



Southwest Health and Human Services
Board Agenda
Wednesday, September 16, 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 8/19/2020 Board Minutes

- D. Introduce New Staff:

- E. Employee Recognition:
 - Kelli Buysse, 1 year, Office Support Specialist, Marshall
 - Chelsea Cooreman, 1 year, Social Worker (CPS), Redwood
 - Jase Roemeling, 5 years, Social Worker (CMH), Pipestone
 - Jessica Schmit, 5 years, Social Worker (Licensing), Luverne
 - Tori VanOverbeke, 5 years, Eligibility Worker, Marshall

HUMAN SERVICES (cont.)

F. Financial

G. Caseload

| | <u>8/20</u> | <u>8/19</u> | <u>7/20</u> | <u>6/20</u> |
|---------------------------|-------------|-------------|-------------|-------------|
| Social Services | 3,607 | 3,636 | 3,691 | 3,601 |
| Licensing | 434 | 443 | 435 | 437 |
| Out-of-Home Placements | 160 | 179 | 160 | 158 |
| Income Maintenance | 12,629 | 11,997 | 12,528 | 12,409 |
| Child Support Cases | 3,146 | 3,219 | 3,171 | 3,195 |
| Child Support Collections | \$740,192 | \$745,062 | \$790,929 | \$1,098,908 |
| Non IV-D Collections | \$120,886 | \$75,212 | \$109,442 | \$55,670 |

H. Discussion/Information

1. A Caring Place Presentation—Jerry Bottelberghe

I. Decision Items

1.

COMMUNITY HEALTH

J. Call to Order

K. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 8/19/2020 Board Minutes

L. Financial

COMMUNITY HEALTH (cont.)

| M. Caseload | <u>7/20</u> | <u>7/20</u> | <u>6/20</u> |
|-----------------------------------|-------------|-------------|-------------|
| WIC | N/A | 2018 | 2013 |
| Family Home Visiting | 15 | 27 | 20 |
| PCA Assessments | 14 | 6 | 8 |
| Managed Care | 217 | 242 | 269 |
| Dental Varnishing | 0 | 0 | 0 |
| Refugee Health | 0 | 0 | 0 |
| Latent TB Medication Distribution | 8 | 3 | 11 |
| Water Tests | 155 | 144 | 145 |
| FPL Inspections | 46 | 55 | 30 |
| Immunizations | 28 | 33 | 0 |
| Car Seats | 7 | 9 | 6 |

- N. Discussion/Information
1. Covid Update
 2. PortaCount Pro+ Respirator Fit Tester

- O. Decision Items
- 1.

GOVERNING BOARD

- P. Call to Order

- Q. Consent Agenda
1. Amend/Approval of Agenda
 2. Identification of Conflict of Interest
 3. Approval of 8/19/2020 Board Minutes

- R. Financial

GOVERNING BOARD (cont.)

S. Human Resources Statistics

| | <u>8/20</u> | <u>8/19</u> | <u>7/20</u> | <u>6/20</u> |
|---------------------|-------------|-------------|-------------|-------------|
| Number of Employees | 233 | 230 | 233 | 233 |
| Separations | 3 | | 3 | 0 |

T. Discussion/Information

1. 2020 Insurance Dividend

U. Decision Items

1. Laura Bruns, County Agency Social Worker, probationary appointment (6 months), no change in pay, effective 09/28/2020
2. Request for Eligibility Worker
3. Request for County Agency Social Worker- CP
4. Personnel Policy 4 - Telecommuting
5. Personnel Policy 8 – Employee Resignation
6. Insurance Committee Recommendations for 2021
7. PortaCount Pro+ 8038 Respirator Fit Tester Request
8. Request for 28 laptops for desktop users
9. Donations:
10. Contracts

V. Adjournment

Next Meeting Dates:

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

SOUTHWEST HEALTH & HUMAN SERVICES

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

SUMMARY OF FINANCIAL ACCOUNTS REPORT

For the Month Ending:

August 31, 2020

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

| Description | Month | Running Balance |
|------------------------------------|-----------|--------------------|
| BEGINNING BALANCE | | \$2,675,836 |
| RECEIPTS | | |
| Monthly Receipts | 2,466,215 | |
| County Contribution | 45,714 | |
| Interest on Savings | 868 | |
| TOTAL MONTHLY RECEIPTS | | 2,512,797 |
| DISBURSEMENTS | | |
| Monthly Disbursements | 3,251,515 | |
| TOTAL MONTHLY DISBURSEMENTS | | 2,640,398 |
| ENDING BALANCE | | \$2,548,234 |

REVENUE

| | |
|-----------------------------------|--------------------|
| <i>Checking/Money Market</i> | \$2,548,234 |
| <i>SS Benefits Checking</i> | \$12,123 |
| <i>Bremer Savings</i> | \$2,891,664 |
| <i>Great Western Bank Savings</i> | \$75,509 |
| <i>Investments - MAGIC Fund</i> | \$2,559,629 |

ENDING BALANCE **\$8,087,153**

August 2019 Ending Balance

\$6,778,562

DESIGNATED/RESTRICTED FUNDS

| | |
|-----------------------------------|--------------------|
| Agency Health Insurance | \$1,328,431 |
| LCTS Lyon Murray Collaborative | \$159,996 |
| LCTS Rock Pipestone Collaborative | \$38,736 |
| LCTS Redwood Collaborative | \$36,891 |
| Local Advisory Council | \$919 |

August 2019 Ending Balance

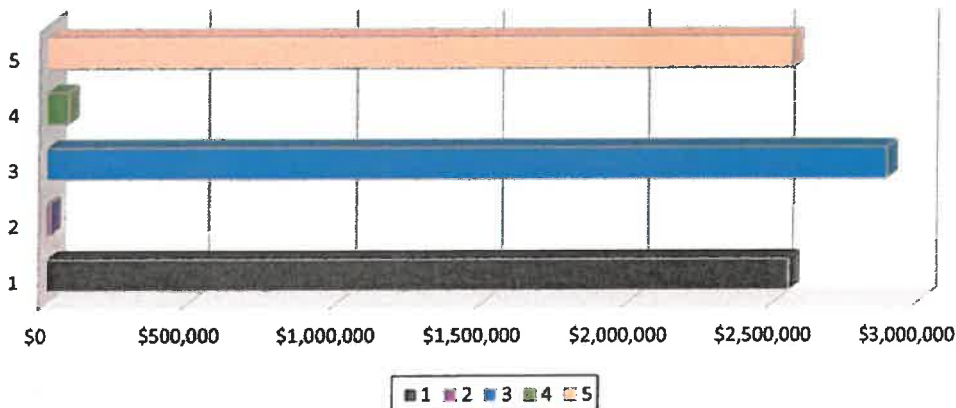
\$1,127,624

August 2019 Ending Balance

AVAILABLE CASH BALANCE **\$6,522,181**

\$5,381,671

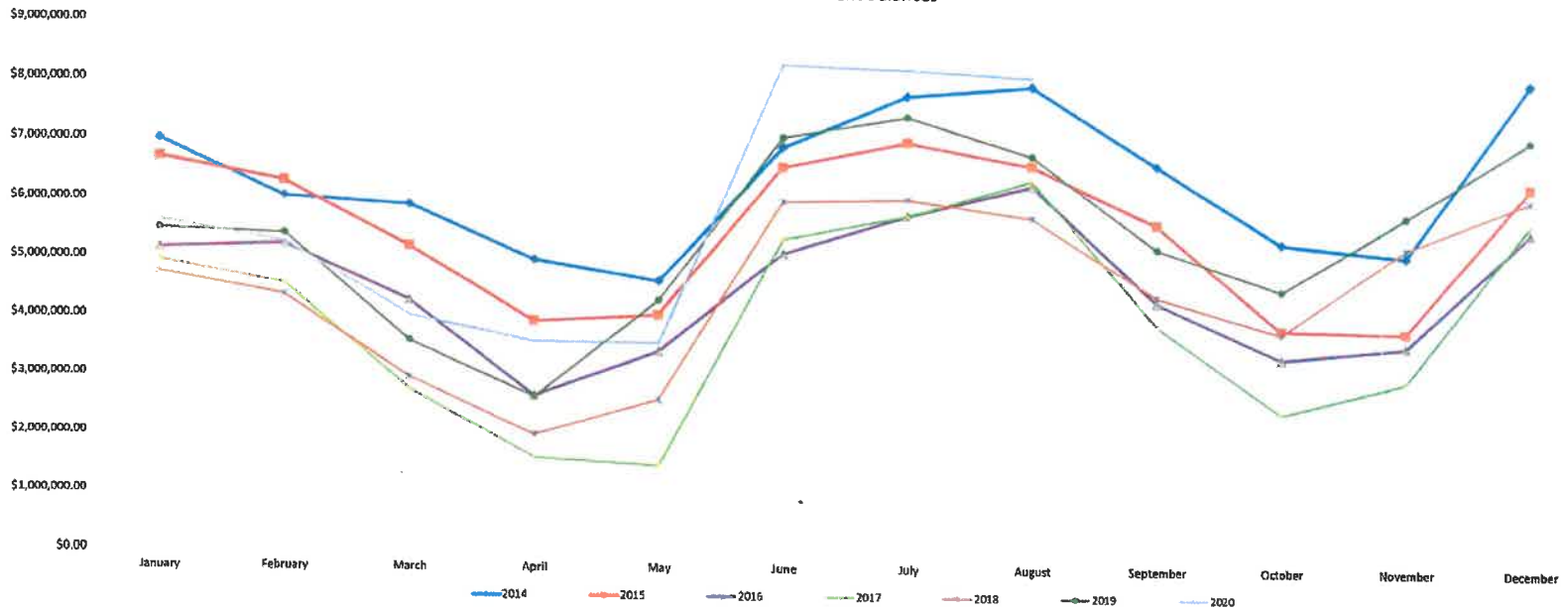
REVENUE DESIGNATION



SWHHS
Total Cash and Investment Balance by Month - All Funds

| | January | February | March | April | May | June | July | August | September | October | November | December | Average for Year | Average for Jan-Mar |
|------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|---------------------|
| 2014 | \$6,981,225.27 | \$6,024,758.16 | \$5,889,424.32 | \$4,951,093.48 | \$4,596,515.25 | \$6,893,382.81 | \$7,769,372.24 | \$7,943,228.69 | \$6,629,326.28 | \$5,325,638.85 | \$5,113,269.32 | \$8,050,538.23 | \$6,347,314.41 | \$6,298,469.25 |
| 2015 | \$6,677,478.44 | \$6,283,514.63 | \$5,177,699.80 | \$3,907,688.99 | \$4,019,146.98 | \$6,560,422.95 | \$8,992,523.27 | \$6,614,413.77 | \$5,631,267.68 | \$3,840,912.52 | \$3,805,465.22 | \$6,311,344.26 | \$5,485,155.71 | \$6,046,230.96 |
| 2016 | \$5,132,902.00 | \$5,204,953.26 | \$4,246,693.55 | \$2,626,629.20 | \$3,394,917.21 | \$5,088,797.96 | \$5,750,965.99 | \$6,275,434.87 | \$4,290,910.19 | \$3,346,309.75 | \$3,560,416.88 | \$5,533,701.63 | \$4,537,719.39 | \$4,861,516.27 |
| 2017 | \$4,926,902.34 | \$4,524,066.02 | \$2,727,751.26 | \$1,578,173.97 | \$1,451,585.61 | \$5,337,553.73 | \$5,754,887.08 | \$6,366,564.57 | \$3,893,362.07 | \$2,417,547.50 | \$2,962,222.15 | \$5,684,746.63 | \$3,968,778.58 | \$4,059,673.21 |
| 2018 | \$4,721,044.88 | \$4,333,938.53 | \$2,935,770.10 | \$1,965,449.62 | \$2,570,090.71 | \$5,977,407.40 | \$6,033,326.24 | \$5,731,633.62 | \$4,391,517.44 | \$3,775,199.56 | \$5,252,398.36 | \$6,085,906.40 | \$4,481,140.24 | \$3,996,917.84 |
| 2019 | \$5,468,300.08 | \$5,390,753.05 | \$3,560,027.40 | \$2,614,293.54 | \$4,269,080.30 | \$7,062,814.89 | \$7,420,076.79 | \$6,778,561.83 | \$5,219,902.01 | \$4,511,324.16 | \$5,788,830.92 | \$7,097,094.23 | \$5,431,754.93 | \$4,806,360.18 |
| 2020 | \$5,612,100.09 | \$5,244,836.41 | \$3,999,085.28 | \$3,557,399.16 | \$3,544,281.51 | \$8,279,950.83 | \$8,206,914.72 | \$8,087,152.70 | | | | | \$5,816,465.09 | \$4,952,007.26 |

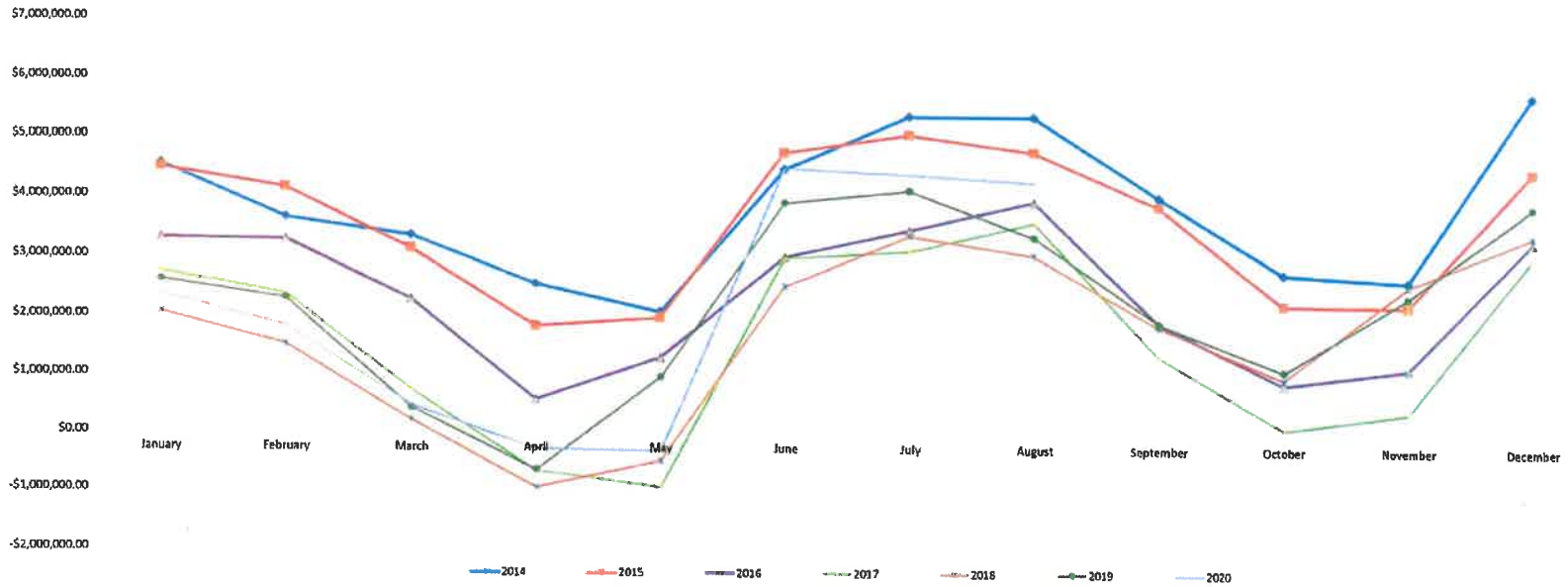
SWHHS Cash and Investment Balances



SWHHS
Total Cash and Investment Balance by Month - Human Services

| | January | February | March | April | May | June | July | August | September | October | November | December | Average for Year | Average for Jan-Mar |
|------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|---------------------|
| 2014 | \$4,524,112.48 | \$3,629,625.88 | \$3,337,290.94 | \$2,518,145.92 | \$2,049,972.92 | \$4,463,844.09 | \$5,383,273.11 | \$5,365,674.16 | \$4,025,227.41 | \$2,740,775.93 | \$2,617,746.10 | \$5,760,212.52 | \$3,866,341.79 | \$3,830,343.10 |
| 2015 | \$4,463,244.56 | \$4,128,666.35 | \$3,114,955.80 | \$1,805,842.76 | \$1,948,746.17 | \$4,743,405.68 | \$5,052,792.79 | \$4,776,068.68 | \$3,868,016.53 | \$2,206,082.85 | \$2,192,119.16 | \$4,467,384.13 | \$3,563,943.81 | \$3,902,288.90 |
| 2016 | \$3,281,407.50 | \$3,262,674.15 | \$2,255,798.09 | \$544,625.71 | \$1,271,340.11 | \$2,991,321.29 | \$3,454,355.54 | \$3,941,449.89 | \$1,888,675.07 | \$854,465.14 | \$1,125,581.79 | \$3,301,841.92 | \$2,347,793.02 | \$2,933,293.25 |
| 2017 | \$2,721,514.18 | \$2,337,060.47 | \$710,988.71 | -\$678,564.48 | -\$945,146.15 | \$2,972,035.68 | \$3,096,420.77 | \$3,593,841.96 | \$1,322,585.71 | \$84,989.25 | \$377,552.65 | \$3,035,263.95 | \$1,552,362.72 | \$1,923,187.79 |
| 2018 | \$2,027,812.89 | \$1,484,259.33 | \$191,366.90 | -\$965,731.97 | -\$501,975.29 | \$2,490,788.49 | \$3,357,738.65 | \$3,035,839.30 | \$1,833,134.33 | \$948,482.40 | \$2,542,047.76 | \$3,397,063.22 | \$1,653,402.17 | \$1,234,479.71 |
| 2019 | \$2,581,063.09 | \$2,265,158.91 | \$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 | \$3,881,423.66 | \$2,174,266.46 | \$1,750,731.94 |
| 2020 | \$2,332,934.55 | \$1,794,776.37 | \$446,580.09 | -\$301,075.40 | -\$322,039.73 | \$4,477,838.46 | \$4,384,474.68 | \$4,260,536.62 | | | | | \$2,134,253.21 | \$1,524,763.67 |

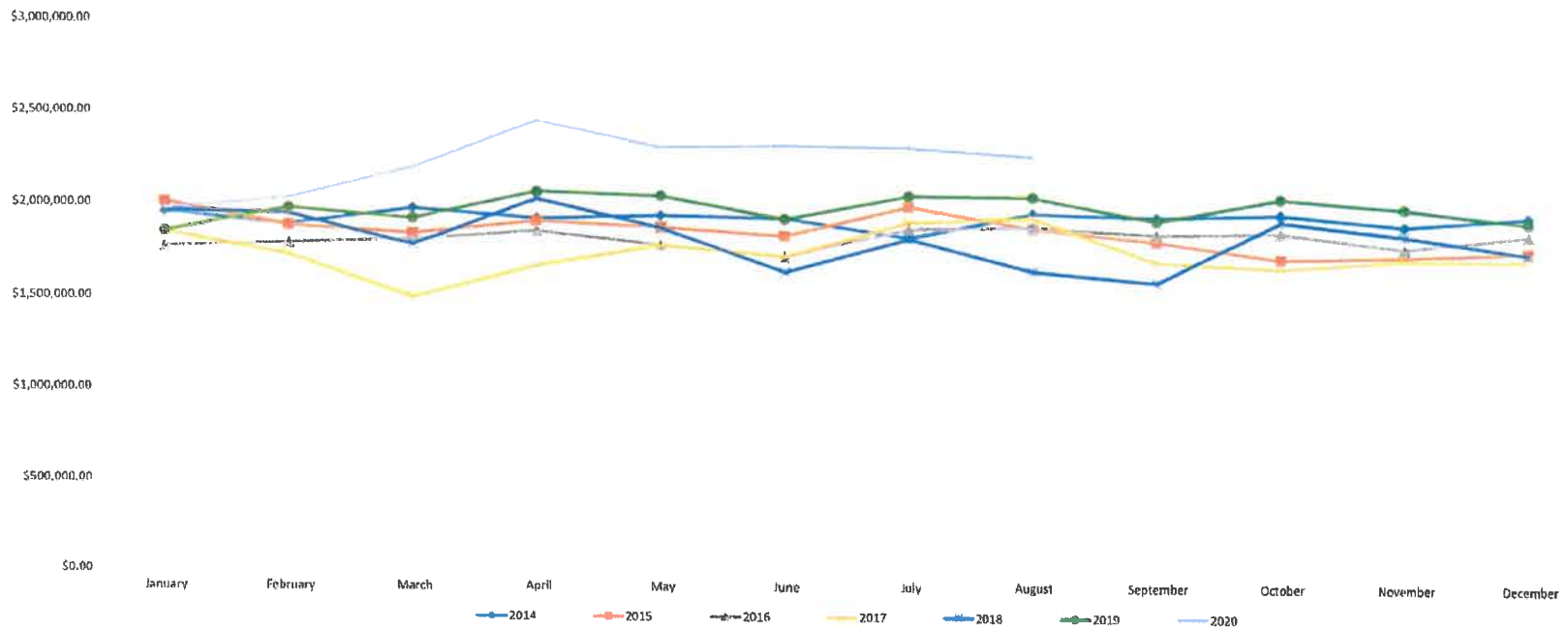
SWHHS Cash Balances - Human Services



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

| | January | February | March | April | May | June | July | August | September | October | November | December | Average for Year |
|------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| 2014 | \$1,952,348.46 | \$1,889,115.47 | \$1,972,829.09 | \$1,919,040.73 | \$1,935,610.76 | \$1,923,130.89 | \$1,822,889.93 | \$1,953,891.09 | \$1,934,989.18 | \$1,954,396.64 | \$1,894,110.16 | \$1,942,821.40 | \$1,924,597.82 |
| 2015 | \$2,005,574.71 | \$1,882,681.89 | \$1,841,149.62 | \$1,906,754.95 | \$1,876,427.45 | \$1,832,808.45 | \$1,987,157.33 | \$1,874,490.47 | \$1,806,827.22 | \$1,714,863.10 | \$1,730,380.53 | \$1,755,462.75 | \$1,851,214.87 |
| 2016 | \$1,767,113.43 | \$1,786,985.60 | \$1,807,700.34 | \$1,854,929.75 | \$1,779,529.15 | \$1,719,935.64 | \$1,868,440.04 | \$1,880,565.32 | \$1,844,832.32 | \$1,854,296.98 | \$1,772,886.81 | \$1,845,353.91 | \$1,815,214.11 |
| 2017 | \$1,847,930.47 | \$1,726,463.73 | \$1,494,923.91 | \$1,667,703.90 | \$1,778,696.76 | \$1,720,044.88 | \$1,903,354.71 | \$1,930,710.27 | \$1,695,805.50 | \$1,663,861.45 | \$1,709,269.13 | \$1,709,425.16 | \$1,737,349.16 |
| 2018 | \$1,962,214.72 | \$1,943,637.75 | \$1,780,622.98 | \$2,023,315.56 | \$1,870,382.57 | \$1,633,344.06 | \$1,816,127.45 | \$1,643,850.72 | \$1,584,218.99 | \$1,914,793.23 | \$1,842,417.33 | \$1,743,836.48 | \$1,813,230.15 |
| 2019 | \$1,851,277.80 | \$1,972,764.31 | \$1,918,434.61 | \$2,063,608.18 | \$2,039,616.86 | \$1,918,780.30 | \$2,044,401.82 | \$2,039,261.99 | \$1,915,329.19 | \$2,036,424.83 | \$1,985,685.37 | \$1,910,997.42 | \$1,974,715.22 |
| 2020 | \$1,967,807.21 | \$2,029,158.92 | \$2,191,628.66 | \$2,443,036.94 | \$2,302,678.55 | \$2,314,814.13 | \$2,307,089.45 | \$2,261,644.38 | | | | | \$2,227,232.28 |

SWHHS Cash Balances - Public Health

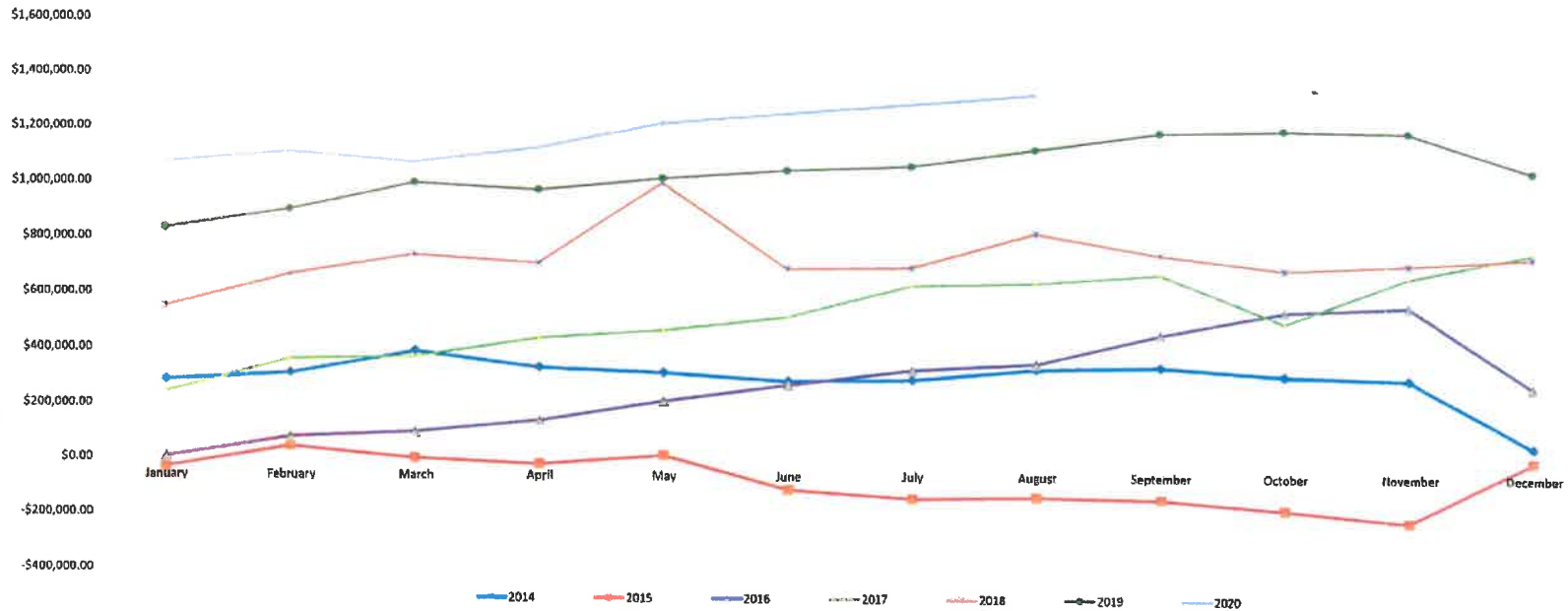


SWHHS
Total Cash Balance by Month - Health Insurance

| | January | February | March | April | May | June | July | August | September | October | November | December |
|------|--------------|--------------|--------------|--------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 2014 | \$285,358.82 | \$308,046.30 | \$387,989.08 | \$330,278.87 | \$312,752.06 | \$283,535.78 | \$290,484.90 | \$330,401.57 | \$338,696.39 | \$307,534.98 | \$295,838.26 | \$52,721.51 |
| 2015 | -\$33,351.13 | \$43,792.99 | \$830.08 | -\$19,686.02 | \$13,868.59 | -\$109,949.59 | -\$141,430.74 | -\$134,243.27 | -\$141,678.96 | -\$178,110.32 | -\$221,023.86 | \$0.00 |
| 2016 | \$4,898.43 | \$75,942.80 | \$95,153.51 | \$139,472.05 | \$210,786.36 | \$270,693.34 | \$325,643.77 | \$350,734.02 | \$455,033.16 | \$538,192.07 | \$558,493.11 | \$269,062.28 |
| 2017 | \$243,431.96 | \$360,090.41 | \$369,063.91 | \$436,168.38 | \$465,168.83 | \$514,005.00 | \$629,735.43 | \$640,875.17 | \$673,434.33 | \$497,527.63 | \$665,075.30 | \$753,857.36 |
| 2018 | \$547,461.08 | \$661,779.26 | \$734,590.83 | \$705,226.64 | \$998,994.04 | \$688,218.46 | \$693,431.75 | \$820,833.21 | \$742,653.73 | \$690,065.54 | \$709,870.88 | \$736,904.37 |
| 2019 | \$830,786.86 | \$898,632.50 | \$996,671.64 | \$973,046.88 | \$1,015,393.62 | \$1,046,007.99 | \$1,064,138.10 | \$1,127,623.68 | \$1,189,707.87 | \$1,200,976.08 | \$1,195,846.02 | \$1,051,604.82 |
| 2020 | 1,070,978.00 | 1,108,164.79 | 1,071,726.42 | 1,126,237.51 | 1,216,443.58 | 1,252,789.13 | 1,289,386.59 | 1,328,430.70 | | | | |

| Average for Year |
|------------------|
| \$293,636.53 |
| -\$76,748.52 |
| \$274,517.08 |
| \$520,702.81 |
| \$727,502.48 |
| \$1,049,203.01 |
| \$1,183,019.59 |

SWHHS Cash and Investment Balances - Health Insurance



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

AUGUST 2020

| DATE | RECEIPT or CHECK # | DESCRIPTION | + DEPOSITS | -DISBURSEMENTS | BALANCE |
|----------|---------------------------------------|---------------|---------------------|---------------------|--------------|
| | BALANCE FORWARD | | | | 2,675,835.51 |
| 08/03/20 | 9993 | Disb | | 14,858.40 | 2,660,977.11 |
| 08/03/20 | VOID 108067 | Disb | | (149.40) | 2,661,126.51 |
| 08/04/20 | 40913-40947 | Dep | 61,443.51 | | 2,722,570.02 |
| 08/06/20 | 9994 | Disb | | 656.80 | 2,721,913.22 |
| 08/07/20 | 108118-108156 | Disb | | 3,492.54 | 2,718,420.68 |
| 08/07/20 | 8076-8078 ACH | Disb | | 219.78 | 2,718,200.90 |
| 08/07/20 | 108157-108211 | Disb | | 78,290.12 | 2,639,910.78 |
| 08/07/20 | 8079-8126 ACH | Disb | | 164,825.14 | 2,475,085.64 |
| 08/07/20 | 40948-40996 | Dep | 138,474.02 | | 2,613,559.66 |
| 08/10/20 | 9995 | Disb | | 25,787.32 | 2,587,772.34 |
| 08/13/20 | 9996 | Disb | | 44,957.53 | 2,542,814.81 |
| 08/13/20 | 40997-41065 | Dep | 540,274.40 | | 3,083,089.21 |
| 08/14/20 | 108212-108251 | Disb | | 2,755.15 | 3,080,334.06 |
| 08/14/20 | 8127-8127 ACH | Disb | | 67.90 | 3,080,266.16 |
| 08/14/20 | 108252-108315 | Disb | | 180,729.68 | 2,899,536.48 |
| 08/14/20 | 8128-8145 ACH | Disb | | 135,293.89 | 2,764,242.59 |
| 08/14/20 | 9391 - 9409 | Payroll | | 132,290.15 | 2,631,952.44 |
| 08/14/20 | 65143 - 65381 ACH | Payroll | | 500,901.11 | 2,131,051.33 |
| 08/17/20 | 9997 | Disb | | 15,864.88 | 2,115,186.45 |
| 08/17/20 | VOID 106450 | Disb | | (3,113.99) | 2,118,300.44 |
| 08/18/20 | 41066-41117 | Dep | 689,027.55 | | 2,807,327.99 |
| 08/17/20 | 9998 | Disb | | 11,214.44 | 2,796,113.55 |
| 08/17/20 | 9999 | Disb | | 62,157.09 | 2,733,956.46 |
| 08/21/20 | 108316-108407 | Disb | | 13,838.20 | 2,720,118.26 |
| 08/21/20 | 8146-8147 ACH | Disb | | 289.20 | 2,719,829.06 |
| 08/21/20 | 108408-108639 | Disb | | 130,217.08 | 2,589,611.98 |
| 08/21/20 | 8148-8157 ACH | Disb | | 5,127.39 | 2,584,484.59 |
| 08/21/20 | 108640-108664 | Disb | | 9,592.11 | 2,574,892.48 |
| 08/21/20 | 108665-108717 | Disb | | 274,629.06 | 2,300,263.42 |
| 08/21/20 | 8158-8173 ACH | Disb | | 30,169.83 | 2,270,093.59 |
| 08/21/20 | 41118-41187 | Dep | 441,393.72 | | 2,711,487.31 |
| 08/24/20 | 10000 | Disb | | 845.30 | 2,710,642.01 |
| 08/24/20 | 10001 | Disb | | 35,569.11 | 2,675,072.90 |
| 08/24/20 | VOID 108182 | Disb | | (15.00) | 2,675,087.90 |
| 08/25/20 | 41206-41223, 41230-41235 | Dep | 249,723.40 | | 2,924,811.30 |
| 08/28/20 | 108718-108749 | Disb | | 3,665.52 | 2,921,145.78 |
| 08/28/20 | 8174-8175 ACH | Disb | | 102.90 | 2,921,042.88 |
| 08/28/20 | 108750-108786 | Disb | | 37,566.96 | 2,883,475.92 |
| 08/28/20 | 8176-8186 ACH | Disb | | 67,006.72 | 2,816,469.20 |
| 08/28/20 | 9410 - 9429 | Payroll | | 132,093.21 | 2,684,375.99 |
| 08/28/20 | 65382 - 65624 ACH | Payroll | | 500,331.94 | 2,184,044.05 |
| 08/31/20 | 10002 | Disb | | 28,270.24 | 2,155,773.81 |
| 08/28/20 | 41188-41205, 41224-41229, 41236-41268 | Dep | 224,785.74 | | 2,380,559.55 |
| 08/31/20 | 41269-41291 | Dep | 167,674.16 | | 2,548,233.71 |
| | | | | | 2,548,233.71 |
| | | TOTALS | 2,512,796.50 | 2,640,398.30 | |

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

| |
|--------------|
| 12,122.68 |
| 2,891,663.95 |
| 75,508.91 |
| 2,559,623.45 |

TOTAL CASH BALANCE

8,087,152.70

Southwest Health and Human Services



Treasurer's Cash Trial Balance

As of 08/2020

| <u>Fund</u> | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u> | <u>Current Balance</u> |
|-------------------------------|--------------------------|-------------------------------|---------------|------------------------|
| 1 Health Services Fund | | | | |
| | 1,910,997.42 | | | |
| Receipts | | 214,319.20 | 2,866,284.24 | |
| Disbursements | | 58,407.83- | 544,680.37- | |
| Payroll | | 216,296.15- | 1,970,956.91- | |
| Fund Total | | 60,384.78- | 350,646.96 | 2,261,644.38 |
| | | | | |
| 5 Human Services Fund | 410 | General Administration | | |
| | 170,062.03- | | | |
| Receipts | | 54,507.70 | 428,347.89 | |
| Disbursements | | 41,802.12- | 415,462.55- | |
| Payroll | | 10,285.36- | 100,315.76- | |
| Journal Entries | | 0.00 | 7,784.04 | |
| Dept Total | | 2,420.22 | 79,646.38- | 249,708.41- |
| | | | | |
| 5 Human Services Fund | 420 | Income Maintenance | | |
| | 374,656.57- | | | |
| Receipts | | 564,308.84 | 6,028,589.69 | |
| Disbursements | | 288,938.00- | 2,757,924.88- | |
| Payroll | | 328,235.54- | 2,952,068.14- | |
| Journal Entries | | 0.00 | 3,892.02- | |
| Dept Total | | 52,864.70- | 314,704.65 | 59,951.92- |
| | | | | |
| 5 Human Services Fund | 431 | Social Services | | |
| | 7,662,641.12 | | | |
| Receipts | | 1,342,009.71 | 12,669,853.43 | |
| Disbursements | | 128,970.42- | 992,380.02- | |
| SSIS | | 563,129.29- | 5,312,897.97- | |
| Payroll | | 692,543.79- | 6,062,368.38- | |
| Journal Entries | | 0.00 | 3,892.02- | |
| Dept Total | | 42,633.79- | 298,315.04 | 7,960,956.16 |
| | | | | |
| 5 Human Services Fund | 461 | Information Systems | | |
| | 3,236,438.89- | | | |
| Receipts | | 2,335.49 | 19,245.48 | |
| Disbursements | | 0.00 | 3,180.98- | |

Southwest Health and Human Services

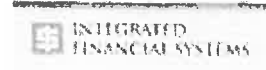


Treasurer's Cash Trial Balance

As of 08/2020

| <u>Fund</u> | | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u> | <u>Current Balance</u> |
|-------------|---|------------------------------|---------------------------|--------------------|----------------------------|
| | Payroll | | 18,255.57- | 170,384.82- | |
| | Dept Total | | 15,920.08- | 154,320.32- | 3,390,759.21- |
| 5 | Human Services Fund | 471 | LCTS Collaborative Agency | | |
| | | 0.00 | | | |
| | Receipts | | 67,646.00 | 207,350.00 | |
| | Disbursements | | 67,646.00- | 207,350.00- | |
| | Dept Total | | 0.00 | 0.00 | 0.00 |
| | Fund Total | 3,881,483.63 | 108,998.35- | 379,052.99 | 4,260,536.62 |
| 61 | Agency Health Insurance | | | | |
| | | 1,051,604.82 | | | |
| | Receipts | | 205,233.34 | 1,755,350.32 | |
| | Disbursements | | 166,189.23- | 1,478,524.44- | |
| | Fund Total | | 39,044.11 | 276,825.88 | 1,328,430.70 |
| 71 | LCTS Lyon Murray Collaborative Fund | 471 | LCTS Collaborative Agency | | |
| | | 137,697.99 | | | |
| | Receipts | | 33,830.00 | 94,566.00 | |
| | Disbursements | | 9,699.00- | 72,268.11- | |
| | Dept Total | | 24,131.00 | 22,297.89 | 159,995.88 |
| | Fund Total | 137,697.99 | 24,131.00 | 22,297.89 | 159,995.88 |
| 73 | LCTS Rock Pipestone Collaborative Fund | 471 | LCTS Collaborative Agency | | |
| | | 54,412.53 | | | |
| | Receipts | | 12,388.00 | 37,462.00 | |
| | Disbursements | | 50,000.00- | 53,139.00- | |
| | Dept Total | | 37,612.00- | 15,677.00- | 38,735.53 |
| | Fund Total | 54,412.53 | 37,612.00- | 15,677.00- | 38,735.53 |
| 75 | Redwood LCTS Collaborative | 471 | LCTS Collaborative Agency | | |
| | | 59,802.79 | | | |

Southwest Health and Human Services



SRK
9/4/20 11:25AM

Treasurer's Cash Trial Balance

As of 08/2020

| <u>Fund</u> | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u> | <u>Current Balance</u> |
|-----------------------------|----------------------------|--------------------|-------------------|------------------------|
| Receipts | | 24,058.00 | 79,588.00 | |
| Disbursements | | 0.00 | 102,500.00- | |
| Dept Total | | 24,058.00 | 22,912.00- | 36,890.79 |
| Fund Total | 59,802.79 | 24,058.00 | 22,912.00- | 36,890.79 |
| | | | | |
| 77 Local Advisory Council | 477 Local Advisory Council | | | |
| | 1,155.02 | | | |
| Disbursements | | 0.00 | 236.22- | |
| Dept Total | | 0.00 | 236.22- | 918.80 |
| Fund Total | 1,155.02 | 0.00 | 236.22- | 918.80 |
| | | | | |
| All Funds | 7,097,154.20 | | | |
| Receipts | | 2,520,636.28 | 24,186,637.05 | |
| Disbursements | | 811,652.60- | 6,627,646.57- | |
| SSIS | | 563,129.29- | 5,312,897.97- | |
| Payroll | | 1,265,616.41- | 11,256,094.01- | |
| Total | | 119,762.02- | 989,998.50 | 8,087,152.70 |

Southwest Health and Human Services

RM-Stmt of Revenues & Expenditures

As Of 08/2020

Report Basis: Cash

| DESCRIPTION | CURRENT MONTH | YEAR TO-DATE | 2020 BUDGET | % OF BUDG | % OF YEAR |
|------------------------------------|--------------------|----------------------|----------------------|-----------|-----------|
| FUND 1 HEALTH SERVICES FUND | | | | | |
| REVENUES | | | | | |
| CONTRIBUTIONS FROM COUNTIES | 0.00 | 781,893.75- | 1,042,525.00- | 75 | 67 |
| INTERGOVERNMENTAL REVENUES | 1,078.59- | 164,382.09- | 170,500.00- | 96 | 67 |
| STATE REVENUES | 46,263.09- | 680,534.13- | 810,102.00- | 84 | 67 |
| FEDERAL REVENUES | 126,041.28- | 887,999.02- | 1,245,041.00- | 71 | 67 |
| FEES | 40,602.82- | 343,589.05- | 496,230.00- | 69 | 67 |
| EARNINGS ON INVESTMENTS | 138.85- | 3,990.17- | 14,880.00- | 27 | 67 |
| MISCELLANEOUS REVENUES | 194.57- | 1,779.03- | 8,900.00- | 20 | 67 |
| TOTAL REVENUES | 214,319.20- | 2,864,167.24- | 3,788,178.00- | 76 | 67 |
| EXPENDITURES | | | | | |
| PROGRAM EXPENDITURES | 0.00 | 0.00 | 0.00 | 0 | 67 |
| PAYROLL AND BENEFITS | 216,296.15 | 1,970,916.91 | 3,016,052.00 | 65 | 67 |
| OTHER EXPENDITURES | 58,407.83 | 542,603.37 | 772,126.00 | 70 | 67 |
| TOTAL EXPENDITURES | 274,703.98 | 2,513,520.28 | 3,788,178.00 | 66 | 67 |

Southwest Health and Human Services

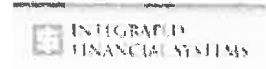
RM-Stmt of Revenues & Expenditures

As Of 08/2020

Report Basis: Cash

| DESCRIPTION | CURRENT MONTH | YEAR TO-DATE | 2020 BUDGET | % OF BUDG | % OF YEAR |
|-----------------------------------|----------------------|-----------------------|-----------------------|-----------|-----------|
| FUND 5 HUMAN SERVICES FUND | | | | | |
| REVENUES | | | | | |
| CONTRIBUTIONS FROM COUNTIES | 45,714.00- | 6,615,661.03- | 11,378,603.00- | 58 | 67 |
| INTERGOVERNMENTAL REVENUES | 0.00 | 55,421.73- | 104,354.00- | 53 | 67 |
| STATE REVENUES | 627,446.92- | 4,234,721.24- | 5,269,341.00- | 80 | 67 |
| FEDERAL REVENUES | 960,133.95- | 5,339,975.45- | 8,035,293.00- | 66 | 67 |
| FEES | 216,357.91- | 1,588,998.51- | 2,200,150.00- | 72 | 67 |
| EARNINGS ON INVESTMENTS | 728.93- | 20,948.31- | 78,096.00- | 27 | 67 |
| MISCELLANEOUS REVENUES | 115,041.72- | 1,019,817.06- | 1,139,100.00- | 90 | 67 |
| TOTAL REVENUES | 1,965,423.43- | 18,875,543.33- | 28,204,937.00- | 67 | 67 |
| EXPENDITURES | | | | | |
| PROGRAM EXPENDITURES | 819,547.84 | 7,473,567.09 | 11,157,301.00 | 67 | 67 |
| PAYROLL AND BENEFITS | 1,037,918.94 | 9,273,131.44 | 14,290,849.00 | 65 | 67 |
| OTHER EXPENDITURES | 217,736.66 | 1,750,628.89 | 2,756,787.00 | 64 | 67 |
| TOTAL EXPENDITURES | 2,075,203.44 | 18,497,327.42 | 28,204,937.00 | 66 | 67 |

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

| <u>Element</u> | <u>Description</u> | <u>Account Number</u> | <u>Current Month</u> | <u>Year-To-Date</u> | <u>Budget</u> | <u>% of Bdgt</u> | <u>% of Year</u> |
|----------------|------------------------------------|-----------------------|----------------------|---------------------|---------------|------------------|------------------|
| 1 FUND | Health Services Fund | | | | | | |
| 410 DEPT | General Administration | | | | | | |
| 0 PROGRAM | ... | | | | | | |
| | | | Revenue | | | | 67 |
| | | | Expend. | 8,918.37 | 39,365.21 | 0.00 | 0 |
| | | | Net | 8,918.37 | 39,365.21 | 0.00 | 0 |
| 930 PROGRAM | Administration | | Revenue | 8,074.55- | 819,089.05- | 1,108,655.00- | 74 |
| | | | Expend. | 33,348.94 | 317,057.69 | 697,981.00 | 45 |
| | | | Net | 25,274.39 | 502,031.36- | 410,674.00- | 122 |
| 410 DEPT | General Administration | Totals: | Revenue | 8,074.55- | 819,089.05- | 1,108,655.00- | 74 |
| | | | Expend. | 42,267.31 | 356,422.90 | 697,981.00 | 51 |
| | | | Net | 34,192.76 | 462,666.15- | 410,674.00- | 113 |
| 481 DEPT | Nursing | | | | | | |
| 100 PROGRAM | Family Health | | Revenue | 2,436.13- | 12,380.28- | 18,680.00- | 66 |
| | | | Expend. | 843.29 | 13,356.18 | 15,651.00 | 85 |
| | | | Net | 1,592.84- | 975.90 | 3,029.00- | 32- |
| 103 PROGRAM | Follow Along Program | | Revenue | 0.00 | 17,894.43- | 27,324.00- | 65 |
| | | | Expend. | 2,523.73 | 19,175.73 | 31,241.00 | 61 |
| | | | Net | 2,523.73 | 1,281.30 | 3,917.00 | 33 |
| 110 PROGRAM | TANF | | Revenue | 0.00 | 63,937.99- | 127,876.00- | 50 |
| | | | Expend. | 0.00 | 92,183.09 | 127,911.00 | 72 |
| | | | Net | 0.00 | 28,245.10 | 35.00 | 80,700 |
| 130 PROGRAM | WIC | | Revenue | 80,917.00- | 396,038.00- | 450,000.00- | 88 |
| | | | Expend. | 38,899.36 | 346,381.91 | 557,867.00 | 62 |
| | | | Net | 42,017.64- | 49,656.09- | 107,867.00 | 46- |
| 140 PROGRAM | Peer Breastfeeding Support Program | | Revenue | 6,033.00- | 23,946.00- | 53,500.00- | 45 |
| | | | Expend. | 1,593.94 | 21,887.03 | 33,438.00 | 65 |
| | | | Net | 4,439.06- | 2,058.97- | 20,062.00- | 10 |
| 210 PROGRAM | CTC Outreach | | Revenue | 0.00 | 135,644.75- | 271,600.00- | 50 |
| | | | Expend. | 17,100.15 | 146,736.89 | 285,400.00 | 51 |
| | | | Net | 17,100.15 | 11,092.14 | 13,800.00 | 80 |
| 270 PROGRAM | Maternal Child Health - Title V | | Revenue | 11,162.46- | 114,650.20- | 253,200.00- | 45 |
| | | | Expend. | 10,135.78 | 145,913.81 | 249,934.00 | 58 |
| | | | Net | 1,026.68- | 31,263.61 | 3,266.00- | 957- |

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

| <u>Element</u> | <u>Description</u> | <u>Account Number</u> | | <u>Current Month</u> | <u>Year-To-Date</u> | <u>Budget</u> | <u>% of Bdgt</u> | <u>% of Year</u> |
|----------------|-------------------------------------|-----------------------|---------|----------------------|---------------------|---------------|------------------|------------------|
| 280 PROGRAM | MCH Dental Health | | Revenue | 0.00 | 889.42- | 2,000.00- | 44 | 67 |
| | | | Expend. | 1,565.98 | 13,938.53 | 17,907.00 | 78 | 67 |
| | | | Net | 1,565.98 | 13,049.11 | 15,907.00 | 82 | 67 |
| 285 PROGRAM | MCH Blood Lead | | Revenue | | | | | 67 |
| | | | Expend. | 176.84 | 2,021.62 | 0.00 | 0 | 67 |
| | | | Net | 176.84 | 2,021.62 | 0.00 | 0 | 67 |
| 295 PROGRAM | MCH Car Seat Program | | Revenue | 407.36- | 7,536.33- | 33,000.00- | 23 | 67 |
| | | | Expend. | 2,543.25 | 18,838.49 | 42,199.00 | 45 | 67 |
| | | | Net | 2,135.89 | 11,302.16 | 9,199.00 | 123 | 67 |
| 300 PROGRAM | Case Management | | Revenue | 33,515.67- | 306,132.34- | 409,000.00- | 75 | 67 |
| | | | Expend. | 24,002.76 | 221,629.90 | 412,332.00 | 54 | 67 |
| | | | Net | 9,512.91- | 84,502.44- | 3,332.00 | 2,536- | 67 |
| 330 PROGRAM | MNChoices | | Revenue | 13,707.00- | 100,627.65- | 114,000.00- | 88 | 67 |
| | | | Expend. | 14,489.41 | 124,319.55 | 191,342.00 | 65 | 67 |
| | | | Net | 782.41 | 23,691.90 | 77,342.00 | 31 | 67 |
| 603 PROGRAM | Disease Prevention And Control | | Revenue | 7,946.69- | 90,610.99- | 141,042.00- | 64 | 67 |
| | | | Expend. | 12,471.26 | 122,295.10 | 247,136.00 | 49 | 67 |
| | | | Net | 4,524.57 | 31,684.11 | 106,094.00 | 30 | 67 |
| 560 PROGRAM | MIIC | | Revenue | 443.59- | 443.59- | 0.00 | 0 | 67 |
| | | | Expend. | 0.04 | 451.84 | 0.00 | 0 | 67 |
| | | | Net | 443.55- | 8.25 | 0.00 | 0 | 67 |
| 481 DEPT | Nursing | Totals: | Revenue | 156,568.90- | 1,270,731.97- | 1,901,222.00- | 67 | 67 |
| | | | Expend. | 126,345.79 | 1,289,129.67 | 2,212,358.00 | 58 | 67 |
| | | | Net | 30,223.11- | 18,397.70 | 311,136.00 | 6 | 67 |
| 483 DEPT | Health Education | | | | | | | |
| 500 PROGRAM | Direct Client Services | | Revenue | 0.00 | 2,788.41- | 500.00- | 558 | 67 |
| | | | Expend. | 96.42 | 3,175.05 | 32,705.00 | 10 | 67 |
| | | | Net | 96.42 | 386.64 | 32,205.00 | 1 | 67 |
| 510 PROGRAM | SHIP | | Revenue | 16,484.88- | 157,235.71- | 226,960.00- | 69 | 67 |
| | | | Expend. | 15,621.67 | 160,608.22 | 226,960.00 | 71 | 67 |
| | | | Net | 863.21- | 3,372.51 | 0.00 | 0 | 67 |
| 540 PROGRAM | Toward Zero Deaths (TZD) Safe Roads | | Revenue | 252.03- | 3,685.86- | 17,537.00- | 21 | 67 |
| | | | Expend. | 328.43 | 1,810.59 | 17,537.00 | 10 | 67 |
| | | | Net | 76.40 | 1,875.27- | 0.00 | 0 | 67 |

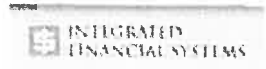
Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

| Element | Description | Account Number | | Current Month | Year-To-Date | Budget | % of Bdgt | % of Year |
|-------------|-------------------------------------|----------------|---------|---------------|---------------|---------------|-----------|-----------|
| 541 PROGRAM | Toward Zero Deaths (TZD) Safe Roads | | Revenue | 0.00 | 2,668.03- | 17,641.00- | 15 | 67 |
| | | | Expend. | 506.94 | 1,359.49 | 17,641.00 | 8 | 67 |
| | | | Net | 506.94 | 1,308.54- | 0.00 | 0 | 67 |
| 550 PROGRAM | P&I Grant | | Revenue | 0.00 | 140,548.25- | 189,326.00- | 74 | 67 |
| | | | Expend. | 13,846.39 | 125,693.85 | 189,326.00 | 66 | 67 |
| | | | Net | 13,846.39 | 14,854.40- | 0.00 | 0 | 67 |
| 900 PROGRAM | Emergency Preparedness | | Revenue | 22,676.67- | 70,978.31- | 92,437.00- | 77 | 67 |
| | | | Expend. | 990.24 | 56,228.98 | 92,437.00 | 61 | 67 |
| | | | Net | 21,686.43- | 14,749.33- | 0.00 | 0 | 67 |
| 905 PROGRAM | COVID-19 Pandemic | | Revenue | 0.00 | 188,292.00- | 0.00 | 0 | 67 |
| | | | Expend. | 48,837.93 | 331,169.61 | 0.00 | 0 | 67 |
| | | | Net | 48,837.93 | 142,877.61 | 0.00 | 0 | 67 |
| 483 DEPT | Health Education | Totals: | Revenue | 39,413.58- | 566,196.57- | 544,401.00- | 104 | 67 |
| | | | Expend. | 80,228.02 | 680,045.79 | 576,606.00 | 118 | 67 |
| | | | Net | 40,814.44 | 113,849.22 | 32,205.00 | 354 | 67 |
| 485 DEPT | Environmental Health | | Revenue | 641.00- | 164,669.50- | 206,600.00- | 80 | 67 |
| | | | Expend. | 19,092.80 | 134,138.19 | 276,433.00 | 49 | 67 |
| | | | Net | 18,451.80 | 30,531.31- | 69,833.00 | 44- | 67 |
| 800 PROGRAM | Environmental | | Revenue | 9,621.17- | 40,980.15- | 27,300.00- | 150 | 67 |
| | | | Expend. | 6,770.06 | 53,636.78 | 24,800.00 | 216 | 67 |
| | | | Net | 2,851.11- | 12,656.63 | 2,500.00- | 506- | 67 |
| 809 PROGRAM | Environmental Water Lab | | Revenue | 0.00 | 2,500.00- | 0.00 | 0 | 67 |
| | | | Expend. | 0.00 | 146.95 | 0.00 | 0 | 67 |
| | | | Net | 0.00 | 2,353.05- | 0.00 | 0 | 67 |
| 830 PROGRAM | FDA Standardization Grant | | Revenue | 10,262.17- | 208,149.65- | 233,900.00- | 89 | 67 |
| | | | Expend. | 25,862.86 | 187,921.92 | 301,233.00 | 62 | 67 |
| | | | Net | 15,600.69 | 20,227.73- | 67,333.00 | 30- | 67 |
| 485 DEPT | Environmental Health | Totals: | Revenue | 10,262.17- | 208,149.65- | 233,900.00- | 89 | 67 |
| | | | Expend. | 25,862.86 | 187,921.92 | 301,233.00 | 62 | 67 |
| | | | Net | 15,600.69 | 20,227.73- | 67,333.00 | 30- | 67 |
| 1 FUND | Health Services Fund | Totals: | Revenue | 214,319.20- | 2,864,167.24- | 3,788,178.00- | 76 | 67 |
| | | | Expend. | 274,703.98 | 2,513,520.28 | 3,788,178.00 | 66 | 67 |
| | | | Net | 60,384.78 | 350,646.96- | 0.00 | 0 | 67 |

Southwest Health and Human Services

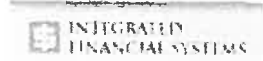


Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

| <u>Element</u> | <u>Description</u> | <u>Account Number</u> | | <u>Current Month</u> | <u>Year-To-Date</u> | <u>Budget</u> | <u>% of Bdgt</u> | <u>% of Year</u> |
|----------------|---------------------------------------|-----------------------|---------|----------------------|---------------------|---------------|------------------|------------------|
| 5 FUND | Human Services Fund | | | | | | | |
| 410 DEPT | General Administration | | | | | | | |
| 0 PROGRAM | ... | | Revenue | | | | | 67 |
| | | | Expend. | 1,638.56- | 80,483.46 | 54,307.00 | 148 | 67 |
| | | | Net | 1,638.56- | 80,483.46 | 54,307.00 | 148 | 67 |
| 410 DEPT | General Administration | Totals: | Revenue | | | | | 67 |
| | | | Expend. | 1,638.56- | 80,483.46 | 54,307.00 | 148 | 67 |
| | | | Net | 1,638.56- | 80,483.46 | 54,307.00 | 148 | 67 |
| 420 DEPT | Income Maintenance | | | | | | | |
| 0 PROGRAM | ... | | Revenue | | | | | 67 |
| | | | Expend. | 0.00 | 780.92 | 0.00 | 0 | 67 |
| | | | Net | 0.00 | 780.92 | 0.00 | 0 | 67 |
| 600 PROGRAM | Income Maint Administrative/Overhea | | Revenue | 43,318.92- | 2,188,890.41- | 3,638,696.00- | 60 | 67 |
| | | | Expend. | 123,392.84 | 1,038,697.29 | 1,663,376.00 | 62 | 67 |
| | | | Net | 80,073.92 | 1,150,193.12- | 1,975,320.00- | 58 | 67 |
| 601 PROGRAM | Income Maint/Random Moment Payro | | Revenue | | | | | 67 |
| | | | Expend. | 193,287.74 | 1,713,696.30 | 2,641,701.00 | 65 | 67 |
| | | | Net | 193,287.74 | 1,713,696.30 | 2,641,701.00 | 65 | 67 |
| 602 PROGRAM | Income Maint FPI Investigator | | Revenue | 16,625.00- | 60,963.00- | 58,000.00- | 105 | 67 |
| | | | Expend. | 440.59 | 35,610.49 | 64,995.00 | 55 | 67 |
| | | | Net | 16,184.41- | 25,352.51- | 6,995.00 | 362- | 67 |
| 605 PROGRAM | MN Supplemental Aid (MSA)/GRH | | Revenue | 11,774.02- | 59,475.95- | 50,000.00- | 119 | 67 |
| | | | Expend. | 0.00 | 89,379.93 | 50,000.00 | 179 | 67 |
| | | | Net | 11,774.02- | 29,903.98 | 0.00 | 0 | 67 |
| 610 PROGRAM | TANF(AFDC/MFIP/DWP) | | Revenue | 327.00- | 5,808.50- | 17,000.00- | 34 | 67 |
| | | | Expend. | 0.00 | 2,848.14 | 13,750.00 | 21 | 67 |
| | | | Net | 327.00- | 2,960.36- | 3,250.00- | 91 | 67 |
| 620 PROGRAM | General Asst (GA)/General Relief/Buri | | Revenue | 2,899.01- | 21,336.52- | 27,500.00- | 78 | 67 |
| | | | Expend. | 33,576.80 | 294,096.29 | 226,000.00 | 130 | 67 |
| | | | Net | 30,677.79 | 272,759.77 | 198,500.00 | 137 | 67 |
| 630 PROGRAM | Food Support (FS) | | Revenue | 104,774.63- | 363,571.60- | 521,000.00- | 70 | 67 |
| | | | Expend. | 0.00 | 749.05 | 6,500.00 | 12 | 67 |
| | | | Net | 104,774.63- | 362,822.55- | 514,500.00- | 71 | 67 |

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</u> | <u>% of</u> |
|----------------|---|-----------------------|---------|----------------------|---------------------|----------------|-------------|-------------|
| | | | | | | | <u>Bdqt</u> | <u>Year</u> |
| 640 PROGRAM | Child Support (IVD) | | Revenue | 103,425.56- | 1,021,396.95- | 1,721,356.00- | 59 | 67 |
| | | | Expend. | 89,147.79 | 765,837.99 | 1,158,162.00 | 66 | 67 |
| | | | Net | 14,277.77- | 255,558.96- | 563,194.00- | 45 | 67 |
| 650 PROGRAM | Medical Assistance (MA) | | Revenue | 281,086.70- | 2,306,005.40- | 3,412,500.00- | 68 | 67 |
| | | | Expend. | 177,327.78 | 1,771,758.28 | 2,277,000.00 | 78 | 67 |
| | | | Net | 103,758.92- | 534,247.12- | 1,135,500.00- | 47 | 67 |
| 680 PROGRAM | Refugee Cash Assistance (RCA) | | Revenue | 78.00- | 711.00- | 0.00 | 0 | 67 |
| | | | Expend. | | | | | 67 |
| | | | Net | 78.00- | 711.00- | 0.00 | 0 | 67 |
| 420 DEPT | Income Maintenance | Totals: | Revenue | 564,308.84- | 6,028,159.33- | 9,446,052.00- | 64 | 67 |
| | | | Expend. | 617,173.54 | 5,713,454.68 | 8,101,484.00 | 71 | 67 |
| | | | Net | 52,864.70 | 314,704.65- | 1,344,568.00- | 23 | 67 |
| 431 DEPT | Social Services | | | | | | | |
| 700 PROGRAM | Social Service Administrative/Overhea | | Revenue | 422,488.09- | 7,088,035.92- | 10,899,532.00- | 65 | 67 |
| | | | Expend. | 239,022.84 | 1,929,124.39 | 3,136,848.00 | 61 | 67 |
| | | | Net | 183,465.25- | 5,158,911.53- | 7,762,684.00- | 66 | 67 |
| 701 PROGRAM | Social Services/SSTS | | Revenue | | | | | 67 |
| | | | Expend. | 584,394.52 | 5,114,469.44 | 7,765,564.00 | 66 | 67 |
| | | | Net | 584,394.52 | 5,114,469.44 | 7,765,564.00 | 66 | 67 |
| 710 PROGRAM | Children's Social Services Programs | | Revenue | 255,027.52- | 1,542,873.93- | 1,848,854.00- | 83 | 67 |
| | | | Expend. | 202,214.25 | 2,080,566.35 | 3,756,500.00 | 55 | 67 |
| | | | Net | 52,813.27- | 537,692.42 | 1,907,646.00 | 28 | 67 |
| 711 PROGRAM | YIP Grant (Circle)-Dept of Public Safet | | Revenue | 0.00 | 11,334.12- | 0.00 | 0 | 67 |
| | | | Expend. | 1,392.26 | 13,554.75 | 0.00 | 0 | 67 |
| | | | Net | 1,392.26 | 2,220.63 | 0.00 | 0 | 67 |
| 712 PROGRAM | CIRCLE Program | | Revenue | 0.00 | 5,000.00- | 5,000.00- | 100 | 67 |
| | | | Expend. | 393.71 | 3,748.62 | 8,000.00 | 47 | 67 |
| | | | Net | 393.71 | 1,251.38- | 3,000.00 | 42- | 67 |
| 713 PROGRAM | STAY Program Grant (formerly SELF) | | Revenue | 0.00 | 17,877.00- | 54,100.00- | 33 | 67 |
| | | | Expend. | 730.96 | 6,504.00 | 54,100.00 | 12 | 67 |
| | | | Net | 730.96 | 11,373.00- | 0.00 | 0 | 67 |
| 715 PROGRAM | Children Waivers | | Revenue | 14,217.37- | 114,415.40- | 104,000.00- | 110 | 67 |
| | | | Expend. | | | | | 67 |
| | | | Net | 14,217.37- | 114,415.40- | 104,000.00- | 110 | 67 |

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

| <u>Element</u> | <u>Description</u> | <u>Account Number</u> | | <u>Current Month</u> | <u>Year-To-Date</u> | <u>Budget</u> | <u>% of Bdgt</u> | <u>% of Year</u> |
|----------------|---------------------------------------|-----------------------|---------|----------------------|---------------------|---------------|------------------|------------------|
| 716 PROGRAM | FGDM/Family Group Decision Making | | Revenue | 721.00- | 36,014.23- | 56,914.00- | 63 | 67 |
| | | | Expend. | 0.00 | 3,330.26 | 56,914.00 | 6 | 67 |
| | | | Net | 721.00- | 32,683.97- | 0.00 | 0 | 67 |
| 717 PROGRAM | AR/Alternative Response Discretion F | | Revenue | 17,031.43- | 40,806.00- | 52,344.00- | 78 | 67 |
| | | | Expend. | 8,869.76 | 18,449.27 | 52,344.00 | 35 | 67 |
| | | | Net | 8,161.67- | 22,356.73- | 0.00 | 0 | 67 |
| 718 PROGRAM | PSOP/Parent Support Outreach Progra | | Revenue | 2,924.00- | 17,928.00- | 38,753.00- | 46 | 67 |
| | | | Expend. | 0.00 | 3,323.00 | 38,753.00 | 9 | 67 |
| | | | Net | 2,924.00- | 14,605.00- | 0.00 | 0 | 67 |
| 720 PROGRAM | Child Care/Child Protection | | Revenue | 1,853.25- | 13,906.75- | 27,450.00- | 51 | 67 |
| | | | Expend. | 0.00 | 0.00 | 2,600.00 | 0 | 67 |
| | | | Net | 1,853.25- | 13,906.75- | 24,850.00- | 56 | 67 |
| 721 PROGRAM | CC Basic Slide Fee/Cty Match to DHS | | Revenue | 2,983.00- | 23,256.00- | 38,148.00- | 61 | 67 |
| | | | Expend. | 0.00 | 27,723.50 | 43,365.00 | 64 | 67 |
| | | | Net | 2,983.00- | 4,467.50 | 5,217.00 | 86 | 67 |
| 722 PROGRAM | Child Care/MFIP | | Revenue | 0.00 | 367.00- | 0.00 | 0 | 67 |
| | | | Expend. | | | | | 67 |
| | | | Net | 0.00 | 367.00- | 0.00 | 0 | 67 |
| 726 PROGRAM | MFIP/SW MN PIC | | Revenue | 1,249.00- | 9,269.00- | 357,000.00- | 3 | 67 |
| | | | Expend. | 0.00 | 0.00 | 225,000.00 | 0 | 67 |
| | | | Net | 1,249.00- | 9,269.00- | 132,000.00- | 7 | 67 |
| 730 PROGRAM | Chemical Dependency | | Revenue | 54,984.73- | 228,215.01- | 286,500.00- | 80 | 67 |
| | | | Expend. | 13,263.46 | 314,767.66 | 543,500.00 | 58 | 67 |
| | | | Net | 41,721.27- | 86,552.65 | 257,000.00 | 34 | 67 |
| 740 PROGRAM | Mental Health (Both Adults & Childrer | | Revenue | 0.00 | 22.40- | 0.00 | 0 | 67 |
| | | | Expend. | | | | | 67 |
| | | | Net | 0.00 | 22.40- | 0.00 | 0 | 67 |
| 741 PROGRAM | Mental Health/Adults Only | | Revenue | 185,035.08- | 917,362.35- | 1,196,951.00- | 77 | 67 |
| | | | Expend. | 153,381.27 | 1,208,605.35 | 1,695,317.00 | 71 | 67 |
| | | | Net | 31,653.81- | 291,243.00 | 498,366.00 | 58 | 67 |
| 742 PROGRAM | Mental Health/Children Only | | Revenue | 142,213.88- | 563,608.46- | 820,246.00- | 69 | 67 |
| | | | Expend. | 147,749.99 | 1,273,070.90 | 1,850,137.00 | 69 | 67 |
| | | | Net | 5,536.11 | 709,462.44 | 1,029,891.00 | 69 | 67 |

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</u> | <u>% of</u> |
|----------------|----------------------------|-----------------------|---------|----------------------|---------------------|----------------|-------------|-------------|
| | | | | | | | <u>Bdgt</u> | <u>Year</u> |
| 750 PROGRAM | Developmental Disabilities | | Revenue | 79,172.87- | 578,792.75- | 837,171.00- | 69 | 67 |
| | | | Expend. | 10,095.81 | 182,985.01 | 369,671.00 | 49 | 67 |
| | | | Net | 69,077.06- | 395,807.74- | 467,500.00- | 85 | 67 |
| 760 PROGRAM | Adult Services | | Revenue | 99,532.84- | 847,356.79- | 1,364,922.00- | 62 | 67 |
| | | | Expend. | 4,313.90 | 49,542.25 | 39,850.00 | 124 | 67 |
| | | | Net | 95,218.94- | 797,814.54- | 1,325,072.00- | 60 | 67 |
| 765 PROGRAM | Adult Waivers | | Revenue | 51,699.04- | 564,347.41- | 736,000.00- | 77 | 67 |
| | | | Expend. | 7,944.16 | 92,708.73 | 112,500.00 | 82 | 67 |
| | | | Net | 43,754.88- | 471,638.68- | 623,500.00- | 76 | 67 |
| 431 DEPT | Social Services | Totals: | Revenue | 1,331,133.10- | 12,620,788.52- | 18,723,885.00- | 67 | 67 |
| | | | Expend. | 1,373,766.89 | 12,322,473.48 | 19,750,963.00 | 62 | 67 |
| | | | Net | 42,633.79 | 298,315.04- | 1,027,078.00 | 29- | 67 |
| 461 DEPT | Information Systems | | Revenue | 2,335.49- | 19,245.48- | 35,000.00- | 55 | 67 |
| 0 PROGRAM | ... | | Expend. | 18,255.57 | 173,565.80 | 298,183.00 | 58 | 67 |
| | | | Net | 15,920.08 | 154,320.32 | 263,183.00 | 59 | 67 |
| 461 DEPT | Information Systems | Totals: | Revenue | 2,335.49- | 19,245.48- | 35,000.00- | 55 | 67 |
| | | | Expend. | 18,255.57 | 173,565.80 | 298,183.00 | 58 | 67 |
| | | | Net | 15,920.08 | 154,320.32 | 263,183.00 | 59 | 67 |
| 471 DEPT | LCTS Collaborative Agency | | Revenue | 67,646.00- | 207,350.00- | 0.00 | 0 | 67 |
| 702 PROGRAM | LCTS | | Expend. | 67,646.00 | 207,350.00 | 0.00 | 0 | 67 |
| | | | Net | 0.00 | 0.00 | 0.00 | 0 | 67 |
| 471 DEPT | LCTS Collaborative Agency | Totals: | Revenue | 67,646.00- | 207,350.00- | 0.00 | 0 | 67 |
| | | | Expend. | 67,646.00 | 207,350.00 | 0.00 | 0 | 67 |
| | | | Net | 0.00 | 0.00 | 0.00 | 0 | 67 |
| 5 FUND | Human Services Fund | Totals: | Revenue | 1,965,423.43- | 18,875,543.33- | 28,204,937.00- | 67 | 67 |
| | | | Expend. | 2,075,203.44 | 18,497,327.42 | 28,204,937.00 | 66 | 67 |
| | | | Net | 109,780.01 | 378,215.91- | 0.00 | 0 | 67 |
| FINAL TOTALS | 1,024 Accounts | | Revenue | 2,179,742.63- | 21,739,710.57- | 31,993,115.00- | 68 | 67 |
| | | | Expend. | 2,349,907.42 | 21,010,847.70 | 31,993,115.00 | 66 | 67 |
| | | | Net | 170,164.79 | 728,862.87- | 0.00 | 0 | 67 |

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 | 2638 | 528 | 3166 |
| August | 2667 | 506 | 3173 |
| September | | | |
| October | | | |
| November | | | |
| December | | | |
| Average | 2620 | 573 | 3193 |

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 | 451 | 320 | 2638 |
| August | 10 | 329 | 12 | 0 | 270 | 66 | 899 | 14 | 300 | 450 | 317 | 2667 |
| September | | | | | | | | | | | | 0 |
| October | | | | | | | | | | | | 0 |
| November | | | | | | | | | | | | 0 |
| December | | | | | | | | | | | | 0 |
| | 9 | 322 | 12 | 0 | 269 | 63 | 862 | 15 | 292 | 456 | 323 | 1747 |

Children's - Social Services Caseload

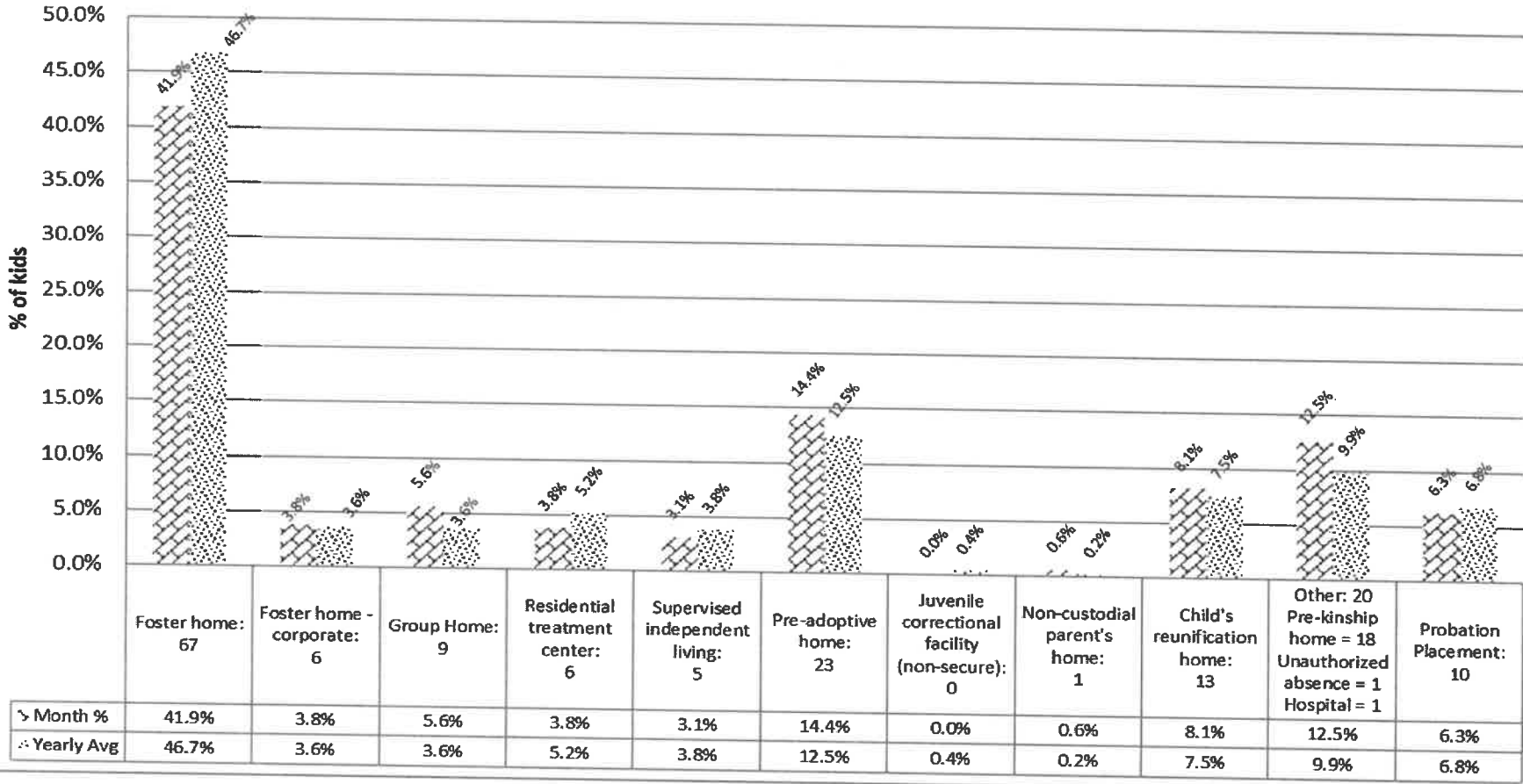
| Average | Adolescent Independent Living (ALS) | Adoption | Child Brain Injury (BI) | Child Community Alternative Care (CAC) | Child Community Alternatives for Disabled Individuals (CADI) | Child Protection (CP) | Child Welfare (CW) | Children's Mental Health (CMH) | Early Intervention: Infants & Toddlers 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 | 26 | 29 | 0 | 12 | 50 | 145 | 146 | 79 | 0 | 0 | 19 | 506 |
| September | | | | | | | | | | | | 0 |
| October | | | | | | | | | | | | 0 |
| November | | | | | | | | | | | | 0 |
| December | | | | | | | | | | | | 0 |
| | 33 | 27 | 0 | 11 | 46 | 165 | 176 | 84 | 0 | 0 | 32 | 382 |

2020 KIDS IN OUT OF HOME PLACEMENT - BY COUNTY

| | Jan-20 | Feb-20 | Mar-20 | Apr-20 | May-20 | Jun-20 | Jul-20 | Aug-20 | Sep-20 | Oct-20 | Nov-20 | Dec-20 | YTD Average | 2019 Average |
|-----------------------|------------|------------|------------|------------|------------|------------|------------|------------|----------|----------|----------|----------|-------------|--------------|
| Lincoln | 5 | 5 | 4 | 4 | 4 | 3 | 3 | 3 | | | | | 4 | 6 |
| Lyon | 50 | 48 | 42 | 44 | 43 | 41 | 40 | 40 | | | | | 44 | 44 |
| Murray | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 9 | | | | | 8 | 10 |
| Pipestone | 25 | 25 | 24 | 24 | 24 | 26 | 27 | 26 | | | | | 25 | 25 |
| Redwood | 70 | 69 | 69 | 66 | 65 | 67 | 69 | 65 | | | | | 68 | 68 |
| Rock | 21 | 20 | 19 | 16 | 13 | 13 | 13 | 17 | | | | | 17 | 20 |
| Monthly Totals | 179 | 175 | 166 | 162 | 157 | 158 | 160 | 160 | 0 | 0 | 0 | 0 | | |

August 2020 - Placement by Category
160 Kids in Placement



August 2020: Total kids in placement = 160

Total of 5 Children entered placement

| | | |
|---|--------|-------------|
| 1 | Murray | Group Home |
| 1 | Rock | Group Home |
| 3 | Rock | Foster Home |

Total of 5 Children were discharged from placement (discharges from previous month)

| | | |
|---|-----------|----------------------------|
| 1 | Pipestone | ADOPTED |
| 1 | Redwood | Child's Reunification Home |
| 1 | Redwood | Foster Home |
| 2 | Redwood | Probation |

NON IVD COLLECTIONS
AUGUST 2020

| PROGRAM | ACCOUNT | TOTAL |
|--|------------------------|----------------|
| MSA/GRH | 05-420-605.5802 | 11,774 |
| TANF (MFIP/DWP/AFDC) | 05-420-610.5803 | 327 |
| GA | 05-420-620.5803 | 806 |
| FS | 05-420-630.5803 | 60 |
| CS (PI Fee, App Fee, etc) | 05-420-640.5501 | 1,773 |
| MA Recoveries & Estate Collections (25% retained by agency) | 05-420-650.5803 | 76,495 |
| REFUGEE | 05-420-680.5803 | 0 |
| CHILDRENS | | |
| Court Visitor Fee | 05-431-700.5514 | 0 |
| Parental Fees, Holds | 05-431-710.5501 | 6,949 |
| OOH/FC Recovery | 05-431-710.5803 | 12,169 |
| CHILDCARE | | |
| Licensing | 05-431-720.5502 | 3 |
| Corp FC Licensing | 05-431-720.5505 | 1,250 |
| Over Payments | 05-431-721&722.5803 | 600 |
| CHEMICAL DEPENDENCY | | |
| CD Assessments | 05-431-730.5519 | 2,554 |
| Detox Fees | 05-431-730.5520 | 3,293 |
| SUD Treatment | 05-431-730.5523 | 2,483 |
| 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 | 350 |
| Insurance Copay/Overpayments | 05-431-760.5803 | 0 |
| TOTAL NON-IVD COLLECTIONS | | 120,886 |

SAFE PLACE

PLLC

Jerry's Therapy

Jerry Bottelberghe

Owner

Executive Summary

Services

The services that are provide include mental health services, safe place to live, staffed 24 hour a day 365 days a year,

Customers

The client's referral comes from the county those partnerships with mental health agencies, mental health agencies, law enforcement, hospitals, and self referrals that require and need the services. These services are for the age group from 6 to 13 years of age and include all genders.

Future of the Company

The future is very viable and strong. We address issues that the general public tends to shy away from. Mental health is a very complicated service and when it is used correctly there are great strides made in helping the client to become the best they can be.

Company Description

Mission Statement

To provide quality services to our clients that will help them to become stable, self reliant adults that can provide for themselves in an ever changing world and to feel great about themselves as a person.

Principal Members

Jerome Bottelberghe --- owner

Advisory board----- comprised of private sector, law enforcement, clergy, EMS, and education

Legal Structure

Safe Place is registered as a PLLC in Minneota, Minnesota

ARTICLES OF ORGANIZATION

OF

CARING PLACE

The undersigned, a natural person of 18 years of age or older, herby adopts the following Articles of Organization to form a limited liability company ("Company") under Minn. Stat. Ch. 322C:

Article I

Safe Place

The name of the place is Safe Place

Article II

The registered office of the company is located at 110 East Second Street, Minneota, MN.
56264

Article III

The name and address of the organizer of this company are as follows:

Jerome Bottelberghe

404 East 3rd street

Minneota, MN. 56264

Article IV

Unless dissolved earlier according to law, this Company has the perpetual existence.

Jerome Bottelberghe Owner

Market Research

Company Advantages

Research and Development

The scope of the children residential treatment center will ensure that each client has a safe place to discover themselves. In these discoveries they will experience there are people they can trust, work through their emotional turmoil, discuss what is important to them, have good access to education with all the benefits that an education has to offer, have the ability to have in-depth discussion with staff and a therapist that supports them, have good meals and a private space to understand who they are and want to be, explore ways and issues for them to become better adults by understanding their own issue of trauma, abuse and mental health needs. All of these concerns will be the scope of the safe place with the rules and regulations the state has for their safety. They will have 24 hours supervision with certified staff. There will be quick access to medical staff such as an ambulance and law enforcement if needed; there will be access to pastoral staff to support their belief system when requested.

The strengths of this facility are to foster strong healthy viable young adults that have worked through their turmoil. There is a very great need for a place, such as this, in Southwestern Minnesota. The Safe Place will offer parenting classes to help reunite the child with their family. The family unit is core in helping the child's progress from the Safe Place to being on their own within their family unit. The long term goals of this facility will reduce the need of county help, lower the crime rates in the judicial system and reduce the needs of mental health facilities that stretch to their limits of who they can serve.

The opportunities of the safe place are many fold. First it is a safe place for those that need help for their issues with a great staff that has been trained to understand youth. The second will teach / foster better family relationships that will keep the family unit together. Third the burden of the juvenile court system will have fewer juveniles in their system. Fourth each resident shall become a responsible adult to feel great about their accomplishments. The staff is a great opportunity because it will bring in much needed professionals in the area and their income will be re-spent in the area that will help all of the local business. These opportunities benefits everyone- the resident, the staff and the families that have a family member at Safe Place and the community because of the expenditures in the community that always come back to the local merchants and responsible young adults that will secure good position / jobs in society.

Weakness of this project is the need is so great and the number that can be served is regulated by state regulations - the number of 15 beds per unit is a weakness because the need is so great. Another weakness is the cost per resident. This is a complex issue. By spending monies up front will save other expenditures in the future but to have the public understand this concept is difficult. The public wants a fast return on their investment but investing in people is a long term venture. To overcome this weakness is to talk and talk to those that fund this project and help them understand this is a long term venture with positive results. The issue of a 15 bed facility is a challenge but if funding becomes available build another facility close by and help more clients.

There are continually new developments in the field of psychology and therapeutic interventions that can be applied to the clients we will serve. As new developments occur and research they will be applied to the clients in our service.

Regulations

This service is governed by state regulations that are continually monitored by state inspectors to review that all policies and operations are followed.

Service Line

Cost of operation per year

Staff; 14

Audit / Bookkeeping = \$20000

Therapist \$40 per hour X 2000 = \$80000

Night staff \$15 per hour X 2 X 4.25 X 2000 = \$255000

Administrator \$25 per hour X 2000 = \$50000

Practitioners \$20 per hour X 4 X 3 X 2000 = 480000

Maintenance staff \$20 per hour X 2000 = \$40000

Nurse \$ 35 per hour X 2000 = \$70000

Supplies – office- \$5000

Safe Place

Internet- \$2000

Kitchen supplies- food- \$15000

Utilities electric \$1000 per month X 12 = \$12000

City utility per ¼ = \$600 X 4 = \$2400

Heating for the season \$3000

Taxes \$4000 per year

Insurance \$8000 per year on the grounds

Insurance of operations \$10,000

Cost of employees = \$995000 x 1.3 = \$1293500

Total cost per year of operation of land cost \$49400

Total cost of operation per year is \$ 1342900

This is the projected cost per year with an increase- COLA- of 2% per year will increase the yearly amount according. These figures are based on my business of operation and research that has been done with other facilities similar to this. This cost of operation is based on staffing Caring Place 24/7/365 days a year. This is an expansion of my private practice to serve a group of clients that need help.

Growth Strategy

The growth of Safe Place is based on the needs of children that require excellent mental health in a secure environment. It is hoped the growth of this operation will not be needed but as we all understand mental health is very much needed for many people, especially children.

Communicate with the Customer

All mental health agencies will be made aware of this service

All country agencies will be made aware of these services

The department of human services will be aware of these services with the guidelines for admittance to Safe Place.

Safe Place

The guide line will include but not limited to having a mental health diagnosis from agencies, which is responsible for the cost of the client, and what the state required operation procedures are.

Marketing

Safe Place will make aware of our services through meetings, seminars and working with all mental health agencies and counties.

To secure funding for the cost of the listed project

An estimate of probable project cost is the following:

| | |
|---|------------------|
| • Construction 8,000 sf @ \$250/sq. ft. | \$2,000,000 |
| • Site work | \$100,000 |
| • Furnishings and equipment | \$200,000 |
| • None construction | \$200,000 |
| • Contingency | <u>\$250,000</u> |
| Total | \$2,750,000 |

**Richard P. Engan, AIA; Engan Associates P.A; 311 4th Street SW; Willmar, MN. 56201
320.214.8729 ext. 210 fax 320.235.0861 e-mail- richard.engan@engan.com <http://www.engan.com/>**



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 | 2018 | 27* | 6* | 242* | 0 | 0 | 3 | 144 | 55 | 33 | 9 |
| 8/20 | | 15* | 14* | 217* | 0 | 0 | 8 | 155 | 46 | 28 | 7 |
| 9/20 | | | | | | | | | | | |
| 10/20 | | | | | | | | | | | |
| 11/20 | | | | | | | | | | | |
| 12/20 | | | | | | | | | | | |
| 1/21 | | | | | | | | | | | |

*Includes telehealth visits



MCIT

Minnesota Counties Intergovernmental Trust

100 Empire Drive, Suite 100, St. Paul, MN 55103-1885 • 651.209.6400 • 1.866.547.6516 • MCIT.org

August 5, 2020

BOARD OF DIRECTORS

Felix Schmiesing
Chair
Sherburne County
Commissioner

Don Diedrich
Vice-Chair
Polk County
Commissioner

Richard Downham
Secretary/Treasurer
Cass County
Commissioner

Randy Schreifels
Stearns County
Auditor/ Treasurer

Ron Antony
Yellow Medicine County
Commissioner

Don Wachal
Jackson County
Commissioner

Eric Nerness
Hubbard County
Coordinator

Marcia Ward
Winona County
Commissioner

Kirk Peysar
Aitkin County
Auditor

Nancy Walker
Deputy Director
Southwest Health & Human Services
607 W Main St Ste 100
Marshall, MN 56258

RE: 2020 DIVIDEND NOTICE

Dear Nancy Walker,

In deciding to announce a dividend in 2020 the MCIT Board of Directors considered a number of factors that have the potential of impacting the financial strength of the Trust; specifically,

- historical and projected return on investments
- changes in reserves due to loss trends involving jail suicides, inmate deaths not attributed to suicide and allegations of failing to provide adequate medical treatment to inmates; catastrophic property losses; and an increased focus on aged and developing workers' compensation claims
- significant increases in the cost of property and casualty reinsurance as well as changes in terms and conditions of coverage that exclude some types of business and increased MCIT's retention
- uncertainty of Covid-19's financial, legal and operational impact on MCIT and its members

Recognizing that dividends are a reflection of past performance that are fueled by investment income and positive claims development the board relied heavily upon the financial audit conducted by Eide Bailly LLP and the reserve analysis performed by Actuarial Advisors to affirm the soundness of the board's decision to announce a **\$10M Dividend in 2020.**

| | |
|--------------------------------|-------------|
| Workers' Compensation Dividend | \$9 million |
| Property/Casualty Dividend | \$1 million |

Your 2020 Dividend is \$35,172 allocated as follows:

- | | |
|-------------------------|----------|
| ▪ Workers' Compensation | \$31,647 |
| ▪ Property/Casualty | \$3,525 |





MCIT

Minnesota Counties Intergovernmental Trust

100 Empire Drive, Suite 100, St. Paul, MN 55103-1885 • 651.209.6400 • 1.866.547.6516 • MCIT.org

2020 Dividend Notice
August 5, 2020
Page 2

Over the years, members have seen the value in using dividend monies to further their risk management and loss control efforts (i.e. employee training and education, human resource consultation and support, safety enhancements to buildings and equipment, technology upgrades).

This is MCIT's 30th consecutive annual dividend to members. Members are reminded that dividends are a reflection of MCIT's past performance. Nothing guarantees future dividends.

The MCIT Board of Directors remains committed to the fiscal health of the organization and will continue to annually evaluate the merits of returning fund balance.

We are providing this letter to you for purposes of 2021 planning. The actual dividend payment will be issued in mid-November of this year.

MCIT's success is attributable to the long-term commitment of its membership. Members have been steadfast in their dedication to this venture often using dividend monies to invest in and enhance their own risk management and loss control efforts. This dividend is a reward for your hard work.

Thank you for your ongoing participation in MCIT.

Sincerely,

Felix Schmiesing, Sherburne County Commissioner
Trust Chair





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: Eligibility Worker **Division/Unit: Income Maintenance**

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 for the needs of various individuals and families by providing information, determine initial and on-going eligibility for all Income Maintenance Programs administered by Southwest Health and Human Services as outlined in federal regulations and rules, state statutes, and local rules and policies pertaining to those IM programs .

2. Why are you recommending this position be authorized?

This position is needed to ensure timely and accurate processing of applications for all IM programs. Each program has requirements for process timelines and following policies, these are reviewed by DHS and money can be earned by counties if we continue to meet those requirements. It would also help ensure customer service remains at the highest standards and keep the number of necessary intake days per worker at bay to ensure they have time for case management as well.

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

#4 of the Strategic Plan: Maximize Agency Revenue. Financial workers are 50% FTE from the day they are employed and if we have a small error rate, we do receive enhancement dollars from some of our program areas. In addition, IM programs are provided to help ensure we are meeting the needs of those who are in need and helping them work towards self-sufficiency.

SECTION 3: Signatures

Completed by:  Date: 9/9/20

Division Director Signature:  Date: 9/9/20

Director Signature:  Date: 9.9.2020



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

Division/Unit: Social Services

New Position Replacement Permanent Temporary Promotion

Is Funding Budgeted for This Position? Yes, Budgeted 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. This worker will be based out of **Murray County**

2. Why are you recommending this position be authorized?

The Murray County office had an employee resignation in child protection. This position would fill the vacant position. The position is 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. There is only one CP worker in the Murray County office and therefore replacement is necessary.

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: Erin Klumper Date: September 8, 2020

Division Director Signature: Cindy Nelson Date: September 8, 2020

Director Signature:  Date: 9.9.2020

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 4**

EFFECTIVE DATE: 02/15/12

REVISION DATE: 08/17/16; 09/16/20

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- TELECOMMUTING ---

Section 1 - Purpose

- a. In an effort to achieve the following benefits, Southwest Health and Human Services (SWHHS) sets forth a policy to define telecommuting, to guide decisions about appropriate telecommuting arrangements, and to clarify employee and SWHHS responsibilities and obligations when a telecommuting agreement is in place.

Benefits of telecommuting can include the following:

- Improved employee recruitment and retention
- Improved employee morale and greater job satisfaction
- Reduced absenteeism
- Increased employee and work unit productivity
- Improved customer service through ability to focus on work
- Reduced travel time and costs
- Reduced worksite space and related overhead costs, including parking
- Improve disaster recovery and contingency strategy where dispersed workforce is advantageous.

- b. For the purposes of this policy, telecommuting is a voluntary arrangement, supported by a telecommuting agreement, between SWHHS, the employee and their supervisor to conduct their work in a designated offsite workspace, most often the employee's home, on a regular basis.

Other arrangements whereby an employee works at a location other than their primary worksite (such as visiting clients or attending meetings or training off site) or an employee is authorized by a supervisor to work at home for the purposes of completing a brief project or other brief and time-limited arrangements, are not governed by this policy.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 4**

Any staff currently telecommuting must be able to meet all requirements of this policy and comply with it including the application process.

Section 2 - Definitions

a. For purposes of this policy, employees who work from a home office on a regularly scheduled basis will be considered telecommuters. This does not include employees who work from their home on an infrequent basis.

1. Part-Time Telecommuter

- The employee will be scheduled to work from home at least 50% of the time. They will agree to share their agency work station with one or more other telecommuters on a pre-arranged basis. The number of telecommuters that will share a work station depends on the amount of time scheduled in the agency work station.
- This agency work station could be personalized as agreed by the telecommuters, but only one computer station and desk will be provided. A lockable, private storage area for each telecommuter may be provided which may or may not be in the immediate work area.

2. Full-Time Telecommuter

- The employee will be scheduled to work from home at least 80% of the time. The telecommuter will agree to give up their personal agency work station and share a "hotel" site with other telecommuters when in the agency base worksite.

3. Temporary Telecommuter

- The employee will be scheduled to work from home at least 80% of the time on a temporary basis due to unique and unusual circumstances, such as temporary physical mobility issues or a temporary shortage of agency office space. The duration of the agreement will be determined by the employee and the supervisor prior to authorization and may be extended if agreed upon by all parties.

b. Other related definitions

1. Base worksite definition. An office in Ivanhoe, Marshall, Slayton, Pipestone, , Redwood Falls, or Luverne that the employee would primarily work at if not telecommuting.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 4**

2. Telecommuting worksite definition. The designated offsite workspace in which the employee will regularly conduct their work.
3. SWHHS property definition. Supplies, equipment, data or documents provided by SWHHS or produced by a SWHHS employee, client, or other party related to SWHHS business.

Section 3 – Employee Selection Criteria and Conditions

1. Employee Minimum Requirements: To be considered for a telecommuting arrangement, the employee must meet the following minimum requirements:

Performance Criteria

- a. Be employed with SWHHS for a minimum of 12 months of continuous employment. A rare exception to this requirement may be considered with approval by the executive director.
- b. Client service does not decrease.
- c. The employee's performance, work habits, and abilities are conducive to working from home. They meet or exceed expectations of their job, informed in part by the employee's most recent performance review. This arrangement will not be approved for employees who have absenteeism or work performance issues.
- d. Be in compliance with SWHHS policies.
- e. Employee has demonstrated the following skills: organizational, time management, self-motivation, reliability, and ability to work independently.
- f. The employee successfully completes the mandatory telecommuting training and completed in full the SWHHS Telecommuter Application and Agreement with the approval for their immediate supervisor and Division Director.
- g. Any other prevailing conditions identified by the supervisor after discussion with management.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 4**

Job Suitability Criteria

To be considered for a telecommuting arrangement, the employee's job must consist of duties that can be fulfilled while telecommuting, including the following:

- a. Not result in decreased internal or external customer service
- b. Consist of duties that can be fulfilled while telecommuting.
- c. Working from home does not increase or disrupt the workload for other staff.
 - i. SWHHS acknowledges that telecommuters may require different in-office support (such as printing and mailing documents, checking and triaging physical mail). Such support may be made available but only as agreed to by the affected employee's supervisor and only to the degree that it is not less efficient for SWHHS in the aggregate as a result of the telecommuting arrangement. It is important that explicit communication about such arrangements be made as part of establishing the telecommuting arrangement.
- d. The needs of the employee's work team and division and team responsibilities are conducive to telecommuting.
- e. Not be in role of administration, supervisory or lead worker.
- f. Seniority is not a factor in determining eligibility to telecommute.
- g. Job classifications requiring significant printing ability may not be suitable for telecommuting.
- h. If the employee changes job classification they must re-apply for telecommuting.

Technology Minimum Requirements Criteria

To be considered for a telecommuting arrangement, the employee's proposed telecommuting worksite technology must meet the following minimum requirements:

- a. Internet connection must be high speed, broadband and reliable. Hot spots will not be acceptable for telecommuting. The network method must be determined with IT and must be able to support an Internet Protocol (IP) phone.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 4**

- b. Proximity between the employee's router and the intended location of the SWHHS docking station that enables a connection between the two via an Ethernet cable.
- c. Must be capable of setting up their equipment with minimal Information Technology (IT) support.
- d. Have a clear understanding of their intended telecommuting worksite network set-up and how to connect SWHHS equipment to it, including:
 - i. Location of their home router and how to connect to it directly (not through Wi-Fi)
 - ii. Location of the Ethernet cable and the USB (universal serial bus) cable port and any other necessary ports, etc.
- e. Have read and acknowledged understanding of the remote access by the SWHHS Information Technology (IT) department, specifically the guides on:
 - i. Connecting to the SWHHS network using VPN (virtual private network)
 - ii. Signing back into Outlook and VPN after changing your password
- f. SWHHS equipment can only be used for SWHHS business

Worksite Criteria

In addition, the telecommuter's worksite must be established in a manner that enables the employee to:

- a. The telecommuter and the supervisor shall agree upon the location of the designated telecommuting worksite before the telecommuting agreement is executed. Subsequent changes to the location must be approved by the supervisor.
- b. The employee's telecommuting worksite must be within 60 miles from the employee's base worksite.
- c. Telecommuters will manage child/dependent care and personal responsibilities in the same way they meet these responsibilities while working at the agency-owned work station and in a way that allows them to successfully meet job responsibilities. Employees who are working at home need to work in an environment free from family or personal distractions. Telecommuting is not to be used as a substitute for full-time dependent/elder care.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 4**

- d. In determining the location of the telecommuting worksite, the telecommuter must consider data privacy and security requirements including both sight and sound aspects. The telecommuter's computer docking station must be hardwired to the employee's router to improve network reliability and speed to help assure maximum productivity.
- e. SWHHS property must be secured in a locked office or locked file cabinet when not in use. However, per IRS regulations those staff handling Federal Tax Information (FTI) must have a locked office.
- f. Secure non-public, protected, and sensitive data from sight and sound by other parties.
- g. Maintain compliance with state and federal laws.
- h. The telecommuter is responsible for establishing and maintaining a safe work environment. The telecommuter shall practice ergonomics.
- i. SWHHS will not be responsible for the provision of or costs associated with the telecommuting worksite, including utilities, internet connection, remodeling, furniture, lighting, repairs or modifications to workspace, etc.
- j. To facilitate contact with SWHHS in the event the telecommuter is incapacitated, the employee will post the name and telephone numbers of the following in a visible location in their telecommuting worksite: their supervisor, division director, and the front desk at their base office worksite. The telecommuter (or their designee in the event of incapacitation) will provide access to their telecommuting worksite and SWHHS property upon request.

Section 4 - Terms and Conditions

- a. All State and Federal statutes and rules and all SWHHS policies and procedures (including the SWHHS HIPAA, Data Privacy and Security Standards of Practice) will be followed while working at home.
- b. Before participation begins, the employee will complete a SWHHS Telecommuting Application (AG#113). If the application is approved, the employee and supervisor will read and sign the SWHHS Telecommuting Agreement (AG#114A) attesting that the employee and supervisor have received and reviewed these guidelines. Such approval is at the sole discretion of the agency.
- c. To minimize cost and maximize efficiency, the employee and supervisor will attend mandatory telecommuting training.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 4**

- d. Employees approved for telecommuting will be expected at a very minimum to come to their base office once a month to pick up mail, print documents, case consult, meet with their supervisor or etc. The length and frequency of time required to be at the base office will be determined by the employee's supervisor.
- e. Employees will be expected to participate in all meetings and training related to the performance of their job. Supervisors may allow employees to attend by alternate means such as speaker phones, conference calls, or other means to facilitate working at home.
- f. Working at home is a voluntary agreement between the agency and the employee. It is neither a benefit nor a right; it is a privilege. Employees have the option not to participate. The arrangement may be discontinued by the agency at any time with or without notice, if it is determined that it is no longer beneficial for either the employee or the agency. If at all possible, the agency will attempt to give a two weeks notice, however, the notice is not required.
- g. The employee must agree to a telecommuting arrangement for a period of at least six months (unless the situation has been defined as "temporary"). After that time, the employee must give at least thirty days notice of intent to discontinue along with the reason. This must be approved by the supervisor.
- h. This arrangement does not change the basic terms and conditions of employment. The employee's salary, benefits, work status, and responsibilities will not change as a result of working at home.
- i. Telecommuters may not receive any advantage or disadvantage for purposes of position upgrade or promotion because of the telecommuting arrangement.
- j. The work at home arrangement will be reviewed at least annually (along with the employee's annual review and/or when a change in position occurs) to determine if the telecommuting conditions in section 6 are being met and if the arrangement should be continued. Such determination will be at the discretion of the agency director and supervisor. If the guidelines are not being met, the telecommuting arrangement will be discontinued.
- j. In addition, there will HIPAA, Data Privacy and Security Inspections at least annually. These inspection may be done virtually at the supervisor's discretion. Staff who work with Federal Tax Information (FTI) are notified that the Internal Revenue Service (IRS) may inspect their telecommuting office.
- k. Employees may not conduct customer/client meetings or interview in their homes.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 4**

- I. Telecommuting is not intended for individuals who are on medical leave due to a doctor's prohibition, except when it is due to a physical mobility issue as described in the temporary teleworking area in Section 2. Telecommuting may be considered a reasonable accommodation.

Section 5 – Schedules and Mileage

- a. Telecommuters will work with their supervisors to set regularly scheduled days and hours for working at home just as if they were at the agency work station. Employees will be required to report the hours worked just as they would if they were working in the office. Supervisors are responsible for monitoring and approving any schedules.
- b. Commuting mileage or agency time to your county base office is never reimbursable or paid. Employees are eligible for mileage reimbursement to meet with clients and to attend meetings or trainings outside their home office or their county base office. Mileage will be determined based on the shortest distance from either the home office to the client/meeting/training or from the county base office to the client/meeting/training. When called in for emergency meetings, emergency hearings, or when called in by the supervisor to the county base office on a scheduled telecommuting day, mileage will not be paid but travel will be on agency time. The mileage rates will be determined as per Personnel Policy Number 6.
- c. Each supervisor should decide upon how they will handle leave status or hours worked issues relating to weather emergencies (snow storms, flooding, etc.) and other extenuating circumstances (power outages, non-functioning PC, etc.) that impact the telecommuter's safety and ability to work. The exception to this would be when SWHHS offices are closed due to weather conditions.

Section 6 – Equipment Malfunction and Outages

- a. In the event of an equipment malfunction or internet connectivity weakness, the telecommuter will notify their supervisor and the IT department immediately. If the malfunction or connectivity situation precludes the telecommuter from working on assigned work at their telecommuting worksite, the telecommuter will be assigned other work, and/or report to their primary worksite, or be assigned by their supervisor to another worksite pending the repair of equipment or resolution of the connectivity weakness. Repeated circumstances of equipment failure or connectivity weakness may be cause for review of continued suitability of the telecommuting arrangement.
- b. If SWHHS owned equipment requires maintenance or repair, the employee should contact their supervisor and the Information Technology Services Unit (IT). The employee will be responsible to transport the equipment to the IT department. IT

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 4**

personnel will make arrangements for maintenance or repair of the SWHHS owned equipment and software.

- c. If loss of electrical power, heat, or other circumstances preclude the telecommuter from safely and effectively working at their telecommuting worksite, the employee shall consult with their supervisor immediately and report to their primary worksite unless other appropriate arrangements are made with their supervisor (including reporting to an alternative primary worksite or other approved location or taking PTO, vacation, or sick leave in accord with those policies) until the situation is remedied.

Section 7 - Performance

- a. Supervisors are ultimately responsible for effectively monitoring and measuring the work performed by employees. In essence, if you cannot measure it you cannot manage it. The work at home arrangement should be approved only when this is possible.
- b. Employees will keep their supervisor informed of progress on assignments worked on at home and of any problems experienced. Employees will also communicate as needed to ensure meeting the needs of their supervisors, co-workers, clients, and customers.
- c. The telecommuter is responsible for making arrangements to handle printing and mailing of their documents and checking and triaging their mail that arrives at their primary worksite in a manner that is timely, appropriate, and consistent with the preceding additional factors considered section on the impact of telecommuting on the work of other employees.
- i. Employees who telecommute will be expected to perform an additional 10% of job responsibilities of those who do not telecommute. The job responsibilities assigned will be determined by that employee's supervisor. The supervisor will be responsible for monitoring these responsibilities.
- j. Staff performance will be determined by establishing a base line level of performance and comparing that baseline to pre and post telecommuting.

Section 8 - Equipment/Supplies

- a. SWHHS will provide the following equipment: : a personal computer, keyboard/mouse, office phone, sit stand station (if the employee has one assigned), an ergonomic chair, up to two external monitors, docking station, surge protector, and a locking file cabinet(s). Other office supplies required for job function will be provided by SWHHS and will be obtained during the employee's in-office work hours.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 4**

- b. Scanning of documents along with printing at the base office and mailing of documents will be offered as an alternative to providing a printer. However, office staff will only offer this when their workload allows. Therefore, telecommuting staff may need to come into the office to complete these types of duties.
- c. Equipment, software, and other supplies furnished by SWHHS remain the property of SWHHS and are subject to the same business use restrictions as if located at a SWHHS work site. No personal software may be loaded onto SWHHS owned equipment. (Refer to SWHHS Administrative Policy Number 10 regarding Internet use.)
- d. SWHHS cannot provide technical support to the employee's personally owned hardware or software including a router.
- e. SWHHS does not assume responsibility for any loss, damage, or wear to employee owned equipment or furnishings.
- f. If an employee terminates employment or the telecommuting arrangement is terminated the employee is responsible for bringing in all equipment/supplies to the employee's base worksite. This includes software, products, documents and data. If an employee will be out longer than thirty (30) days, it will be at supervisor's discretion if the employee is required to bring in equipment and supplies.

Section 9 - Inventory

- a. The description and asset number of any SWHHS equipment in the employee's possession will be noted on the SWHHS Telecommuting Agreement (AG#114A) as verification that the employee has the equipment at their home.
- b. The employee agrees to sign the SWHHS Telecommuting Agreement (AG#114A) upon their receipt and/or exchange of the equipment. The form(s) will be kept by the agency and will be available to the employee upon request.

Section 10 - Liability

- a. SWHHS' Minnesota Counties Intergovernmental Trust (MCIT) Liability plan remains in effect for employees who telecommute.
- b. SWHHS assumes no liability to third parties for injuries or property damage occurring at the employee's home. Employees remain liable for such injuries and damages. The employee agrees to carry homeowner's or renter's liability insurance when having SWHHS owned equipment in their home.
- c. Telecommuters are responsible for submitting claims for stolen or damaged SWHHS owned equipment to their homeowner's or renter's insurance company and for filing a

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 4**

police report with the local police department. The supervisor should be consulted in the event of any damage to or loss of SWHHS owned property. In most cases, SWHHS will reimburse the deductible and any costs not covered by the employee's insurance company.

- d. The employee is responsible for establishing a safe and secure work environment and for adhering to ergonomic guidelines. However, if the employee sustains an injury during the course and scope of performing assigned work responsibilities, SWHHS will provide worker's compensation benefits subject to its review of the injury and applicable law. The employee is obligated to provide prompt notice of an injury to the Deputy Director and their supervisor as per Personal Policy #18.

Section 11 – HIPAA, Data Privacy and Security Standards of Practice

- a. The legal status of all data used by the employee remains unchanged by the employee's work location.
- b. Employees will take all necessary precautions (including those listed in the HIPAA, Data Privacy and Security Standards of Practice) to secure and prevent unauthorized access to all data used in the performance of their work responsibilities and agree to follow all pertinent policies, laws, and rules regarding HIPAA and data privacy.
- c. Documents, reports, data, and software products created as a result of work-related activities are the property of SWHHS and are subject to SWHHS policies and state law.
- d. Handling and disposal of documents, reports, and data will be in accordance with SWHHS policy.

Section 12 – Employer Termination of Telecommuting Agreement

- a. Telecommuting may be discontinued by SWHHS at any time. When practical, SWHHS may provide a two-calendar-week advance notice of intent to terminate the agreement. Reasons for termination of the telecommuting agreement may include, but are not limited to:
 - i. Non-compliance with the telecommuting agreement. This may result in immediate termination of the agreement.
 - ii. Declining performance or changes in organizational needs.
 - iii. Factors outside the control of SWHHS, including but not limited to changes in caseload or program requirements.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 4**

- b. When an employee submits their resignation, the supervisor will determine if the employee will be allowed to continue to work remotely through their last day of employment or if they will be directed to come into the office. Ultimately, the supervisor will be responsible to assure all SWHHS equipment has been returned and all final paperwork has been completed.

Agency Forms Regarding this Policy

AG#113 – SWHHS Telecommuting Application

AG#114A – SWHHS Telecommuting Agreement

AG#114B – SWHHS Stop Telecommuting Agreement

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

EFFECTIVE DATE: 11/16/11

REVISION DATE: 10/21/15; 06/17/20; 09/16/20

AUTHORITY: Southwest Health and Human Services Joint Governing Board

---EMPLOYEE RESIGNATION---

Section 1 – Resignation Procedures

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

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

- j. An employee who terminates employment the day before a paid holiday will be paid only through their last work day. In the case when an employee terminates employment during a month, the paid holiday will be counted as a work day if the holiday falls during the period of employment.

- k. When any employee separates from employment, the wages unpaid at the time the employee separates shall be paid in full no later than the first regularly scheduled payday following the employee's final day of employment. Cutoff for payroll is Monday noon the week of a pay date, unless Monday is a holiday then cutoff is Tuesday noon. If an employee's last date of employment falls on the week of payroll then the employee's final payroll check will be the following pay date. Final time sheet **MUST** be completed and approved by supervisor before pay check will be distributed.

- l. All procedures must be completed before the final pay check is released.

Agency Forms Regarding This Policy:

AG#076 – Exit Interview

Recommendations from the Insurance Committee for 2021

Health Insurance

The overall funding will not increase for 2021. The vendor remains Preferred One. All staff will be required to select at a minimum single coverage.

Other Insurances

No rate changes for Dental, Life, Long Term Disability, Short Term Disability, Vision, Critical Illness, Accident, Hospitalization, Identity Theft, or Legal Shield. (Note the employer pays the premium for Long Term Disability and Basic Life.)

Insurance Incentives

Staff who have a preventive **physical** exam between 10/1/2020-09/30/2021 will be eligible for a \$20.00 per month reduction in their insurance premium in 2022. Staff who do not incur a cost for insurance (single \$6550 plan) will have those dollars put in either a Health Savings account or medical flex account.

Emergency Preparedness Equipment Authorization Summary

September 16, 2020 SWHHS Board Meeting

| Company | Description | Quantity | Quote | Shipping |
|-----------------------|----------------------|----------|-------------|--------------------|
| Premier Safety | PortaCount Pro+ 8038 | 1 | \$15,135.36 | 5-10 business days |
| Industrial Safety LLC | PortaCount Pro+ 8038 | 1 | \$14,595.00 | 5-7 business days |
| TSI | PortaCount Pro+ 8038 | 1 | \$12,695.00 | 7-10 business days |

- Public Health nurses need to be fit tested on a yearly basis in order to work with TB clients. During COVID-19 pandemic, we will need our CP workers to be tested, approximately 25 staff. With turnover in CP, this will be an on-going need.
- Fit Testing has always happened with using the machine with the Southwest Healthcare Preparedness Coalition or Avera Marshall Regional Medical Center.
- SW Healthcare Preparedness Coalition charges \$28/person with a minimum of \$500.
- The PortaCount is portable, so we will have savings on travel time for our staff.



46400 CONTINENTAL DR
 CHESTERFIELD, MI 48047-5206
 PH 586-840-3200 FX 586-840-3201

BILL TO
 1037455
 SOUTHWEST HEALTH AND HUMAN SERV
 607 W MAIN ST STE 200
 MARSHALL, MN 56258-3171

Quotation

| | |
|----------|----------|
| QUOTE # | 04049156 |
| LOCATION | 04 |
| DATE | 09/04/20 |
| PAGE | 1 OF 1 |

SHIP TO
 SOUTHWEST HEALTH AND HUMAN SER
 607 W MAIN ST STE 200
 MARSHALL, MN 56258-3171

| | | | | |
|--|-------------------------|-----------------------------|----------------------------------|-----------------------------------|
| QUOTE DATE 09/04/20 | EXPIRE DATE 10/04/20 | REQUIRED DATE | REFERENCE NUMBER QUOTE ON TSI | PAYMENT TERMS TO BE DETERMINED |
| PREPARED BY LINDA O'LEARY PH 724-522-1417 | | CONTACT LAUREN MELLENTIN | | SHIP VIA UPS GROUND |
| FREIGHT TERMS PREPAY & ADD | | FOB | | SALES PERSON PREMIER HOUSE |

| PRODUCT/DESCRIPTION | QUANTITY | PRICE | U/M | EXTENSION |
|---|----------|----------|-----|-----------|
| TSI8038 TSI PORTACOUNT PRO+, W/ALCHOL SHIPS WITH PARTICLE GENERATOR IN SEPERATE BOX. | 1 | 15135.36 | EA | 15,135.36 |

Prices quoted by Argus-Hazco include our start-up services during which your people will be instructed regarding the manufacturers recommendations for the proper use, care, calibration and maintenance of the equipment being purchased. In addition, we can assist you with sales, leasing, rental, training, repair, asset management and industrial hygiene consulting services. We are on the We b at www.argus-hazco.com. You might be interested in one of our newest services "LiveTech" where you can communicate on-line and observe our technical staff provide direction and assistance.

| | | | |
|--------------------------|------------|-------------------------|--------------------|
| MERCHANDISE TOTAL | TAX | FREIGHT/HANDLING | QUOTE TOTAL |
| 15,135.36 | 0.00 | 0.00 | 15,135.36 |

Accepted:

By: _____
 Date: _____



Industrial Safety LLC

Certified Minority Business Enterprise

431 Post Rd East Suite 1

Westport, CT 06880

P: 1-800-671-5080 F: 860-371-2166

Customer ID: SWMHHS-9-4

Order Date: September 4, 2020

Product Code: N/A

EXPIRATION DATE: October 4, 2020

Order By: Lauren Mellenthin
 Emergency Preparedness Coordinator/Safe Roads Coalition Coordinator
 Southwest Health and Human Services
 607 West Main Street, Suite 200
 Marshall, MN 56258
 lauren.mellenthin@swmhhs.com

| SALESPERSON | FOB | SHIPPING METHOD | LEAD TIME | DELIVERY DATE | PAYMENT TERMS | DUE DATE |
|-------------|--------|--|-----------|---------------|--------------------------|--------------|
| Ftyrol | | | | | Net 30 | |
| QTY | ITEM # | DESCRIPTION | | UNIT PRICE | Unit Price | LINE TOTAL |
| 1 | | TSI 8038 PortaCount Pro+ Respirator Fit Tester | | | \$14,595.00 | \$ 14,595.00 |
| | | Free Shipping | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | SUBTOTAL | \$ 14,595.00 |
| | | | | | SALES TAX (6.35%) | \$ - |
| | | | | | TOTAL | \$ 14,595.00 |

THANK YOU FOR YOUR BUSINESS!



500 Cardigan Road
 Shoreview, MN 55126
 USA
 EIN 41-0843524

Tel:(800)680-1220
 Fax:(651)490-3824
 Web:www.TSI.com
 Email:answers@TSI.com

Quotation

| | |
|---|---|
| <p>Quote Contact</p> | <p>Make PO Out To: TSI Inc.</p> |
| <p>Bill-To-Party Southwest Health and Human Svcs 607 W Main St Ste 200 Marshall MN 56258-3171</p> | <p>Quotation Number 20182498 Quotation Date 09/04/2020 Customer No 534042 Cust. Ref. Incoterms 2010 CPT: Prepay & Add Consignee's Premises Payment Term SUBJECT TO CREDIT APPROVAL Valid To 10/04/2020 Currency USD Method of Payment PO, Visa, Amex, Mastercard Reference Quote number when submitting PO</p> |
| <p>Ship-To-Party Southwest Health and Human Svcs 607 W Main St Ste 200 Marshall MN 56258-3171</p> | |

| Item | Material/Description | Quantity | Unit Price | Amount | |
|------|--|----------|---------------------|-----------|-----------|
| 1 | 8038 PortaCount Pro+ Respirator Fit Tester PortaCount Pro+ Model 8038 includes: Carry Case; AC Adapter with Universal Plug Set; 8026 Particle Generator (115 VAC); Alcohol Cartridge; Alcohol Fill Capsule, Storage Cap; (2) Zero Check Filters; 3/16" and 1/4" Hose Adapters; (2) Spare Alcohol Wicks; (100) Sampling Probes; (100) Lock Washers; Probe Insertion Tool; Neck Strap; USB Cable; 8016 Alcohol Supply containing (16) 30ml Bottles of Reagent Grade Isopropyl Alcohol; CD including FitPro+ Fit Test Software and Operation & Service Manual; Flash Memory Drive (1GB); and 2-Year Warranty. | 1.00 | EA | 12,695.00 | 12,695.00 |
| | | | Sub Total | 12,695.00 | |
| | | | Tax | 936.26 | |
| | | | Total Amount | 13,631.26 | |

Sales Representative:

Paul Kulich
 651-734-8920
 paul.kulich@tsi.com

These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. Government or as otherwise authorized by U.S. law and regulations.



500 Cardigan Road
 Shoreview, MN 55126
 USA
 EIN 41-0843524

Tel:(800)680-1220
 Fax:(651)490-3824
 Web:www.TSI.com
 Email:answers@TSI.com

Quotation

Bill-To-Party
 Southwest Health and Human Svcs

Quotation Number 20182498
Quotation Date 09/04/2020

| Item | Material/Description | Quantity | Unit Price | Amount |
|------|----------------------|----------|------------|--------|
|------|----------------------|----------|------------|--------|

This Quotation is subject to the warranties, disclaimers and all other terms and conditions set forth by TSI Inc. and incorporated by reference and to no others. Seller reserves the right to change prices effective on any new orders, provided Seller notifies in writing those with currently valid Quotations prior to any order being placed. This quotation shall become an agreement binding upon the Buyer and Seller when accepted by the Buyer and subsequently accepted by an authorized representative of the Seller at the Seller's home office and thereupon shall constitute the entire agreement between the parties.

Ben Pynnonen
 TSI Incorporated

Date 09/04/2020

TSI Terms and Conditions apply and are incorporated by reference. See <http://www.tsi.com/tc.pdf>
 For payment terms, complete credit application at <http://www.tsi.com/credit-app/>

- ALERT: SEA connectivity is experiencing an outage. For questions about small business size status, users should return later or contact SEA directly (www.sba.gov)
- ALERT: SAM.gov will be down for scheduled maintenance Saturday, 04/12/2020 from 8:00 AM to 1:00 PM.

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: Industrial Safety LLC*

Clear Search

Total records: 17

Save PDF Export Results Print

Result Page: 1 2 NEXT

Sort by Relevance Order by Descending

FILTER RESULTS Your search for Industrial Safety LLC* returned the following results...

By Record Status

- Active
- Inactive

By Record Type

| | |
|-------------------------------------|-----------------------------|
| Entity: INDUSTRIAL SAFETY LLC | Status: Active |
| DUNS: 062304174 | CAGE Code: 66N06 |
| Has Active Exclusion?: No | DoDAAC: |
| Expiration Date: 04/10/2021 | Debt Subject to Offset?: No |
| Purpose of Registration: All Awards | |

View Details

- ALERT: SEA connectivity is experiencing an outage. For questions about small business size status, users should return later or contact SEA directly (www.sba.gov)
- ALERT: SAM.gov will be down for scheduled maintenance Saturday, 04/12/2020 from 8:00 AM to 1:00 PM.

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: Premier Safety*

Clear Search

Total records: 3

Save PDF Export Results Print

Result Page: 1

Sort by Relevance Order by Descending

FILTER RESULTS Your search for Premier Safety* returned the following results...

By Record Status

- Active
- Inactive

By Record Type

| | |
|-------------------------------------|-----------------------------|
| Entity: Premier Safety Partners LLC | Status: Active |
| DUNS: 079576033 | CAGE Code: 7N5H6 |
| Has Active Exclusion?: No | DoDAAC: |
| Expiration Date: 04/24/2021 | Debt Subject to Offset?: No |
| Purpose of Registration: All Awards | |

View Details



A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov

Log In

Login.gov FAQs

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

- ▲ ALERT: SEA connect.gov is experiencing an outage. For questions about small business size status, users should return later or contact SEA directly (www.sba.gov).
- ▲ ALERT: SAM.gov will be down for scheduled maintenance Saturday, 09/12/2020 from 8:00 AM to 1:00 PM.

Entity Dashboard

TSI, Incorporated
 DUNS: 006253124 CAGE Code: 24575
 Status: Active
 Expiration Date: 10/23/2020
 Purpose of Registration: All Awards

500 Cardigan Rd
 Shoreview, MN, 55126-3903,
 UNITED STATES

▶ Entity Overview

▶ Entity Registration

- ▶ Core Data
- ▶ Assertions
- ▶ Repts & Certs
- ▶ PDGs

▶ Exclusions

- ▶ Active Exclusions
- ▶ Inactive Exclusions
- ▶ Excluded Family Members

RETURN TO SEARCH

Entity Overview

Entity Registration Summary

Name: TSI, Incorporated
 Business Type: Business or Organization
 Last Updated By: Rhonda Carpenter
 Registration Status: Active
 Activation Date: 10/14/2010
 Expiration Date: 10/23/2020

Exclusion Summary

Active Exclusion Records: 0



7WZ86UT - qty 28

Information & Details

Organization name: Lincoln, Lyon, and Murray Human Services
Catalog name: 97227
Created by: matt@tcmi.com
Partner Agent ID: 10293975
Name: Matt Terfehr
Email: deb.seidel@swmhhs.com
Phone: 507-532-1223
Email notification: chris.cauwels@swmhhs.com
Created: September 9, 2020
Expires: October 9, 2020
Payment method: Purchase Order
Quote total: USD 40,443.48

Billing Information

OM ID: 0900271862
Company: LINCOLN LYON MURRAY HUMAN SVCS
Address: 607 W MAIN ST
City: MARSHALL
State/Province: Minnesota
Zip/postal code: 56258-3169
Country: US
Attention to:
Email:
Phone:
Fax:

Shipping Information

Company: LINCOLN LYON MURRAY HUMAN SVCS
Address: 607 W MAIN ST
City: MARSHALL
State/Province: Minnesota
Zip/postal code: 56258-3169
Country: US
Attention to: Chris Cauwels
Email: chris.cauwels@swmhhs.com
Phone: 5075321223
Fax:
Delivery date:
Shipping options:
Shipping method: Ship Partial - Ship Items as they become available

Comments:

Invoice instructions:

Shipping instructions:

Quote Summary

Table with 5 columns: Product #, Product Description, Manufacturer #, Quantity, Unit Price, Total Price. Includes a subtotal and total row.

Unless our contract prohibits it, (a) prices are valid for 30 days from quote date and/or (b) HP may change prices or discounts and reissue quotes immediately if there are increases in costs, tariffs, or other changes outside HP's control.

If the bill to company and address you wish to use is not present at the time of check out please enter it in the "Shipping Instructions" box. The order management team will make sure it is billed to the correct location.

Components of Configurable systems may not be ordered separately. Reference Model ID's and Configuration ID's are not part numbers, they are reference descriptions to your specific configuration.

If you are submitting a hard copy purchase order, please include a printed copy of this quote with your purchase order.

If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently shipped an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with the return of the product, if payment was not already made. If payment was already made, HP will work with the agency to correct the invoice. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.



TB Docks - qty 28

Information & Details

Organization name: Lincoln, Lyon, and Murray Human Services
Catalog name: 97227
Created by: matt@tcmi.com
Partner Agent ID: 10293975
Name: Matt Terfehr
Email: deb.seidel@swmhhs.com
Phone: 507-532-1223
Email notification: chris.cauwels@swmhhs.com
Created: September 9, 2020
Expires: September 30, 2020
Payment method: Purchase Order
Quote total: USD 5,340.16

Billing Information

OM ID: 0900271862
Company: LINCOLN LYON MURRAY HUMAN SVCS
Address: 607 W MAIN ST
City: MARSHALL
State/Province: Minnesota
Zip/postal code: 56258-3169
Country: US
Attention to:
Email:
Phone:
Fax:

Shipping Information

Company: LINCOLN LYON MURRAY HUMAN SVCS
Address: 607 W MAIN ST
City: MARSHALL
State/Province: Minnesota
Zip/postal code: 56258-3169
Country: US
Attention to: Chris Cauwels
Email: chris.cauwels@swmhhs.com
Phone: 5075321223
Fax:
Delivery date:
Shipping options:
Shipping method: Ship Partial - Ship Items as they become available

Comments:

Invoice instructions:

Shipping instructions:

Quote Summary

| Product # | Product Description | Manufacturer # | Quantity | Unit Price | Total Price |
|-------------|-----------------------------|----------------|----------|---|--------------|
| 2UK37UT#ABA | HP Thunderbolt Dock 120W G2 | | 28 | USD 190.72 <small>USD 266.37 Special price valid until 09/30/2020</small> | USD 5,340.16 |

Special pricing code: 42287375

| | |
|----------------------|--------------|
| Subtotal | USD 5,340.16 |
| Estimated Tax | USD 0.00 |
| Total | USD 5,340.16 |

Unless our contract prohibits it, (a) prices are valid for 30 days from quote date and/or (b) HP may change prices or discounts and reissue quotes immediately if there are increases in costs, tariffs, or other changes outside HP's control.

If the bill to company and address you wish to use is not present at the time of check out please enter it in the "Shipping Instructions" box. The order management team will make sure it is billed to the correct location.

Components of Configurable systems may not be ordered separately. Reference Model ID's and Configuration ID's are not part numbers, they are reference descriptions to your specific configuration.

If you are submitting a hard copy purchase order, please include a printed copy of this quote with your purchase order.

If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently shipped an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with the return of the product, if payment was not already made. If payment was already made, HP will work with the agency to correct the invoice. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.

- ⚠ ALERT: SBA connectivity is experiencing an outage. For questions about small business size status, users should return later or contact SBA directly (www.sba.gov).
- ⚠ ALERT: SAM.gov will be down for scheduled maintenance Saturday, 09/12/2020 from 8:00 AM to 1:00 PM.

Search Results

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

Current Search Terms: The Computer Man Inc*

Clear Search

Total records:0

Save PDF

Export Results

Print

Result Page:

Sort by Relevance

Order by

Descending

FILTER RESULTS

By Record Status

Active

Inactive

By Record Type

Entity Registration

Exclusion

Apply Filters

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

No records found.

Result Page:

Save PDF

Export Results

Print

The Computer Man, Inc.



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

9/9/2020

Quote # 619656

Quote

business partner



Microsoft Partner

Silver Midmarket Solution Provider



Prepared For

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

| | | PO Number | Terms | Rep |
|--|-----|---------------------------|----------------|------------|
| | | | Net 10 Days | MWT |
| Description | Qty | Price | Extended Price | |
| HP Thunderbolt Dock G2 - Docking Station - VGA, DP, 2 X DPHP Thunderbolt Dock G2 - Docking station - VGA, DP, 2 x DP - 10Mb LAN - 120 Watt - Smart Buy - United States 2UK37UT | 28 | 258.22 | 7,230.16 | |
| Thank you for your business. | | Subtotal | | \$7,230.16 |
| Quote valid for 2 weeks from date. | | Sales Tax (6.875%) | | \$0.00 |
| | | Total | | \$7,230.16 |

The Computer Man, Inc.



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

9/9/2020

Quote # 619654

Quote

business partner



Microsoft Partner



Silver Midmarket Solution Provider



Prepared For

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

| Description | Qty | Price | Extended Price | PO Number | Terms | Rep |
|--|-----|----------|----------------|---------------------------|-------------|-------------|
| | | | | | Net 10 Days | MWT |
| HP EliteBook 840 G6 14" Notebook - 1920 x 1080 SureView-Core i5 i5-8265U - 8 GB RAM - 256 GB SSD Windows 10 Pro 64-bit - Intel UHD Graphics 620 - In-plane Switching (IPS) Technology - English Keyboard - Intel Optane Memory Ready - Bluetooth - 17.25 Hour Battery Run Time 7WZ86UT | 28 | 1,005.00 | 28,140.00 | | | |
| Thank you for your business. | | | | Subtotal | | \$28,140.00 |
| Quote valid for 2 weeks from date. | | | | Sales Tax (6.875%) | | \$0.00 |
| | | | | Total | | \$28,140.00 |

-  ALERT: SBA connectivity is experiencing an outage. For questions about small business size status, users should return later or contact SBA directly (www.sba.gov).
-  ALERT: SAM.gov will be down for scheduled maintenance Saturday, 09/12/2020 from 8:00 AM to 1:00 PM.

Search Results

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

Current Search Terms: The Computer Man Inc*

Clear Search

Total records: 0

Save PDF

Export Results

Print

Result Page:

Sort by Relevance

Order by Descending

FILTER RESULTS

By Record Status

Active

Inactive

By Record Type

Entity Registration

Exclusion

Apply Filters

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

No records found.

Result Page:

Save PDF

Export Results

Print

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

- Southwest Regional Development Commission (SRDC) (Slayton, MN)** – 11/01/18 to 10/31/19; Agreement for assistance with Active Living Plans in connection with SHIP grant; \$90/hour for Planner and \$60/hour for Communications Specialist, not to exceed \$5,000 (RENEWAL).
Fiscal Note: 2020 \$1,865; 2019 \$4,235; \$2018 \$4,400

- DPS Towards Zero Deaths (TZD) Safe Roads** – 10/01/20 to 09/30/21; a resolution authorizing execution of the TZD grant agreement (which promotes a reduction in distracted driving and texting thus promoting safer roads) with Lincoln and Pipestone counties (RENEWAL).

- DPS Towards Zero Deaths (TZD) Safe Roads** – 10/01/20 to 09/30/21; a resolution authorizing execution of the TZD grant agreement (which promotes a reduction in distracted driving and texting thus promoting safer roads) with Lyon and Redwood counties (RENEWAL).

- MDH WIC** – 01/01/16 to 12/31/21; Amendment to the WIC master grant to be extended for an additional year (amendment).