Policies" of Southwest Health and Human Services (SWHHS). The provisions hereof shall apply to all employees of the Agency except that, in case of any conflict between applicable statute or ordinance, the statute or ordinance shall prevail.
~~Responsibility and authority for implementation and administration of these Personnel Policies is vested in the Director.~~
- b. Any employee included in a collective bargaining agreement entered into in accordance with Public Employment Labor Relations Act, Minnesota Statutes Section 179A.01 to 179A.25, shall be exempt from any provision to this part which is inconsistent with such agreement.
- c. Nothing in the article is intended to modify or supersede any provision of the Veterans' Preference Act, Minnesota Statutes, Sections 197.455, 197.46.

Section 2 – Personnel Policies on Equal Employment Opportunities

- a. Except as otherwise provided by law, these Personnel Policies shall be applied without regard to race, color, age, creed, sex, national origin, physical handicap, political affiliation or religious convictions.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 1**

Section 3 – Disclaimer, Application, Amendments

- a. These Personnel Policies and any amendment thereto modifying or eliminating the same, shall be applicable to all present and future employees of the Agency, unless otherwise specified in the resolution adopting the amendment. Responsibility and authority for the implementation and administration of these Personnel Policies is vested in the Director through the Southwest Health and Human Services Governing Board, except as otherwise specifically provided herein.
- b. Nothing in these Personnel Policies is or is intended to be or shall be construed as a contract of employment between the Agency and any employee or person offered employment, or to grant a right to any such employee or person to be continued in the employment of the Agency, or to limit the right of the Agency to discharge any of its employees.
- c. The Southwest Health and Human Services Governing Board reserves the right to alter or eliminate any benefits and to revise the Personnel Policies at any time, with or without notice, as it sees fit, in its sole discretion. Any such alteration, elimination, or revision shall be applicable to current as well as future employees unless the Governing Board specifically states in the policy revision that it is not applicable to current employees or future employees.
- d. Amendments to these Personnel Policies may be proposed by the Director or any member of the Southwest Health and Human Services Governing Board. No part of this Personnel Policy may be changed or deleted without action by the Southwest Health and Human Services Governing Board.

Section 4 - Administrative Procedures

- a. The Director may issue administrative procedures for the purpose of enforcement, implementation, or clarification of these Personnel Policies. Such procedures shall be effective on the date specified and shall be placed on record. These Personnel Policies are open to public inspection during normal working hours. In case of a conflict between the Personnel Policies and any administrative procedures, the Personnel Policies shall prevail. The Southwest Health and Human Services Governing Board may, by resolution, repeal any administrative procedure.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 1**

Section 5 - Violation

- a. Violation of these Personnel Policies may result in disciplinary action.

Section 6 – Grievance

- a. It is the policy of SWHHS to prevent the occurrence of grievances insofar as practicable and to provide an orderly, efficient and timely procedure for dealing with those which do occur. A grievance is defined as a dispute or disagreement regarding the interpretation or application of SWHHS policy and/or procedure.

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- b. Exclusions:

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- 1. An employee who has the right to commence a grievance proceeding under the provisions of a bargaining agreement is precluded from grieving the same issue under these rules.

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- 2. Eligible, honorably discharged veterans shall be accorded statutory hearing rights pursuant to the Veterans Preference Act with respect to removal from positions (dismissal, suspension without pay of thirty days or more, demotion involuntary transfer) rather than the proceeding under this Section. However, other disciplinary/corrective actions, which are not subject to the Veterans Preference Act, such as shorter suspensions, reprimands and notices of deficiencies, are subject to the grievance procedure.

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These rules shall not be construed as creating a second opportunity to litigate/contest

an

issue, which has already been, or has the right to be, litigated in any other administrative or judicial proceeding.

- c. Presentation of Grievance

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- 1. Step 1. An employee shall present a grievance to his/her supervisor within five (5) working days after the event giving rise to the grievance. The supervisor and employee shall attempt to resolve the grievance through informal discussions. If the grievance is not resolved through informal discussions, the employee shall present a written grievance to the supervisor. A written grievance shall be presented by the employee to the immediate supervisor within ten- (10) working days after the occurrence of the event giving rise to the grievance. The

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 1**

supervisor shall give a written answer within twenty (20) working days after such presentation. In instances where the organizational structure does not provide a level of supervision between the Director and the employee, grievances shall be presented directly to the Director as set forth in Step II

2. **Step II.** If the grievance is not satisfactorily resolved at Step I, and the employee wishes to appeal the grievance through the formal steps in the grievance procedure, it shall be referred in writing to the Director or designee within five (5) working days after the designated immediate supervisor's answer. The grievance appeal shall be initiated by means of the written grievance to be signed by the employee. The written grievance shall set forth the nature of the grievance, the facts on which the grievance is based and the action requested. The grievance shall be submitted to the Director or his/her designee. The Director shall discuss the grievance within five (5) working days with the employee and the employee's representative, if any, at a time mutually agreeable to the parties. If the grievance is resolved as a result of such meeting, the settlement shall be reduced to writing and signed by the Director or designee and the employee, including the employee's representative, if any. If no settlement is reached, the Director or designee shall give written answer to the employee within ten- (10) working days following their meeting.

Where the immediate supervisor is also the Director, the employee stating a grievance may file his/her original complaint under this step.

3. **Step III.** Appeal to the SWHHS Personnel Committee

If not resolved at Step I or II, the employee (complainant) shall set forth in writing the nature of the complaint, the facts on which it is based, the provision(s) of the policy or rules allegedly violated, the reason(s) the Step II decision was not acceptable and the remedy requested. Attached to the Step III grievance shall be the Step II grievance and the Director's response, along with any related documents.

The grievance appeal shall be presented to the SWHHS Personnel Committee. If the grievance cannot be resolved, the Personnel Committee will make recommendation in writing to the SWHHS Board at its next regularly scheduled meeting.

4. **Step IV.** Appeal Hearing Before the SWHHS Joint Governing Board

The Board shall schedule a public or private hearing, consistent with the

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**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 1**

requirements of the Open Meeting Law and Minnesota Government Data Practices Act, within thirty days (30) of, or as soon thereafter as practical following receipt and review of the Step III appeal.

The hearing shall be conducted by the chairperson of the Board in their absence, the vice-chairperson. A quorum of the Board shall be sufficient to hold the hearing and render a decision. The decision of the Board may uphold, reverse, or modify the action being appealed.

Technical rules of evidence shall not apply. All relevant evidence may be introduced into the record. A party may be represented by legal counsel throughout the proceedings. A party shall be allowed to argue the case, give testimony, present evidence, and cross-examine the other party's witnesses. All oral testimony shall be under oath or affirmation. Appellant shall go first and shall have the burden of proving the facts of the issue, unless specified otherwise by statute or regulation. A party may present written argument. The hearing shall be recorded.

After the close of the hearing, the Board shall make its decision within thirty- (30) days. The written decision shall include the reason for it and the facts relied on in making it. The decision shall be mailed to Director affected employee(s) and legal representatives of the same by certified mail. A copy of the decision shall be placed in the employee's personnel file.

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**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 9**

EFFECTIVE DATE: 11/16/11

REVISION DATE: 10/19/16; 01/01/21

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- ANNOUNCEMENT AND RECRUITMENT FOR STAFF VACANCIES ---

Section 1 - Purpose

- a. Southwest Health and Human Services' leadership position in the business community demands that recruitment and hiring be consistent with our affirmative action policy and be conducted in an aggressive manner to attract top-caliber individuals to fill positions at all levels of the organization.
- b. Some positions may be filled by employee transfers or promotions. Others will be assigned to new employees who are recruited by the agency, ~~or apply directly to Merit System.~~

Section 2 - Announcements

- a. As positions become available within the agency, prior to outside recruitment, current employees who apply shall be given consideration for transfer or promotion ~~if they are on the Merit System register or have tested for the open position.~~ ~~As it is in the agency's best interest to fill open positions without unnecessary delay, it is not practical to allow time for current employees to test.~~ Job vacancies within the agency will be posted within the agency for five (5) work days prior to being advertised publicly. Employees must submit a written request using AG#098 and AG#062A for consideration to Human Resources. Interested employees may submit application for position after the Board approves the position, prior to the posting date. The agency shall have the discretion to determine whether or not to seek outside applicants.
- b. ~~Due to the length of time involved in testing for positions, it is important that any current employee who wishes to apply for future openings within the agency position themselves so that they are on an eligible register or have taken the test at the time an opening occurs. Employees should complete the Merit System application and testing process for any positions for which they may have an interest. Then, when positions become available, they can be filled as quickly as possible from existing registers. Merit System has many positions that are continuously open for application and employees can remain on registers for one year.~~

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 9**

- b.e. Current openings of all agency positions will be posted on agency bulletin boards for five (5) working days within the organization prior to being advertized publically. The posting will give job title, department, job functions, and qualifications. Use form AG#078 for posting.

- c.d. After the internal posting period has expired and, if in the judgment of the hiring supervisor, it appears that the needs of the agency may be best met by hiring externally, then the recruitment phase will begin.

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Section 3 - Recruitment

- a. Recruitment may be conducted through Merit System register, current registers, advertising, employment agencies, schools, employee referrals, or technical and trade referrals. Managers should discuss with Human Resources the most appropriate method of recruitment for filling departmental positions. All recruitment shall be conducted in an ethical, professional, and non-discriminatory manner.

- b. Registers will be maintained for each job classification. Applicants will remain on registers for a one (1) year period.

- c. When a vacancy occurs, Human Resources will pull the register to determine if there is an adequate applicant pool. If not, recruitment efforts will begin.

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Agency Forms Regarding This Policy:

AG#078 - Internal Announcement of Staff Vacancies

AG#098 - Internal Application Form

AG#062A – Application for Classified Personnel ~~Positions~~ Positions

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 11**

EFFECTIVE DATE: 11/16/11

REVISION DATE: 01/01/2021

AUTHORITY: Southwest Health and Human Services Joint Governing Board

~~— Minnesota Merit System Manual~~

--- CODE OF ETHICS ---

Section 1 - Purpose

- a. Establishes guidelines for ethical standards of conduct which shall govern employees of agencies in the performance of business and the duties of their respective jobs. These guidelines are intended to provide positive direction to employees in order to prevent potential conflicts of interest.

Section 2 - Other Statutes and Rules

- a. Certain statutes and rules cover prohibited activities of public employees. These include, but are not limited to Minnesota Statutes regarding Conflicts of Interest; Representation Disclosure; Public Employees Not to Purchase Merchandise from Government Agencies, Exceptions, Penalty; Airline Travel Credit; Officials Not to Be Interested in Contracts; Public Officers, Interest in Contract, Penalty; Certain Gifts by Interested Persons Prohibited; Misconduct of Public Officer or Employee; Punishment for Prohibited Acts; Political Activity; Prohibition Against Other Employment.

Note: Nothing in this personnel policy shall be interpreted to apply to activity which is protected by the Public Employee Labor Relations Act and collective bargaining agreements and practices thereunder.

Section 3 - Definitions

- a. *Anything of value* - Money, real or personal property, a permit or license, a favor, a service, forgiveness of a loan or promise of future employment. It does not mean reasonable compensation or expenses paid to an employee by the county for work performed.
- b. *Business* - Any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, or any other legal entity that engages in either non-profit or profit-making activities.
- c. *Confidential information* - Any information obtained under government authority which has not become part of the body of public information and which, if released prematurely or in nonsummary form, may provide unfair economic advantage or

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 11**

adversely affect the competitive position of an individual or a business.

- d. *Conflict of interest* - Incongruity between one's obligation to the public good and one's private self-interest; financial or material interests incompatible with independence of judgment or action in the performance of official duties.
- e. *Employee* - All employees including the agency director.
- f. *Gifts of nominal value* - Having value "in name only" with minimal or no retail or market value.
- g. *Outside employment* - Any employment or contractual relationship for which pay or other direct or indirect compensation is received from a source other than the county.
- h. *Own time* - An employee's time outside of work hours including the time before or after formal work hours each day, approved compensatory time off, annual leave, holidays not otherwise assigned as work days, and leave without pay.
- i. *Perception of a conflict of interest* - A situation which reasonable appears to others to be a conflict of interest although the situation in and of itself may not necessarily be a conflict of interest.
- j. *Private interest* - Any interest, including but not limited to a financial interest, which pertains to a person or business whereby the person or business would gain a benefit, privilege, exemption or advantage from the action of the employee that is not available to the general public.

Section 4 - Conflict of Interest

- a. Statement of Policy

No employee shall engage in any act which is in conflict, or creates an appearance of impropriety of conflict with the performance of official duties. When an employee believes the potential for a conflict of interest exists, it is the employee's responsibility to avoid the situation. Employees must notify their supervisor if a conflict of interest or perception of a conflict of interest situation exists or may exist. Employees who knowingly fail to avoid or disclose a potential, perceived or actual conflict of interest situation are subject to disciplinary action in addition to any criminal penalty that may be involved.

- It is the employee's responsibility to avoid situations in which a conflict of

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 11**

interest or a perception of a conflict in interest exists. The employee should seek the advice of his or her supervisor in determination of whether a conflict or perception of a conflict of interest exists.

- If an actual or possible conflict of interest situation exists or if the perception of a conflict of interest exists, the employee must immediately inform his or her supervisor or agency director.
- It is the responsibility of the employee's supervisor or agency director to review or investigate the situation and to inform the Southwest Health and Human Services Governing Board.
- With final approval of the Southwest Health and Human Services Governing Board, the employee's supervisor and the agency director shall be responsible for the resolution of the conflict of interest.

b. Nepotism

No supervisor or appointed Southwest Health and Human Services official shall participate in or vote on decisions related to hiring, retention, promotion or determination of the salary level of a member of his or her immediate family. No appointed official or employee shall have supervisory responsibilities for matters pertaining to audits, financial records, payroll, purchasing or inventory of goods and supplies for an immediate subordinate or individual/business that is a member of their immediate family.

The foregoing restrictions do not preclude consideration of a relative of an appointed official or supervisor for Southwest Health and Human Services employment except as specifically restricted herein. Evidence should be available demonstrating that procedures of the personnel policies were followed during the selections process and that the most qualified person was selected.

Immediate family shall be interpreted being the following: wife, husband, significant other living in the immediate household, children, parents, grandchildren, grandparents, brothers, sisters, nephews, nieces, aunts, uncles, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law and parents-in-law.

Section 5 - General Standards of Conduct

a. Acceptance of Gifts or Favors

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 11**

An employee shall not directly or indirectly receive or agree to receive any compensation, gift, reward, gratuity, payment of expense, or promise of future employment or other future benefit from any source except the agency of employment, for any matter or proceeding connected with or related to the duties of the employee. However, reasonable exceptions are permitted. Employees may accept:

- gifts of nominal value;
- plaques or similar mementos recognizing individual services in a field of specialty or to a charitable cause;
- reimbursement of actual expenses incurred for lodging, mileage, meals, and other travel related expenses that are not reimbursed by the agency but which have been approved in advance by the employee's supervisor as part of the work assignment. This includes food or refreshment provided at a meeting, conference, or other event as a normal courtesy to all attendees incidental to the performance of official duty;
- honoraria or expenses paid for papers, talks, demonstrations, or appearances made by employees on their own time for which they are not compensated by the agency.

b. Use of Confidential Information

An employee shall not use confidential information to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.

c. Use of Property

An employee shall not use or allow the use of agency time, supplies, or agency owned or leased property or equipment for the employee's private interest or any other use not in the interest of the agency, except as provided by law.

d. Cell Phones

If an employee is issued a cell phone, each month they will be expected to highlight personal calls on the monthly bill. The employee will be required to timely reimburse the agency for the cost of the personal call, and will be charged a pro rata share of the monthly charge.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 11**

e. Private Gain or Advantage

An employee may not use for private gain or advantage agency time, facilities, equipment, supplies, badge, uniform, or prestige or influence of agency office or employment.

An employee may not use the employee's official position to secure personal benefits, privileges, exemptions, or advantages which are different from those available to the general public. The employee shall not secure benefits, privileges, exemptions, or advantages for members of the employee's immediate family, or an organization with which the employee is associated. NOTE: This is not intended to apply to: a) special discount or offers made generically to "government employees" (e.g., a credit card application received in the mail) or group discounts as contractually or specifically arranged by the agency for its employees (e.g., a health club discount) unless the employee's work responsibilities are the licensing, inspection, review, audit, or enforcement of the entity involved.

An employee shall not have financial interest in any sale to the agency of any goods or services when such financial interest was received with prior knowledge that the agency intended to purchase the property, goods, or services.

An employee shall not participate in the capacity of an agency employee, in the issuing of a purchase order or contract in which the employee has a private financial interest, direct or indirect, or an employee shall not perform in regard to such contract some function requiring the exercise of discretion on behalf of the agency.

An employee may not have a personal or financial interest in any legislation, policy or rule coming before the Southwest Health and Human Services Governing Board and participate in a discussion with or give an official opinion to the Southwest Health and Human Services Governing Board unless the employee discloses on the record of the Southwest Health and Human Services Governing Board the nature and extent of such interest.

f. Additional Payment for Agency Work

An employee may not request, receive, or accept any money or anything of value from anyone other than the agency for the performance of an act which the employee would be required or expected to perform in the regular course of hours of agency employment or as part of the duties as an employee.

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g. Acting as Agent or Attorney

An employee shall not take action as an agent or attorney in any action or matter pending before the Southwest Health and Human Services Governing Board except in the proper discharge of official duties or on the employee's own behalf or as the duly authorized agency (e.g., steward, local officer) of the employee's exclusive representative.

h. Outside Employment

An employee may not engage in, accept employment from, or render services for private interests for any compensation or consideration having monetary value when such employment or service is incompatible with the proper discharge or official duties or would tend to impair independence of judgment or action in performance of official duties. An employee's outside employment may not compromise the agency's interest or adversely affect the employee's job performance or ability to fulfill all the responsibilities to the agency. An employee's outside employment cannot be used as an excuse for substandard job performance, absenteeism, tardiness, leaving early, refusal to travel or to work overtime or different hours.

While employed by the agency, the employee shall not have outside employment in a business which is subject to the direct or indirect control, inspection, review, audit, or enforcement by the employee. The employee shall not perform an act in other than their official capacity which may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement by the employee. *(This is not intended to include actions outside of agency employment when at the time of the action, the employee's duties have no direct or indirect control, inspection, review, audit, or enforcement relationship to the action, but which later do as a result of a change in the employee's job duties.)*

An employee may not solicit customers or business for their outside employment while on agency time or in relation to their agency duties. This includes verbal solicitations, advertising solicitations, business card distribution, or advertising or soliciting on e-mail or agency Internet connections.

Section 6 - Political Activity

a. Solicitation of Contributions for Political Parties or Candidates

An employee is free on his or her own time and away from any office of the agency to participate in all political activities and to openly express his or her views concerning

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candidates or issues. An employee shall refrain from any political activities which interfere with the performance of the employee's normal duties. Any employee whose position is funded in whole or in part by federal funds shall be subject to the provisions of the Hatch Act, 5 U.S.C. Section 1501 et seq., as amended.

An employee shall not be required to make contributions to a political party, to an elected official or to a candidate. The refusal to make such a contribution shall not be used to penalize the employee in any way. An employee, while on agency time or on agency property, shall not solicit any such contribution from any other employee or citizens.

b. Exclusions

Nothing in these personnel policies shall be construed to prevent any employee from becoming or continuing to be a member of a political organization or to interfere with his or her right to vote.

All prohibitions of political activity provided in the Federal Hatch Act and Minnesota Rules, part 9575.0080, apply to employees. An employee may be allowed to lobby Congress or the state legislature on issues affecting the agency if approved by the Southwest Health and Human Services Governing Board.

Section 7 – Organization Membership Limits

- a. No employee of Southwest Health and Human Services shall serve as a voting member of any board or organization that contracts directly with this agency. An employee may serve as a non-voting participant.
- b. Any employee representing the agency on a board or task force shall be reimbursed for expenses incurred and time will be considered work time. Approval to serve on a board or task force will be obtained by making a written request to the director.

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EFFECTIVE DATE: 05/18/11

REVISION DATE: 08/20/15; 05/16/18; 01/01/21

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION ---

Section 1 – Purpose

- a. Southwest Health and Human Services (SWHHS) embraces the concept of equal employment opportunity and is firmly committed to compliance with all applicable federal and state laws, executive orders, and administrative regulations regarding this concept. The policies have been drafted and will be enforced without regard to race, color, creed, religion, sex, national origin, veteran status, public assistance status, age, disability, marital status, arrest or conviction records, except in the instance of a bona fide occupational qualification necessary for proper and efficient government operations. In all instances, proper regard shall be provided for applicants and employees' privacy and constitutional rights as citizens under Federal and Minnesota statute
- b. The purpose of these Guidelines is to establish minimum affirmative action and equal employment opportunity standards, and provide consistent framework with regard to equal employment opportunity and affirmative action SWHHS. It is the policy of SWHHS to conduct all employment practices without regard to race, color, political affiliation, creed, religion, national origin, disability, age, marital status, status with regard to public assistance, sex, membership or activity in a local commission, or sexual orientation. Equal employment opportunity under this policy includes, but is not limited to the following: recruitment, examination, appointment, tenure, compensation, classifications, promotion, or other activities in accordance with applicable federal, state, and local laws and regulations.
- c. A program of affirmative action will be maintained to eliminate barriers to equal employment opportunity and to encourage the employment and advancement of qualified females, minorities and individuals with disabilities when these groups are underrepresented in SWHHS's workforces in any job category.
- d. The Agency Director, Human Resources and supervisions have the overall responsibility for implementing SWHHS's equal employment opportunity and affirmative action guidelines throughout that agency, including establishing specific internal procedures that minimally meet the standards provided by this policy.

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Section 2 – Scope of Guidelines

- a. Any Minnesota county human services shall create an affirmative action plan and have it approved by the Minnesota Department of Human Rights, which will issue a certificate of compliance for approved plans.
- b. The affirmative action plan, which must contain the following:
 - A policy defining and prohibiting discriminatory harassment, including sexual harassment;
 - An internal discrimination complaint policy and procedure that includes notification to Minnesota Department of Human Services (DHS) Equal Opportunity and Access division (EOAD) of complaints that are brought, and their resolution;
 - Provision for appointment of a person to serve as liaison between and DHS EOAD, and to have responsibility for implementation of the guidelines within the agency;
 - Provision of the notification of DHS EOAD of periodic hiring goals established by SWHHS; and
 - Provision for compliance with the Americans with Disabilities Act (ADA), Title I, which prohibits discrimination against disabled employees or job applicants.
- c. Minnesota state law does not require that Minnesota counties and political subdivisions have an affirmative action plan certified by the Minnesota Department of Human Rights in order to receive any state funds or engage in contracting with the state. Nevertheless, this does not exempt from the requirement, as indicated above.

Section 3 – Prohibition of Discriminatory Treatment

- a. SWHHS shall provide a work environment free of any form of unlawful discriminatory treatment, including harassment.
- b. Authority:
 - United States Civil Rights Act of 1964, Title VII
 - United States Equal Pay Act of 1963
 - United States Age Discrimination in Employment Act of 1967

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- United State Rehabilitation Act of 1973, Section 504
- Americans with Disabilities Act of 1990, Title I
- Americans with Disabilities Act Amendments Act of 2008
- United States Civil Rights Act of 1991
- Genetic Information Nondiscrimination Act of 2008, Title II
- Minnesota Human Rights Act

Section 4 – Discrimination Complaint Handling

- a. While employees of SWHHS have the right to file discrimination complaints with the Minnesota Department of Human Rights or other enforcement agencies at any time, complainants are urged to seek out internal administrative remedies first.
- b. Anyone bringing an employment discrimination complaint shall do so without fear of reprisal, coercion, or intimidation.
- c. Discrimination complaints and relevant investigative data and findings will all be handled in accordance with provisions of the Minnesota Data Practices Act, and the ADA, Title I.
- d. The discrimination complaint handling process will minimally include:
 - A method to resolve both formal and informal complaints,
 - Notification of DHS (EOAD) and
 - A timely response to all complaints.
- e. Authority:
 - United States Civil Rights Act of 1964, Title VII
 - United States Equal Pay Act of 1963
 - United States Age Discrimination in Employment Act of 1967
 - United States Rehabilitation Act of 1973, Section 504
 - Americans with Disabilities Act of 1990, Title I
 - Americans with Disabilities Act Amendments Act of 2008
 - United States Civil Rights Act of 1991
 - The Minnesota Human Rights Act
 - The Minnesota Data Practices Act
 - Genetic Information Nondiscrimination Act of 2008, Title II

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Section 5 – Prohibition of Discrimination against Individuals with Disabilities

- a. SWHHS shall provide a work environment free of any form of unlawful discrimination. This includes removing barriers to application of employment and ensuring that qualified employees with disabilities are not discriminated against.
- b. ADA regulations make clear that employers, including all state and local governments, must comply with the employment provisions of Title I. The ADA prohibits discrimination against an otherwise qualified individual with a disability with regard to the following:
 - Job application procedures, including recruitment and advertising;
 - Hiring, firing, and advancement; and
 - Compensation, training, and other terms, conditions, and privileges of employment such as tenure, layoff, leave, and employee benefits.
- c. **Reasonable Accommodations:** If a person is qualified to perform the essential functions of a job except for limitations caused by a disability, the employer must consider whether or not that person could perform those functions with a reasonable accommodation.
 - An employer is required to accommodate a known disability of a qualified applicant or employee unless it would impose an undue hardship. Accommodations are determined by the specifics of the situation and provided on an individual basis.
- d. **Interactive Process:** The action to accommodate is generally triggered by a request from an applicant or employee with a disability. However, in certain instances, an employer has an obligation to make inquiries about an individual's need for an accommodation. For example, when an employer observes that an applicant or employee has a disability that may prevent him or her from understanding the need to request an accommodation, the employer should initiate discussion about the possible need for accommodation. If the individual with a disability cannot suggest an appropriate accommodation in such circumstances, the employer should work with the individual to identify an effective accommodation.
- e. **Undue Hardship:** Deciding whether a request for a reasonable accommodation creates an undue hardship is determined on a case by case basis. If it is determined that a specific proposed or requested accommodation would impose an undue hardship on an employer, the employer is still obligated to identify another accommodation that would not impose a hardship. As long as an accommodation provides the person with the disability an equal opportunity to perform the essential function of the job, and enjoy the benefits and privileges of employment that other employees have access to, the accommodation need not be the

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best accommodation available, nor must it be the accommodation desired by the individual with a disability.

- f. **Threat to health and safety of others:** If an employer believes that an employee or applicant with a disability would constitute a direct threat to the health or safety of self and others, and that a reasonable accommodation to the person's disability would not eliminate the threat, the employer may determine the individual is not or is no longer qualified to perform the duties of their job. Such a determination must be based on objective facts, and must be specific to the situation and the individual, and cannot be based on speculation or the remote possibility of a threat or risk to the safety of others.
- g. For a more detailed explanation of your obligations and responsibilities under the ADA, contact the United States Equal Employment Opportunity Commission (EEOC), or the United States Department of Justice's Civil Rights Division. Numerous publications explaining the ADA and its requirements are available from these agencies, and are online at their websites. You may also request technical assistance from the Minnesota DHS (EOAD), and from the Minnesota Department of Human Rights. Contact information for all of these agencies is included in Appendix III of these guidelines.
- h. **Authority:**
 - United States Rehabilitation Act of 1973, Section 504
 - Americans with Disabilities Act of 1990, Title I
 - Americans with Disabilities Act Amendments Act of 2008
 - Minnesota Human Rights Act

Section 6 – Prohibition of Sexual Harassment

- a. SWHHS shall provide a work environment free of any form of sexual harassment. Sexual harassment is a form of sex discrimination and is covered under the same statutes as any kind of discriminatory treatment.
- b. It is unlawful to harass a person (an applicant or employee) because of that person's sex. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
- c. Sexual harassment can also include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. The harasser

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can be either a woman or a man, as can the victim. Same-sex sexual harassment is prohibited as is opposite-sex harassment.

- d. Although the law does not prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment action (such as the victim being fired or demoted, or involving employee's placement on administrative leave, deprivation of ability to take promotional exam, and loss of pay and opportunities for investigative or other job experience).
- e. The harasser can be the victim's supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or contractor.
- f. Authority:
 - Civil Rights Act of 1964, Title VII
 - Minnesota Human Rights Act

Section 7 – Affirmative Action in Appointment and Selection Decisions

- a. SWHHS shall act affirmatively to recruit and hire a diverse workforce. When a vacancy occurs in a job group where a disparity exists, agencies shall utilize affirmative recruitment and hiring strategies to attempt to meet the workforce disparity.
- b. Authority:
 - Minnesota Statutes, section 256.012, subdivision 1

Section 8 – Responsibilities, Duties, and Accountabilities

- a. Equal Opportunity and Access division at the Minnesota DHS

1. Responsibilities

Equal Opportunity and Access division has oversight responsibility for and authority to monitor the SWHHS employment opportunity and affirmative action efforts in order to ensure compliance with federal and state laws.

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2. Duties

To monitor implementation of SWHHS's required affirmative action plans and their compliance with equal opportunity and affirmative action guidelines. To provide technical assistance, as requested, to SWHHS in the implementation of their affirmative action plans.

3. Accountability

To the Commissioner or designee of the Minnesota DHS

b. Southwest Health and Human Services (SWHHS)

1. Responsibilities

SWHHS's agency director, deputy director and human resources department has responsibility for ensuring the overall implementation of the agency's affirmative action and equal employment opportunity policies; and for compliance with fair employment practices; and with federal and state laws.

2. Duties

- Communicate and demonstrate a commitment to the agency's affirmative action and equal employment opportunity policies and to the affirmative action guidelines.
- Set numerical hiring goals and develop action steps and timetables for recruiting and hiring women and minorities. Ensure that the agency actively recruits applicants with disabilities and provides equal employment opportunities.
- Notify DHS Equal Opportunity and Access division in January of each year of the agency's progress and of activities engaged in to achieve affirmative action hiring goals during the reporting period.
- Resolve internal complaints of discrimination, and notify DHS Equal Opportunity and Access division in January of each year of all discrimination complaints brought by employees of the agency during the reporting period.
- Inform hiring supervisors of equal opportunity and affirmative action guidelines and encourage them to act affirmatively whenever an opportunity exists to hire a qualified protected group applicant into a job category where a disparity exists.
- Ensure that information about equal employment opportunity and affirmative action is disseminated to all employees in the agency.

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- Ensure that the workplace is free of discrimination.
- Designate a liaison to DHS Equal Opportunity and Access division and ensure that the liaison has the necessary information and knowledge to carry out the duties required of the liaison. The director will consult at least quarterly with the Affirmative Action and Equal Employment Opportunity (AA EEO) liaison for the purpose of reviewing the status of equal employment opportunities and affirmative action needs in the agency, including any discrimination complaint activity.

3. Accountability

To the SWHHS Joint Governing Board.

Section 9 – SWHHS Affirmative Action Liaison and Designee

a. Responsibilities

SWHHS's agency affirmative action liaison or designee has responsibility for ensuring compliance with equal employment opportunity and affirmative action guidelines on a daily basis. The liaison will act in an advisory capacity to the agency director with regard to equal employment opportunities and affirmative action. The liaison will monitor the agency's affirmative action and equal employment opportunity efforts to ensure compliance with federal and state laws and with rules. SWHHS Affirmative Action Liaison shall be the Deputy Director.

b. Duties

- Develop an equal employment opportunity and affirmative action policy statement and an affirmative action plan consistent with those policies.
- Implement the affirmative action plan, including:
 - The internal and external distribution of the agency's EEO and AA policies and the affirmative action plan;
 - The establishment of affirmative action hiring goals, action steps, and timetables;
 - The active recruitment and employment of protected group applicants; and
 - The recruitment and utilization of businesses owned by protected group members.
- Conduct and/or coordinate employee training on and orientation to the agency's EEO/AA policies and plan.

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- Ensure that agency managers and superiors understand their responsibilities to take action to prevent the harassment of employees and applicants for employment.
- Ensure that minority, female, and employees with disabilities are provided equal opportunity in attending agency sponsored training and activities, and in benefit plans, pay, and other work related activities and conditions.
- Implement and maintain equal employment opportunity auditing, reporting, and record-keeping systems as a means of gauging the effectiveness of the agency's affirmative action efforts, and of determining whether or not affirmative hiring goals have been attained.
- Actively liaise with DHS EOAD and with other relevant governmental enforcement agencies, as appropriate.
- Coordinate agency and employee support of community programs that may lead to equitable employment of women, minorities, and individuals with disabilities.

c. Accountability

To the SWHHS director.

Section 10 – SWHHS Managers and Supervisors

a. Responsibilities

SWHHS managers and supervisors have responsibility for ensuring compliance with the agency's equal employment opportunity and affirmative action guidelines and fair treatment of all agency employees.

b. Duties

- Assist the agency's EEO/AA liaison with identifying and resolving problems related to equal employment opportunity and with eliminating barriers which inhibit or prevent equal employment opportunity and/or affirmative action.
- Consider qualified protected group members and where possible act affirmatively in hiring and promoting staff.
- Communicate and demonstrate a personal commitment to the agency's EEO/AA policies and affirmative action guidelines.
- Make recruitment recommendations to the EEO/AA liaison and assist the liaison with special recruitment projects.

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- Ensure that all employees under your supervision receive and annual orientation to the agency's affirmative action plan and equal employment opportunity policies.
- Identify, document, and address training needs related to equal employment opportunity and affirmative action.

c. **Accountability**

To the SWHHS director.

Section 11 –SWHHS Employees

a. **Responsibilities**

SWHHS employees at all levels shall be responsible for conducting themselves in accordance with state and federal laws by refraining from any actions which would interfere with any employee's work performance with respect to that person's race, creed, color, sex, national origin, age, marital status, disability, sexual orientation, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions or affiliations. Employees who believe they have been subjected to unlawful discrimination are encouraged to utilize the agency's discrimination complaint procedure.

Each employee has the responsibility to become familiar with the equal employment opportunity and affirmative action guidelines and the agencies' policies on non-discrimination and the prevention of sexual and general harassment.

b. **Accountability**

SWHHS's director, management, and supervisors.

Section 12 – Affirmative Action Guidelines

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a. Dissemination of information

- Internal Dissemination of Information

The ADA requires employers to post a notice stating the provisions of the ADA that apply to job applicants and employees. The notice must be posted in a place accessible to people in wheelchairs, and it must be made available in alternative formats for individuals with a vision loss or reading disabilities.

In addition, the agencies will post on their official bulletin boards and SharePoint, accessible to all applicants, employees, and the public, a copy of the Agency' EEO and AA guidelines, along with the agency's most recent hiring goals, timetables proposed for meeting those goals, and the action steps to be taken to meet them.

Annually, the Deputy Director will transmit a letter or memo to agency staff affirming the organization's commitment to affirmative action and equal opportunity in employment.

Additionally, the agency will hold annual training sessions for the purpose of ensuring that managers and supervisors understand the EEO and AA guidelines and their responsibilities under the guidelines. Further, a review of these guidelines will be included in new employee orientation.

When appropriate, information about the EEO and AA guidelines and the agency's non-discrimination and harassment-prevention policies will be included in internal publications.

b. External Dissemination of Information

The agency will on their official bulletin board and Web Site, accessible to all applicants, employees, and the public, a copy of the EEO and AA guidelines, along with the agency's most recent hiring goals, timetables proposed for meeting those goals, and the action steps to be taken to meet them.

The phrase "An Equal Opportunity and Affirmative Action Employer" or similar will be included in all advertisements for SWHHS positions. These positions will be advertised in appropriate protected group publications, whether in print or electronically.

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An assurance of non-discrimination will be included in all contracts for programs or other activities which receive any federal assistance.

A written expression of the agency's position on equal employment and affirmative action will be included as appropriate in newspaper, magazine, and web-based advertising and/or brochures and like recruitment materials.

Section 13 - Audit and Evaluation

- a. The Deputy Director for that SWHHS will determine annually whether or not minorities or females are underrepresented in the job categories utilized in the agency's workforce. This will be done by comparing the availability of minority and female job-candidates in the geographic recruitment area with the number of minorities and females who are actually employed in those job categories in the agency. If there is a disparity (under representation) in any job category for either protected group, the agency is obligated to set hiring goals, determine action steps to be taken to achieve those hiring goals, and set timetables for executing the action steps.
- b. A non-discrimination clause will be included in bargaining unit contracts and in purchasing agreements and contracts whenever possible.
- c. In January of each year, the Deputy Director will send to the Minnesota DHS Equal Opportunity and Access division a year end summary of the agency's equal employment and affirmative action activities for the previous year. The summary will include an evaluation of the effectiveness of those activities in achieving affirmative action hiring goals and in ensuring a workplace free of unlawful discrimination. The summary will include:
 - Information about employment discrimination complaint activity, specifying the numbers and types of discrimination complaints and the status of their resolution;
 - Information about recruitment activities conducted, specifying the sources of recruitment and the protected group community organizations contacted;
 - The hiring goals set for the year and the action steps towards achieving those goals; and
 - Information about all staff training and/or information sessions conducted related to affirmative action and equal employment opportunity.

Agencies are required to provide equal employment opportunities to, and encouraged to actively recruit individuals with disabilities.

Section 14 - Definitions

Americans with Disabilities Act (ADA)

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The Americans with Disabilities Act, passed in 1990, gives civil rights protections to individuals with disabilities that are similar to federal protections provided to individuals on the basis of race, color, sex, national origin, age, and religion. The ADA guarantees equal opportunity for individuals with disabilities in employment, state and local government services, public accommodations, telecommunications, and transportation. Title I of the ADA applies to employers. The ADA does not protect individuals who are currently using illegal drugs, and employers may seek reasonable assurance from employees that no illegal drug use is occurring.

Americans with Disabilities Act Amendments Act of 2008 (ADAAA)

The ADAAA became effective on January 1, 2009. It is an act to restore the intent and protections of the Americans with Disabilities Act of 1990. Under the ADAAA the definition of disability is construed broadly.

Affirmative Action

A program of proactive efforts to remedy historical discrimination, in employment, against women, minorities, and in Minnesota state government, individuals with disabilities. This remedial program may involve recruitment efforts targeted at these specific groups when disparities in the workforce have been identified. SWHHS is not required to set hiring goals for people with disabilities, but the federal Rehabilitation Act of 1973 does require SWHHS to track employment data on disabled employees.

(Affirmative) Action Steps

Those steps which an agency plans to take to address workforce disparities. They could include, but are not limited to, identifying and removing barriers to employment for minorities or females; further educating hiring supervisors and managers about their obligations under affirmative action and equal opportunity law; planning events that will increase awareness of, and knowledge about, other cultural groups in your geographic region; targeting recruitment at under-represented groups, even outside the geographic region.

Creed

A system of beliefs, principles, or opinions to which an individual adheres. It might be religious, political or philosophical in nature.

Discrimination

An act or series of acts made toward another group or a perceived member of that group that, when compared with one's behavior towards one's own or other groups, is/are unfair. Such action may be based on prejudice or ignorance.

Discriminatory Harassment

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Any form of behavior that is offensive, unwelcome, and/or creates a hostile work environment and which, for purposes of this document, is based on an individual's race, color, political affiliation, creed, religion, national origin, disability, age, sex, marital status, status with regard to public assistance or activity in a local commission, or sexual orientation.

Harassment has occurred when: 1) submission to that conduct or communication is made a term (explicitly or implicitly) of employment; 2) submission to, or rejection of that conduct, or communication, that is used as a factor in decisions affecting an individual's employment; or, 3) the conduct or communication has the purpose or the effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment.

Disparity

The presence of fewer women, minorities, or individuals with a disability in the workforce than could reasonably be expected based on their availability for work in the geographic area where the underemployment is found.

Ethnic

Designating basic groups or divisions of human beings as distinguished by customs, a common language, a common history, a common religion, or other such characteristics. Ethnicity in general, then, may be regarded as referring to a specific type of culture, and an individuals' ethnicity may be regarded as referring to that person's cultural heritage.

Ethnocentrism

The attitude that one's own ethnic group/nation/culture is superior to all others; this attitude may be expressed in hostile behavior, violence, or discrimination towards members of out-groups.

Equal Employment Opportunity/Equal Opportunity Employment

A system of employment practices wherein individuals are recruited, hired, and promoted on their own merits and, for purposes of this document, without regard to race, color, political affiliation, creed, religion, national origin, disability, age, sex, marital status, status with regard to public assistance, membership or activity in a local commission, or sexual orientation.

Gender

One's physical sex, male or female, usually evident at birth.

General Harassment

Any behavior or combination of behaviors that is repeated by one or more employees and that is directed towards another employee or group of employees that is considered annoying, insulting, or

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intimidating, or which causes discomfort and/or which has a detrimental effect on the employee's/employees' work performance(s).

Genetic Information Nondiscrimination Act of 2008 (GINA)

This law makes it illegal to discriminate against employees or applicants on the basis of genetic information. Genetic information includes information about an individual's genetic tests or information about the genetic tests of an individual's family member(s), as well as information about any disease, disorder or condition of an individual's family member(s) –i.e., and individual's family medical history. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Hiring Goal

A numerical objective designed to remedy a workforce disparity; an employment level to strive for through the use of affirmative recruitment, hiring timetables, and other such action steps; to be achieved within a set period of time, such as a year.

Individuals with a Disability

An individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities; or has a record of such impairment; or is regarded as having such an impairment.

Major Life Activities

These include, but are not limited to, activities such as walking, talking, standing, sitting, hearing, seeing, performing manual tasks, caring for oneself, thinking, concentrating, other cognitive functions, relating to others, working, etc.

Minorities

This term refers to persons in the workforce, or potential applicants, who are African American/Black, Asian, Native Hawaiian or Pacific Islander, American Indian or Native Alaskan, or of Hispanic heritage.

Parity

A condition in which protected groups are represented in the workforce in proportion to their availability in a geographic labor market.

Protected Group/Class

For purposes of affirmative action and equal employment opportunity, this term refers to individuals who are disabled, members of a minority group, or are female.

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Qualified Individual with a Disability

This is a person who has a physical or mental impairment that substantially limits one or more major life activities, or who has a record of such an impairment, or who is regarded by others as having such an impairment, and who also has the requisite skill, experience, education, or other employment requirements of the position being sought and who can perform the essential functions of that job with or without a reasonable accommodation.

Race

Any of the different varieties of human beings as distinguished by physical characteristics such as form of hair, color of skin, bodily proportions, etc. one of the groups of populations constituting humanity, where differences are biological in nature – and cannot be linked with other traits such as intelligence, personality, or character – and are transmitted genetically; *this term is inappropriate when applied to national, religious, geographic, linguistic or cultural groups.*

Racism

The notion, lacking scientific support, that one race is superior (or inferior) to another; any program or practices of discrimination based on racial differences; the attribution of cultural or psychological values to race, with the aim of furthering the superiority of one's own race or the inferiority of another.

Reasonable Accommodation

Any changes to the application process, work environment, or manner under which the position is customarily performed that enables a qualified individual with a disability to be considered for, to perform the essential functions of, or to enjoy equal benefits from job as similarly situated employees without disabilities.

Sex Role

Learned through socialization/enculturation, this refers to one's understanding and embracing of how, based on one's gender/sex, one is to act in a cultural or social group.

Sexism

The economic and or social exploitation and domination of members of one sex by the members of the other.

Sexual Identity

Acquired over time, this refers to one's awareness and conception of oneself as male or female; as masculine or feminine; as oriented toward opposite-sex, same-sex, or both-sexes; as sexually attractive or sexually unattractive; etc.

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Sexual Harassment

Any form of behavior that is offensive, unwelcome, and/or creates a hostile work environment and which is based on an individual's sex/gender. This behavioral conduct may include jokes inappropriate language, sexual innuendos, inappropriate pictures, sexual gestures, and physical touch that is offensive or unwelcome.

Substantially limited

Means a person is restricted in the conditions, manner, or duration of performing a major life activity in comparison to most people in the general population.

Timetable

Refers to the period of time within which affirmative action steps are to be taken and set hiring goals are to be achieved.

Under Representation

The condition in which fewer protected group members are found in the workplace in a particular job category than would be expected from the availability of qualified protected group members in the labor market.

Undue Hardship

An accommodation action that would require significant difficulty or expense to implement when factors such as the nature and costs of the accommodation are considered in relation to the size, nature, structure, and resources (both financial and personnel).

Section 15 – Race/Ethnic Categories

- a. The United States Equal Employment Opportunity Commission (EEOC) revised race and ethnicity categories for the purposes of reporting employment statistics. Definitions are as follow:
 - **White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East;
 - **Black or African American:** A person having origins in any of the black racial groups of Africa;
 - **American Indian or Alaska Native:** A person having origins in any of the original peoples of North Central, and South America, and who maintains tribal affiliation or community attachment;
 - **Asian:** A person having origins in any of the original peoples of the Far East – i.e., Southeast Asia, the Indian Subcontinent, China, Korea, and Japan;

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 13**

- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands;
 - **Hispanic or Latino:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, *regardless of race*.
- b. Categories 1 - 4 are regarded as racial categories by the federal government, while categories 5 and 6 are regarded as an ethnic category. (Office of Management and Budget, *Federal Register*, October 30, 1997)

Section 16 – Forms

Ag 012 COMPLAINT OF DISCRIMINATION FORM 05 18

Ag 013 EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATION 05 18

Section 17 – Contact Information

- United States Equal Employment Opportunity Commission (EEOC)

Minneapolis Area Office
Towle Building
330 South Second Avenue, Suite 720
Minneapolis, MN 55401-2224
P: 800-669-4000
F: 612-335-4044
TTY: 800-669-6820
ASL Video Phone: 844-234-5122
<https://www.eeoc.gov>

- United States Department of Justice's Civil Rights Division

U.S. Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, N.W.
Office of the Assistant Attorney General, Main
Washington, D.C. 20530
P: 202-514-4609
TTY: 202-514-0716
<https://www.justice.gov/crt>

**SOUTHWEST HEALTH AND HUMAN SERVICES
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- Minnesota Department of Human Rights

Freeman Building
625 Robert Street North
Saint Paul, MN 55155
P: 651-539-1100 or 800-657-3704
MN Relay: 711 or 800-627-3529
F: 651-296-9042
Email: Info.MDHR@state.mn.us
<https://mn.gov/mdhr/>

Section 18 - Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling 651-431-3040 (voice) or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 29**

EFFECTIVE DATE: 01/01/2021

REVISION DATE:

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- DISCIPLINE/Appeals Board---

Section 1 - Policy Statement

- a. When problems arise related to employee behavior or performance, disciplinary actions may be taken in order to address and correct behaviors and/or performance. Dependent on the seriousness of the actions, the following disciplinary actions may be executed. Employees may be only disciplined for just cause. All forms of discipline must be reviewed with the Human Resources Department prior to implementation.
- b. Southwest Health and Human Services (SWHHS) recognizes its continuing responsibility to develop and administer rules and disciplinary measures in a fair and consistent manner to ensure the efficient operation of services. SWHHS further recognizes the obligation for all employees to conform to rules, regulations, and policies that are adopted by the Board. Disciplinary action will be imposed based upon the nature and severity of the conduct in question.

Section 2 – Cause

- a. The following actions are considered violations of SWHHS rules of conduct or otherwise grounds for disciplinary action. The following list is not intended to be exhaustive but rather is only illustrative of examples of misconduct subject to disciplinary action up to and including discharge:
 - Incompetency, inefficiency or ineffectiveness in the performance of duties as reflected in the lack of achievement of assigned reasonable workloads;
 - The inability, whether due to physical or mental conditions or otherwise of the employee to perform the essential functions of his/her duties, employment, or position;
 - Unauthorized use of drugs or alcohol while on duty and/or excess use of drugs or alcohol while off duty which is detrimental to the performance of duties;
 - Hostile, insulting and/or abusive conduct or language used toward SWHHS employees and/or members of the public;
 - Carelessness and/or negligence in the handling or control of SWHHS property;
 - Abuse of an official SWHHS position to achieve personal, political or financial gain;

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 29**

- Absence from duty without approval;
- Willful misconduct or insubordination;
- Misuse, theft, destruction, neglect, or non-authorized use or appropriation of SWHHS equipment and supplies, including phone and computer use;
- Dishonesty in performance of duties;
- Criminal conduct;
- Failure to follow SWHHS and/or department safety rules;
- Falsifying government, client or employment records;
- Falsely stating or falsely making claims of injury or illness;
- False or inaccurate claims for reimbursement of expenses;
- Sale, distribution, possession, or use of drugs or alcohol on agency property during working hours and/or while representing the SWHHS;
- Being under the influence of drugs, alcohol, or controlled substances while performing duties for the SWHHS or while on agency premises, or acting as a SWHHS representative off premises;
- Neglect or refusal to follow established health, safety, or security rules or regulations;
- Disorderly, abusive, or indecent conduct that causes disruption of the work environment, including fighting;
- Gambling on SWHHS property or with SWHHS equipment or resources;
- Possession of weapons on SWHHS property;
- Sleeping or loafing during working hours;
- Improper reproductions or misuse of copyrighted computer software or other copyrighted materials;
- Theft of others' personal belongings;
- Abuse of official position with SWHHS to achieve personal, political or financial gain;
- Allowing unauthorized visitors into unauthorized SWHHS offices and locations;
- Violation of attendance and punctuality guidelines;
- Unauthorized/excessive service to outside organizations on SWHHS time;
- Unauthorized disclosure of private or confidential information;
- Violation of provisions of agreements;
- Violation of any personnel policy set forth in this policy or as adopted by the SWHHS Board;

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 29**

- Failure or refusal to follow a lawful directive of a supervisor;
- Failure or refusal to comply with department or program regulations, policies, procedures;
- Any other conduct which, at the discretion of SWHHS, constitutes a breach of the standards of behavior which it should reasonably expect of its employees;

Section 3 – Forms of Discipline

a. Prior to any form of discipline being administered, Human Resources (HR) must be consulted. The following are suggested, not exclusive, forms of discipline methods available:

- **Oral Reprimand:** This is an action taken by an employee’s supervisor in which the employee is told about an action or behavior of the employee which is objectionable or needs to be corrected. A verbal warning shall include the unacceptable performance or misconduct, the desired improvement, and consequences for failing to correct the infraction. An oral reprimand shall be committed to writing as a reminder to the employee and the Agency.
- **Written Reprimand:** This is an action taken by an employee’s supervisor with HR present in which the action or behavior the employee is displaying is written out by the supervisor. The written reprimand will describe, in detail, the behavior or action to be corrected, direction and orders for the future, and the consequences for failing to correct the deficiencies. Such documentation shall be signed by the employee, supervisor, and a copy placed in the employee’s personnel file.
- **Suspension without Pay:** This is an action taken by HR after consultation with the supervisor, Division Director, and with approval from the Director or designee which temporarily removes an employee from his/her assigned position without compensation, or benefits, for a period not to exceed 30 days. The notice of suspension shall be written and shall notify the employee of the unacceptable behavior or performance, the desired performance, and the consequences if not corrected.
- **Demotion:** A demotion may be used as a form of discipline if an employee has engaged in an inappropriate act or course of conduct.
- **Dismissal:** An employee may be dismissed from continued employment with the Agency for cause as determined by the supervisor, Division Director, Director and HR. Division Directors may be dismissed from continued employment with the Agency for cause as determined by the Director and Joint Governing Board.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 29**

Probationary employees can be dismissed without cause at any time.

Section 4 – Discharge of a Veteran

- a. A Veteran who is an employee of SWHHS covered by these policies, and who is not exempt from the Veterans Preference Act, Minn. Stat. 197.46, et.seq., who is being considered for removal from his or her position, shall receive a notice of intent to discharge prior to any action, which shall include written notice of the right to request a hearing within thirty 30 days of receipt of the notice. Such requests must be in writing and delivered to Human Resources within the 30 day period. A veteran notified of the intent to discharge may be suspended with pay, benefits, and employment status from active duties until a final determination is made.

Section 5 – Appeals

Composition and Authority

- a. The Joint Governing Board shall appoint three (3) persons to serve three (3) year terms set by the Joint Governing Board as members of the Appeals Board. After the first appointments expire, the members may be reappointed or successors may be appointed as the Joint Governing Board sees fit. Persons appointed to the Appeals Board shall not serve while employed by SWHHS or while serving as an elected official of any member county. Appeals Board members must reside within the member counties of SWHHS and shall forfeit office if the member becomes a nonresident.
- b. The Joint Governing Board shall set per diems for members for the Appeals Board. Each member shall be paid mileage at the current IRS rate.
- c. Jurisdiction:

Appeals may be taken to the Appeals Board by applicants for employment with SWHHS and non-union employees of SWHHS alleging:

1. Alleged discrimination by the Deputy Director or Human Resources employees in preparation of lists of eligible candidates or discriminatory use thereof by the appointing authority; or
2. That discipline action imposed against an employee was not for just cause.

Process for Appeals

- a. In all cases not governed by a Union Collective Bargaining Agreement, the appeal shall be filed within seven (7) calendar days of the date the action occurred. Requests may be filed by mail or in person at the Lyon County Office of SWHHS, Human Resources Office, Marshall, Minnesota. Requests shall be deemed filed on the day they are

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 29**

actually received by Human Resources. Failure to file the appeal within the proper time period shall result in a loss of the right of appeal.

Appeals shall be in writing, signed by the person making the appeal, and shall contain the appellant's name, position and department or office, and his or her home address. The appeal shall contain a statement of the action being appealed, brief summary of the reasons for the appeal, and relief requested. The Appeals Board may, if it deems necessary, ask for a more complete statement.

Hearing:

- a. The appeal shall be presented to the Appeals Board within 20 calendar days from the time of the written response.
- b. The hearing shall be conducted by the chairman of the Appeals Board or designee. The Appeals Board may retain a hearing officer to conduct the hearing. Two members of the Appeals Board shall be sufficient to hold the hearing and render a decision. The decision of the Appeals Board may uphold, reverse, or modify the action being appealed. When appropriate, the Appeals Board may remand the case back to the respondent party for further action, consistent with the Appeal Board's decision.
- c. Technical rules of evidence shall not apply. All relevant evidence may be introduced into the record. A party may be represented by legal counsel throughout the proceedings, at the party's own expense. A party shall be allowed to argue his or her case, give testimony, present evidence, and cross examine the other party's witnesses. All oral testimony shall be under oath or affirmation. Appellant shall go first and shall have the burden of proving the facts of the issue, unless specified otherwise by statute or regulation. A party may present written argument. The hearing shall be recorded.
- d. The Appeals Board will provide a report of its findings within 30 calendar days of its filing to the Joint Governing Board for consideration and action as deemed appropriate by the Joint Governing Board. The written decision shall include the reason for it and the facts relied on in making it. The decision shall be mailed to all parties that appeared at the hearing. In addition, the Appeals Board shall send their decision to the Joint Governing Board and the Deputy Director.
- e. Decisions shall be submitted to the Joint Governing Board for consideration and action as deemed appropriate by the Joint Governing Board. The findings of the Appeals Board shall be final and binding in those circumstances necessary to conform to a valid federal or state regulation affecting the department or position.
- f. Any time before the Appeals Board renders its decision, the grievant may withdraw the appeal or the parties may settle. Any withdrawal or settlement of the grievance must be in writing and signed by both parties. A copy of the withdrawal or settlement document must be submitted to the Appeals Board Chair and the Deputy Director.

Judicial Review:

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 29**

- a. The employee or the appointing authority may appeal from an order of the Appeals Board in accordance with Minnesota Statute, Chapter 14. In the event that the Appeals Board is acting as the reviewing body on a veteran's preference case pursuant to Minn. Stat. Section 197.46, the veteran may appeal the decision in accordance with the provisions of that statute.

Reprisals Prohibited:

- b. No employee shall be disciplined for seeking redress through a grievance or as a result of his or her testimony in accordance with provisions of these rules.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 30**

EFFECTIVE DATE: 01/01/2021

REVISION DATE:

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- JOB ESTABLISHMENT AND CLASSIFICATION ---

Section 1 - Policy Statement

- a. It is the policy of Southwest Health and Human Services (SWHHS) to maintain a system of classifying positions designed for the purpose of (1) relating the duties and responsibilities of each position with the appropriate skills and qualifications needed to satisfactorily perform job requirements, and (2) achieving internal relative equity between positions.
- b. The classification system shall apply to all positions within SWHHS.

Section 2 – Job Establishment

- a. The Director and Executive Committee shall make recommendations about staffing types to the Joint Governing Board. In addition, the Personnel Committee of SWHHS will be consulted as needed.
- b. The appropriate Division Director/supervisor will consult with the Human Resources Department when there is a need for a new classification.

Section 3 – Job Classification

- a. For each position or job classification a job description shall be prepared that includes functions; core competencies; and qualifications such as knowledge, skills, abilities, education, experience, and physical requirements.
- b. Positions which are exempt from the Classification Plan are: SWHHS Board members, seasonal positions, interns, and contracted positions.
- c. The Deputy Director is delegated the authority to recommend to the Joint Governing Board whether evaluations of job classifications shall be performed internally or externally.
- d. If done internally, the rating system will be a numerical pointing system based upon various factors; such as education, external and internal contacts, supervisory status, autonomy in decision making, etc

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 30**

Section 4 – Maintenance of classification system

- a. The Human Resources may recommend changes to job classifications when needed to maintain relative internal equity between positions.

Section 5 – Regular evaluation of each position

- a. Each job description shall be updated and evaluated at least once every five (5) years on a schedule established by the Human Resources Department. The updated job description shall be reviewed and signed off by the employee, supervisor, and division director.
- b. A position that is changed significantly may be reviewed outside of the five (5) year review cycle at the request of the supervisor or Division Director. The Deputy Director shall determine whether the change in the position is significant enough to warrant review outside of the normal cycle.

Section 6 - Wage placement upon classification grade change

- a. When an employee's job classification changes as a result of a regular evaluation of the position or an evaluation due to a significant change of duties and if the new classification is considered promotional, the employee shall be placed at the minimum wage of the new classification or receive a wage increase of \$3,000 annually, whichever is greatest.

Section 7 - Job Description Classification Appeals

- a. Job description content is the responsibility of supervisors and Division Directors. Appeals of job descriptions are not intended to and shall not be used as a method to challenge or appeal the points assigned to a position. However, if an employee indicates that his or her job description is significantly different than what the job requires, the employee may appeal the accuracy of the description, since a significantly inaccurate description may have impacted the points assigned. This same process applies if a supervisor believes an employee's job description or classification is not accurate.
- b. Employees should keep in mind that job descriptions are not intended to cover every detail, but should include major job activities.
- c. Appeals will be accepted by the Human Resources Department.
- d. The process of appeals includes the following steps:
 - Employee/Supervisor fills out the *Classification Appeal* form, which is available on SharePoint;
 - Reviews the job description and appeal form with their supervisor and Division Director;

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 30**

- Submit the appeal form, together with a copy of the current job description with any changes noted, to the Human Resources Department;
- The Human Resources Department reviews the appeal;
- At the sole discretion of SWHHS, the employee(s) may be asked to have a conversation with a compensation plan consultant (this is generally an outside third party consultant, retained by the Joint Governing Board) and the employee's supervisor about the specific questions or concerns;
- If a change is recommended by either the Human Resources Department or a third party consultant this recommendation will be presented to the Joint Governing Board for review and consideration;
- At the discretion of the Director or the Joint Governing Board, the Personnel Committee may review information regarding the appeal and make a recommendation to the Board.
- The decision of the SWHHS Joint Governing Board shall be final.

Phone System Upgrade/Change

History

- The phone system was put in place for Lyon, Lincoln, and Murray Counties in 2011 and has reached the intended lifespan of the system.
- In 2013 Redwood and Pipestone County PH and SS offices were added to the phone system.
- It was originally designed to route calls between offices over our network to save on long distance bills.
- It is an on premise design meaning we have own private phone switching equipment onsite.
- We are still using the phones installed in 2011/2013.
- Our system has reached its expected end of life.

Why are we proposing a Change to our Phone System?

- Our current service contract with a vendor will see a significant cost increase next year.
 - This contract provides us with software updates for the system and replacement in the case of hardware failure.
 - We pay additional hourly charges for any configuration changes such as adding new features.
- An expensive upgrade is needed to maintain support of our system.
- Outdated T1 phone lines are overwhelmed with extra calls due to COVID-19 and lines are often “busy” when attempting to call into meetings.
- Voyant has no long distance charges – a significant cost savings.
- Voyant is a Cloud Based System offering failover options if one office is down (we do not have a robust failover system now).
- Staff spends 1 day a month preparing bills for Lyon County Calls.

- We need one IT person with expert knowledge of system on staff for changes and updates to current system.
- We want more mobility of our phones to accommodate telecommuters.

Monthly Costs of Current System

- Fiber lines to six sites: \$4903 per month
- Average Long Distance Charges: \$16,144 per month for SWHHS (this varies month to month so average was taken for a 3 month period to calculate this).
- Annual Service Contract: \$19,400 (for software licensing and repair)
- Upgrade to maintain Support: \$15,000
- Additions, Upgrades and New Features will cost \$120/hour for support calls plus \$110/hour travel if need to be onsite
- **Total Estimated Annual Cost for 2021 \$288,128 (includes T1/fiber lines, local and long distance calling, support contract cost, and upgrade cost)**
- Lyon County reimburses SWHHS: \$9000 per year for calls

Options Considered

- Voyant – Same features as our current system plus no maintenance, no long distance charges, and no additional support costs:
 - If we purchase the phones there will be a one-time cost of \$58,600.07 and a recurring monthly cost of \$6495.11 for the duration of the three year contract. Minus the one-time cost this would be \$77,941.32 per year. A cost savings of over \$200,000 a year.
 - Phones are estimated to last at least 7 years and we would not have to continue to pay a monthly leasing cost going forward. The cost to lease would be about equal to spreading the \$58,600 over every three year contract going forward.
 - We will not have to have the T1/fiber lines as this system will work over our internet connection.

- We will have to pay about \$17,000 for disconnect fees for the T1/fiber lines that went into auto renewal of the contracts. This is a one-time fee to end the contracts.
- Lyon County can manage their own phones separately eliminating the need to work through SWHHS for this.
- This is a cloud based system that they maintain so we will not have any onsite system to maintain.
- All upgrades, updates, repairs, and configurations are included in the price.
- We can add and remove phones from our plan as needed and the bill will be adjusted for this monthly.
- CenturyLink
 - Missing critical features like Hot Desking. Only 10,000 minutes of long distance are included and it is harder to move phones offsite.
 - We have had issues connecting with their customer support in the past.
 - They will waive the fiber disconnect fees.
 - \$88,036 a year with leased phones.



Customer Name: **Southwest Health and Human Services**
 Proposal ID: **Q-01035288**
 Proposal Expiration Date: **9/10/2020**
 Currency: **USD**

Customer Information	Prepared By
Name: Southwest Health and Human Services Contact: Jason Lenz Phone: +1.507.537.6747 Email: invalid@centurylink.com	Name: Daphne Massouras Phone: Email: daphne.massouras@centurylink.com

Proposal

Product	Type	Qty	Location	Service Address	Service Details	Service Attributes	Term (Months)	MRC	NRC	Waived NRC
Hosted VoIP	New	1		319 N REBECCA ST IVANHOE MN 56142		Total Seat Band: 151+ Seats	36 Months	\$0.00	\$0.00	
	New	12			Seat Type : Standard	Polycom VVX 411	36 Months	\$276.00	\$348.00	\$348.00
	New	1			Seat Type : Basic	Polycom VVX 150	36 Months	\$14.00	\$29.00	\$29.00
	New	1			Auto Attendant(s)		36 Months	\$14.95	\$10.00	\$10.00
	New	1			Hunt Group(s)		36 Months	\$4.95	\$10.00	\$10.00
Hosted VoIP	New	1		2 ROUNDWIND RD LUVERNE MN 56156		Total Seat Band: 151+ Seats	36 Months	\$0.00	\$0.00	
	New	1			Seat Type : Basic	Polycom VVX 150	36 Months	\$14.00	\$29.00	\$29.00
	New	43			Seat Type : Standard	Polycom VVX 411	36 Months	\$989.00	\$1,247.00	\$1,247.00
	New	1			Hunt Group(s)		36 Months	\$4.95	\$10.00	\$10.00
	New	1			Auto Attendant(s)		36 Months	\$14.95	\$10.00	\$10.00
Hosted VoIP	New	1		266 E BRIDGE ST RM DATA FL MAIN BLDG MAIN REDWOOD FALLS MN 56283		Total Seat Band: 151+ Seats	36 Months	\$0.00	\$0.00	
	New	1			Seat Type : Basic	Polycom VVX 150	36 Months	\$14.00	\$29.00	\$29.00
	New	70			Seat Type : Standard	Polycom VVX 411	36 Months	\$1,610.00	\$2,030.00	\$2,030.00
	New	1			Hunt Group(s)		36 Months	\$4.95	\$10.00	\$10.00
	New	1			Auto Attendant(s)		36 Months	\$14.95	\$10.00	\$10.00
Hosted VoIP	New	1		3001 MAPLE RD SLAYTON MN 56172		Total Seat Band: 151+ Seats	36 Months	\$0.00	\$0.00	
	New	32			Seat Type : Standard	Polycom VVX 411	36 Months	\$736.00	\$928.00	\$928.00
	New	1			Seat Type : Basic	Polycom VVX 150	36 Months	\$14.00	\$29.00	\$29.00
	New	1			Auto Attendant(s)		36 Months	\$14.95	\$10.00	\$10.00
	New	1			Hunt Group(s)		36 Months	\$4.95	\$10.00	\$10.00
Hosted VoIP	New	1		1091 N HIAWATHA AVE RM DATA FL MAIN BLDG MAIN PIPESTONE MN 56164		Total Seat Band: 151+ Seats	36 Months	\$0.00	\$0.00	



Customer Name: **Southwest Health and Human Services**
 Proposal ID: **Q-01035288**
 Proposal Expiration Date: **9/10/2020**
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	New	1			Seat Type : Basic	Polycom VVX 150	36 Months	\$14.00	\$29.00	\$29.00
	New	1			Seat Type : Standard	Polycom VVX 411	36 Months	\$23.00	\$29.00	\$29.00
	New	1			Hunt Group(s)		36 Months	\$4.95	\$10.00	\$10.00
	New	1			Auto Attendant(s)		36 Months	\$14.95	\$10.00	\$10.00
Hosted VoIP	New	1		607 W MAIN ST MARSHALL MN 56258		Total Seat Band: 151+ Seats	36 Months	\$0.00	\$0.00	
	New	1			Seat Type : Basic	Polycom VVX 150	36 Months	\$14.00	\$29.00	\$29.00
	New	146			Seat Type : Standard	Polycom VVX 411	36 Months	\$3,358.00	\$4,234.00	\$4,234.00
	New	3			Seat Type : Receptionist	Polycom VVX 411 w/ 1 Sidecar	36 Months	\$141.00	\$87.00	\$87.00
	New	1			Hunt Group(s)		36 Months	\$4.95	\$10.00	\$10.00
	New	1			Auto Attendant(s)		36 Months	\$14.95	\$10.00	\$10.00
Service Sub Total:								\$7,336.40	\$0.00	

Service(s) Total		
	Monthly Recurring Charges (\$)	Non-Recurring Charges (\$)
Total	\$7,336.40	\$0.00

This Proposal is non-binding and for informational purposes only.

Final pricing will appear in a formal written agreement between the parties, or in a valid CenturyLink quote that references the agreement and is signed by the parties.

The prices quoted in this Proposal apply only to the specific offers represented.

Agreement type: **CTA**

Rates and charges for Service elements not identified appear in the applicable terms and conditions.

Rates do not include foreign, federal, state or local taxes, surcharges, fees, EAS, Zone, CALC, or other similar charges.



Voyant Phone System Summary

Voyant was designed from scratch to give you more features – and more productivity – for less. And with our Customer Administration Portal, all those features are extremely easy to use. In addition to the unique features included with each package, you get the following core features:

- Company Local DID
- Extension Number
- One Basic Auto Attendant
- One Corporate Directory Listing
- CNAM delivery
- Hunt Group
- Music On Hold

ORDER SUMMARY

Length of Contract: 3 years

Main Phone Number: Number not assigned.

Item Description	Unit Price	Qty	One Time Cost	Monthly Cost
Equipment				
Polycom VVX 450 PoE	\$147.00	307	\$45,129.00	
Polycom VVX 150 PoE	\$51.00	53	\$2,703.00	
Polycom SoundStation IP 5000 PoE	\$320.00	6	\$1,920.00	
Grandstream HT801 ATA	\$32.00	13	\$416.00	
Polycom VVX EM 50 Expansion Module for VVX 450	\$195.00	6	\$1,170.00	
Services				
Auto Attendant	\$0.00	1		Free
Voyant Premium	\$11.00 <small>(Discount Applied: \$12.99)</small>	360		\$3,960.00
Voyant Preferred	\$9.00 <small>(Discount Applied: \$10.99)</small>	6		\$54.00



Item Description	Unit Price	Qty	One Time Cost	Monthly Cost
Virtual Numbers	\$6.00	45		\$270.00
Receptionist Client	\$35.00 (Discount Applied: \$24.99)	7		\$245.00
Additional Auto Attendant	\$7.00 (Discount Applied: \$2.99)	6		\$42.00
Toll Free Number	\$2.00 (Discount Applied: \$2.99)	8		\$16.00
Fax Line	\$10.00 (Discount Applied: \$4.99)	13		\$130.00
Personal Hosted Fax	\$7.00 (Discount Applied: \$2.99)	3		\$21.00
Call Recording	\$5.00 (Discount Applied: \$4.99)	30		\$150.00
Subtotal			\$51,338.00	\$4,888.00
Estimated Shipping			\$1,832.96	
Estimated Taxes and Fees			\$0.00	\$0.00
Total			\$53,170.96	\$4,888.00



LOCATION BREAKDOWN

MARSHALL, MN

Rate Center: MARSHALL, MN

Service Address
607 W MAIN ST Suite 100 MARSHALL, MN 56258

Primary Contact
Chris Cauwe chris.cauwels@swmhhs.com (507) 532-1223

Shipping Address
607 W MAIN ST Suite 100 MARSHALL, MN 56258

Service Invoice Address
607 W MAIN ST Suite 100 MARSHALL, MN 56258

Equipment Invoice Address
607 W MAIN ST Suite 100 MARSHALL, MN 56258

Item Description	Unit Price	Qty	One Time Cost	Monthly Cost
Equipment				
Polycom VVX 450 PoE	\$147.00	136	\$19,992.00	
Polycom VVX 150 PoE	\$51.00	14	\$714.00	
Polycom SoundStation IP 5000 PoE	\$320.00	3	\$960.00	
Grandstream HT801 ATA	\$32.00	4	\$128.00	
Services				
Voyant Premium	\$11.00 (Discount Applied: \$12.99)	150		\$1,650.00
Voyant Preferred	\$9.00 (Discount Applied: \$10.99)	3		\$27.00
Virtual Numbers	\$6.00	16		\$96.00



Item Description	Unit Price	Qty	One Time Cost	Monthly Cost
Receptionist Client	\$35.00 (Discount Applied: \$24.99)	4		\$140.00
Additional Auto Attendant	\$7.00 (Discount Applied: \$2.99)	1		\$7.00
Toll Free Number	\$2.00 (Discount Applied: \$2.99)	2		\$4.00
Fax Line	\$10.00 (Discount Applied: \$4.99)	4		\$40.00
Call Recording	\$5.00 (Discount Applied: \$4.99)	10		\$50.00
Subtotal			\$21,794.00	\$2,014.00
Estimated Shipping			\$691.58	
Estimated Taxes and Fees			\$0.00	\$0.00
Total			\$22,485.58	\$2,014.00



Ivanhoe

Rate Center: IVANHOE,MN

Service Address
319 N REBECCA STREET IVANHOE, MN 56142

Primary Contact
Chris Cauwels chris.cauwels@swmhhs.com (507) 694-1452

Shipping Address
319 N REBECCA STREET IVANHOE, MN 56142

Service Invoice Address
319 N REBECCA STREET IVANHOE, MN 56142

Equipment Invoice Address
319 N REBECCA STREET IVANHOE, MN 56142

Item Description	Unit Price	Qty	One Time Cost	Monthly Cost
Equipment				
Polycom VVX 450 PoE	\$147.00	11	\$1,617.00	
Polycom VVX 150 PoE	\$51.00	2	\$102.00	
Grandstream HT801 ATA	\$32.00	2	\$64.00	
Services				
Voyant Premium	\$11.00 (Discount Applied: \$12.99)	13		\$143.00
Virtual Numbers	\$6.00	3		\$18.00
Fax Line	\$10.00 (Discount Applied: \$4.99)	2		\$20.00
Toll Free Number	\$2.00 (Discount Applied: \$2.99)	2		\$4.00
Additional Auto Attendant	\$7.00 (Discount Applied: \$2.99)	1		\$7.00



Item Description	Unit Price	Qty	One Time Cost	Monthly Cost
Call Recording	\$5.00 (Discount Applied: \$4.99)	2		\$10.00
Subtotal			\$1,783.00	\$202.00
Estimated Shipping			\$87.74	
Estimated Taxes and Fees			\$0.00	\$0.00
Total			\$1,870.74	\$202.00



Luverne

Rate Center: LUVERNE,MN

Service Address
2 ROUNDWIND RD STE 100 LUVERNE, MN 56156

Primary Contact
Chris Cauwels chris.cauwels@swmhhs.com (507) 283-5066

Shipping Address
2 ROUNDWIND RD STE 100 LUVERNE, MN 56156

Service Invoice Address
2 ROUNDWIND RD STE 100 LUVERNE, MN 56156

Equipment Invoice Address
2 ROUNDWIND RD STE 100 LUVERNE, MN 56156

Item Description	Unit Price	Qty	One Time Cost	Monthly Cost
Equipment				
Polycom VVX 450 PoE	\$147.00	36	\$5,292.00	
Polycom VVX 150 PoE	\$51.00	6	\$306.00	
Polycom SoundStation IP 5000 PoE	\$320.00	1	\$320.00	
Grandstream HT801 ATA	\$32.00	1	\$32.00	
Polycom VVX EM 50 Expansion Module for VVX 450	\$195.00	2	\$390.00	
Services				
Voyant Premium	\$11.00 (Discount Applied: \$12.99)	42		\$462.00
Voyant Preferred	\$9.00 (Discount Applied: \$10.99)	1		\$9.00
Toll Free Number	\$2.00 (Discount Applied: \$2.99)	1		\$2.00



Item Description	Unit Price	Qty	One Time Cost	Monthly Cost
Virtual Numbers	\$6.00	4		\$24.00
Fax Line	\$10.00 (Discount Applied: \$4.99)	1		\$10.00
Additional Auto Attendant	\$7.00 (Discount Applied: \$2.99)	1		\$7.00
Receptionist Client	\$35.00 (Discount Applied: \$24.99)	1		\$35.00
Call Recording	\$5.00 (Discount Applied: \$4.99)	3		\$15.00
Subtotal			\$6,340.00	\$564.00
Estimated Shipping			\$238.10	
Estimated Taxes and Fees			\$0.00	\$0.00
Total			\$6,578.10	\$564.00



Redwood Falls

Rate Center: REDWOODFLS,MN

Service Address
266 E BRIDGE ST REDWOOD FALLS, MN 56283

Primary Contact
Chris Cauwels chris.cauwels@swmhhs.com (507) 637-4041

Shipping Address
266 E BRIDGE ST REDWOOD FALLS, MN 56283

Service Invoice Address
266 E BRIDGE ST REDWOOD FALLS, MN 56283

Equipment Invoice Address
266 E BRIDGE ST REDWOOD FALLS, MN 56283

Item Description	Unit Price	Qty	One Time Cost	Monthly Cost
Equipment				
Polycom VVX 450 PoE	\$147.00	61	\$8,967.00	
Polycom VVX 150 PoE	\$51.00	19	\$969.00	
Grandstream HT801 ATA	\$32.00	2	\$64.00	
Polycom VVX EM 50 Expansion Module for VVX 450	\$195.00	2	\$390.00	
Services				
Voyant Premium	\$11.00 (Discount Applied: \$12.99)	80		\$880.00
Virtual Numbers	\$6.00	13		\$78.00
Fax Line	\$10.00 (Discount Applied: \$4.99)	2		\$20.00
Toll Free Number	\$2.00 (Discount Applied: \$2.99)	1		\$2.00



Item Description	Unit Price	Qty	One Time Cost	Monthly Cost
Receptionist Client	\$35.00 (Discount Applied: \$24.99)	1		\$35.00
Personal Hosted Fax	\$7.00 (Discount Applied: \$2.99)	1		\$7.00
Additional Auto Attendant	\$7.00 (Discount Applied: \$2.99)	1		\$7.00
Call Recording	\$5.00 (Discount Applied: \$4.99)	10		\$50.00
Subtotal			\$10,390.00	\$1,079.00
Estimated Shipping			\$379.06	
Estimated Taxes and Fees			\$0.00	\$0.00
Total			\$10,769.06	\$1,079.00



Slayton

Rate Center: SLAYTON, MN

Service Address
3001 MAPLE RD STE 100 SLAYTON, MN 56172

Primary Contact
Chris Cauwels chris.cauwels@swmhhs.com (507) 836-6144

Shipping Address
3001 MAPLE RD STE 100 SLAYTON, MN 56172

Service Invoice Address
3001 MAPLE RD STE 100 SLAYTON, MN 56172

Equipment Invoice Address
3001 MAPLE RD STE 100 SLAYTON, MN 56172

Item Description	Unit Price	Qty	One Time Cost	Monthly Cost
Equipment				
Polycom VVX 450 PoE	\$147.00	26	\$3,822.00	
Polycom VVX 150 PoE	\$51.00	6	\$306.00	
Polycom SoundStation IP 5000 PoE	\$320.00	1	\$320.00	
Grandstream HT801 ATA	\$32.00	2	\$64.00	
Polycom VVX EM 50 Expansion Module for VVX 450	\$195.00	1	\$195.00	
Services				
Voyant Premium	\$11.00 (Discount Applied: \$12.99)	32		\$352.00
Voyant Preferred	\$9.00 (Discount Applied: \$10.99)	1		\$9.00
Virtual Numbers	\$6.00	3		\$18.00



Item Description	Unit Price	Qty	One Time Cost	Monthly Cost
Fax Line	\$10.00 (Discount Applied: \$4.99)	2		\$20.00
Toll Free Number	\$2.00 (Discount Applied: \$2.99)	1		\$2.00
Receptionist Client	\$35.00 (Discount Applied: \$24.99)	1		\$35.00
Additional Auto Attendant	\$7.00 (Discount Applied: \$2.99)	1		\$7.00
Call Recording	\$5.00 (Discount Applied: \$4.99)	3		\$15.00
Subtotal			\$4,707.00	\$458.00
Estimated Shipping			\$198.06	
Estimated Taxes and Fees			\$0.00	\$0.00
Total			\$4,905.06	\$458.00



Pipestone

Rate Center: PIPESTONE,MN

Service Address
1091 N HIAWATHA AVE STE 100 PIPESTONE, MN 56164

Primary Contact
Chris Cauwels chris.cauwels@swmhhs.com (507) 825-5024

Shipping Address
1091 N HIAWATHA AVE STE 100 PIPESTONE, MN 56164

Service Invoice Address
1091 N HIAWATHA AVE STE 100 PIPESTONE, MN 56164

Equipment Invoice Address
1091 N HIAWATHA AVE STE 100 PIPESTONE, MN 56164

Item Description	Unit Price	Qty	One Time Cost	Monthly Cost
Equipment				
Polycom VVX 450 PoE	\$147.00	37	\$5,439.00	
Polycom VVX 150 PoE	\$51.00	6	\$306.00	
Polycom SoundStation IP 5000 PoE	\$320.00	1	\$320.00	
Grandstream HT801 ATA	\$32.00	2	\$64.00	
Polycom VVX EM 50 Expansion Module for VVX 450	\$195.00	1	\$195.00	
Services				
Voyant Premium	\$11.00 (Discount Applied: \$12.99)	43		\$473.00
Voyant Preferred	\$9.00 (Discount Applied: \$10.99)	1		\$9.00
Fax Line	\$10.00 (Discount Applied: \$4.99)	2		\$20.00



Item Description	Unit Price	Qty	One Time Cost	Monthly Cost
Personal Hosted Fax	\$7.00 (Discount Applied: \$2.99)	2		\$14.00
Virtual Numbers	\$6.00	6		\$36.00
Toll Free Number	\$2.00 (Discount Applied: \$2.99)	1		\$2.00
Additional Auto Attendant	\$7.00 (Discount Applied: \$2.99)	1		\$7.00
Call Recording	\$5.00 (Discount Applied: \$4.99)	2		\$10.00
Subtotal			\$6,324.00	\$571.00
Estimated Shipping			\$238.42	
Estimated Taxes and Fees			\$0.00	\$0.00
Total			\$6,562.42	\$571.00



AGREEMENT

Terms & Conditions of Agreement: With this signature, I acknowledge having read and accepted, and hereby agree to abide by, the Voyant Service Agreement Terms & Conditions (<http://www.voyant.com/legal-notices/legacy-anpi-terms/>).

Disclaimer: All service is provided by Voyant through its preferred vendors. Voyant is not an agent of any of its preferred vendors, and makes no representation that the customer will be receiving service directly from any such vendors.

Agreed to on behalf of Southwest Health and Human Services by:

Agreed to on behalf of Voyant Communications, LLC by:

Signature

Signature

Print Name

Print Name

Print Title

Print Title

Date Signed

Date Signed

Current Search Terms: CenturyLink*

Clear Search

Total records: 137

Save PDF

Export Results

Print

Result Page: 1 2 3 4 5 6 7 8 9 10 NEXT

Sort by Relevance

Order by Descending

FILTER RESULTS

By Record Status

Active

Inactive

By Record Type

Entity Registration

Exclusion

Apply Filters

Your search for CenturyLink* returned the following results...

Entity: CenturyLink, Inc.	Status: Active
DUNS: 050911668	CAGE Code: 7LF45
Has Active Exclusion?: No	DoDAAC:
Expiration Date: 05/29/2021	Debt Subject to Offset?: No
Purpose of Registration: All Awards	View Details

Entity: CenturyLink Communications, LLC	Status: Active
DUNS: 170193168	CAGE Code: 1KW04
Has Active Exclusion?: No	DoDAAC:
Expiration Date: 01/05/2021	Debt Subject to Offset?: No
Purpose of Registration: All Awards	View Details

Search Results

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

Current Search Terms: Voyant*

Clear Search

Total records: 1

Save PDF

Export Results

Print

Result Page: 1

Sort by Relevance

Order by Descending

FILTER RESULTS

By Record Status

Active

Inactive

By Record Type

Entity Registration

Exclusion

Apply Filters

Your search for Voyant* returned the following results...

Entity: Voyant Diagnostics, Inc.	Status: Active
DUNS: 080556105	CAGE Code: 8FW5
Has Active Exclusion?: No	DoDAAC:
Expiration Date: 04/05/2021	Debt Subject to Offset?: No
Purpose of Registration: Federal Assistance Awards Only	View Details

ShareGate:

Groupe Sharegate Inc
1751 Richardson street
Suite #1050
Montreal, Quebec H3K 1G6
Canada
1-888-444-3168

QUOTE

THIS IS A QUOTE NOT AN INVOICE

BILLING ADDRESS

Southwest Health and Human Services
Chris Cauwels
607 West Main St
Suite 100
Marshall
Minnesota
United States
56258

END USER

Southwest Health and Human Services
Chris Cauwels
607 West Main St Suite 100
Marshall
Minnesota
United States
56258

QUOTE NUMBER

Q-53665

QUOTE DATE

11-August 2020

PRODUCT	UNIT PRICE	QUANTITY	TOTAL (USD)
ShareGate Productivity (SHG-P-239-1-12) ShareGate Desktop, 1 user, 12-month subscription ShareGate Apricot, unlimited users, 1 production tenant, 12-month subscription Did you know that we offer great multi-year discounts that could save you 15-20%. Previous license key: 7C998BAB-238D-4F51-8A61-F6281DAC5195 Period of coverage: Until September 20, 2021	\$3,995.00	1	\$3,995.00

TERMS

This quote is valid until 10-September 2020.
Unlimited support & Updates included.
No volume limit.
Sales Tax may apply.
Currency: USD

TOTAL (USD) **\$3,995.00**

COMMENTS

Pay Now

Invoice Me

After accepting ShareGate's Terms,
no other terms and conditions, including Purchase Order terms, will apply.

sharegate.com

Get your procurement team on board with ShareGate Security, Compliance, Legal and Payment Guidelines.

[Vendor Package | Payment Guide](#)

⚠ ALERT: SAM.gov will be down for scheduled maintenance Saturday, 09/12/2020 from 8:00 AM to 1:00 PM.

⚠ ALERT: CAGE is experiencing intermittent service interruptions. SAM registrants may encounter an error validating a CAGE Code. If this happens, please try again later.

Search Results

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

Current Search Terms: Groupe Sharegate Inc*

Clear Search

Total records: 0

Save PDF

Export Results

Print

Result Page:

Sort by **Relevance** ▾

Order by **Descending** ▾

FILTER RESULTS

By Record Status

Active

Inactive

By Record Type

Entity Registration

Exclusion

Your search for Groupe Sharegate Inc* returned the following results...

No records found.

AUGUST 2020
GRANTS ~ AGREEMENTS ~ CONTRACTS
for Board review and approval

- Hunter's Place (Marshall, MN) – 08/01/20 to 12/31/21;** Contract to provide residential children's mental health treatment and care at new facility in Marshall; \$300/day or estimated unit cost of \$9,125/month plus any transportation costs (NEW).
Fiscal Note:

- Redwood Valley Technical Solutions (Redwood Falls, MN) – 07/09/20 to open;** an agreement for webpage maintenance plan; \$89/month (NEW).
Fiscal Note: