



Southwest Health and Human Services
Board Agenda
Wednesday, October 21, 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 9/16/2020 Board Minutes

- D. Introduce New Staff:

- E. Employee Recognition:
 - Tara Baune, 1 year, Eligibility Worker, Marshall
 - Nicole Enemark, 1 year, Social Worker (CMH), Marshall
 - Holly Johnson, 1 year, Social Worker (DD), Marshall
 - Stacy Fier, 15 years, Social Worker (Team Lead), Marshall
 - Sarah Maurice, 15 years, Social Worker (DD), Pipestone
 - Michael Kennedy, 25 years, Lead Eligibility Worker, Pipestone

HUMAN SERVICES (cont.)

F. Financial

G. Caseload

| | <u>9/20</u> | <u>9/19</u> | <u>8/20</u> | <u>7/20</u> |
|---------------------------|-------------|-------------|-------------|-------------|
| Social Services | 3,601 | 3,675 | 3,607 | 3,691 |
| Licensing | 427 | 442 | 434 | 435 |
| Out-of-Home Placements | 160 | 175 | 160 | 160 |
| Income Maintenance | 12,704 | 11,960 | 12,629 | 12,528 |
| Child Support Cases | 3,147 | 3,252 | 3,146 | 3,171 |
| Child Support Collections | \$744,822 | \$801,384 | \$740,192 | \$790,929 |
| Non IV-D Collections | \$145,863 | \$61,217 | \$120,886 | \$109,442 |

H. Discussion/Information

1.

I. Decision Items

1.

COMMUNITY HEALTH

J. Call to Order

K. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 9/16/2020 Board Minutes

L. Financial

COMMUNITY HEALTH (cont.)

| M. Caseload | <u>9/20</u> | <u>8/20</u> | <u>7/20</u> |
|-----------------------------------|-------------|-------------|-------------|
| WIC | N/A | 2023 | 2018 |
| Family Home Visiting | 9 | 15 | 27 |
| PCA Assessments | 4 | 14 | 6 |
| Managed Care | 217 | 217 | 242 |
| Dental Varnishing | 0 | 0 | 0 |
| Refugee Health | 2 | 0 | 0 |
| Latent TB Medication Distribution | 3 | 8 | 3 |
| Water Tests | 130 | 155 | 144 |
| FPL Inspections | 49 | 46 | 55 |
| Immunizations | 15 | 28 | 33 |
| Car Seats | 9 | 7 | 9 |

- N. Discussion/Information
1. Covid Update

- 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 9/16/2020 Board Minutes

- R. Financial

GOVERNING BOARD (cont.)

S. Human Resources Statistics

| | <u>9/20</u> | <u>9/19</u> | <u>8/20</u> | <u>7/20</u> |
|---------------------|-------------|-------------|-------------|-------------|
| Number of Employees | 234 | 235 | 233 | 233 |
| Separations | 3 | | 3 | 3 |

T. Discussion/Information

1. 2019 Audit – Melody Caron, Office of the State Auditor
2. Bylaws

U. Decision Items

1. Courtney Heppler, County Agency Social Worker CPS, probationary appointment (12 months), \$24.12 hourly, effective 09/28/2020.
2. Lacey Sanow, Eligibility Worker, probationary appointment (12 months), \$18.69 hourly, effective 10/12/2020.
3. Samantha Anthony, County Agency Social Worker CPS, probationary appointment (12 months), \$24.12 hourly, effective 10/12/2020
4. Jackie Wilson, County Agency Social Worker CPS, probationary appointment (6 months), \$24.12 hourly, effective 09/28/2020
5. Administrative Policy 13 - EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION
6. Personnel Policy 1- GENERAL PROVISIONS
7. PAPER Kits Request
8. Office Equipment Request
9. Redwood Office Cubicles
10. Unclaimed Property
11. Wellbeing Committee Request for Pillow Purchase for Sleep Challenge
12. IT Request for Spam Filter Upgrade
13. IT Request for Video Conferencing
14. IT Request for Video Conferencing Capable Monitors
15. IT Request for Disaster Recovery Equipment
16. IT Request for Electronic Signature Software
17. Donations: Grace Lutheran Church of Lake Benton donated 8 receiving blankets for those in need
18. Contracts

V. Adjournment

Next Meeting Dates:

- **Wednesday, November 18, 2020 – Marshall**
- **Wednesday, December 16, 2020 – Marshall**
- **Wednesday, January 20, 2021 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

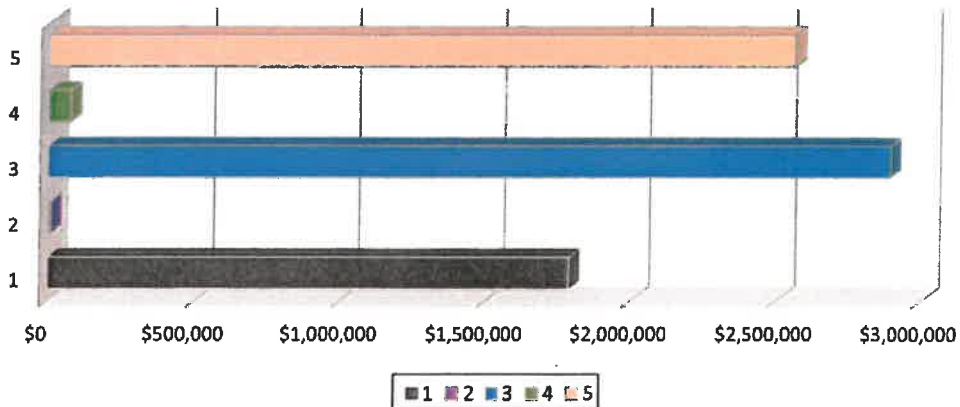
Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne Offices

SUMMARY OF FINANCIAL ACCOUNTS REPORT For the Month Ending: **September 30, 2020**

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

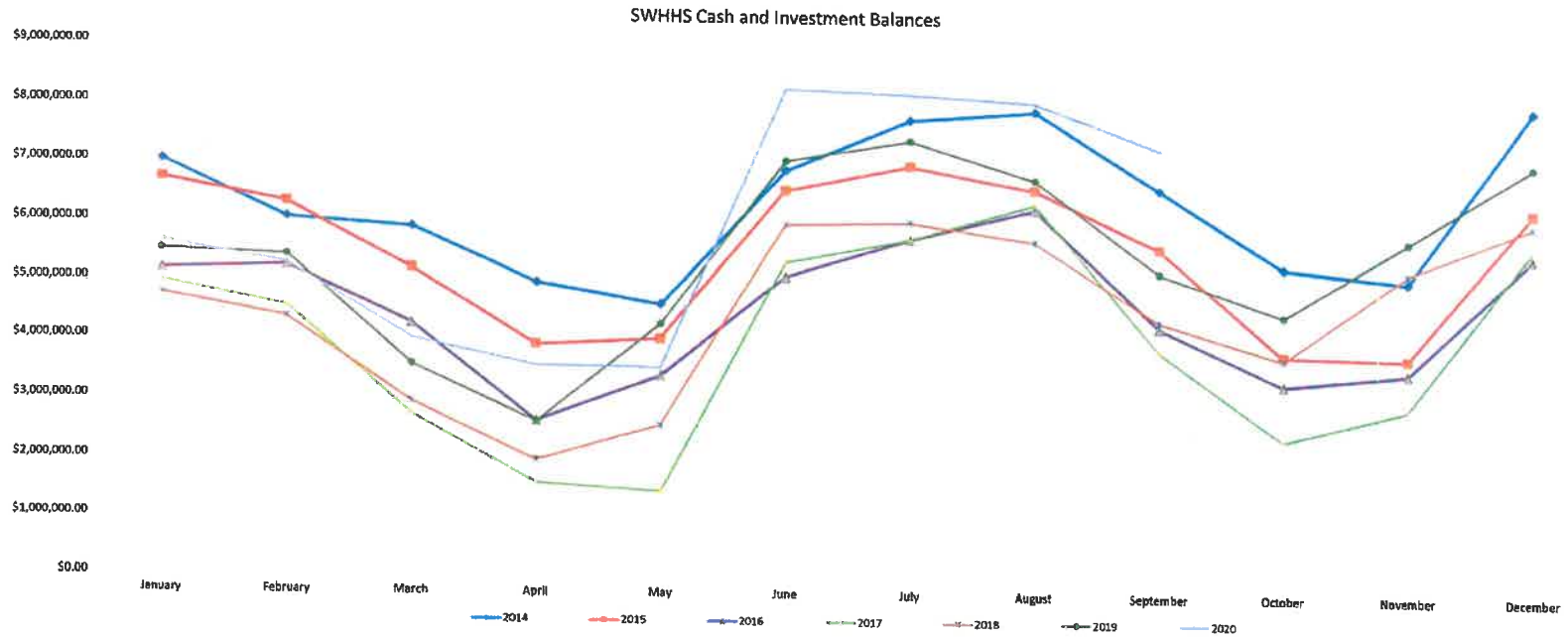
| Description | Month | Running Balance | |
|------------------------------------|--------------------|--------------------|---|
| BEGINNING BALANCE | | \$2,548,234 | |
| RECEIPTS | | | |
| Monthly Receipts | 1,678,083 | | |
| County Contribution | 9,820 | | |
| Interest on Savings | 721 | | |
| TOTAL MONTHLY RECEIPTS | | 1,688,624 | |
| DISBURSEMENTS | | | |
| Monthly Disbursements | 2,451,721 | | |
| TOTAL MONTHLY DISBURSEMENTS | | 2,451,721 | |
| ENDING BALANCE | | \$1,785,136 | |
| REVENUE | | | |
| <i>Checking/Money Market</i> | <i>\$1,785,136</i> | | |
| <i>SS Benefits Checking</i> | <i>\$7,550</i> | | |
| <i>Bremer Savings</i> | <i>\$2,892,062</i> | | |
| <i>Great Western Bank Savings</i> | <i>\$75,510</i> | | |
| <i>Investments - MAGIC Fund</i> | <i>\$2,559,945</i> | | |
| ENDING BALANCE | | \$7,320,203 | September 2019 Ending Balance \$5,219,902 |
| DESIGNATED/RESTRICTED FUNDS | | | |
| Agency Health Insurance | | \$1,343,792 | September 2019 Ending Balance \$1,189,708 |
| LCTS Lyon Murray Collaborative | | \$144,046 | |
| LCTS Rock Pipestone Collaborative | | \$38,736 | |
| LCTS Redwood Collaborative | | \$37,863 | |
| Local Advisory Council | | \$919 | September 2019 Ending Balance |
| AVAILABLE CASH BALANCE | | \$5,754,848 | \$3,810,626 |

REVENUE DESIGNATION



SWHHS
Total Cash and Investment Balance by Month - All Funds

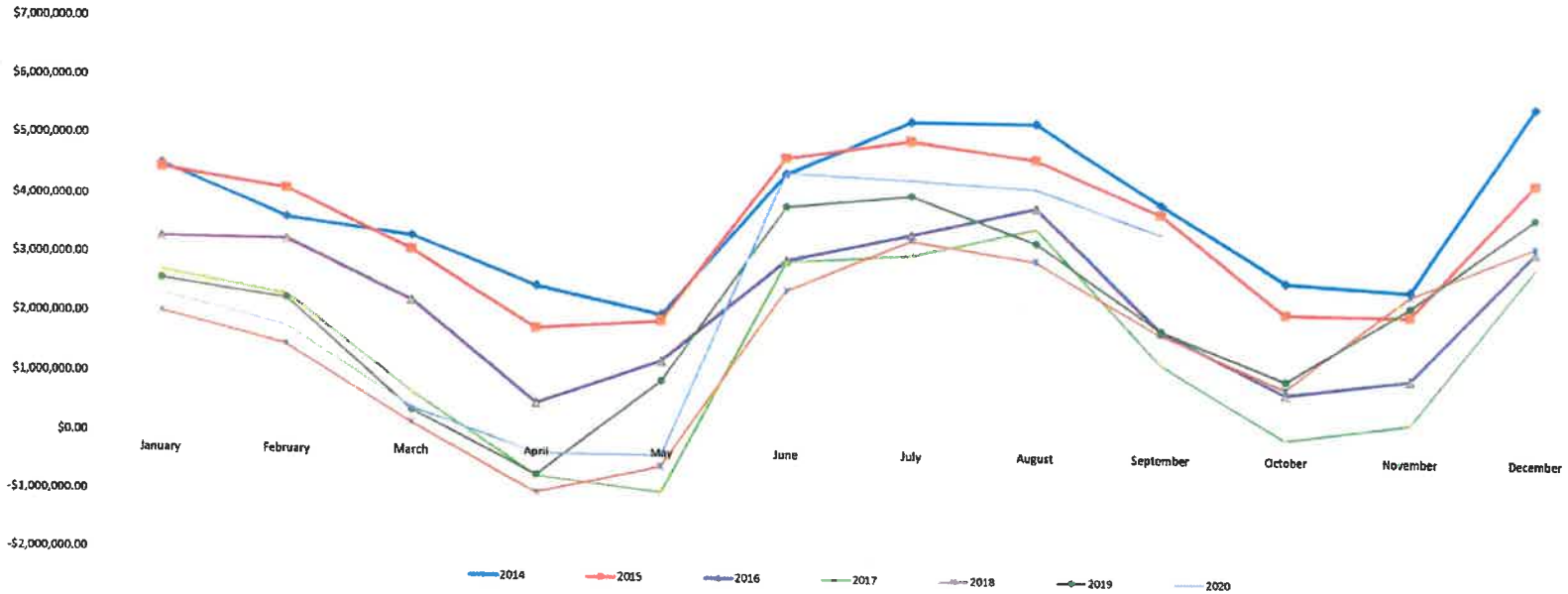
| | January | February | March | April | May | June | July | August | September | October | November | December | Average for Year | Average for Jan-Mar |
|------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|---------------------|
| 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 | \$4,018,146.88 | \$6,960,422.95 | \$6,992,523.27 | \$6,614,413.77 | \$5,631,267.68 | \$3,840,912.52 | \$3,805,455.22 | \$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 | \$5,098,797.96 | \$5,750,965.99 | \$6,275,434.87 | \$4,290,910.19 | \$3,346,309.75 | \$3,560,416.68 | \$5,533,701.83 | \$4,537,719.39 | \$4,861,516.27 |
| 2017 | \$4,926,902.34 | \$4,524,068.02 | \$2,727,751.26 | \$1,578,173.97 | \$1,451,685.61 | \$5,337,553.73 | \$5,754,867.08 | \$6,386,564.57 | \$3,893,362.07 | \$2,417,547.50 | \$2,962,222.15 | \$5,684,746.63 | \$3,968,778.58 | \$4,059,573.21 |
| 2018 | \$4,721,044.68 | \$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 | \$3,544,261.51 | \$8,279,950.83 | \$8,206,914.72 | \$8,087,152.70 | \$7,320,202.93 | | | | \$5,983,547.07 | \$4,952,007.26 |



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 | \$5,363,273.11 | \$5,365,874.16 | \$4,025,227.41 | \$2,740,775.93 | \$2,617,746.10 | \$5,780,212.52 | \$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 | \$4,743,405.88 | \$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 | \$2,262,674.15 | \$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 | \$1,125,561.79 | \$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 | \$3,593,641.96 | \$1,322,585.71 | \$84,999.25 | \$377,552.55 | \$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 | \$3,618,651.39 | | | | \$2,288,075.23 | \$1,524,763.67 |

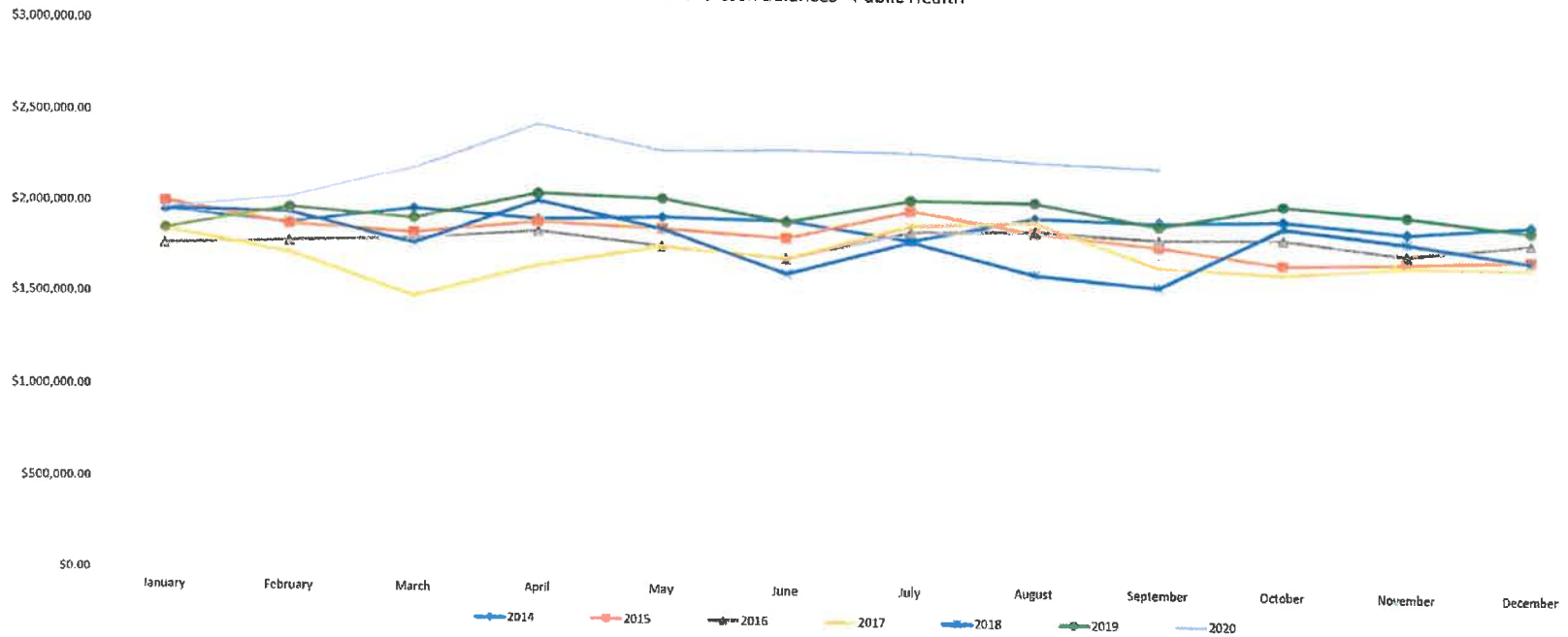
SWHHS Cash Balances - Human Services



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 | \$1,906,754.96 | \$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 | \$1,709,425.15 | \$1,737,349.16 |
| 2018 | \$1,962,214.72 | \$1,943,637.75 | \$1,780,822.98 | \$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 | \$2,236,196.53 | | | | \$2,228,228.31 |

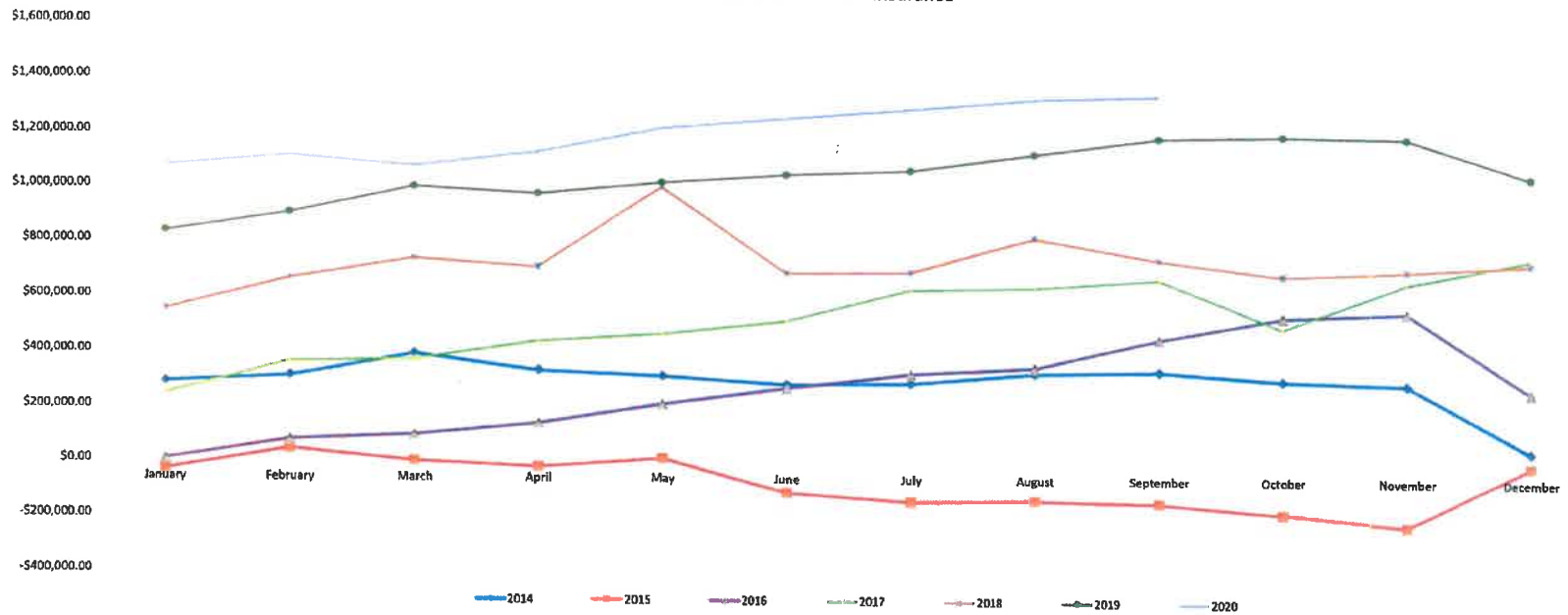
SWHHS Cash Balances - Public Health



SWHHS
Total Cash Balance by Month - Health Insurance

| | January | February | March | April | May | June | July | August | September | October | November | December | Average for Year |
|------|--------------|--------------|--------------|--------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| 2014 | \$285,358.82 | \$308,046.30 | \$387,989.08 | \$330,278.67 | \$312,752.06 | \$283,535.78 | \$290,484.90 | \$330,401.57 | \$338,696.39 | \$307,534.98 | \$295,838.26 | \$52,721.51 | \$293,636.53 |
| 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 | -\$221,023.88 | \$0.00 | -\$76,748.52 |
| 2016 | \$4,998.43 | \$75,942.80 | \$95,153.51 | \$139,472.05 | \$210,788.38 | \$270,693.34 | \$325,643.77 | \$350,734.02 | \$455,033.16 | \$538,192.07 | \$558,493.11 | \$269,082.28 | \$274,517.08 |
| 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 | \$520,702.81 |
| 2018 | \$547,461.08 | \$661,779.26 | \$734,590.83 | \$705,226.64 | \$998,994.04 | \$688,218.46 | \$693,431.75 | \$820,833.21 | \$742,653.73 | \$690,065.54 | \$709,870.88 | \$736,904.37 | \$727,502.48 |
| 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 | \$1,049,203.01 |
| 2020 | 1,070,978.00 | 1,108,164.79 | 1,071,726.42 | 1,126,237.51 | 1,216,443.58 | 1,252,789.13 | 1,289,386.59 | 1,328,430.70 | 1,343,792.01 | | | | \$1,200,883.19 |

SWHHS Cash and Investment Balances - Health Insurance



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

September 2020

| DATE | RECEIPT or CHECK # | DESCRIPTION | + DEPOSITS | -DISBURSEMENTS | BALANCE |
|----------|-------------------------------|---------------|---------------------|---------------------|---------------------|
| | BALANCE FORWARD | | | | 2,548,233.71 |
| 09/02/20 | 10003 | Disb | | 11,066.09 | 2,537,167.62 |
| 09/04/20 | 108787-108813 | Disb | | 15,918.49 | 2,521,249.13 |
| 09/04/20 | 8187-8189 | Disb | | 397.31 | 2,520,851.82 |
| 09/04/20 | 108814-108859 | Disb | | 129,755.29 | 2,391,096.53 |
| 09/04/20 | 8190-8231 | Disb | | 57,094.21 | 2,334,002.32 |
| 09/04/20 | 41292-41348 | Dep | 336,071.77 | | 2,670,074.09 |
| 09/08/20 | transfer from ss account | Dep | 12,907.81 | | 2,682,981.90 |
| 09/08/20 | 10004 | Disb | | 32,567.26 | 2,650,414.64 |
| 09/08/20 | 41349-41367 | Dep | 20,485.74 | | 2,670,900.38 |
| 09/09/20 | 10005 | Disb | | 805.76 | 2,670,094.62 |
| 09/10/20 | 10006 | Disb | | 45,010.70 | 2,625,083.92 |
| 09/11/20 | 9430 - 9448 | Payroll | | 130,263.51 | 2,494,820.41 |
| 09/11/20 | 65625 - 65865 ACH | Payroll | | 502,691.91 | 1,992,128.50 |
| 09/11/20 | 108860-108895 | Disb | | 2,526.86 | 1,989,601.64 |
| 09/11/20 | 8232-8235 ACH | Disb | | 1,294.33 | 1,988,307.31 |
| 09/11/20 | 108896-108957 | Disb | | 152,907.83 | 1,835,399.48 |
| 09/11/20 | 8236-8263 ACH | Disb | | 95,626.51 | 1,739,772.97 |
| 09/11/20 | 41368-41407 | Dep | 198,741.22 | | 1,938,514.19 |
| 09/14/20 | 10007 | Disb | | 15,219.20 | 1,923,294.99 |
| 09/15/20 | 41408-41429,41434,41439-41440 | Dep | 11,316.16 | | 1,934,611.15 |
| 09/16/20 | 10008 | Disb | | 10,987.35 | 1,923,623.80 |
| 09/18/20 | 108958-109050 | Disb | | 13,838.20 | 1,909,785.60 |
| 09/18/20 | 8264-8265 ACH | Disb | | 289.20 | 1,909,496.40 |
| 09/18/20 | 109051-109254 | Disb | | 103,870.96 | 1,805,625.44 |
| 09/18/20 | 8266-8274 ACH | Disb | | 4,558.81 | 1,801,066.63 |
| 09/18/20 | 109255-109293 | Disb | | 4,994.55 | 1,796,072.08 |
| 09/18/20 | 8275 ACH | Disb | | 220.00 | 1,795,852.08 |
| 09/18/20 | 109294-109348 | Disb | | 134,763.42 | 1,661,088.66 |
| 09/18/20 | 8276-8287 ACH | Disb | | 112,254.95 | 1,548,833.71 |
| 09/18/20 | 41430-41438, 41441-41501 | Dep | 262,864.19 | | 1,811,697.90 |
| 09/21/20 | 10009 | Disb | | 27,384.06 | 1,784,313.84 |
| 09/21/20 | 10010 | Disb | | 16,433.12 | 1,767,880.72 |
| 09/22/20 | 41502-41529 | Dep | 62,556.71 | | 1,830,437.43 |
| 09/23/20 | 10011 | Disb | | 857.15 | 1,829,580.28 |
| 09/25/20 | 9449 - 9468 | Payroll | | 130,459.62 | 1,699,120.66 |
| 09/25/20 | 65866 - 66110 ACH | Payroll | | 505,089.46 | 1,194,031.20 |
| 09/25/20 | 109349-109374 | Disb | | 2,212.80 | 1,191,818.40 |
| 09/25/20 | 8288 ACH | Disb | | 15.84 | 1,191,802.56 |
| 09/25/20 | 109375-109429 | Disb | | 83,902.31 | 1,107,900.25 |
| 09/25/20 | 8289-8310 ACH | Disb | | 20,083.72 | 1,087,816.53 |
| 09/25/20 | 41530-41581 | Dep | 222,200.50 | | 1,310,017.03 |
| 09/28/20 | 10012 | Disb | | 75,688.45 | 1,234,328.58 |
| 09/29/20 | VOID 109303 | Disb | | (314.80) | 1,234,643.38 |
| 09/30/20 | 10013 | Disb | | 10,986.93 | 1,223,656.45 |
| 09/30/20 | 41582-41631 | Dep | 561,479.84 | | 1,785,136.29 |
| | | | | | 1,785,136.29 |
| | Balanced 10/01/2020 LMD | TOTALS | 1,688,623.94 | 2,451,721.36 | 1,785,136.29 |

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

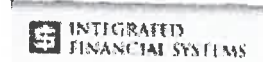
| |
|--------------|
| 7,549.50 |
| 2,892,062.44 |
| 75,509.55 |
| 2,559,945.15 |

TOTAL CASH BALANCE

7,320,202.93

SRK
10/6/20 11:22AM

Southwest Health and Human Services



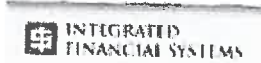
Treasurer's Cash Trial Balance

As of 09/2020

| <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 | | 232,611.62 | 3,098,895.86 | |
| Disbursements | | 48,306.47- | 592,986.84- | |
| Payroll | | 209,753.00- | 2,180,709.91- | |
| Fund Total | | 25,447.85- | 325,199.11 | 2,236,196.53 |
| | | | | |
| 5 Human Services Fund | 410 | General Administration | | |
| | 170,062.03- | | | |
| Receipts | | 52,262.01 | 480,609.90 | |
| Disbursements | | 62,786.05- | 478,248.60- | |
| Payroll | | 10,456.97- | 110,772.73- | |
| Journal Entries | | 0.00 | 7,784.04 | |
| Dept Total | | 20,981.01- | 100,627.39- | 270,689.42- |
| | | | | |
| 5 Human Services Fund | 420 | Income Maintenance | | |
| | 374,656.57- | | | |
| Receipts | | 251,738.62 | 6,280,328.31 | |
| Disbursements | | 278,073.17- | 3,035,998.05- | |
| Payroll | | 334,748.08- | 3,286,816.22- | |
| Journal Entries | | 0.00 | 3,892.02- | |
| Dept Total | | 361,082.63- | 46,377.98- | 421,034.55- |
| | | | | |
| 5 Human Services Fund | 431 | Social Services | | |
| | 7,662,641.12 | | | |
| Receipts | | 940,384.67 | 13,610,238.10 | |
| Disbursements | | 94,772.41- | 1,087,152.43- | |
| SSIS | | 495,955.68- | 5,808,853.65- | |
| Payroll | | 691,855.93- | 6,754,224.31- | |
| Journal Entries | | 0.00 | 3,892.02- | |
| Dept Total | | 342,199.35- | 43,884.31- | 7,618,756.81 |
| | | | | |
| 5 Human Services Fund | 461 | Information Systems | | |
| | 3,236,438.89- | | | |
| Receipts | | 4,595.67 | 23,841.15 | |
| Disbursements | | 527.39- | 3,708.37- | |

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Southwest Health and Human Services



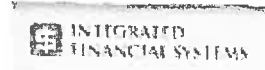
Treasurer's Cash Trial Balance

As of 09/2020

| <u>Fund</u> | | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u> | <u>Current Balance</u> |
|-------------|---|--------------------------|---------------------------|---------------|------------------------|
| | Payroll | | 21,690.52- | 192,075.34- | |
| | Dept Total | | 17,622.24- | 171,942.56- | 3,408,381.45- |
| 5 | Human Services Fund | | | | |
| | | 471 | LCTS Collaborative Agency | | |
| | | 0.00 | | | |
| | Receipts | | 0.00 | 207,350.00 | |
| | Disbursements | | 0.00 | 207,350.00- | |
| | Dept Total | | 0.00 | 0.00 | 0.00 |
| | Fund Total | 3,881,483.63 | 741,885.23- | 362,832.24- | 3,518,651.39 |
| 61 | Agency Health Insurance | | | | |
| | | 1,051,604.82 | | | |
| | Receipts | | 202,207.00 | 1,957,557.32 | |
| | Disbursements | | 186,845.69- | 1,665,370.13- | |
| | Fund Total | | 15,361.31 | 292,187.19 | 1,343,792.01 |
| 71 | LCTS Lyon Murray Collaborative Fund | | | | |
| | | 471 | LCTS Collaborative Agency | | |
| | | 137,697.99 | | | |
| | Receipts | | 0.00 | 94,566.00 | |
| | Disbursements | | 15,950.00- | 88,218.11- | |
| | Dept Total | | 15,950.00- | 6,347.89 | 144,045.88 |
| | Fund Total | 137,697.99 | 15,950.00- | 6,347.89 | 144,045.88 |
| 73 | LCTS Rock Pipestone Collaborative Fund | | | | |
| | | 471 | LCTS Collaborative Agency | | |
| | | 54,412.53 | | | |
| | Receipts | | 0.00 | 37,462.00 | |
| | Disbursements | | 0.00 | 53,139.00- | |
| | Dept Total | | 0.00 | 15,677.00- | 38,735.53 |
| | Fund Total | 54,412.53 | 0.00 | 15,677.00- | 38,735.53 |
| 75 | Redwood LCTS Collaborative | | | | |
| | | 471 | LCTS Collaborative Agency | | |
| | | 59,802.79 | | | |

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Southwest Health and Human Services

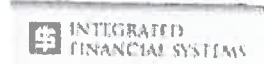


Treasurer's Cash Trial Balance

As of 09/2020

| <u>Fund</u> | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u> | <u>Current Balance</u> |
|-----------------------------|----------------------------|-------------------|----------------|------------------------|
| Receipts | | 972.00 | 80,560.00 | |
| Disbursements | | 0.00 | 102,500.00- | |
| Dept Total | | 972.00 | 21,940.00- | 37,862.79 |
| Fund Total | 59,802.79 | 972.00 | 21,940.00- | 37,862.79 |
| | | | | |
| 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 | | 1,684,771.59 | 25,871,408.64 | |
| Disbursements | | 687,261.18- | 7,314,907.75- | |
| SSIS | | 495,955.68- | 5,808,853.65- | |
| Payroll | | 1,268,504.50- | 12,524,598.51- | |
| Total | | 766,949.77- | 223,048.73 | 7,320,202.93 |

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 09/2020 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 | 75 |
| INTERGOVERNMENTAL REVENUES | 180.00- | 164,562.09- | 170,500.00- | 97 | 75 |
| STATE REVENUES | 98,270.20- | 778,804.33- | 810,102.00- | 96 | 75 |
| FEDERAL REVENUES | 100,332.22- | 988,331.24- | 1,245,041.00- | 79 | 75 |
| FEES | 32,204.70- | 375,793.75- | 496,230.00- | 76 | 75 |
| EARNINGS ON INVESTMENTS | 115.34- | 4,105.51- | 14,880.00- | 28 | 75 |
| MISCELLANEOUS REVENUES | 1,509.16- | 3,288.19- | 8,900.00- | 37 | 75 |
| TOTAL REVENUES | 232,611.62- | 3,096,778.86- | 3,788,178.00- | 82 | 75 |
| EXPENDITURES | | | | | |
| PROGRAM EXPENDITURES | 0.00 | 0.00 | 0.00 | 0 | 75 |
| PAYROLL AND BENEFITS | 209,753.00 | 2,180,669.91 | 3,016,052.00 | 72 | 75 |
| OTHER EXPENDITURES | 48,306.47 | 590,909.84 | 772,126.00 | 77 | 75 |
| TOTAL EXPENDITURES | 258,059.47 | 2,771,579.75 | 3,788,178.00 | 73 | 75 |

Southwest Health and Human Services



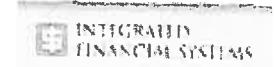
RM-Stmt of Revenues & Expenditures

As Of 09/2020

Report Basis: Cash

| DESCRIPTION | CURRENT MONTH | YEAR TO-DATE | 2020 BUDGET | % OF BUDG | % OF YEAR |
|-----------------------------------|----------------------|-----------------------|-----------------------|-----------|-----------|
| FUND 5 HUMAN SERVICES FUND | | | | | |
| REVENUES | | | | | |
| CONTRIBUTIONS FROM COUNTIES | 9,820.16- | 6,625,481.19- | 11,378,603.00- | 58 | 75 |
| INTERGOVERNMENTAL REVENUES | 0.00 | 55,421.73- | 104,354.00- | 53 | 75 |
| STATE REVENUES | 25,308.01- | 4,260,029.25- | 5,269,341.00- | 81 | 75 |
| FEDERAL REVENUES | 161,357.77- | 5,501,333.22- | 8,035,293.00- | 68 | 75 |
| FEES | 180,183.86- | 1,769,182.37- | 2,200,150.00- | 80 | 75 |
| EARNINGS ON INVESTMENTS | 605.49- | 21,553.80- | 78,096.00- | 28 | 75 |
| MISCELLANEOUS REVENUES | 801,465.66- | 1,821,282.72- | 1,139,100.00- | 160 | 75 |
| TOTAL REVENUES | 1,178,740.95- | 20,054,284.28- | 28,204,937.00- | 71 | 75 |
| EXPENDITURES | | | | | |
| PROGRAM EXPENDITURES | 655,233.50 | 8,128,800.59 | 11,157,301.00 | 73 | 75 |
| PAYROLL AND BENEFITS | 1,069,275.54 | 10,342,406.98 | 14,290,849.00 | 72 | 75 |
| OTHER EXPENDITURES | 196,117.14 | 1,946,746.03 | 2,756,787.00 | 71 | 75 |
| TOTAL EXPENDITURES | 1,920,626.18 | 20,417,953.60 | 28,204,937.00 | 72 | 75 |

Southwest Health and Human Services

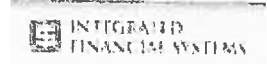


Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

| <u>Element</u> | <u>Description</u> | <u>Account Number</u> | <u>Current Month</u> | <u>Year-To-Date</u> | <u>Budget</u> | <u>% of Bdqt</u> | <u>% of Year</u> |
|----------------|------------------------------------|-----------------------|----------------------|---------------------|---------------|------------------|------------------|
| 1 FUND | Health Services Fund | | | | | | |
| 410 DEPT | General Administration | | | | | | |
| 0 PROGRAM | ... | | | | | | |
| | | | | | | | Revenue |
| | | | | | | | Expend. |
| | | | 4,015.91 | 43,381.12 | 0.00 | 0 | 75 |
| | | | | | | | Net |
| | | | 4,015.91 | 43,381.12 | 0.00 | 0 | 75 |
| 930 PROGRAM | Administration | | | | | | Revenue |
| | | | | | | | Expend. |
| | | | 943.85- | 820,032.90- | 1,108,655.00- | 74 | 75 |
| | | | 29,670.13 | 346,727.82 | 697,981.00 | 50 | 75 |
| | | | | | | | Net |
| | | | 28,726.28 | 473,305.08- | 410,674.00- | 115 | 75 |
| 410 DEPT | General Administration | Totals: | | | | | Revenue |
| | | | | | | | Expend. |
| | | | 943.85- | 820,032.90- | 1,108,655.00- | 74 | 75 |
| | | | 33,686.04 | 390,108.94 | 697,981.00 | 56 | 75 |
| | | | | | | | Net |
| | | | 32,742.19 | 429,923.96- | 410,674.00- | 105 | 75 |
| 481 DEPT | Nursing | | | | | | Revenue |
| 100 PROGRAM | Family Health | | | | | | Expend. |
| | | | | | | | Net |
| | | | 2,232.61- | 14,612.89- | 18,680.00- | 78 | 75 |
| | | | 1,222.02 | 14,578.20 | 15,651.00 | 93 | 75 |
| | | | | | | | Net |
| | | | 1,010.59- | 34.69- | 3,029.00- | 1 | 75 |
| 103 PROGRAM | Follow Along Program | | | | | | Revenue |
| | | | | | | | Expend. |
| | | | 0.00 | 17,894.43- | 27,324.00- | 65 | 75 |
| | | | 2,346.31 | 21,522.04 | 31,241.00 | 69 | 75 |
| | | | | | | | Net |
| | | | 2,346.31 | 3,627.61 | 3,917.00 | 93 | 75 |
| 110 PROGRAM | TANF | | | | | | Revenue |
| | | | | | | | Expend. |
| | | | 0.00 | 63,937.99- | 127,876.00- | 50 | 75 |
| | | | 0.00 | 92,183.09 | 127,911.00 | 72 | 75 |
| | | | | | | | Net |
| | | | 0.00 | 28,245.10 | 35.00 | 80,700 | 75 |
| 130 PROGRAM | WIC | | | | | | Revenue |
| | | | | | | | Expend. |
| | | | 38,899.00- | 434,937.00- | 450,000.00- | 97 | 75 |
| | | | 36,649.93 | 383,031.84 | 557,867.00 | 69 | 75 |
| | | | | | | | Net |
| | | | 2,249.07- | 51,905.16- | 107,867.00 | 48- | 75 |
| 140 PROGRAM | Peer Breastfeeding Support Program | | | | | | Revenue |
| | | | | | | | Expend. |
| | | | 0.00 | 23,946.00- | 53,500.00- | 45 | 75 |
| | | | 1,331.69 | 23,218.72 | 33,438.00 | 69 | 75 |
| | | | | | | | Net |
| | | | 1,331.69 | 727.28- | 20,062.00- | 4 | 75 |
| 210 PROGRAM | CTC Outreach | | | | | | Revenue |
| | | | | | | | Expend. |
| | | | 40,439.11- | 176,083.86- | 271,600.00- | 65 | 75 |
| | | | 20,674.52 | 167,411.41 | 285,400.00 | 59 | 75 |
| | | | | | | | Net |
| | | | 19,764.59- | 8,672.45- | 13,800.00 | 63- | 75 |
| 270 PROGRAM | Maternal Child Health - Title V | | | | | | Revenue |
| | | | | | | | Expend. |
| | | | 2,726.49- | 117,376.69- | 253,200.00- | 46 | 75 |
| | | | 7,606.14 | 153,519.95 | 249,934.00 | 61 | 75 |
| | | | | | | | Net |
| | | | 4,879.65 | 36,143.26 | 3,266.00- | 1,107- | 75 |

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> |
| 280 PROGRAM | MCH Dental Health | | Revenue | 0.00 | 889.42- | 2,000.00- | 44 | 75 |
| | | | Expend. | 168.79 | 14,107.32 | 17,907.00 | 79 | 75 |
| | | | Net | 168.79 | 13,217.90 | 15,907.00 | 83 | 75 |
| 285 PROGRAM | MCH Blood Lead | | Revenue | | | | | 75 |
| | | | Expend. | 0.00 | 2,021.62 | 0.00 | 0 | 75 |
| | | | Net | 0.00 | 2,021.62 | 0.00 | 0 | 75 |
| 295 PROGRAM | MCH Car Seat Program | | Revenue | 285.04- | 7,821.37- | 33,000.00- | 24 | 75 |
| | | | Expend. | 3,136.46 | 21,974.95 | 42,199.00 | 52 | 75 |
| | | | Net | 2,851.42 | 14,153.58 | 9,199.00 | 154 | 75 |
| 300 PROGRAM | Case Management | | Revenue | 27,639.23- | 333,771.57- | 409,000.00- | 82 | 75 |
| | | | Expend. | 20,860.35 | 242,490.25 | 412,332.00 | 59 | 75 |
| | | | Net | 6,778.88- | 91,281.32- | 3,332.00 | 2,740- | 75 |
| 330 PROGRAM | MNChoices | | Revenue | 22,909.49- | 123,537.14- | 114,000.00- | 108 | 75 |
| | | | Expend. | 12,881.47 | 137,201.02 | 191,342.00 | 72 | 75 |
| | | | Net | 10,028.02- | 13,663.88 | 77,342.00 | 18 | 75 |
| 603 PROGRAM | Disease Prevention And Control | | Revenue | 23,432.57- | 114,409.47- | 141,042.00- | 81 | 75 |
| | | | Expend. | 17,804.05 | 140,099.15 | 247,136.00 | 57 | 75 |
| | | | Net | 5,628.52- | 25,689.68 | 106,094.00 | 24 | 75 |
| 660 PROGRAM | MIIC | | Revenue | 0.00 | 77.68- | 0.00 | 0 | 75 |
| | | | Expend. | 0.00 | 451.84 | 0.00 | 0 | 75 |
| | | | Net | 0.00 | 374.16 | 0.00 | 0 | 75 |
| 481 DEPT | Nursing | Totals: | Revenue | 158,563.54- | 1,429,295.51- | 1,901,222.00- | 75 | 75 |
| | | | Expend. | 124,681.73 | 1,413,811.40 | 2,212,358.00 | 64 | 75 |
| | | | Net | 33,881.81- | 15,484.11- | 311,136.00 | 5- | 75 |
| 483 DEPT | Health Education | | | | | | | |
| 500 PROGRAM | Direct Client Services | | Revenue | 290.22- | 3,078.63- | 500.00- | 616 | 75 |
| | | | Expend. | 113.03 | 3,288.08 | 32,705.00 | 10 | 75 |
| | | | Net | 177.19- | 209.45 | 32,205.00 | 1 | 75 |
| 510 PROGRAM | SHIP | | Revenue | 20,991.09- | 178,226.80- | 226,960.00- | 79 | 75 |
| | | | Expend. | 17,080.90 | 177,689.12 | 226,960.00 | 78 | 75 |
| | | | Net | 3,910.19- | 537.68- | 0.00 | 0 | 75 |
| 540 PROGRAM | Toward Zero Deaths (TZD) Safe Roads | | Revenue | 0.00 | 3,685.86- | 17,537.00- | 21 | 75 |
| | | | Expend. | 422.80 | 2,233.39 | 17,537.00 | 13 | 75 |
| | | | Net | 422.80 | 1,452.47- | 0.00 | 0 | 75 |

Southwest Health and Human Services

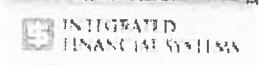


Revenues & Expend by Prog,Dept,Fund

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 | 75 |
| | | | Expend. | 412.80 | 1,772.29 | 17,641.00 | 10 | 75 |
| | | | Net | 412.80 | 895.74- | 0.00 | 0 | 75 |
| 550 PROGRAM | P&I Grant | | Revenue | 0.00 | 140,548.25- | 189,326.00- | 74 | 75 |
| | | | Expend. | 8,927.95 | 134,621.80 | 189,326.00 | 71 | 75 |
| | | | Net | 8,927.95 | 5,926.45- | 0.00 | 0 | 75 |
| 900 PROGRAM | Emergency Preparedness | | Revenue | 0.00 | 70,978.31- | 92,437.00- | 77 | 75 |
| | | | Expend. | 749.39 | 56,978.37 | 92,437.00 | 62 | 75 |
| | | | Net | 749.39 | 13,999.94- | 0.00 | 0 | 75 |
| 905 PROGRAM | COVID-19 Pandemic | | Revenue | 41,213.66- | 229,505.66- | 0.00 | 0 | 75 |
| | | | Expend. | 52,167.45 | 383,337.06 | 0.00 | 0 | 75 |
| | | | Net | 10,953.79 | 153,831.40 | 0.00 | 0 | 75 |
| 483 DEPT | Health Education | Totals: | Revenue | 62,494.97- | 628,691.54- | 544,401.00- | 115 | 75 |
| | | | Expend. | 79,874.32 | 759,920.11 | 576,606.00 | 132 | 75 |
| | | | Net | 17,379.35 | 131,228.57 | 32,205.00 | 407 | 75 |
| 485 DEPT | Environmental Health | | Revenue | 198.00- | 164,867.50- | 206,600.00- | 80 | 75 |
| 800 PROGRAM | Environmental | | Expend. | 14,068.13 | 148,206.32 | 276,433.00 | 54 | 75 |
| | | | Net | 13,870.13 | 16,661.18- | 69,833.00 | 24- | 75 |
| 809 PROGRAM | Environmental Water Lab | | Revenue | 10,411.26- | 51,391.41- | 27,300.00- | 188 | 75 |
| | | | Expend. | 5,518.08 | 59,154.86 | 24,800.00 | 239 | 75 |
| | | | Net | 4,893.18- | 7,763.45 | 2,500.00- | 311- | 75 |
| 830 PROGRAM | FDA Standardization Grant | | Revenue | 0.00 | 2,500.00- | 0.00 | 0 | 75 |
| | | | Expend. | 231.17 | 378.12 | 0.00 | 0 | 75 |
| | | | Net | 231.17 | 2,121.88- | 0.00 | 0 | 75 |
| 485 DEPT | Environmental Health | Totals: | Revenue | 10,609.26- | 218,758.91- | 233,900.00- | 94 | 75 |
| | | | Expend. | 19,817.38 | 207,739.30 | 301,233.00 | 69 | 75 |
| | | | Net | 9,208.12 | 11,019.61- | 67,333.00 | 16- | 75 |
| 1 FUND | Health Services Fund | Totals: | Revenue | 232,611.62- | 3,096,778.86- | 3,788,178.00- | 82 | 75 |
| | | | Expend. | 258,059.47 | 2,771,579.75 | 3,788,178.00 | 73 | 75 |
| | | | Net | 25,447.85 | 325,199.11- | 0.00 | 0 | 75 |

Southwest Health and Human Services

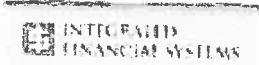


Revenues & Expend by Prog,Dept,Fund

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 |
| | | | | | | | Expend. |
| | | | 20,981.01 | 101,464.47 | 54,307.00 | 187 | 75 |
| | | | | | | | Net |
| | | | 20,981.01 | 101,464.47 | 54,307.00 | 187 | 75 |
| 410 DEPT | General Administration | Totals: | | | | | Revenue |
| | | | | | | | Expend. |
| | | | 20,981.01 | 101,464.47 | 54,307.00 | 187 | 75 |
| | | | | | | | Net |
| | | | 20,981.01 | 101,464.47 | 54,307.00 | 187 | 75 |
| 420 DEPT | Income Maintenance | | | | | | Revenue |
| 0 PROGRAM | ... | | | | | | Expend. |
| | | | 0.00 | 780.92 | 0.00 | 0 | 75 |
| | | | | | | | Net |
| | | | 0.00 | 780.92 | 0.00 | 0 | 75 |
| 600 PROGRAM | Income Maint Administrative/Overhea | | | | | | Revenue |
| | | | 6,556.17- | 2,195,446.58- | 3,638,696.00- | 60 | 75 |
| | | | | | | | Expend. |
| | | | 109,437.92 | 1,148,135.21 | 1,663,376.00 | 69 | 75 |
| | | | | | | | Net |
| | | | 102,881.75 | 1,047,311.37- | 1,975,320.00- | 53 | 75 |
| 601 PROGRAM | Income Maint/Random Moment Payro | | | | | | Revenue |
| | | | | | | | Expend. |
| | | | 197,554.46 | 1,911,250.76 | 2,641,701.00 | 72 | 75 |
| | | | | | | | Net |
| | | | 197,554.46 | 1,911,250.76 | 2,641,701.00 | 72 | 75 |
| 602 PROGRAM | Income Maint FPI Investigator | | | | | | Revenue |
| | | | 0.00 | 70,394.00- | 58,000.00- | 121 | 75 |
| | | | | | | | Expend. |
| | | | 9,766.40 | 45,376.89 | 64,995.00 | 70 | 75 |
| | | | | | | | Net |
| | | | 9,766.40 | 25,017.11- | 6,995.00 | 358- | 75 |
| 605 PROGRAM | MN Supplemental Aid (MSA)/GRH | | | | | | Revenue |
| | | | 2,255.01- | 61,730.96- | 50,000.00- | 123 | 75 |
| | | | | | | | Expend. |
| | | | 0.00 | 89,379.93 | 50,000.00 | 179 | 75 |
| | | | | | | | Net |
| | | | 2,255.01- | 27,648.97 | 0.00 | 0 | 75 |
| 610 PROGRAM | TANF(AFDC/MFIP/DWP) | | | | | | Revenue |
| | | | 309.00- | 6,117.50- | 17,000.00- | 36 | 75 |
| | | | | | | | Expend. |
| | | | 32.00 | 2,880.14 | 13,750.00 | 21 | 75 |
| | | | | | | | Net |
| | | | 277.00- | 3,237.36- | 3,250.00- | 100 | 75 |
| 620 PROGRAM | General Asst (GA)/General Relief/Buri | | | | | | Revenue |
| | | | 2,743.08- | 25,540.47- | 27,500.00- | 93 | 75 |
| | | | | | | | Expend. |
| | | | 27,133.28 | 321,229.57 | 226,000.00 | 142 | 75 |
| | | | | | | | Net |
| | | | 24,390.20 | 295,689.10 | 198,500.00 | 149 | 75 |
| 630 PROGRAM | Food Support (FS) | | | | | | Revenue |
| | | | 10,842.00- | 368,839.60- | 521,000.00- | 71 | 75 |
| | | | | | | | Expend. |
| | | | 164.00 | 913.05 | 6,500.00 | 14 | 75 |
| | | | | | | | Net |
| | | | 10,678.00- | 367,926.55- | 514,500.00- | 72 | 75 |

Southwest Health and Human Services

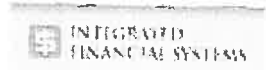


Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

| <u>Element</u> | <u>Description</u> | <u>Account Number</u> | | <u>Current Month</u> | <u>Year-To-Date</u> | <u>Budget</u> | <u>% of Bdgt</u> | <u>% of Year</u> |
|----------------|---|-----------------------|---------|----------------------|---------------------|----------------|------------------|------------------|
| 640 PROGRAM | Child Support (IVD) | | Revenue | 42,187.23- | 1,063,584.18- | 1,721,356.00- | 62 | 75 |
| | | | Expend. | 82,934.24 | 848,772.23 | 1,158,162.00 | 73 | 75 |
| | | | Net | 40,747.01 | 214,811.95- | 563,194.00- | 38 | 75 |
| 650 PROGRAM | Medical Assistance (MA) | | Revenue | 186,741.13- | 2,487,428.66- | 3,412,500.00- | 73 | 75 |
| | | | Expend. | 185,693.95 | 1,957,452.23 | 2,277,000.00 | 86 | 75 |
| | | | Net | 1,047.18- | 529,976.43- | 1,135,500.00- | 47 | 75 |
| 680 PROGRAM | Refugee Cash Assistance (RCA) | | Revenue | 0.00 | 711.00- | 0.00 | 0 | 75 |
| | | | Expend. | | | | | 75 |
| | | | Net | 0.00 | 711.00- | 0.00 | 0 | 75 |
| 420 DEPT | Income Maintenance | Totals: | Revenue | 251,633.62- | 6,279,792.95- | 9,446,052.00- | 66 | 75 |
| | | | Expend. | 612,716.25 | 6,326,170.93 | 8,101,484.00 | 78 | 75 |
| | | | Net | 361,082.63 | 46,377.98 | 1,344,568.00- | 3- | 75 |
| 431 DEPT | Social Services | | Revenue | 664,507.55- | 664,507.55- | 0.00 | 0 | 75 |
| 0 PROGRAM | ... | | Expend. | | | | | 75 |
| | | | Net | 664,507.55- | 664,507.55- | 0.00 | 0 | 75 |
| 700 PROGRAM | Social Service Administrative/Overhea | | Revenue | 52,970.76- | 7,141,006.68- | 10,899,532.00- | 66 | 75 |
| | | | Expend. | 202,438.02 | 2,131,562.41 | 3,136,848.00 | 68 | 75 |
| | | | Net | 149,467.26 | 5,009,444.27- | 7,762,684.00- | 65 | 75 |
| 701 PROGRAM | Social Services/SSTS | | Revenue | | | | | 75 |
| | | | Expend. | 582,806.48 | 5,697,275.92 | 7,765,564.00 | 73 | 75 |
| | | | Net | 582,806.48 | 5,697,275.92 | 7,765,564.00 | 73 | 75 |
| 710 PROGRAM | Children's Social Services Programs | | Revenue | 23,605.63- | 1,566,479.56- | 1,848,854.00- | 85 | 75 |
| | | | Expend. | 230,074.43 | 2,310,640.78 | 3,756,500.00 | 62 | 75 |
| | | | Net | 206,468.80 | 744,161.22 | 1,907,646.00 | 39 | 75 |
| 711 PROGRAM | YIP Grant (Circle)-Dept of Public Safet | | Revenue | 0.00 | 11,334.12- | 0.00 | 0 | 75 |
| | | | Expend. | 1,440.16 | 14,994.91 | 0.00 | 0 | 75 |
| | | | Net | 1,440.16 | 3,660.79 | 0.00 | 0 | 75 |
| 712 PROGRAM | CIRCLE Program | | Revenue | 0.00 | 5,000.00- | 5,000.00- | 100 | 75 |
| | | | Expend. | 612.46 | 4,361.08 | 8,000.00 | 55 | 75 |
| | | | Net | 612.46 | 638.92- | 3,000.00 | 21- | 75 |
| 713 PROGRAM | STAY Program Grant (formerly SELF) | | Revenue | 0.00 | 17,877.00- | 54,100.00- | 33 | 75 |
| | | | Expend. | 1,917.21 | 8,421.21 | 54,100.00 | 16 | 75 |
| | | | Net | 1,917.21 | 9,455.79- | 0.00 | 0 | 75 |

Southwest Health and Human Services

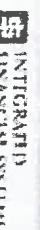


Revenues & Expend by Prog,Dept,Fund

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> |
|----------------|---------------------------------------|-----------------------|---------|----------------------|---------------------|---------------|------------------|------------------|
| 715 PROGRAM | Children Waivers | | Revenue | 0.00 | 114,415.40- | 104,000.00- | 110 | 75 |
| | | | Expend. | | | | | 75 |
| | | | Net | 0.00 | 114,415.40- | 104,000.00- | 110 | 75 |
| 716 PROGRAM | FGDM/Family Group Decision Making | | Revenue | 0.00 | 36,014.23- | 56,914.00- | 63 | 75 |
| | | | Expend. | 0.00 | 3,330.26 | 56,914.00 | 6 | 75 |
| | | | Net | 0.00 | 32,683.97- | 0.00 | 0 | 75 |
| 717 PROGRAM | AR/Alternative Response Discretion F | | Revenue | 0.00 | 40,806.00- | 52,344.00- | 78 | 75 |
| | | | Expend. | 863.70 | 19,312.97 | 52,344.00 | 37 | 75 |
| | | | Net | 863.70 | 21,493.03- | 0.00 | 0 | 75 |
| 718 PROGRAM | PSOP/Parent Support Outreach Progra | | Revenue | 0.00 | 17,928.00- | 38,753.00- | 46 | 75 |
| | | | Expend. | 959.88 | 4,282.88 | 38,753.00 | 11 | 75 |
| | | | Net | 959.88 | 13,645.12- | 0.00 | 0 | 75 |
| 720 PROGRAM | Child Care/Child Protection | | Revenue | 2,700.00- | 16,606.75- | 27,450.00- | 60 | 75 |
| | | | Expend. | 0.00 | 0.00 | 2,600.00 | 0 | 75 |
| | | | Net | 2,700.00- | 16,606.75- | 24,850.00- | 67 | 75 |
| 721 PROGRAM | CC Basic Slide Fee/Cty Match to DHS | | Revenue | 2,531.00- | 25,787.00- | 38,148.00- | 68 | 75 |
| | | | Expend. | 7,228.00 | 34,951.50 | 43,365.00 | 81 | 75 |
| | | | Net | 4,697.00 | 9,164.50 | 5,217.00 | 176 | 75 |
| 722 PROGRAM | Child Care/MFIP | | Revenue | 0.00 | 367.00- | 0.00 | 0 | 75 |
| | | | Expend. | | | | | 75 |
| | | | Net | 0.00 | 367.00- | 0.00 | 0 | 75 |
| 726 PROGRAM | MFIP/SW MN PIC | | Revenue | 1,058.00- | 10,327.00- | 357,000.00- | 3 | 75 |
| | | | Expend. | 0.00 | 0.00 | 225,000.00 | 0 | 75 |
| | | | Net | 1,058.00- | 10,327.00- | 132,000.00- | 8 | 75 |
| 730 PROGRAM | Chemical Dependency | | Revenue | 36,014.42- | 264,229.43- | 286,500.00- | 92 | 75 |
| | | | Expend. | 14,156.48 | 328,924.14 | 543,500.00 | 61 | 75 |
| | | | Net | 21,857.94- | 64,694.71 | 257,000.00 | 25 | 75 |
| 740 PROGRAM | Mental Health (Both Adults & Childrer | | Revenue | 0.00 | 22.40- | 0.00 | 0 | 75 |
| | | | Expend. | | | | | 75 |
| | | | Net | 0.00 | 22.40- | 0.00 | 0 | 75 |
| 741 PROGRAM | Mental Health/Adults Only | | Revenue | 36,348.00- | 945,063.64- | 1,196,951.00- | 79 | 75 |
| | | | Expend. | 73,536.06 | 1,282,141.41 | 1,395,317.00 | 76 | 75 |
| | | | Net | 37,188.06 | 337,077.77 | 498,366.00 | 68 | 75 |

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

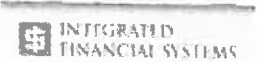
Report Basis: Cash

| Element | Description | Account Number | Current Month | | Year-To-Date | | Budget | % of Bddt | % of Year |
|-------------|-----------------------------|----------------|---------------|--------------|----------------|----------------|---------------|-----------|-----------|
| | | | Revenue | Expend. | Revenue | Expend. | | | |
| 742 PROGRAM | Mental Health/Children Only | | 5,395.00- | 121,635.12 | 577,650.17- | 820,246.00- | 70 | 75 | |
| | | | | Net | 116,240.12 | 817,055.85 | 1,850,137.00 | 75 | 75 |
| 750 PROGRAM | Developmental Disabilities | | 0.00 | 15,294.09 | 578,792.75- | 837,171.00- | 69 | 75 | |
| | | | | Net | 15,294.09 | 198,279.10 | 369,671.00 | 54 | 75 |
| 760 PROGRAM | Adult Services | | 97,381.30- | 3,580.73 | 944,738.09- | 1,364,922.00- | 69 | 75 | |
| | | | | Net | 93,800.57- | 891,615.11- | 1,325,072.00- | 67 | 75 |
| 765 PROGRAM | Adult Waivers | | 0.00 | 8,168.19 | 564,347.41- | 736,000.00- | 77 | 75 | |
| | | | | Net | 8,168.19 | 100,876.92 | 112,500.00 | 90 | 75 |
| 431 DEPT | Social Services | | 922,511.66- | 1,264,711.01 | 13,543,300.18- | 18,723,885.00- | 72 | 75 | |
| | | | | Net | 342,199.35 | 43,884.31 | 19,750,963.00 | 69 | 75 |
| 461 DEPT | Information Systems | | 4,595.67- | 22,217.91 | 23,841.15- | 35,000.00- | 68 | 75 | |
| | | | | Net | 17,622.24 | 171,942.56 | 263,183.00 | 65 | 75 |
| 461 DEPT | Information Systems | | 4,595.67- | 22,217.91 | 23,841.15- | 35,000.00- | 68 | 75 | |
| | | | | Net | 17,622.24 | 171,942.56 | 263,183.00 | 65 | 75 |
| 471 DEPT | LCTS Collaborative Agency | | 0.00 | 0.00 | 207,350.00- | 0.00 | 0 | 75 | |
| | | | | Net | 0.00 | 0.00 | 0.00 | 0 | 75 |
| 702 PROGRAM | LCTS | | 0.00 | 0.00 | 207,350.00- | 0.00 | 0 | 75 | |
| | | | | Net | 0.00 | 0.00 | 0.00 | 0 | 75 |
| 471 DEPT | LCTS Collaborative Agency | | 0.00 | 0.00 | 207,350.00- | 0.00 | 0 | 75 | |
| | | | | Net | 0.00 | 0.00 | 0.00 | 0 | 75 |
| 5 FUND | Human Services Fund | | 1,178,740.95- | 1,920,626.18 | 20,054,284.28- | 28,204,937.00- | 71 | 75 | |
| | | | | Net | 741,885.23 | 363,669.32 | 28,204,937.00 | 72 | 75 |
| | | | | Net | | | 0.00 | 0 | 75 |

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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> |
|----------------|--------------------|-----------------------|---------|----------------------|---------------------|----------------|------------------|------------------|
| FINAL TOTALS | 1,035 Accounts | | Revenue | 1,411,352.57- | 23,151,063.14- | 31,993,115.00- | 72 | 75 |
| | | | Expend. | 2,178,685.65 | 23,189,533.35 | 31,993,115.00 | 72 | 75 |
| | | | Net | 767,333.08 | 38,470.21 | 0.00 | 0 | 75 |

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 | 2616 | 558 | 3174 |
| October | | | |
| November | | | |
| December | | | |
| Average | 2619 | 572 | 3191 |

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 | 10 | 341 | 12 | 0 | 269 | 60 | 897 | 14 | 250 | 450 | 313 | 2616 |
| October | | | | | | | | | | | | 0 |
| November | | | | | | | | | | | | 0 |
| December | | | | | | | | | | | | 0 |
| | 9 | 324 | 12 | 0 | 269 | 63 | 866 | 15 | 287 | 455 | 321 | 1965 |

Children's - Social Services Caseload

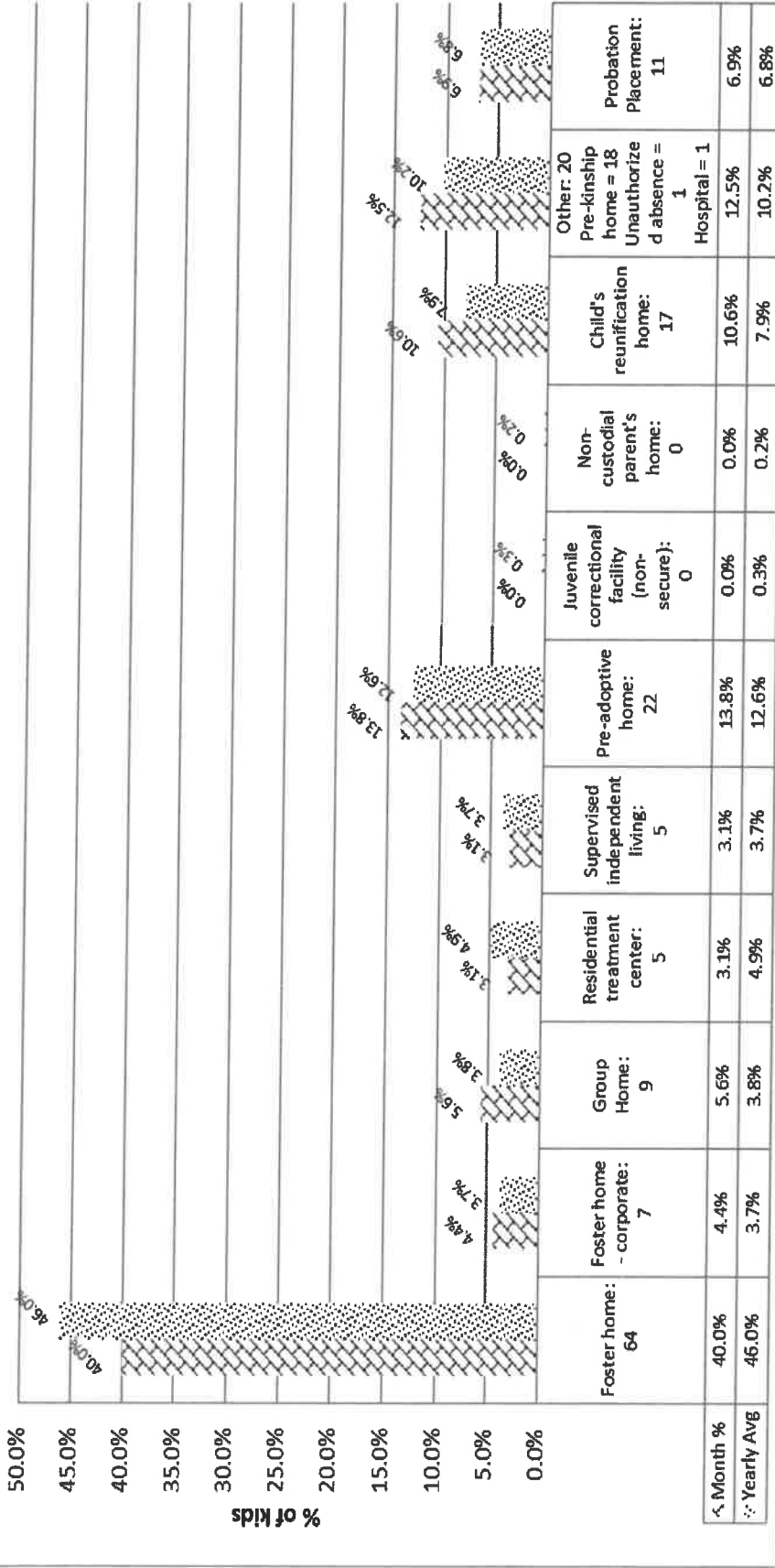
| Average | Adolescent Independent Living (ALS) | Adoption | Child Brain Injury (BI) | Child Community Alternative Care (CAC) | Child Community Alternatives for Disabled Individuals (CADI) | Child Protection (CP) | Child Welfare (CW) | Children's Mental Health (CMH) | Early Intervention: Infants & Toddlers 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 | 26 | 28 | 0 | 12 | 50 | 164 | 164 | 84 | 0 | 0 | 30 | 558 |
| October | | | | | | | | | | | | 0 |
| November | | | | | | | | | | | | 0 |
| December | | | | | | | | | | | | 0 |
| | 32 | 27 | 0 | 11 | 46 | 164 | 175 | 84 | 0 | 0 | 32 | 429 |

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 | 3 | | | | 4 | 6 |
| Lyon | 50 | 48 | 42 | 44 | 43 | 41 | 40 | 40 | 42 | | | | 43 | 44 |
| Murray | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 9 | 9 | | | | 8 | 10 |
| Pipestone | 25 | 25 | 24 | 24 | 24 | 26 | 27 | 26 | 25 | | | | 25 | 25 |
| Redwood | 70 | 69 | 69 | 66 | 65 | 67 | 69 | 65 | 64 | | | | 67 | 68 |
| Rock | 21 | 20 | 19 | 16 | 13 | 13 | 13 | 17 | 17 | | | | 17 | 20 |
| Monthly Totals | 179 | 175 | 166 | 162 | 157 | 158 | 160 | 160 | 160 | 0 | 0 | 0 | | |

September 2020 - Placement by Category
160 Kids in Placement



| | |
|--------------|-------|
| ↖ Month % | 40.0% |
| ↗ Yearly Avg | 45.0% |

September 2020: Total kids in placement = 160

Total of 6 Children entered placement

| | | |
|---|------|-----------------------|
| 3 | Lyon | Foster Home |
| 1 | Lyon | Foster Home-Corporate |
| 1 | Lyon | Probation |
| 1 | Rock | Foster Home |

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

| | | |
|---|-----------|----------------------------|
| 2 | Lyon | ADOPTED |
| 1 | Lyon | Pre-Kinship Home |
| 1 | Pipestone | Child's Reunification Home |
| 1 | Redwood | ADOPTED |
| 1 | Rock | Non-Custodial Parents Home |

NON IVD COLLECTIONS
SEPTEMBER 2020

| PROGRAM | ACCOUNT | TOTAL |
|--|------------------------|----------------|
| MSA/GRH | 05-420-605.5802 | 2,255 |
| TANF (MFIP/DWP/AFDC) | 05-420-610.5803 | 277 |
| GA | 05-420-620.5803 | 2,743 |
| FS | 05-420-630.5803 | 42 |
| CS (PI Fee, App Fee, etc) | 05-420-640.5501 | 329 |
| MA Recoveries & Estate Collections (25% retained by agency) | 05-420-650.5803 | 77,960 |
| REFUGEE | 05-420-680.5803 | 0 |
| CHILDRENS | | |
| Court Visitor Fee | 05-431-700.5514 | 0 |
| Parental Fees, Holds | 05-431-710.5501 | 7,531 |
| OOH/FC Recovery | 05-431-710.5803 | 16,074 |
| CHILDCARE | | |
| Licensing | 05-431-720.5502 | 0 |
| Corp FC Licensing | 05-431-720.5505 | 1,100 |
| Over Payments | 05-431-721&722.5803 | 1,600 |
| CHEMICAL DEPENDENCY | | |
| CD Assessments | 05-431-730.5519 | 2,525 |
| Detox Fees | 05-431-730.5520 | 1,291 |
| SUD Treatment | 05-431-730.5523 | 32,135 |
| Over Payments | 05-431-730.5803 | 0 |
| MENTAL HEALTH | | |
| Insurance Copay | 05-431-740.5803 | 0 |
| Over Payments | 05-431-741 or 742.5803 | 0 |
| DEVELOPMENTAL DISABILITIES | | |
| Insurance Copay/Overpayments | 05-431-750.5803 | 0 |
| ADULT | | |
| Court Visitor Fee | 05-431-760.5515 | 0 |
| Insurance Copay/Overpayments | 05-431-760.5803 | 0 |
| TOTAL NON-IVD COLLECTIONS | | 145,863 |



SOUTHWEST
HEALTH & HUMAN
SERVICES

2020 Public Health Statistics

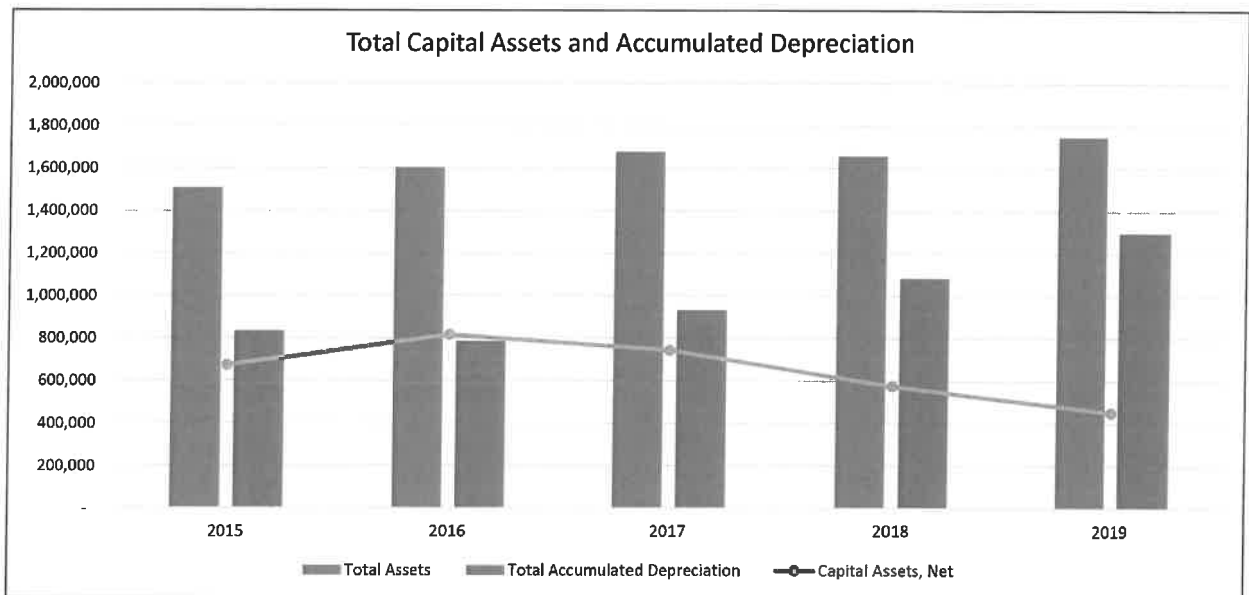
| | WIC | Family Home Visiting | MnChoices PCA Assessments | Managed Care | Dental Varnish | Refugee Health | LTBI Medication Distribution | Water Tests | FPL Inspections | Immun | Car Seats |
|---------|------|----------------------|---------------------------|--------------|----------------|----------------|------------------------------|-------------|-----------------|-------|-----------|
| '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 | 2023 | 15* | 14* | 217* | 0 | 0 | 8 | 155 | 46 | 28 | 7 |
| 9/20 | | 9* | 4 | 217* | 0 | 2 | 3 | 130 | 49 | 15 | 9 |
| 10/20 | | | | | | | | | | | |
| 11/20 | | | | | | | | | | | |
| 12/20 | | | | | | | | | | | |
| 1/21 | | | | | | | | | | | |

*Includes telehealth visits

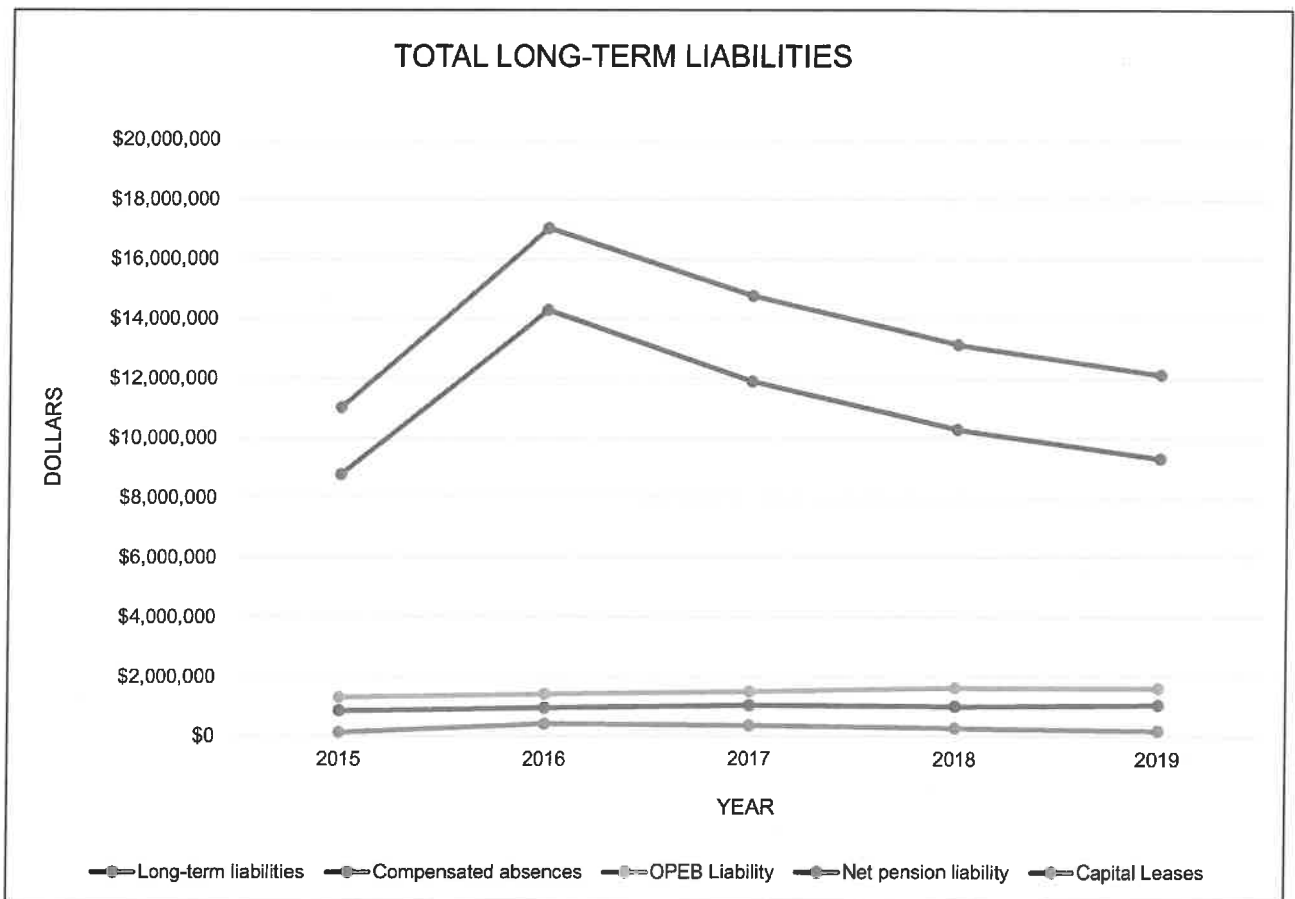
**Southwest Health and Human Services
Marshall, Minnesota
Capital Assets, Net of Accumulated Depreciation
December 31, 2019**

| | 2015 | 2016 | 2017 | 2018 | 2019 |
|---------------------------------------|------------------|------------------|------------------|------------------|------------------|
| Construction in Progress | 92,093 | 35,644 | - | - | - |
| Office furniture and equipment | 852,129 | 976,784 | 1,088,146 | 1,068,441 | 1,156,331 |
| Automotive equipment | 563,702 | 591,139 | 591,139 | 591,139 | 591,139 |
| Total Assets | 1,507,924 | 1,603,567 | 1,679,285 | 1,659,580 | 1,747,470 |
| Accumulated Depreciation | | | | | |
| Office furniture and equipment | 489,753 | 629,773 | 673,666 | 718,752 | 831,702 |
| Automotive equipment | 345,664 | 156,813 | 261,028 | 365,242 | 464,734 |
| Total Accumulated Depreciation | 835,417 | 786,586 | 934,694 | 1,083,994 | 1,296,436 |
| Capital Assets, Net | 672,507 | 816,981 | 744,591 | 575,586 | 451,034 |



**Southwest Health and Human Services
Marshall, Minnesota
Long-Term Liabilities
December 31, 2019**

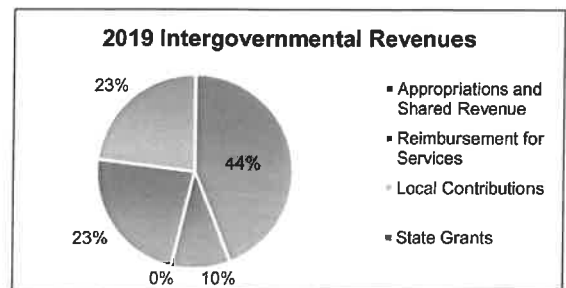
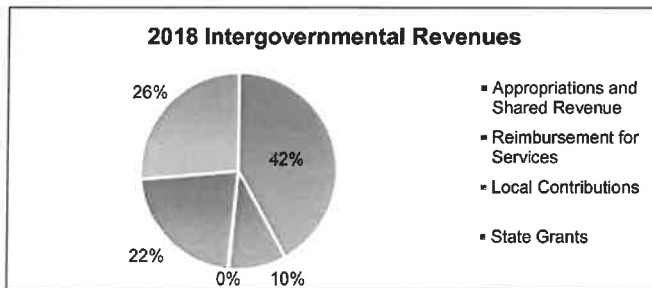
| | 2015 | 2016 | 2017 | 2018 | 2019 |
|------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Compensated absences | \$ 841,469 | \$ 942,083 | 1,026,427 | 982,921 | 1,042,125 |
| OPEB Liability | 1,297,228 | 1,403,175 | 1,491,020 | 1,606,048 | 1,603,589 |
| Net pension liability | 8,774,005 | 14,290,327 | 11,899,653 | 10,279,684 | 9,310,459 |
| Capital Leases | 115,599 | 405,119 | 351,106 | 258,154 | 169,384 |
| Long-term liabilities | \$ 11,028,301 | \$ 17,040,704 | \$ 14,768,206 | \$ 13,126,807 | \$ 12,125,557 |



| | 2015 | 2016 | 2017 | 2018 | 2019 |
|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Due within one year | \$ 116,789 | \$ 193,285 | \$ 221,450 | \$ 235,746 | \$ 253,087 |
| Due in more than one year | 840,279 | 1,153,917 | 1,156,083 | 1,005,329 | 958,422 |
| OPEB liability | 1,297,228 | 1,403,175 | 1,491,020 | 1,606,048 | 1,603,589 |
| Net Pension Liability | 8,774,005 | 14,290,327 | 11,899,653 | 10,279,684 | 9,310,459 |
| Total | \$ 11,028,301 | \$ 17,040,704 | \$ 14,768,206 | \$ 13,126,807 | \$ 12,125,557 |

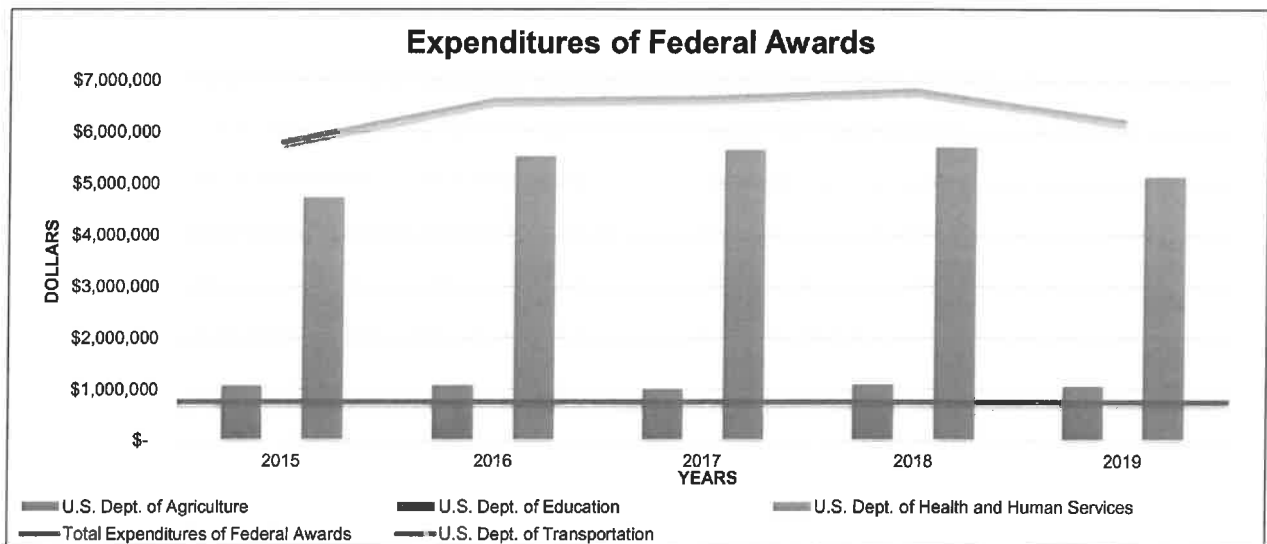
**Southwest Health and Human Services
Marshall, Minnesota
Intergovernmental Revenues - Governmental Funds
December 31, 2019**

| | 2015 | 2016 | 2017 | 2018 | 2019 |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Appropriations and Shared Revenue | \$ 9,977,231 | \$ 10,319,346 | \$ 10,675,736 | \$ 11,340,865 | \$ 11,776,267 |
| Reimbursement for Services | 2,079,292 | 2,160,187 | 2,466,595 | 2,549,744 | 2,611,373 |
| Local Contributions | 117,942 | 98,139 | 123,520 | 43,507 | 8,601 |
| State Grants | 5,241,096 | 5,659,721 | 5,999,741 | 5,989,994 | 6,277,862 |
| Federal Grants | 5,798,646 | 6,657,623 | 6,660,758 | 7,108,566 | 6,149,955 |
| Total | \$ 23,214,207 | \$ 24,895,016 | \$ 25,926,350 | \$ 27,032,676 | \$ 26,824,058 |



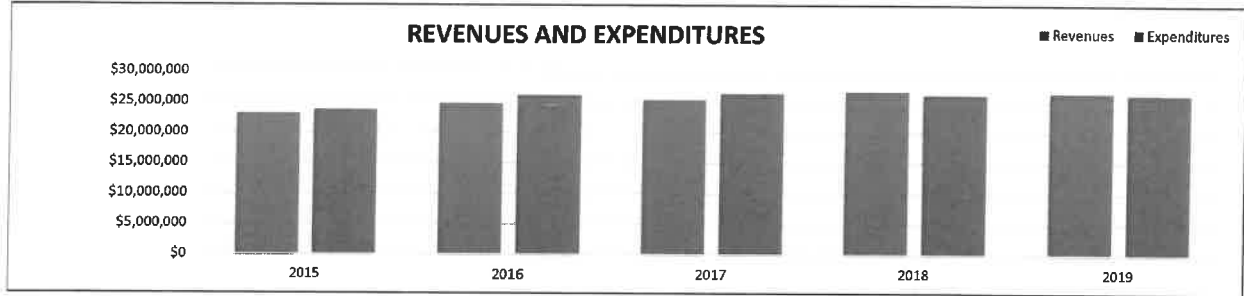
Expenditures of Federal Awards by Federal Source

| | 2015 | 2016 | 2017 | 2018 | 2019 |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|
| U.S. Dept. of Agriculture | \$ 1,063,452 | \$ 1,072,387 | \$ 996,960 | \$ 1,086,825 | \$ 1,054,006 |
| U.S. Dept. of Transportation | - | - | - | - | 10,612 |
| U.S. Dept. of Education | 12,053 | 14,498 | 14,498 | 13,575 | 6,924 |
| U.S. Dept. of Health and Human Services | 4,723,141 | 5,530,411 | 5,649,300 | 5,705,572 | 5,134,959 |
| Total Expenditures of Federal Awards | \$ 5,798,646 | \$ 6,617,296 | \$ 6,660,758 | \$ 6,805,972 | \$ 6,206,501 |

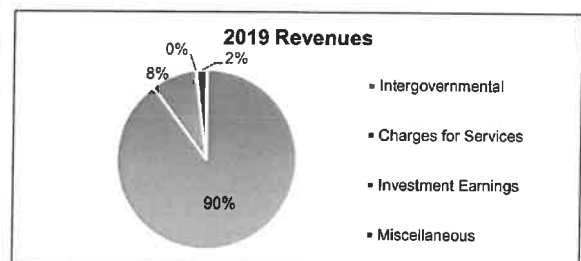
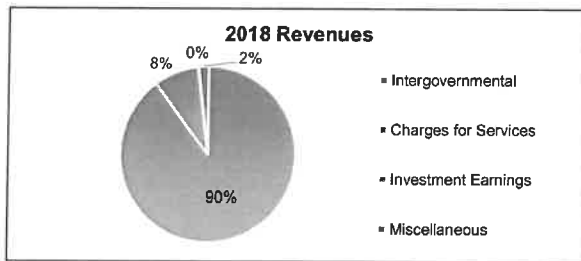


**Southwest Health and Human Services
Marshall, Minnesota
General Fund Revenues and Expenditures
December 31, 2019**

| | 2015 | 2016 | 2017 | 2018 | 2019 |
|--------------------------------|--------------|--------------|--------------|--------------|--------------|
| Revenues | \$23,062,064 | \$24,741,629 | \$25,356,868 | \$26,759,333 | \$26,531,000 |
| Expenditures | 23,728,035 | 26,107,135 | 26,445,312 | 26,214,459 | 26,246,696 |
| Other Financing Sources (Uses) | 55,973 | 342,930 | 31,760 | 9,505 | 14,509 |
| Net Change in Fund Balance | (609,998) | (1,022,576) | (1,056,684) | 554,379 | 298,813 |



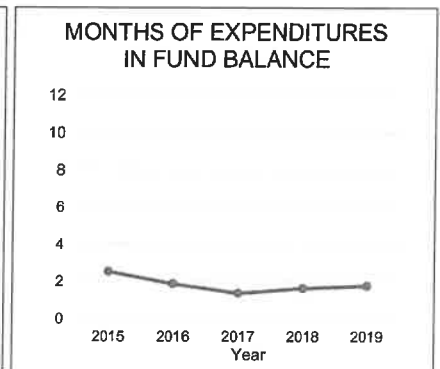
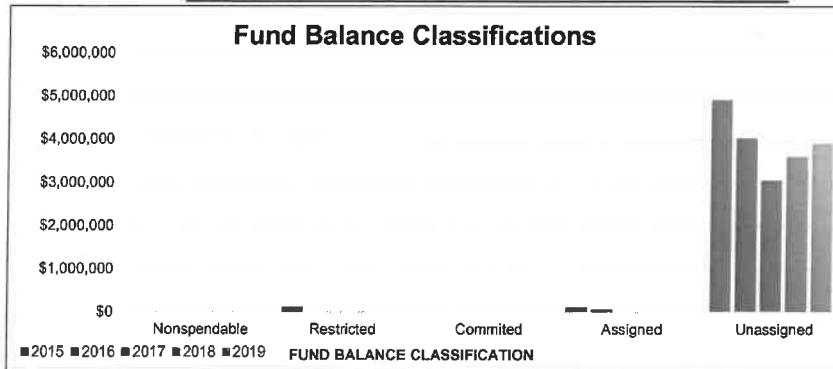
| Revenue Classification | 2015 | 2016 | 2017 | 2018 | 2019 |
|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Intergovernmental | 20,430,865 | 22,110,184 | 22,681,443 | 24,030,708 | 23,814,507 |
| Charges for Services | 2,063,027 | 2,093,295 | 2,138,993 | 2,209,226 | 2,154,827 |
| Investment Earnings | 35,712 | 40,386 | 18,749 | 35,153 | 68,004 |
| Miscellaneous | 532,460 | 497,764 | 517,683 | 484,246 | 493,662 |
| | \$23,062,064 | \$24,741,629 | \$25,356,868 | \$26,759,333 | \$26,531,000 |



**Southwest Health and Human Services
Marshall, Minnesota
Fund Balance & Cash and Investments - General Fund
December 31, 2019**

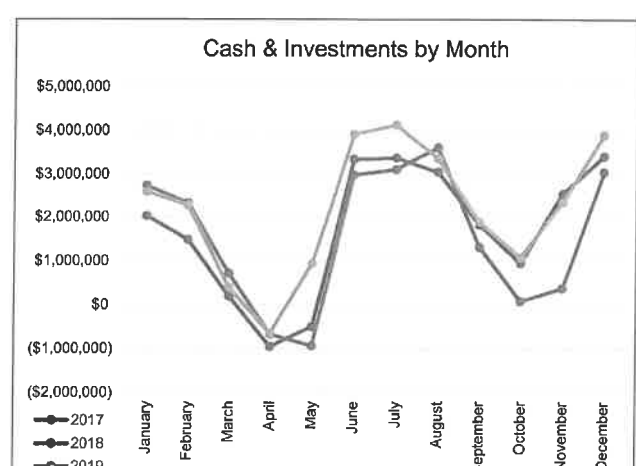
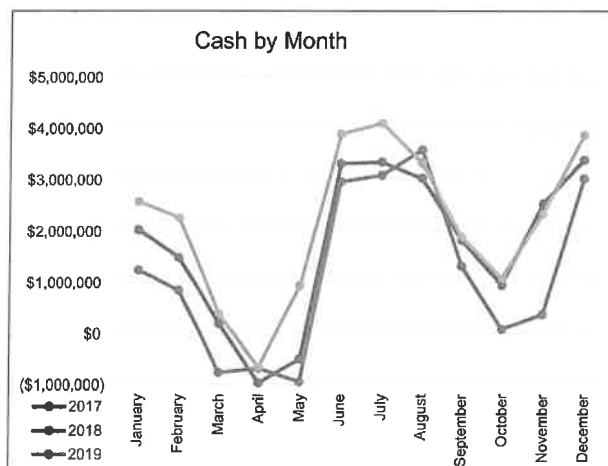
| | 2015 | 2016 | 2017 | 2018 | 2019 |
|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Nonspendable | \$ - | \$ - | \$ - | \$ - | \$ - |
| Restricted | 113,212 | 9,594 | - | - | - |
| Unrestricted | | | | | |
| Committed | - | - | - | - | - |
| Assigned | 108,133 | 64,377 | - | - | - |
| Unassigned | 4,909,105 | 4,033,903 | 3,051,190 | 3,605,569 | 3,904,382 |
| | <u>\$ 5,130,450</u> | <u>\$ 4,107,874</u> | <u>\$ 3,051,190</u> | <u>\$ 3,605,569</u> | <u>\$ 3,904,382</u> |

| YEAR | MONTHS |
|------|--------|
| 2015 | 2.54 |
| 2016 | 1.88 |
| 2017 | 1.38 |
| 2018 | 1.65 |
| 2019 | 1.79 |



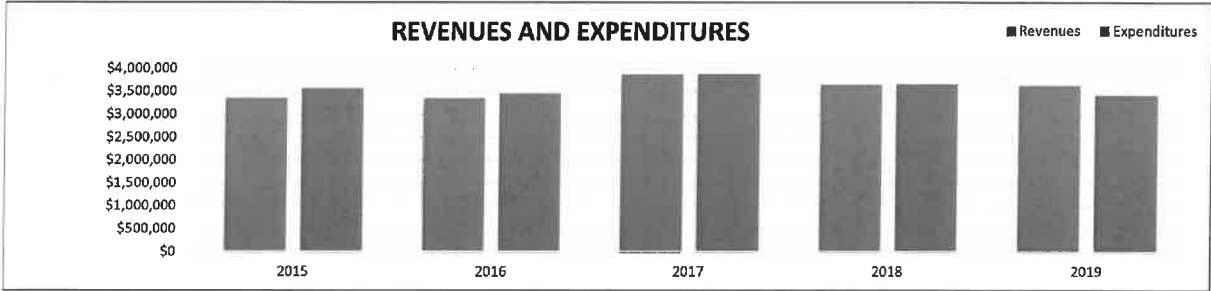
| | Cash in IFS by Month | | |
|-----------|----------------------|-----------|-----------|
| | 2017 | 2018 | 2019 |
| January | 1,241,116 | 2,028,236 | 2,581,063 |
| February | 844,412 | 1,484,682 | 2,265,159 |
| March | (763,595) | 191,367 | 389,181 |
| April | (678,550) | (965,792) | (661,409) |
| May | (945,146) | (501,975) | 934,705 |
| June | 2,972,036 | 3,330,788 | 3,900,614 |
| July | 3,096,421 | 3,357,747 | 4,115,293 |
| August | 3,593,642 | 3,035,839 | 3,342,409 |
| September | 1,322,586 | 1,833,134 | 1,895,297 |
| October | 84,879 | 948,482 | 1,079,899 |
| November | 377,433 | 2,542,048 | 2,347,069 |
| December | 3,034,964 | 3,396,970 | 3,881,484 |

| | Cash & Investments in IFS by Month | | |
|-----------|------------------------------------|-----------|-----------|
| | 2017 | 2018 | 2019 |
| January | 2,718,596 | 2,028,236 | 2,581,063 |
| February | 2,321,892 | 1,484,682 | 2,265,159 |
| March | 713,885 | 191,367 | 389,181 |
| April | (678,550) | (965,792) | (661,409) |
| May | (945,146) | (501,975) | 934,705 |
| June | 2,972,036 | 3,330,788 | 3,900,614 |
| July | 3,096,421 | 3,357,747 | 4,115,293 |
| August | 3,593,642 | 3,035,839 | 3,342,409 |
| September | 1,322,586 | 1,833,134 | 1,895,297 |
| October | 84,879 | 948,482 | 1,079,899 |
| November | 377,433 | 2,542,048 | 2,347,069 |
| December | 3,034,964 | 3,396,970 | 3,881,484 |

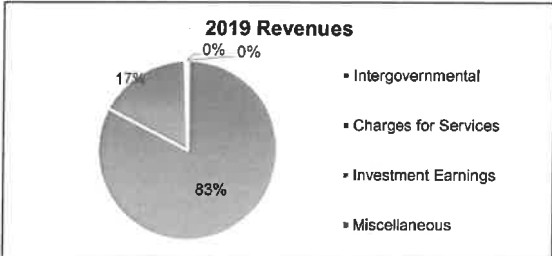
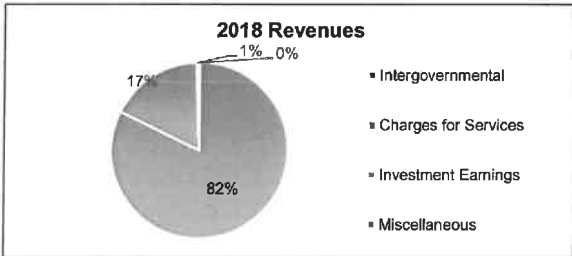


**Southwest Health and Human Services
Marshall, Minnesota
Health Fund Revenues and Expenditures
December 31, 2019**

| | 2015 | 2016 | 2017 | 2018 | 2019 |
|--------------------------------|-------------|--------------|--------------|-------------|-------------|
| Revenues | \$3,358,666 | \$ 3,355,965 | \$ 3,878,901 | \$3,652,533 | \$3,639,669 |
| Expenditures | 3,569,407 | 3,457,972 | 3,884,458 | 3,668,905 | 3,423,783 |
| Other Financing Sources (Uses) | 9,877 | 65,321 | 6,050 | 1,811 | 2,764 |
| Special Item | - | - | - | - | - |
| Net Change in Fund Balance | (200,864) | (36,686) | 493 | (14,561) | 218,650 |



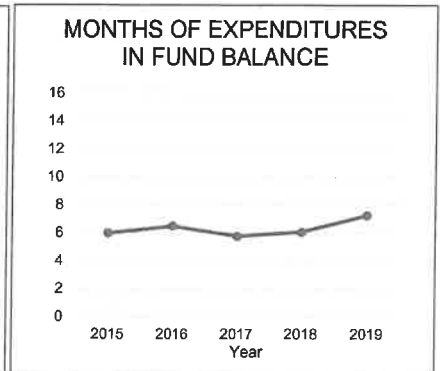
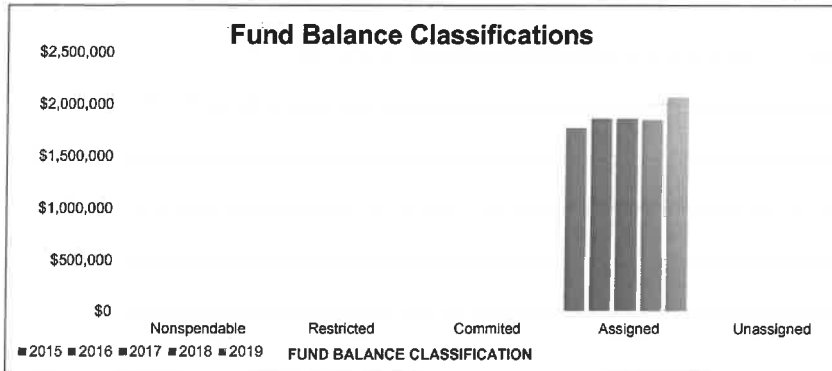
| Revenue Classification | 2015 | 2016 | 2017 | 2018 | 2019 |
|------------------------|--------------------|---------------------|---------------------|--------------------|--------------------|
| Intergovernmental | \$2,629,761 | \$ 2,783,342 | \$ 2,784,832 | \$3,001,968 | \$3,009,551 |
| Charges for Services | 496,482 | 549,664 | 557,007 | 629,149 | 609,401 |
| Investment Earnings | 15,549 | 6,349 | 5,674 | 6,695 | 12,953 |
| Miscellaneous | 98,486 | 19,311 | 8,452 | 14,721 | 7,764 |
| Total | \$3,240,278 | \$ 3,358,666 | \$ 3,355,965 | \$3,652,533 | \$3,639,669 |



**Southwest Health and Human Services
Marshall, Minnesota
Fund Balance & Cash and Investments - Health Fund
December 31, 2019**

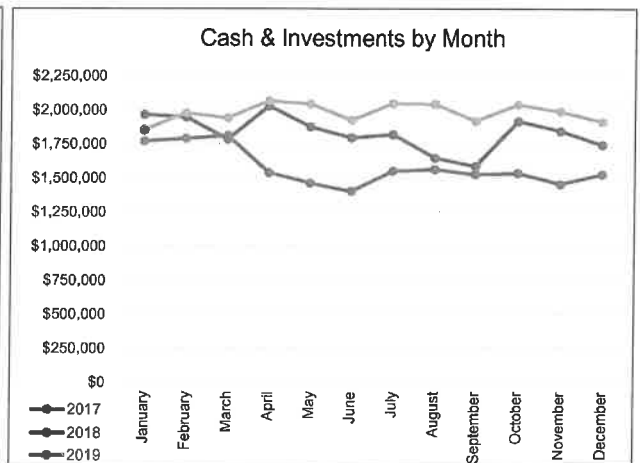
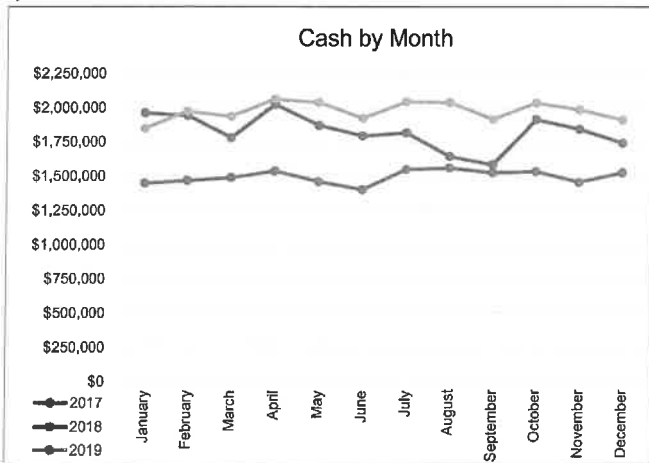
| | 2015 | 2016 | 2017 | 2018 | 2019 |
|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Nonspendable | \$ - | \$ - | \$ - | \$ - | \$ - |
| Restricted | - | - | - | - | - |
| Unrestricted | - | - | - | - | - |
| Committed | - | - | - | - | - |
| Assigned | 1,771,339 | 1,861,622 | 1,862,115 | 1,847,554 | 2,066,204 |
| Unassigned | - | - | - | - | - |
| Total | \$ 1,771,339 | \$ 1,861,622 | \$ 1,862,115 | \$ 1,847,554 | \$ 2,066,204 |

| YEAR | MONTHS |
|------|--------|
| 2015 | 5.96 |
| 2016 | 6.46 |
| 2017 | 5.75 |
| 2018 | 6.04 |
| 2019 | 7.24 |



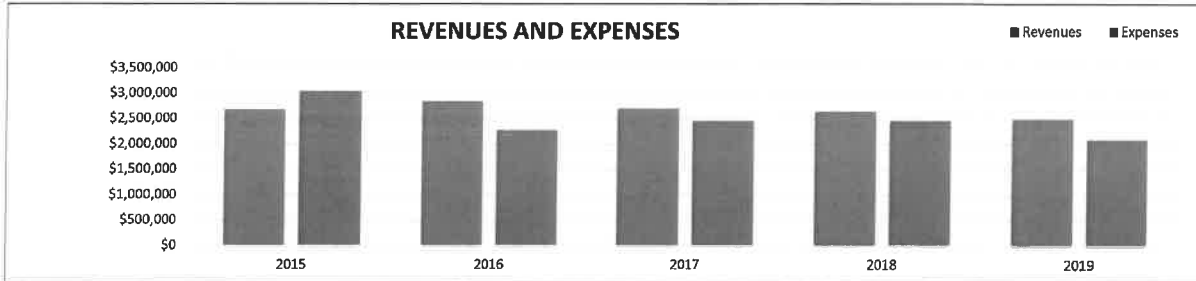
| | Cash in IFS by Month | | |
|-----------|----------------------|-----------|-----------|
| | 2017 | 2018 | 2019 |
| January | 1,447,113 | 1,961,612 | 1,849,165 |
| February | 1,467,037 | 1,943,035 | 1,972,764 |
| March | 1,487,700 | 1,780,623 | 1,935,227 |
| April | 1,534,837 | 2,023,376 | 2,063,608 |
| May | 1,459,114 | 1,870,383 | 2,039,617 |
| June | 1,399,936 | 1,793,344 | 1,922,385 |
| July | 1,548,440 | 1,816,119 | 2,044,394 |
| August | 1,560,565 | 1,643,851 | 2,039,262 |
| September | 1,524,802 | 1,584,219 | 1,915,329 |
| October | 1,533,837 | 1,914,793 | 2,036,425 |
| November | 1,452,907 | 1,842,417 | 1,985,685 |
| December | 1,525,374 | 1,741,705 | 1,910,997 |

| | Cash & Investments in IFS by Month | | |
|-----------|------------------------------------|-----------|-----------|
| | 2017 | 2018 | 2019 |
| January | 1,766,633 | 1,961,612 | 1,849,165 |
| February | 1,786,557 | 1,943,035 | 1,972,764 |
| March | 1,807,220 | 1,780,623 | 1,935,227 |
| April | 1,534,837 | 2,023,376 | 2,063,608 |
| May | 1,459,114 | 1,870,383 | 2,039,617 |
| June | 1,399,936 | 1,793,344 | 1,922,385 |
| July | 1,548,440 | 1,816,119 | 2,044,394 |
| August | 1,560,565 | 1,643,851 | 2,039,262 |
| September | 1,524,802 | 1,584,219 | 1,915,329 |
| October | 1,533,837 | 1,914,793 | 2,036,425 |
| November | 1,452,907 | 1,842,417 | 1,985,685 |
| December | 1,525,374 | 1,741,705 | 1,910,997 |

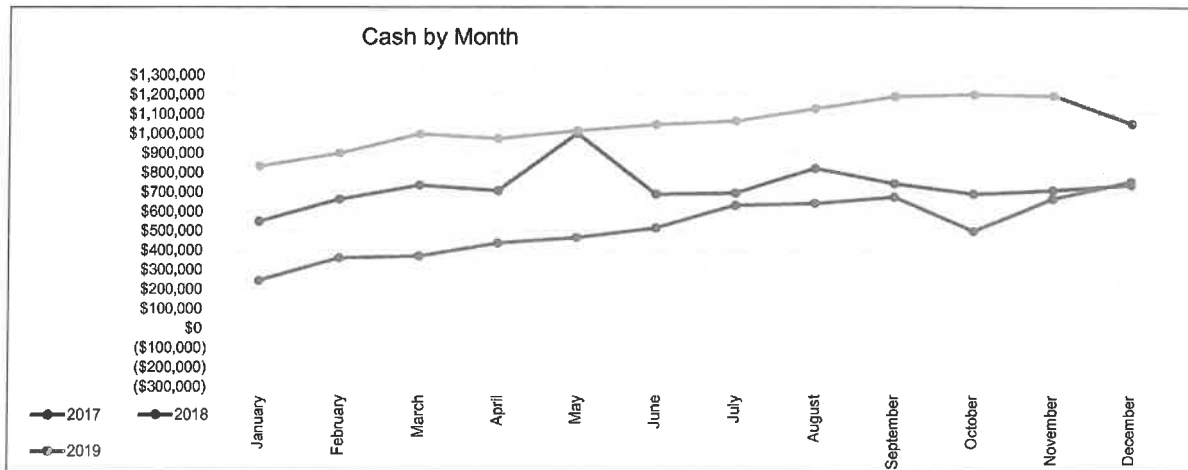


**Southwest Health and Human Services
Marshall, Minnesota
Internal Service Fund Revenues and Expenses
12/31/2019**

| | 2015 | 2016 | 2017 | 2018 | 2019 |
|------------------------|-------------|-------------|-------------|-------------|-------------|
| Revenues | \$2,679,642 | \$2,844,821 | \$2,701,638 | \$2,642,741 | \$2,494,570 |
| Expenses | 3,048,355 | 2,272,395 | 2,457,540 | 2,453,635 | 2,089,401 |
| Change in Net Position | (368,713) | 572,426 | 244,098 | 189,106 | 405,169 |



| | Cash in IFS by Month | | |
|-----------|----------------------|---------|-----------|
| | 2017 | 2018 | 2019 |
| January | 243,432 | 547,461 | 830,787 |
| February | 360,090 | 661,779 | 898,633 |
| March | 369,064 | 734,591 | 996,672 |
| April | 436,168 | 705,227 | 973,047 |
| May | 465,169 | 998,994 | 1,015,394 |
| June | 514,005 | 688,218 | 1,046,008 |
| July | 629,735 | 693,432 | 1,064,138 |
| August | 640,875 | 820,833 | 1,127,624 |
| September | 673,434 | 742,654 | 1,189,708 |
| October | 497,528 | 690,066 | 1,200,976 |
| November | 665,075 | 709,871 | 1,195,846 |
| December | 753,857 | 736,904 | 1,051,605 |





Bylaws of Southwest Health and Human Services

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

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

ARTICLE 1: PURPOSE

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

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

ARTICLE 2: TERM OF BYLAWS

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

ARTICLE 3: COMPOSITION & ORGANIZATION

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

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

ARTICLE 4: OFFICERS

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

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

Section 4.3 Single office. No board member may hold more than one office at a time.. No board member shall hold the same office for more than two (2) consecutive years.

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

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

- (b) Except as otherwise provided in the Joint Powers Agreement, appointing board members to serve on committees established by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board.

(c) Representing the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board as its principle spokesperson.

(d) The chair of the Joint Health and Human Services Board shall attend the entrance and exit interview for the annual financial audit.

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

Section 4.5 Vice chair duties and responsibilities. Whenever the chair is unable to serve, the vice chair shall exercise the duties and responsibilities of the chair.

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

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

ARTICLE 5: MEETINGS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 5.14 Vote.

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

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

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

ARTICLE 6: POWERS AND DUTIES OF JOINT POWERS BOARD

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

ARTICLE 7: BOARD MEMBER RESPONSIBILITIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE 8: BOARD MEMBER ETHICS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE 9: EXECUTIVE AND FINANCE COMMITTEE

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

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

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

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

Section 9.5 Finance Committee responsibilities. The Finance Committee shall:

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

Section 9.6 Personnel Committee responsibilities. The Personnel Committee shall:

- (a) Be in charge of making recommendations to the Board on matters including but not limited to the review of the agency's personnel policies, collective bargaining and administering a comprehensive human resources program that is consistent with federal, state, and local laws/regulations.
- (b) Review requests for Leave Without Pay that do not fall under the Family Medical Leave Act and exceed over 37.5 hours.

ARTICLE 10: OTHER COMMITTEES

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

ARTICLE 11: PARLIMENTARY AUTHORITY

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

ARTICLE 12: DATA

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

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

ARTICLE 13: ADHERENCE TO JOINT POWERS AGREEMENT

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


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

ARTICLE 14: AMENDMENT OF BYLAWS


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

Approved as to form and execution:

Southwest Health and Human Services Joint Powers Board:



Agency Attorney



Chair of Board

1-27-20

Date of Signature

1/15/2020

Date of Signature

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

EFFECTIVE DATE: 05/18/11

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

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION ---

Section 1 – Purpose

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

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Section 2 – Scope of Guidelines

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

Section 3 – Prohibition of Discriminatory Treatment

- a. SWHHS shall provide a work environment free of any form of unlawful discriminatory treatment, including harassment.
- b. Authority:
 - United States Civil Rights Act of 1964, Title VII
 - United States Equal Pay Act of 1963
 - United States Age Discrimination in Employment Act of 1967
 - United State Rehabilitation Act of 1973, Section 504
 - Americans with Disabilities Act of 1990, Title I
 - Americans with Disabilities Act Amendments Act of 2008
 - United States Civil Rights Act of 1991

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- Genetic Information Nondiscrimination Act of 2008, Title II
- Minnesota Human Rights Act

Section 4 – Discrimination Complaint Handling

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

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Section 5 – Prohibition of Discrimination against Individuals with Disabilities

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

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

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

Section 6 – Prohibition of Sexual Harassment

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

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

Section 7 – Affirmative Action in Appointment and Selection Decisions

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

Section 8 – Responsibilities, Duties, and Accountabilities

- a. Southwest Health and Human Services (SWHHS)

- 1. Responsibilities

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

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2. Duties

- Communicate and demonstrate a commitment to the agency's affirmative action and equal employment opportunity policies and to the affirmative action guidelines.
- Set numerical hiring goals and develop action steps and timetables for recruiting and hiring women and minorities. Ensure that the agency actively recruits applicants with disabilities and provides equal employment opportunities.
- Resolve internal complaints of discrimination.
- Inform hiring supervisors of equal opportunity and affirmative action guidelines and encourage them to act affirmatively whenever an opportunity exists to hire a qualified protected group applicant into a job category where a disparity exists.
- Ensure that information about equal employment opportunity and affirmative action is disseminated to all employees in the agency.
- Ensure that the workplace is free of discrimination.
- The director will consult at least quarterly with the Affirmative Action and Equal Employment Opportunity (AA EEO) liaison for the purpose of reviewing the status of equal employment opportunities and affirmative action needs in the agency, including any discrimination complaint activity.

3. Accountability

To the SWHHS Joint Governing Board.

Section 9 – SWHHS Affirmative Action Liaison and Designee

a. Responsibilities

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

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b. Duties

- Develop an equal employment opportunity and affirmative action policy statement and an affirmative action plan consistent with those policies.
- Implement the affirmative action plan, including:
 - The internal and external distribution of the agency's EEO and AA policies and the affirmative action plan;
 - The establishment of affirmative action hiring goals, action steps, and timetables;
 - The active recruitment and employment of protected group applicants; and
 - The recruitment and utilization of businesses owned by protected group members.
- Conduct and/or coordinate employee training on and orientation to the agency's EEO/AA policies and plan.
- Ensure that agency managers and superiors understand their responsibilities to take action to prevent the harassment of employees and applicants for employment.
- Ensure that minority, female, and employees with disabilities are provided equal opportunity in attending agency sponsored training and activities, and in benefit plans, pay, and other work related activities and conditions.
- Implement and maintain equal employment opportunity auditing, reporting, and record-keeping systems as a means of gauging the effectiveness of the agency's affirmative action efforts, and of determining whether or not affirmative hiring goals have been attained.
- Coordinate agency and employee support of community programs that may lead to equitable employment of women, minorities, and individuals with disabilities.

c. Accountability

To the SWHHS director.

Section 10 – SWHHS Managers and Supervisors

a. Responsibilities

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

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b. Duties

- Assist the agency's EEO/AA liaison with identifying and resolving problems related to equal employment opportunity and with eliminating barriers which inhibit or prevent equal employment opportunity and/or affirmative action.
- Consider qualified protected group members and where possible act affirmatively in hiring and promoting staff.
- Communicate and demonstrate a personal commitment to the agency's EEO/AA policies and affirmative action guidelines.
- Make recruitment recommendations to the EEO/AA liaison and assist the liaison with special recruitment projects.
- Ensure that all employees under your supervision receive and annual orientation to the agency's affirmative action plan and equal employment opportunity policies.
- Identify, document, and address training needs related to equal employment opportunity and affirmative action.

c. Accountability

To the SWHHS director.

Section 11 –SWHHS Employees

a. Responsibilities

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

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

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b. Accountability

SWHHS's director, management, and supervisors.

Section 12 – Affirmative Action Guidelines

a. Dissemination of information

- **Internal Dissemination of Information**

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

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

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

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

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

b. External Dissemination of Information

The agency will on their official bulletin board and Web Site, accessible to all applicants, employees, and the public, a copy of the EEO and AA guidelines, along

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with the agency's most recent hiring goals, timetables proposed for meeting those goals, and the action steps to be taken to meet them.

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

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

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

Section 13 - Audit and Evaluation

- a. The Deputy Director for that SWHHS will determine annually whether or not minorities or females are underrepresented in the job categories utilized in the agency's workforce. This will be done by comparing the availability of minority and female job-candidates in the geographic recruitment area with the number of minorities and females who are actually employed in those job categories in the agency. If there is a disparity (under representation) in any job category for either protected group, the agency is obligated to set hiring goals, determine action steps to be taken to achieve those hiring goals, and set timetables for executing the action steps.
- b. A non-discrimination clause will be included in bargaining unit contracts and in purchasing agreements and contracts whenever possible.

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

Section 14 - Definitions

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act, passed in 1990, gives civil rights protections to individuals with disabilities that are similar to federal protections provided to individuals on the basis of race, color, sex, national origin, age, and religion. The ADA guarantees equal opportunity for individuals with disabilities in employment, state and local government services, public accommodations, telecommunications, and transportation. Title I of the ADA applies to employers. The ADA does not

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protect individuals who are currently using illegal drugs, and employers may seek reasonable assurance from employees that no illegal drug use is occurring.

Americans with Disabilities Act Amendments Act of 2008 (ADAAA)

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

Affirmative Action

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

(Affirmative) Action Steps

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

Creed

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

Discrimination

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

Discriminatory Harassment

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

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

Disparity

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

Ethnic

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

Ethnocentrism

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

Equal Employment Opportunity/Equal Opportunity Employment

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

Gender

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

General Harassment

Any behavior or combination of behaviors that is repeated by one or more employees and that is directed towards another employee or group of employees that is considered annoying, insulting, or intimidating, or which causes discomfort and/or which has a detrimental effect on the employee's/employees' work performance(s).

Genetic Information Nondiscrimination Act of 2008 (GINA)

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

Hiring Goal

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

Individuals with a Disability

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

Major Life Activities

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

Minorities

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

Parity

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

Protected Group/Class

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

Qualified Individual with a Disability

This is a person who has a physical or mental impairment that substantially limits one or more major life activities, or who has a record of such an impairment, or who is regarded by others as having such an impairment, and who also has the requisite skill, experience, education, or other employment

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requirements of the position being sought and who can perform the essential functions of that job with or without a reasonable accommodation.

Race

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

Racism

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

Reasonable Accommodation

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

Sex Role

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

Sexism

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

Sexual Identity

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

Sexual Harassment

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

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language, sexual innuendos, inappropriate pictures, sexual gestures, and physical touch that is offensive or unwelcome.

Substantially limited

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

Timetable

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

Under Representation

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

Undue Hardship

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

Section 15 – Race/Ethnic Categories

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

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- **Hispanic or Latino:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, *regardless of race*.

- b. Categories 1 - 4 are regarded as racial categories by the federal government, while categories 5 and 6 are regarded as an ethnic category. (Office of Management and Budget, *Federal Register*, October 30, 1997)

Section 16 – Forms

Ag 012 COMPLAINT OF DISCRIMINATION FORM 05 18

Ag 013 EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATION 05 18

Section 17 – Contact Information

- United States Equal Employment Opportunity Commission (EEOC)

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

- United States Department of Justice's Civil Rights Division

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

- Minnesota Department of Human Rights

Freeman Building

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

Section 18 - Americans with Disabilities Act (ADA) Advisory

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

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

EFFECTIVE DATE: 01/01/11

REVISION DATE: 01/01/21

AUTHORITY: Southwest Health and Human Services Joint Governing Board

-- -GENERAL PROVISIONS- - -

Section 1 - Adoption of Personnel Policies

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

Section 2 – Personnel Policies on Equal Employment Opportunities

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

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

Section 3 – Disclaimer, Application, Amendments

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

Section 4 - Administrative Procedures

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

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

Section 5 - Violation

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

Section 6 – Grievance

- a. It is the policy of SWHHS to prevent the occurrence of grievances insofar as practicable and to provide an orderly, efficient and timely procedure for dealing with those, which do occur. A grievance is defined as a dispute or disagreement regarding the interpretation or application of SWHHS policy and/or procedure.
- b. Exclusions;
 - 1. An employee who has the right to commence a grievance proceeding under the provisions of a bargaining agreement is precluded from grieving the same issue under these rules.
 - 2. Eligible, honorably discharged veterans shall be accorded statutory hearing rights pursuant to the Veterans Preference Act with respect to removal from positions (dismissal, suspension without pay of thirty days or more, demotion involuntary transfer) rather than the proceeding under this Section. However, other disciplinary/corrective actions, which are not subject to the Veterans Preference Act, such as shorter suspensions, reprimands and notices of deficiencies, are subject to the grievance procedure.

These rules shall not be construed as creating a second opportunity to litigate/contest an issue, which has already been, or has the right to be, litigated in any other administrative or judicial proceeding.

- c. Presentation of Grievance

- 1. Step 1. An employee shall present a grievance to his/her supervisor within five (5) working days after the event giving rise to the grievance. The supervisor and employee shall attempt to resolve the grievance through informal discussions. If the grievance is not resolved through informal discussions, the employee shall present a written grievance to the supervisor. A written grievance shall be presented by the employee to the immediate supervisor within ten- (10) working days after the occurrence of the event giving rise to the grievance. The supervisor shall give a written answer within twenty (20) working days after such presentation. In instances where the organizational structure does not provide a

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

level of supervision between the Director and the employee, grievances shall be presented directly to the Director as set forth in Step II

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

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

3. Step III. Appeal to the SWHHS Personnel Committee

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

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

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

The Board shall schedule a public or private hearing, consistent with the requirements of the Open Meeting Law and Minnesota Government Data Practices Act, within thirty days (30) of, or as soon thereafter as practical following receipt and review of the Step III appeal.

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

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

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

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

Section 7 – Principles

- a. It is the purpose of these rules to provide a uniform, comprehensive and efficient system of personnel administration for SWHHS based upon merit principles including:
1. Recruiting, selecting, advancing employees on the basis of their relative ability, knowledge, and skills.
 2. Equitable and adequate compensation.
 3. Training employees as needed to assure high quality performance.
 4. Retaining employees on the basis of adequate performance, correcting inadequate performance, and separating or otherwise disciplining employees in those instances where SWHHS has determined that the employee's poor performance cannot be or has not been corrected.
 5. Assuring the fair treatment of applicants/employees in all aspects of personnel administration without regard to political affiliation, race, color, creed, religion, age, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, or sexual orientation with proper regard for their privacy and constitutional rights as citizens.

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

6. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or nomination for office.

7. That the citizens we serve can be assured that their best interests are being served by the employment of the highest possible caliber of personnel.

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Emergency Preparedness Equipment Authorization Summary

October 14, 2020 SWHHS Board Meeting

| Company | Description | Quantity | Quote | Shipping | Total amount |
|----------------------|---|----------|-----------------|----------------------------|--------------|
| Jendco Safety Supply | 3M TR-300N+HKS / TR-300N+HKL Versaflo Healthcare PAPR Kit | Up to 10 | \$1,266.94 each | 1 week after purchase date | \$12,669.40 |
| McKesson | 3M TR-300N+HKL/HKS Versaflo Healthcare PAPR Kit | Up to 10 | \$1,149.98 each | 1 week after purchase date | \$11,499.80 |

- 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, this will be an on-going need.



Quote Name: PortaCount
Account #: 58875068 - SOUTHWEST HEALTH AND HUMAN SERVICES
Address: ATTN DAWN JENNIGES607 W MAIN ST STE 200, MARSHALL, MN, 56258-3171
Total Items: 2

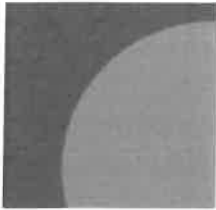
Quote Number: CPQ-241061
Effective From: 09/04/2020
Expires On: 11/03/2020

| Item # | Item Description | Vendor Name | Catalog Number | Qty | UOM | Case / Pack | Product Category | MCK Cross | Usage 3 Mo | Taxable | Final Price | Extended Price |
|---------|---|--------------------------|----------------|-----|-----|-------------|-------------------------------|-----------|------------|---------|-------------|----------------|
| 1116535 | Papir Kit, Versaflo W/head Cover Back/belt Mounted Med/Ig | 3m (healthcare Division) | TR-300N+HKL | 10 | EA | EA | Personal Protective Equipment | | 0 | | \$1,149.98 | \$11,499.80 |
| 1160538 | Headcover, F/versaflo Respirator Papir Kit (1/cs) | 3m (healthcare Division) | TR-600-HKL | 10 | CS | CS | Personal Protective Equipment | | 0 | | \$1,226.65 | \$12,266.50 |

Quote Sub Total: \$23,766.30
Additional Freight: \$0.00
Estimated Taxes: \$0.00
Quote Total: \$23,766.30

Important Notice:

- Unless otherwise specifically stated in this price quote or a contract, all prices shown are good for 60 days from the date of this price quote.
- Contracted pricing is subject to qualifications and/or approval from each manufacturer associated with the GPO, along with completion and approval of a Letter of Commitment, if applicable.
- In order to be eligible for pharmaceutical base costs, you must provide the DEA or HIN # for each ship-to with the GPO application.
- Applicable sales tax, freight, handling or any other customary charges will be calculated at time of invoice.



Jendco Safety Supply, Inc.
 1303 Alum Creek Dr.
 Columbus OH 43209
 614-449-9600
 1-800-449-9606
 www.JendcoSafety.com

Quote

Date 10/5/2020

Quote Number Q1015508

JENDCO
 SAFETY SUPPLY

| Bill To |
|--|
| Lauren Mellenthin Southwest Health and Human Services 607 West Main Street Suite 200 Marshall MN 56258 507-829-6500 |

| Ship To |
|--|
| Lauren Mellenthin Southwest Health and Human Services 607 West Main Street Suite 200 Marshall MN 56258 507-829-6500 |

| Sales Rep | | Quote Name | | Terms | Shipping Method | |
|--|--------------------|------------|--|------------|-----------------|--|
| David M Jarvis dj Jarvis@jendcosafety.com | | | | Prepaid | UPS Ground | |
| QTY | Item ID | UoM | Description | Unit Price | Total | |
| 10 | 329-3MTR-300N+ ... | Each | 3M TR-300N+ HKS Versaflo Healthcare PAPR Kit Size Small/Medium | 1,042.91 | 10,429.10 | |

| Order Notes |
|-------------|
| |

Disclaimer

Returns & Exchanges
 Stock Items: Must Be Returned in New & Resalable Condition
 Non-Stock Items: Subject to 20% Restocking Fee
 Made-To-Order / Custom Items:
 Nonrefundable - Nonexchangeable - Nonreturnable

| | |
|----------------------------|--------------------|
| Subtotal | 10,429.10 |
| Shipping Cost (UPS Ground) | 0.00 |
| Total | \$10,429.10 |

Current Search Terms: MCKESSION*

Clear Search

Total records: 12 Save PDF Export Results Print

Result Page: 1 of 2 NEXT Sort by: Relevance Order by: Descending

FILTER RESULTS

By Record Status

Active

Inactive

By Record Type

Entity Registration

Exclusion

Apply Filters

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

| | | |
|------------------------------|-------------------------------------|-----------------------------|
| Entity | McKesson Corporation | Status: Active |
| | DUNS: 140529962 | CAGE Code: 34WR6 |
| | Has Active Exclusion?: No | DoDAAC: |
| | Expiration Date: 09/28/2021 | Debt Subject to Offset?: No |
| | Purpose of Registration: All Awards | |
| View Details | | |

| | | |
|------------------------------|-------------------------------------|-----------------------------|
| Entity | MCKESSION CORPORATION | Status: Active |
| | DUNS: 109919864 | CAGE Code: 0U9U0 |
| | Has Active Exclusion?: No | DoDAAC: |
| | Expiration Date: 09/28/2021 | Debt Subject to Offset?: No |
| | Purpose of Registration: All Awards | |
| View Details | | |

Current Search Terms: Jendco Safety Supply*

Clear Search

Total records: 1 Save PDF Export Results Print

Result Page: 1 Sort by: Relevance Order by: Descending

FILTER RESULTS

By Record Status

Active

Inactive

By Record Type

Entity Registration

Exclusion

Apply Filters

Your search for Jendco Safety Supply* returned the following results...

| | | |
|------------------------------|-------------------------------------|-----------------------------|
| Entity | Jendco, Inc. | Status: Active |
| | DUNS: 603036599 | CAGE Code: 01MH7 |
| | Has Active Exclusion?: No | DoDAAC: |
| | Expiration Date: 03/24/2021 | Debt Subject to Offset?: No |
| | Purpose of Registration: All Awards | |
| View Details | | |

Result Page: 1 Save PDF Export Results Print



700 W Main Street
Marshall, MN

October 19, 2020

Hi Monica

Pricing on the Office Master PT82100 Arcade 2100 Galaga Chair Grade 2 Fabric is \$371.81 Each. OFM_KR445 Adjustable Arms \$98.44 per set.

Pricing includes delivery and setup based on 50 – 75 chairs purchased. Please let me know if you have any questions.

Thank you!

Tom Kremer

Please Note My New Email Address

tkremer@lofficesolution.com

Have a question? We're here to help! Instant Message / Call 877-374-6872 / Send an email



[Sign in](#) or [Create an Account](#)

 **Cart** ¹

Search all products...



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[DESKTOP SIT-STAND](#)

[KEYBOARD TRAYS](#)

[CHAIRS](#)

[MONITOR ARMS](#)

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[BRANDS](#) ▾

SIGN IN

CREATE AN ACCOUNT

SHOPPING CART



Office Master PT69 Paramount Mid-Back Ergonomic Task Chair

Arms: KR-445 (+ \$113.75)

Casters: Soft - Smooth Wood/Tile (+ \$16.00)

Cylinder: 5" Black

Fabric-Color: Grade 2 Arcade Galaga (+ \$12.00)

DCS Memory Foam: No thanks

Upholstered Back: Hard Black Plastic

Seat: Standard PT69 Seat

1

\$519.40

×

Special instructions for seller



Subtotal **\$519⁴⁰**

Shipping, taxes, and discounts will be calculated at checkout.

I agree with the terms and conditions.

Update cart

 Checkout



Current Search Terms: One Office Solution*

Clear Search

Total records: 2

Result Page: 1

Save PDF

Export Results

Print

Sort by: Relevance Order by: Descending

FILTER RESULTS

By Record Status

- Active
- Inactive

By Record Type

- Entity Registration
- Exclusion

Apply Filters

Your search for One Office Solution* returned the following results...

Entity: McNally Operations, LLC Status: Active

DUNS: 048015739 CAGE Code: 1ULQ2 View Details

Has Active Exclusion?: No DoDAAC:

Expiration Date: 11/13/2020 Debt Subject to Offset?: No

Purpose of Registration: All Awards

Entity: Scanner One, Inc. Status: Active

DUNS: 137120718 CAGE Code: 3NZFo View Details

Has Active Exclusion?: No DoDAAC:

Expiration Date: 06/15/2021 Debt Subject to Offset?: No

Purpose of Registration: All Awards

Result Page: 1

Save PDF

Export Results

Print

Current Search Terms: Ergo Experts*

Clear Search

Total records: 1

Result Page: 1

Save PDF

Export Results

Print

Sort by: Relevance Order by: Descending

FILTER RESULTS

By Record Status

- Active
- Inactive

By Record Type

- Entity Registration
- Exclusion

Apply Filters

Your search for Ergo Experts* returned the following results...

Entity: ERGO EXPERTS, LLC Status: Active

DUNS: 080027574 CAGE Code: 7GY19 View Details

Has Active Exclusion?: No DoDAAC:

Expiration Date: 02/05/2021 Debt Subject to Offset?: No

Purpose of Registration: All Awards

Result Page: 1

Save PDF

Export Results

Print

Monica Christianson

From: Justin Struchen <justin.struchen@abbusiness.com>
Sent: Monday, October 19, 2020 4:58 PM
To: Monica Christianson; Beth Wilms
Subject: RE: SWHHS Cubicles Oct 20th deadline
Attachments: SWHHS 10.19.pdf; stackers-workstations-frosted-acrylic.jpg

SWHHS/LYON/LINCOLN COUNTY SECURITY NOTICE:

This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact IT support.

Hey Monica and Beth,

Here is the quote for stackers to go on the existing cubicles. This is an estimate based on the total measurements and room drawings. I did not measure and add up every cubicle panel when I was there last week, so I would want to do that to verify quantities before the final order is made. Please let me know if you need any other information.

Thank you for the opportunity to work with you on this!
Justin

From: Monica Christianson [mailto:Monica.Christianson@swmhhs.com]
Sent: Monday, October 19, 2020 1:47 PM
To: Justin Struchen <justin.struchen@abbusiness.com>; Beth Wilms <Beth.Wilms@swmhhs.com>
Subject: RE: SWHHS Cubicles Oct 20th deadline

We are more interested in the stackers- to bring up the height on current cubicles. We do need someone to do the install. We would need a detailed invoice/estimate that has all the information broke down from your measurements when you visited the Redwood Falls office. We are fine with the frosted stackers. If you have any further questions, please let us know. I have cc'd Beth Wilms, the director of SWHHS on this email so you can communicate with the both of us.
Thank you!
Monica

From: Justin Struchen <justin.struchen@abbusiness.com>
Sent: Monday, October 19, 2020 12:45 PM
To: Monica Christianson <Monica.Christianson@swmhhs.com>; Stacy Strand <Stacy.Strand@swmhhs.com>
Subject: FW: SWHHS Cubicles Oct 20th deadline

SWHHS/LYON/LINCOLN COUNTY SECURITY NOTICE:

This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact IT support.

Hey Monica and Stacy,

Here is some information on full replacement. It doesn't look like we can safely say the old desks will work with the new cubicles, so this is for full replacement of cubicles, desks, and storage based on the current layout. There are a lot of options, so once we have some direction of stackers vs full replacement, we can look at different styles, finishes, and alternative layouts. Please let me know which direction seems best.

Thank you!
Justin

From: Brittney Weber [<mailto:brittney.weber@americanbus.com>]
Sent: Monday, October 19, 2020 12:13 PM
To: Justin Struchen <justin.struchen@abbusiness.com>
Cc: Brittney Weber <brittney.weber@americanbus.com>
Subject: FW: SWHHS Cubicles Oct 20th deadline




Hey Justin,

I've attached info on the new panel systems. Again, we are looking at about \$4000 for new panels & workstations, plus install. Once I know exactly how many of which size of panels they have, then I can get you an exact price. I am working on getting an install price right now as well.

Feel free to reach out with any questions at all. Thanks!



Brittney Weber
Office Furniture Specialist
A&B Business Solutions Support Staff
American Solutions for Business

 [320-334-3595](tel:320-334-3595)
 brittney.weber@americanbus.com
 www.home.americanbus.com



Office Furniture Sales Order



Sales Rep: Justin Struchen OMBU: 07362 Date: 10/19/2020

| | | | | | | | |
|---|--|---|--|---|--|---|--|
| Customer Bill To: | | | | Customer Ship To: | | | |
| Name: Southwest Health & Human Serv. | | Name: Southwest Health & Human Serv. | | Name: Southwest Health & Human Serv. | | Name: Southwest Health & Human Serv. | |
| Address: 266 E Bridge Street | | Address: 266 E Bridge Street | | Address: 266 E Bridge Street | | Address: 266 E Bridge Street | |
| City: Redwood Falls | | City: Redwood Falls | | City: Redwood Falls | | City: Redwood Falls | |
| State: MN | | Zip: 56283 | | State: MN | | Zip: 56283 | |
| Contact: | | | | Contact: | | | |
| Phone: | | | | Phone: | | | |
| Email: | | | | Email: | | | |

Customer will accept and pay for the following merchandise:

| Qty | Item Number & Description | List Price | Unit Price | Total Amount |
|-----|---|------------|------------|--------------|
| 53 | STKN-FRO-7217.5-STW.CL4 72W x 18H Frosted Acrylic Stacker w/Large Clamp-On Mount | \$ 535.00 | \$ 420.00 | \$ 22,260.00 |
| 15 | STKN-FRO-3017.5STW.CL2 30W x 18H Frosted Acrylic Stacker w/Large Clamp-On Mount | \$ 255.00 | \$ 200.00 | \$ 3,000.00 |
| 17 | STKN-FRO-4817.5-STW.CL2 48W x 18H Frosted Acrylic Stacker w/Large Clamp-On Mount | \$ 345.00 | \$ 270.00 | \$ 4,590.00 |
| 6 | STKN-FRO-2417.5-STW.CL2 24W x 18H Frosted Acrylic Stacker w/Large Clamp-On Mount | \$ 230.00 | \$ 180.00 | \$ 1,080.00 |
| | | | | |
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| | | | | |

Order Details

| | | |
|---|--------------------------|--------------------|
| This product is a special order and is non-returnable. | Subtotal: | \$30,930.00 |
| This sales order does not include any applicable sales tax. | Freight: | \$0.00 |
| | Delivery/Install: | \$1,500.00 |
| | Grand Total: | \$32,430.00 |

Authorized Purchaser (sign)

Authorized Purchaser (print) Date



10-19-2020
SWHHS 10-19-20
Stacks.sif
SWHHS

One office

P. O. Number:
Contract Number:
Authorized By:

Sold To:

Ship To:

SWHHS

Redwood Falls MN

Contact:

Contact:

Phone:

Phone:

Fax:

Fax:

Sales: Tom Kremer

Number: 507-360-7881

Dealer: One Office Solution
705 W Main Street
Marshall, MN 56258

Number: 800.861.2001

Comments:

 **Herman Miller**

| Rec#Mfg | Qty | Part Number | Part Description | | Cust\$ | EXT Cust\$ |
|---------|-----|-------------------------|------------------|--|--------|------------|
| | | Tag 1 | | | | |
| | | Tag 2 | | | | |
| | | Option Note Description | | | | |
| | | Option Description | | | | |
| 1 | 0 | | Area 3 | | 0.00 | 0.00 |

| | | | | | | |
|---|-----|----|--------------------------------------|--|-------|---------|
| 2 | DIV | 35 | P-DVSOFM1636 | Fabric Stack-On Kit for Permanent Mono Panel 16H x 36W | 94.48 | 3306.80 |
| | | | Fabric Grade B | | | |
| | | | Directional Fabric - Grade B MX/DIVI | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | Paint Grade A | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | Fabric Grade B | | | |
| | | | Directional Fabric - Grade B MX/DIVI | | | |
| | | | ----- UNSELECTED ----- | | | |

| Rec#Mfg | Qty | Part Number | Part Description | | |
|---------|-----|-------------------------|------------------|--------|------------|
| | | Tag 1 | | | |
| | | Tag 2 | | | |
| | | Option Note Description | | Cust\$ | EXT Cust\$ |
| | | Option Description | | | |

| | | | | | |
|---|-------|--------------------------------------|--|--------|--------|
| 3 | DIV 4 | P-DVSOFM1648 | Fabric Stack-On Kit for Permanent Mono Panel 16H x 48W | | |
| | | | | 108.96 | 435.84 |
| | | Fabric Grade B | | | |
| | | Directional Fabric - Grade B MX/DIVI | | | |
| | | ----- UNSELECTED ----- | | | |
| | | Paint Grade A | | | |
| | | ----- UNSELECTED ----- | | | |
| | | Fabric Grade B | | | |
| | | Directional Fabric - Grade B MX/DIVI | | | |
| | | Quote - Grade B Fabric | | | |
| | | Grade B (Quote Only) | | | |

| | | | | | |
|---|--------|-------------------------------------|-------------------------------------|-------|--------|
| 4 | DIV 12 | P-DVWMKIT16 | Stack-On Panel Wall Mount Kit - 16H | | |
| | | | | 21.30 | 255.60 |
| | | Paint - DiVi Wallmount Trim Grade A | | | |
| | | ----- UNSELECTED ----- | | | |

| Rec#Mfg | Qty | Part Number | Part Description | | |
|---------|-----|-------------------------|------------------|--------|------------|
| | | Tag 1 | | | |
| | | Tag 2 | | | |
| | | Option Note Description | | Cust\$ | EXT Cust\$ |
| | | Option Description | | | |

| | | | | | | |
|---|-----|---|---------------------------------|---|--------|--------|
| 5 | DIV | 2 | P-DVTRPM8224 | Tackable Surface Panel - Non Powered - 82H x 24W | | |
| | | | 2 NEW CUBES | | 223.10 | 446.20 |
| | | | Paint - DiVi Panel Trim Grade B | | | |
| | | | Paint Grade B | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | No | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | Fabric Grade C | | | |
| | | | Directional Fabric - Grade B | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | Fabric Grade C | | | |
| | | | Directional Fabric - Grade B | | | |
| | | | ----- UNSELECTED ----- | | | |

| | | | | | | |
|---|-----|---|------------------------------|---|--------|--------|
| 6 | DIV | 2 | P-DVTPPM8230 | Tackable Surface Panel - Powered - 82H x 30W | | |
| | | | 2 NEW CUBES | | 316.50 | 633.00 |
| | | | Panel Trim Paint Grade A | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | No | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | Fabric Grade C | | | |
| | | | Directional Fabric - Grade B | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | Fabric Grade C | | | |
| | | | Directional Fabric - Grade B | | | |
| | | | ----- UNSELECTED ----- | | | |

| Rec#Mfg | Qty | Part Number | Part Description | Cust\$ | EXT Cust\$ |
|---------|-------|--|---|--------|------------|
| 7 | DIV 6 | P-DVTPPM8236 | Tackable Surface Panel - Powered - 82H x 36W | | |
| | | 2 NEW CUBES | | 340.25 | 2041.50 |
| | | Panel Trim Paint Grade A ----- UNSELECTED ----- No ----- UNSELECTED ----- Fabric Grade B Directional Fabric - Grade B ----- UNSELECTED ----- Fabric Grade B Directional Fabric - Grade B ----- UNSELECTED ----- | | | |
| 8 | DIV 6 | E-MW8W4DO1 | Duplex Outlet - Line 1 | | |
| | | 2 NEW CUBES | | 15.29 | 91.74 |
| 9 | DIV 1 | E-UN8W4BIFL | LH Receptacle Mounted Base Infeed - 72L - 8 Wire, 4 Circuit | | |
| | | 2 NEW CUBES | | 107.05 | 107.05 |
| 10 | UNV 2 | S-FDUDV30 | Type C Flipper Unit - Solid Face - 30W | | |
| | | 2 NEW CUBES | | 167.94 | 335.88 |
| | | Metal Door Flipper Door Standard Suspension Paint Grade A ----- UNSELECTED ----- | | | |

| Rec#Mfg | Qty | Part Number | Part Description | Cust\$ | EXT Cust\$ |
|---------|-------|-----------------------------------|--|--------|------------|
| | | Tag 1 | | | |
| | | Tag 2 | | | |
| | | Option Note Description | | | |
| | | Option Description | | | |
| 11 | UNV 2 | S-FDUDV36 | Type C Flipper Unit - Solid Face - 36W | | |
| | | 2 NEW CUBES | | 173.40 | 346.80 |
| | | Metal Door | | | |
| | | Flipper Door Standard Suspension | | | |
| | | Paint Grade A | | | |
| | | ----- UNSELECTED ----- | | | |
| 12 | UNV 2 | S-PEDBBFJ24 | Pedestal - B/B/F - 24D | | |
| | | 2 NEW CUBES | | 225.02 | 450.04 |
| | | Paint Grade A | | | |
| | | ----- UNSELECTED ----- | | | |
| 13 | UNV 2 | W-WS2430 | Rectangular - 2mm Edge - 24D x 30W | | |
| | | 2 NEW CUBES | | 88.48 | 176.96 |
| | | 2mm Grade A | | | |
| | | ----- UNSELECTED ----- | | | |
| | | Option A - No additional grommets | | | |
| | | AIS Grade A Laminates | | | |
| | | ----- UNSELECTED ----- | | | |

| Rec#Mfg | Qty | Part Number | Part Description | Cust\$ | EXT Cust\$ |
|---------|-------|---|---|--------|------------|
| | | | Tag 1 | | |
| | | | Tag 2 | | |
| | | | Option Note Description | | |
| | | | Option Description | | |
| 14 | UNV 2 | W-WSCCE243672 | Curvilinear Corner - RH - 2mm Edge - 24 x 36W x 72W | | |
| | | 2 NEW CUBES | | 288.10 | 576.20 |
| | | 2mm T-Mold Edge - Grade A - Curved Edging | | | |
| | | ----- UNSELECTED ----- | | | |
| | | 2mm Grade A | | | |
| | | ----- UNSELECTED ----- | | | |
| | | AIS GRADE B LAMINATES | | | |
| | | AIS GRADE B LAMINATES | | | |
| | | ----- UNSELECTED ----- | | | |
| | | A - No Grommets or Corner Cutout | | | |
| 15 | DIV 2 | WPS-UNCT24SP | Shared Cantilever - Pair - 24D | | |
| | | 2 NEW CUBES | | 55.43 | 110.86 |
| | | BK - BLACK | | | |
| 16 | DIV 2 | WPS-UNCT24P | Regular Cantilever - Pair - 24D | | |
| | | 2 NEW CUBES | | 37.96 | 75.92 |
| | | BK - Black | | | |
| 17 | DIV 2 | WPS-FP | Flat Plate | | |
| | | 2 NEW CUBES | | 6.55 | 13.10 |

| Rec#Mfg | Qty | Part Number | Part Description | | Cust\$ | EXT Cust\$ |
|---------|-----|-------------------------|------------------|--|--------|------------|
| | | Tag 1 | | | | |
| | | Tag 2 | | | | |
| | | Option Note Description | | | | |
| | | Option Description | | | | |
| 18 | | SUBTOTAL | | | | 9403.49 |

| | | | | | | |
|----|---|--|--------|--|------|------|
| 19 | 0 | | Area 1 | | 0.00 | 0.00 |
|----|---|--|--------|--|------|------|

| | | | | | | |
|----|-----|----|--------------------------------------|--|-------|---------|
| 20 | DIV | 35 | P-DVSOFM1636 | Fabric Stack-On Kit for Permanent Mono Panel 16H x 36W | 94.48 | 3306.80 |
| | | | Fabric Grade B | | | |
| | | | Directional Fabric - Grade B MX/DIVI | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | Paint Grade A | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | Fabric Grade B | | | |
| | | | Directional Fabric - Grade B MX/DIVI | | | |
| | | | ----- UNSELECTED ----- | | | |

| Rec# | Mfg | Qty | Part Number | Part Description | Cust\$ | EXT Cust\$ |
|------|-----|-----|--------------|--|--------|------------|
| | | | | Tag 1 | | |
| | | | | Tag 2 | | |
| | | | | Option Note Description | | |
| | | | | Option Description | | |
| 21 | DIV | 4 | P-DVSOFM1648 | Fabric Stack-On Kit for Permanent Mono Panel 16H x 48W | 108.96 | 435.84 |
| | | | | Fabric Grade B | | |
| | | | | Directional Fabric - Grade B MX/DIVI | | |
| | | | | ----- UNSELECTED ----- | | |
| | | | | Paint Grade A | | |
| | | | | ----- UNSELECTED ----- | | |
| | | | | Fabric Grade B | | |
| | | | | Directional Fabric - Grade B MX/DIVI | | |
| | | | | Quote - Grade B Fabric | | |
| | | | | Grade B (Quote Only) | | |

| | | | | | | |
|----|-----|----|-------------|-------------------------------------|-------|--------|
| 22 | DIV | 12 | P-DVWMKIT16 | Stack-On Panel Wall Mount Kit - 16H | 21.30 | 255.60 |
| | | | | Paint - DiVi Wallmount Trim Grade A | | |
| | | | | ----- UNSELECTED ----- | | |

| Rec#Mfg | Qty | Part Number | Part Description | | |
|---------|-----|-------------------------|------------------|--------|------------|
| | | Tag 1 | | | |
| | | Tag 2 | | | |
| | | Option Note Description | | Cust\$ | EXT Cust\$ |
| | | Option Description | | | |

| | | | | | | |
|----|-----|---|---------------------------------|---|--------|--------|
| 23 | DIV | 2 | P-DVTRPM8224 | Tackable Surface Panel - Non Powered - 82H x 24W | | |
| | | | 1 NEW CUBE | | 223.10 | 446.20 |
| | | | Paint - DiVi Panel Trim Grade B | | | |
| | | | Paint Grade B | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | No | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | Fabric Grade C | | | |
| | | | Directional Fabric - Grade B | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | Fabric Grade C | | | |
| | | | Directional Fabric - Grade B | | | |
| | | | ----- UNSELECTED ----- | | | |

| | | | | | | |
|----|-----|---|------------------------------|---|--------|--------|
| 24 | DIV | 2 | P-DVTPPM8242 | Tackable Surface Panel - Powered - 82H x 42W | | |
| | | | 1 NEW CUBE | | 356.37 | 712.74 |
| | | | Panel Trim Paint Grade A | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | No | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | Fabric Grade B | | | |
| | | | Directional Fabric - Grade B | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | Fabric Grade B | | | |
| | | | Directional Fabric - Grade B | | | |
| | | | ----- UNSELECTED ----- | | | |

| Rec#Mfg | Qty | Part Number | Part Description | | Cust\$ | EXT Cust\$ |
|---------|-------|--|--|--|--------|------------|
| | | Tag 1 | | | | |
| | | Tag 2 | | | | |
| | | Option Note Description | | | | |
| | | Option Description | | | | |
| 25 | DIV 4 | E-MW8W4DO1 | Duplex Outlet - Line 1 | | | |
| | | 1 NEW CUBE | | | 15.29 | 61.16 |
| 26 | DIV 1 | E-UN8W4BIFL | LH Receptacle Mounted Base Infeed - 72L - 8 Wire, 4 Circuit | | | |
| | | 1 NEW CUBE | | | 107.05 | 107.05 |
| 27 | UNV 2 | S-FDUDV42 | Type C Flipper Unit - Solid Face - 42W | | | |
| | | 1 NEW CUBE | | | 176.95 | 353.90 |
| | | Metal Door | | | | |
| | | Flipper Door Standard Suspension | | | | |
| | | Paint Choice - Flipper Doors - Grade B | | | | |
| | | Paint Grade B | | | | |
| | | ----- UNSELECTED ----- | | | | |
| 28 | UNV 1 | S-PEDBBFJ24 | Pedestal - B/B/F - 24D | | | |
| | | 1 NEW CUBE | | | 225.02 | 225.02 |
| | | PAINT GRADE A | | | | |
| | | ----- UNSELECTED ----- | | | | |

| Rec#Mfg | Qty | Part Number | Part Description | | |
|---------|-------|-------------------------|---------------------------------|--------|------------|
| | | Tag 1 | | | |
| | | Tag 2 | | | |
| | | Option Note Description | | Cust\$ | EXT Cust\$ |
| | | Option Description | | | |
| 29 | DIV 2 | WPS-UNCT24P | Regular Cantilever - Pair - 24D | | |
| | | 1 NEW CUBE | | 37.96 | 75.92 |
| | | BK - Black | | | |

| | | | | | |
|----|-------|-----------------------------------|------------------------------------|--------|--------|
| 30 | UNV 2 | W-WS2484 | Rectangular - 2mm Edge - 24D x 84W | | |
| | | 1 NEW CUBE | | 198.53 | 397.06 |
| | | 2mm Grade A | | | |
| | | ----- UNSELECTED ----- | | | |
| | | Option A - No additional grommets | | | |
| | | AIS Grade A Laminates | | | |
| | | ----- UNSELECTED ----- | | | |

| Rec# | Mfg | Qty | Part Number | Part Description | | |
|------|-----|-----|-------------------------|------------------|--------|------------|
| | | | Tag 1 | | | |
| | | | Tag 2 | | | |
| | | | Option Note Description | | Cust\$ | EXT Cust\$ |
| | | | Option Description | | | |

| | | | | | | |
|----|--|--|----------|--|--|---------|
| 31 | | | SUBTOTAL | | | 6377.29 |
|----|--|--|----------|--|--|---------|

| | | | | | | |
|----|--|---|--------|--|------|------|
| 32 | | 0 | Area 2 | | 0.00 | 0.00 |
|----|--|---|--------|--|------|------|

| | | | | | | | |
|----|-----|---|--------------|---|--|--------|--------|
| 33 | DIV | 2 | P-DVTRPM8224 | Tackable Surface Panel - Non Powered - 82H x 24W | | 223.10 | 446.20 |
|----|-----|---|--------------|---|--|--------|--------|

Paint - DiVi Panel Trim Grade B
 Paint Grade B
 ----- UNSELECTED -----
 No
 ----- UNSELECTED -----
 Fabric Grade C
 Directional Fabric - Grade B
 ----- UNSELECTED -----
 Fabric Grade C
 Directional Fabric - Grade B
 ----- UNSELECTED -----

| Rec#Mfg | Qty | Part Number | Part Description | | |
|---------|-----|-------------------------|------------------|--------|------------|
| | | Tag 1 | | | |
| | | Tag 2 | | | |
| | | Option Note Description | | Cust\$ | EXT Cust\$ |
| | | Option Description | | | |

| | | | | | | |
|----|-----|---|--------------|--|--------|---------|
| 34 | DIV | 8 | P-DVTPPM8224 | Tackable Surface Panel - Powered - 82H x 24W | | |
| | | | | | 297.93 | 2383.44 |

Paint - DiVi Panel Trim Grade B
 Paint Grade B
 ----- UNSELECTED -----
 No
 ----- UNSELECTED -----
 Fabric Grade C
 Directional Fabric - Grade B
 ----- UNSELECTED -----
 Fabric Grade C
 Directional Fabric - Grade B
 ----- UNSELECTED -----

| | | | | | | |
|----|-----|----|--------------|--|--------|----------|
| 35 | DIV | 42 | P-DVTPPM8236 | Tackable Surface Panel - Powered - 82H x 36W | | |
| | | | | | 340.25 | 14290.50 |

Paint - DiVi Panel Trim Grade B
 Paint Grade B
 ----- UNSELECTED -----
 No
 ----- UNSELECTED -----
 Fabric Grade B
 Directional Fabric - Grade B
 ----- UNSELECTED -----
 Fabric Grade B
 Directional Fabric - Grade B
 ----- UNSELECTED -----

| Rec#Mfg | Qty | Part Number | Part Description | | |
|---------|-----|-------------------------|------------------|--------|------------|
| | | Tag 1 | | | |
| | | Tag 2 | | | |
| | | Option Note Description | | Cust\$ | EXT Cust\$ |
| | | Option Description | | | |

| | | | | | | |
|----|-----|----|--------------|--|--------|---------|
| 36 | DIV | 19 | P-DVTPPM8248 | Tackable Surface Panel - Powered - 82H x 48W | | |
| | | | | | 371.93 | 7066.67 |

Paint - DiVi Panel Trim Grade B
 Paint Grade B
 ----- UNSELECTED -----
 No
 ----- UNSELECTED -----
 Fabric Grade B
 Directional Fabric - Grade B
 ----- UNSELECTED -----
 Fabric Grade B
 Directional Fabric - Grade B
 ----- UNSELECTED -----

| | | | | | | |
|----|-----|----|--------------|--|--------|---------|
| 37 | DIV | 16 | P-DVTPPM8230 | Tackable Surface Panel - Powered - 82H x 30W | | |
| | | | | | 316.50 | 5064.00 |

Panel Trim Paint Grade A
 ----- UNSELECTED -----
 No
 ----- UNSELECTED -----
 Fabric Grade C
 Directional Fabric - Grade B
 ----- UNSELECTED -----
 Fabric Grade C
 Directional Fabric - Grade B
 ----- UNSELECTED -----

| Rec# | Mfg | Qty | Part Number | Part Description | Cust\$ | EXT Cust\$ |
|------|-----|-----|----------------------------------|--|--------|------------|
| | | | Tag 1 | | | |
| | | | Tag 2 | | | |
| | | | Option Note Description | | | |
| | | | Option Description | | | |
| 38 | DIV | 51 | E-MW8W4DO1 | Duplex Outlet - Line 1 | 15.29 | 779.79 |
| 39 | DIV | 1 | E-UN8W4BIFL | LH Receptacle Mounted Base Infeed - 72L - 8 Wire, 4 Circuit | 107.05 | 107.05 |
| 40 | DIV | 2 | E-UN8W4CIF | Ceiling In Feed (AO,DV,MW) 144 in. | 120.97 | 241.94 |
| 41 | UNV | 2 | S-FDUDV48 | Type C Flipper Unit - Solid Face - 48W | 188.42 | 376.84 |
| | | | Metal Door | | | |
| | | | Flipper Door Standard Suspension | | | |
| | | | Paint Grade A | | | |
| | | | ----- UNSELECTED ----- | | | |

| Rec# | Mfg | Qty | Part Number | Part Description | | Cust\$ | EXT Cust\$ |
|------|-----|-----|-----------------------------------|--|--|--------|------------|
| | | | Tag 1 | | | | |
| | | | Tag 2 | | | | |
| | | | Option Note Description | | | | |
| | | | Option Description | | | | |
| 42 | UNV | 16 | S-FDUDV60 | Type C Flipper Unit - Solid Face - 60W | | 228.29 | 3652.64 |
| | | | Metal Door | | | | |
| | | | No Option Selected | | | | |
| | | | Flipper Door Standard Suspension | | | | |
| | | | Paint Grade A | | | | |
| | | | ----- UNSELECTED ----- | | | | |
| 43 | UNV | 17 | S-PEDBBFJ24 | Pedestal - B/B/F - 24D | | 225.02 | 3825.34 |
| | | | PAINT GRADE A | | | | |
| | | | ----- UNSELECTED ----- | | | | |
| 44 | UNV | 1 | W-WS2448 | Rectangular - 2mm Edge - 24D x 48W | | 113.87 | 113.87 |
| | | | 2mm Grade A | | | | |
| | | | ----- UNSELECTED ----- | | | | |
| | | | Option A - No additional grommets | | | | |
| | | | AIS Grade A Laminates | | | | |
| | | | ----- UNSELECTED ----- | | | | |

| Rec#Mfg | Qty | Part Number | Part Description | | Cust\$ | EXT Cust\$ |
|---------|--------|-------------|---|--|--------|------------|
| | | | Tag 1 | | | |
| | | | Tag 2 | | | |
| | | | Option Note Description | | | |
| | | | Option Description | | | |
| 45 | UNV 1 | W-WS2496 | Rectangular - 2mm Edge - 24D x 96W | | 232.39 | 232.39 |
| | | | Option A - No additional grommets | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | 2mm Grade A | | | |
| | | | ----- UNSELECTED ----- | | | |
| 46 | UNV 1 | W-WSCC2436 | Curvilinear Corner - 2mm Edge - 24D x 36W | | 160.30 | 160.30 |
| | | | 2mm Grade A | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | 2mm T-Mold Edge - Grade A - Curved Edging | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | A - No Grommets or Corner Cutout | | | |
| | | | ----- UNSELECTED ----- | | | |
| 47 | UNV 16 | W-WS2472 | Rectangular - 2mm Edge - 24D x 72W | | 173.68 | 2778.88 |
| | | | 2mm Grade A | | | |
| | | | ----- UNSELECTED ----- | | | |
| | | | Option A - No additional grommets | | | |
| | | | ----- UNSELECTED ----- | | | |

| Rec#Mfg | Qty | Part Number | Part Description | | Cust\$ | EXT Cust\$ |
|---------|--------|--------------------------|------------------------------------|--|--------|------------|
| | | Tag 1 | | | | |
| | | Tag 2 | | | | |
| | | Option Note Description | | | | |
| | | Option Description | | | | |
| 48 | UNV 16 | W-WS2460 | Rectangular - 2mm Edge - 24D x 60W | | 139.54 | 2232.64 |
| | | 2MM GRADE A | | | | |
| | | ----- UNSELECTED ----- | | | | |
| | | OPTION A - NO ADDITIONAL | | | | |
| | | GROMMETS | | | | |
| | | ----- UNSELECTED ----- | | | | |
| 49 | DIV 2 | WPS-UNCT24SP | Shared Cantilever - Pair - 24D | | 55.43 | 110.86 |
| | | BK - BLACK | | | | |
| 50 | DIV 34 | WPS-UNCT24P | Regular Cantilever - Pair - 24D | | 37.96 | 1290.64 |
| | | BK - Black | | | | |
| 51 | DIV 18 | WPS-FP | Flat Plate | | 6.55 | 117.90 |
| 52 | DIV 3 | WPS-SSSAL | Side/Support Rear Bracket - Left | | 13.93 | 41.79 |
| | | BK - Black | | | | |

| Rec#Mfg | Qty | Part Number | Part Description | | |
|---------|-----|-------------------------|------------------|--------|------------|
| | | Tag 1 | | | |
| | | Tag 2 | | | |
| | | Option Note Description | | Cust\$ | EXT Cust\$ |
| | | Option Description | | | |
| 53 | | SUBTOTAL | | | 45313.68 |

| Rec#Mfg | Qty | Part Number | Part Description | | Cust\$ | EXT Cust\$ |
|---------|-----|-------------------------|------------------|--|--------|------------|
| | | Tag 1 | | | | |
| | | Tag 2 | | | | |
| | | Option Note Description | | | | |
| | | Option Description | | | | |

Total Customer: \$61,094.46

SWHHS 10-19-20
SWHHS

10-19-2020
13:13:34

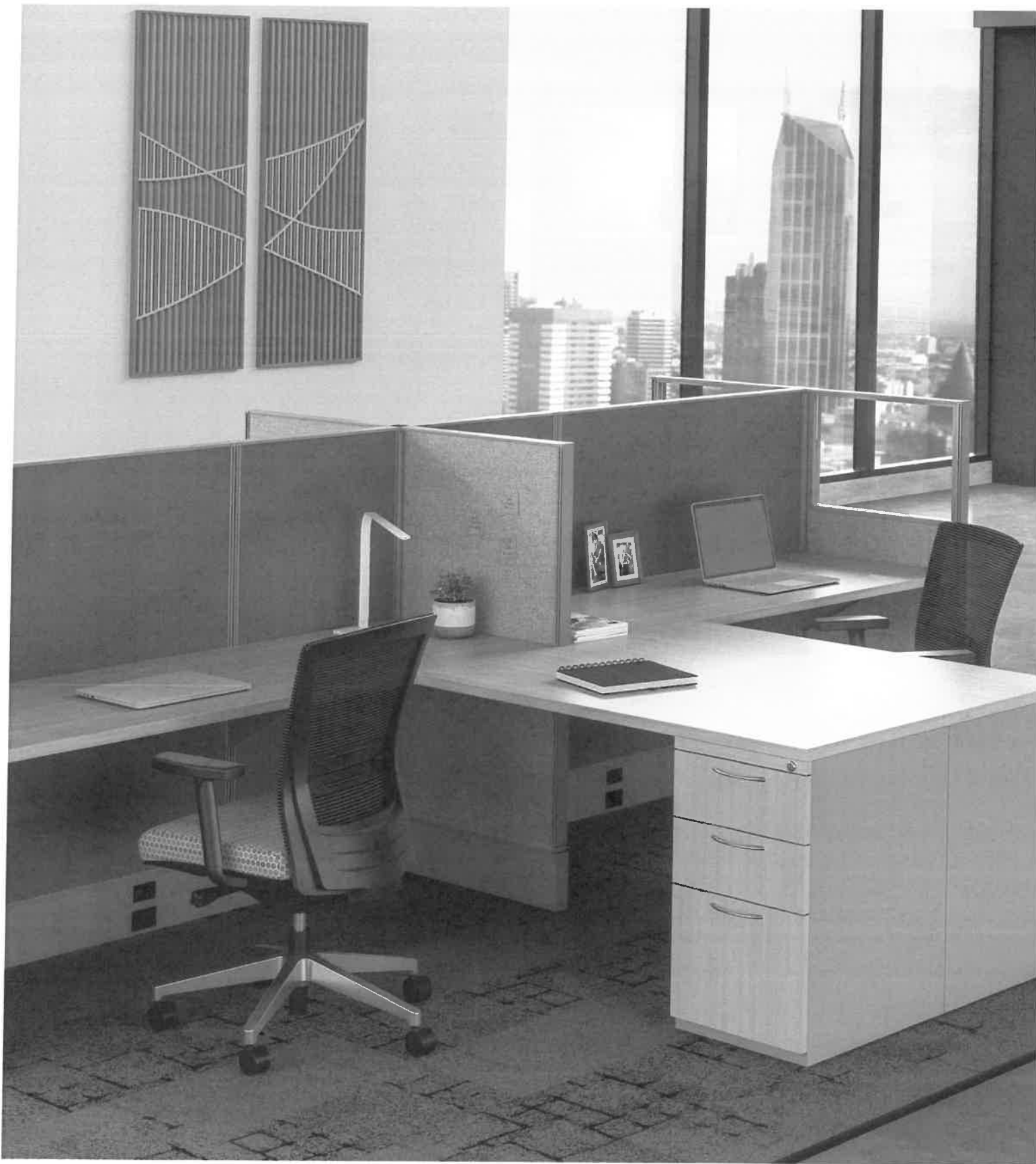
Additional Charges:

Install: \$4000.00

Totals:

Total Customer: \$61,094.46
Total Added Charges: \$4,000.00
Total Customer Order: \$65,094.46

Shipping Notes:



DIVI®

Panel-Based System
New Divi Linear Trim

AIS





WORKSTATIONS THAT WORK EVERYWHERE & CHANGE WITH EASE

In addition to far-reaching height and panel options, Divi provides tremendous planning flexibility. An innovative universal hinge allows you to create 90-, 120- and 135-degree configurations using a single platform, changing the look, feel and function of workstations to reflect the character and purpose of each space. Divi installs quickly, and you'll appreciate how easily your future workstation moves, adds and changes will be.









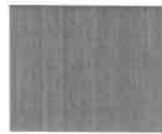


Now featuring Divi Linear trim.

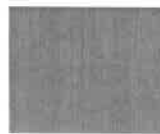
MATERIALS & FINISHES

EXPLORE

Laminates



Absolute Acajou



Aimtoo Savatre



Black



Brazilwood



Cabinet Almond



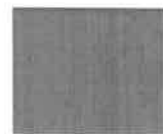
Chalk



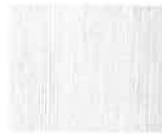
Corporate Walnut



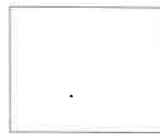
Dark Rum Cherry



Grand Cherry



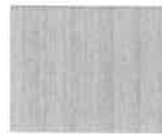
Leave Likatre



Linen



Looks Likatre



Maritime Dune



Midwest Maple



Nightfall



Paris White PotterWare*



Recon Oak



Storm



Paints



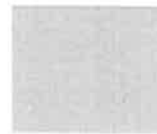
Black*



Chalk



Dark Tone



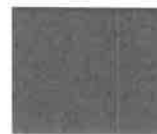
Grey Value 1*



Inner Tone



Light Tone*



Medium Tone*



Satin White*



Warm Brown 1*

*Divi Base Finishes

Worksurfaces

Many different worksurfaces are available.



D-Tops



Extended Curvilinear



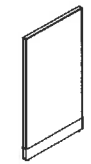
Matrix Spanner
Half Moon



Rectangular



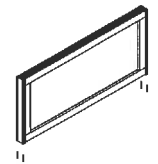
Rectilinear Corner



Hard Surface Fabric Panels
Tackable Fabric Panels
Powered or Non-Powered



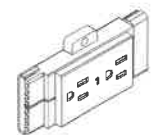
Fabric Insert
Laminate Ins
Powered or N



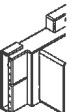
Glass Stack-On Kits
for Panels



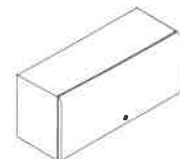
ADA Door Pa
or Without G
Right Hand, L
Left Hand Do



Duplex Outlets

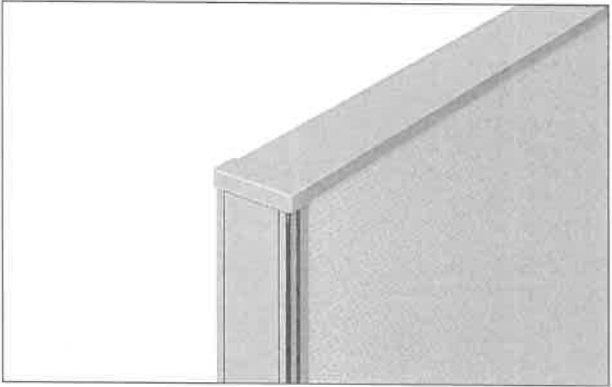


USB Outlets

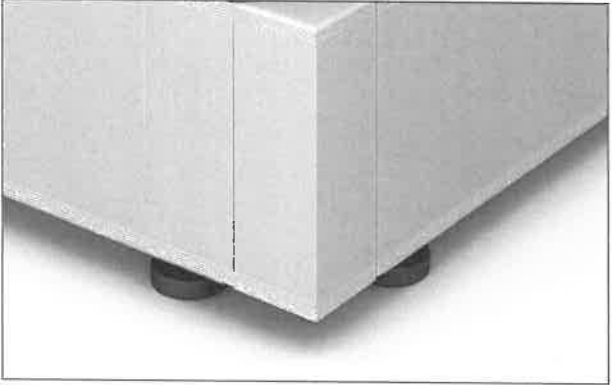


QUALITY & DETAILS

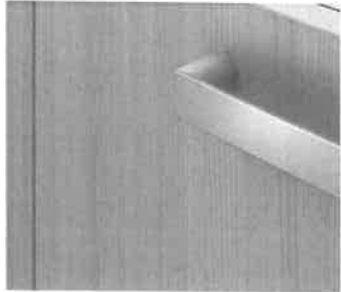
The Divi system offers many choices for worksurface supports or integrated into personal work environments with endcaps and shrouds.



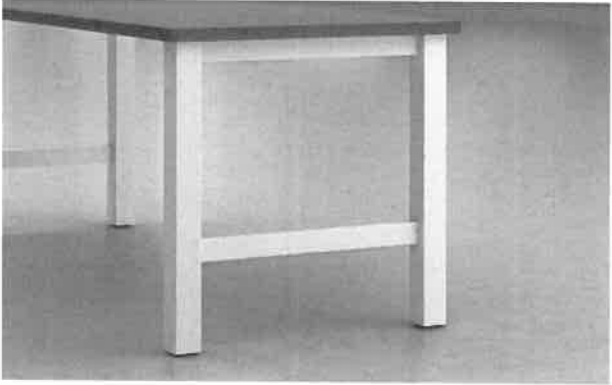
Divi Linear Trim



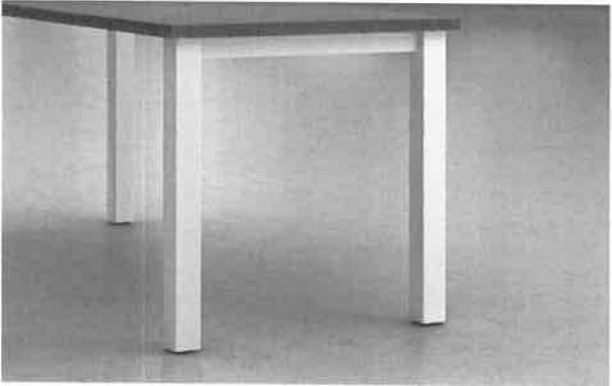
Divi Linear Raceway Corner Shroud



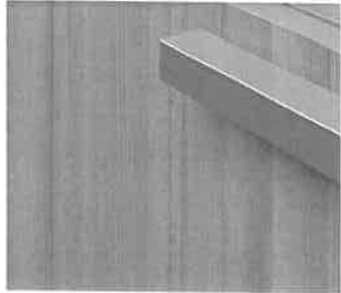
Rectangular Pull



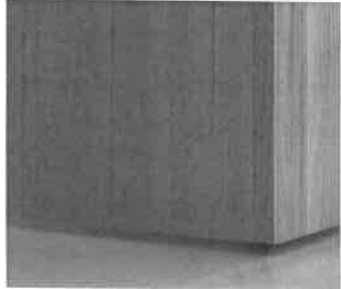
A-Leg



N-Leg



L-Pull



Calibrate® Series storage interface

FEATURED FABRICS & FINISHES

Cover

Worksurfaces: Looks Likatre Laminate **Panels:** Guilford, Anchorage, Wolf with Lite Silver Smooth Trim and Grey Value 1 base trim **Trim:** Divi Linear **Return:** Mayer Fabrics, Fedora, Dapper and Clear Glass with Lite Silver Smooth Trim and Grey Value 1 base trim **Lower Storage:** Looks Likatre Laminate Front with Satin White Steel case, Brushed Nickel Loop Pulls and Silver Locks **Upton Task Seating:** Orange-Black Mesh Back, Upholstered Seat with Mayer, On The Spot, Oasis, Black Frame with Polished Aluminum Base

Page 2-3

Worksurfaces: Looks Likatre Laminate **Panels:** More Engage, Denim and Frosted Glass with Metallic Silver Trim and Grey Value 1 base trim **Trim:** Divi Linear **Upper Storage:** Looks Likatre Laminate and True White Laminate **Lower Storage:** Looks Likatre Laminate Front with True White Laminate Case, Brushed Nickel Square Pulls and Silver Locks **Modesty Panel:** Nevamar, Fiji Post Leg and **Height Adjustable Table:** Satin White **Devens Task Seating:** Grey Mesh Back, Upholstered Seat with Arc Com Harlequin, Ocean 12 Fabric, Black Frame with Black Base **Volker Cubes:** Camira Blazer Hull

Page 4-5

Worksurfaces: Aimtoo Savatre Laminate **Panels:** Guilford Anchorage, Wolf and Frosted Glass with Metallic Silver Trim and Grey Value 1 base trim **Trim:** Divi Linear **Lower Storage:** Aimtoo Savatre Laminate Fronts and True White Laminate case **Modesty Panels:** Frosted Glass **Mobile Pedestals:** Mayer Fabrics, Fedora, Indigo, Satin White Case with Black Casters **Support Legs:** Light Silver Smooth **Devens Task Seating:** Grey Mesh Back, Upholstered Seat with Designtex, Phenomena, Mineral, Black Frame with Black Base

Page 6-7

Worksurfaces: Brazilwood Laminate **Panels:** Upper: Brazilwood Laminate with Medium Tone trim **Lower:** Guilford Tweed, Bleach White with Medium Tone trim **Trim:** Divi Linear **Lower Storage:** Brazilwood Laminate Fronts and Satin White, Loop Pulls **Modesty Panels:** Frosted Glass **Bolton Task Seating:** Black Mesh Back, Upholstered Seat with Guilford Beehive Current, Black Frame with Polished Aluminum Base **Pierce Side Seating:** Black Backs, Upholstered Seat with Guilford Beehive Current

Availability of materials shown above may vary due to manufacturers' lifecycle management. Some materials shown are standard on AIS and some are COM. Please check with AIS to confirm availability and pricing. Note: Mayer Fedora is available on AIS Seating as standard and on DIVI as a COM with some limitations on panel widths.

National Showrooms:

Leominster

AIS Headquarters
25 Tucker Drive
Leominster, MA 01453

New York

AIS New York
257 Park Avenue South
New York, NY 10010

GSA Sales

GSA Contract 47QSM A20D08Q4
Multiple Award Schedule (MAS)
Large Category: Furniture & Furnishings
Subcategories: Office Furniture, Packaged Office Furniture and Furniture

Chicago

The Merchandise Mart
Suite 1086
Chicago, IL 60654

Washington, D.C.

AIS Washington, D.C.
1400 I St., NW, Suite 750
Washington, D.C. 20005

For additional information on AIS:

Dealer Showrooms, Representative Directory, Project
Case Studies, Online Catalog & Product Showcase
Visit: ais-inc.com

Page 8-9

Worksurfaces: True White Laminate **Panels:** Spine: Mayer Fedora, Dew with Satin White Panel and Base Trim **Trim:** Divi Linear **Return:** Mayer, Fedora, Tangelo with Satin White Panel and Base Trim **Storage Towers:** Aimtoo Savatre and True White Laminates **Pedestal Storage:** Divi Fast Track Satin White Steel **Height Adjustable Base:** Satin White **Bolton Task Seating:** Graduated Green Mesh, Upholstered Seat with Mayer, Fanfare, Fiesta, Black Frame with Polished Aluminum Base

Page 10-11

Worksurfaces: Leave Likatre Laminate **Upper Storage:** Leave Likatre and Satin White **Trim:** Divi Linear **Support Legs:** Satin White A-Legs **Panels:** Spine: Mayer Fabrics, Fedora, Dew **Return:** Mayer Fabrics, Fedora, Indigo and Clear Glass with Satin White Panel and Base Trim **Mobile Pedestal:** Upholstered Seat with Camira, Blazer, Leave Likatre Fronts and Satin White Case **Upton Task Seating:** Striped Black/Black Mesh Back, Upholstered Seat with Mayer, Metal Strips, Springtime, Black Frame with Black Base

Page 12-13

Worksurfaces: Aimtoo Savatre Laminate **Panel:** Guilford Anchorage-Slate and Waterfall with Satin White Panel and Base Trim **Trim:** Divi Linear **Storage:** Aimtoo Savatre and True White Laminates with Bar Pulls **Devens Task Seating:** Grey Mesh Back, Upholstered Seat with Designtex, Carrick, Parakeet, Black Frame with Black Base **Volker Cube:** Camira Blazer Ulster

Page 14-15

Worksurfaces: Aimtoo Savatre Laminate with Satin White A-Legs **Panels:** More Simplicity, Blue Smooth with Satin White Panel and Base Trim **Trim:** Divi Linear **Upper Storage:** Satin White **Pedestal:** Divi Fast Track Satin White **Natick Task Seating:** Grey Mesh Back, Upholstered Seat with Camira, Honeycomb, Honey, Black Frame with Polished Aluminum Base

Current Search Terms: One Office Solution*

Clear Search

Total records: 2

Save PDF

Export Results

Print

Result Page: 1

Sort by Relevance Order by Descending

FILTER RESULTS

By Record Status

- Active
- Inactive

By Record Type

- Entity Registration
- Exclusion

Apply Filters

Your search for One Office Solution* returned the following results...

| | | |
|--------------------------|--------------------------------|--------------------------|
| Entity | McNally Operations, LLC | Status: Active |
| DUNS: | 048015739 | CAGE Code: 1ULQa |
| Has Active Exclusion?: | No | DoDAAC: |
| Expiration Date: | 11/19/2020 | Debt Subject to Offset?: |
| Purpose of Registration: | All Awards | |

[View Details](#)

| | | |
|--------------------------|--------------------------|--------------------------|
| Entity | Scanner One, Inc. | Status: Active |
| DUNS: | 137120718 | CAGE Code: 3NZF0 |
| Has Active Exclusion?: | No | DoDAAC: |
| Expiration Date: | 06/15/2021 | Debt Subject to Offset?: |
| Purpose of Registration: | All Awards | |

[View Details](#)

Result Page: 1

Save PDF

Export Results

Print

Current Search Terms: A & B Business*

Clear Search

Total records: 1

Save PDF

Export Results

Print

Result Page: 1

Sort by Relevance Order by Descending

FILTER RESULTS

By Record Status

- Active
- Inactive

By Record Type

- Entity Registration
- Exclusion

Apply Filters

Your search for A & B Business* returned the following results...

| | | |
|--------------------------|---------------------------------|--------------------------|
| Entity | A & B Business, Inc. | Status: Active |
| DUNS: | 042537944 | CAGE Code: 3HZW3 |
| Has Active Exclusion?: | No | DoDAAC: |
| Expiration Date: | 06/11/2021 | Debt Subject to Offset?: |
| Purpose of Registration: | All Awards | |

[View Details](#)

Result Page: 1

Save PDF

Export Results

Print

Beth Wilms

From: Tami McKenzie <tamil@coophomegoods.com>
Sent: Friday, October 9, 2020 5:50 PM
To: Chelsea Self
Cc: Beth Wilms
Subject: Coop Medpro

SWHHS/LYON/LINCOLN COUNTY SECURITY NOTICE:

This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact IT support.



Invoice #000485

Invoice Date
October 5, 2020
Bill To
Chelsea Self, RN PHN
Southwest Health and Human Services
Chelsea.Self@swmhhs.com
507-532-1258
607 West Main
Suite 200 Marshall, MN 56258

| | |
|----------------------------------|-------------------|
| Queen Dawn Case (6)-CHG-QN-CASE | |
| (\$214.00 ea.) × 15 | \$3,210.00 |
| King Dawn Case (6) | |
| (\$224.00 ea.) × 9 | \$2,016.00 |
| queen single | |
| (\$0.00 ea.) × 4 | \$0.00 |
| king single | |
| (\$0.00 ea.) × 3 | \$0.00 |
| FedEx shipping 25 master cartons | \$467.47 |
| Subtotal | \$5,693.47 |
| Tax | \$0.00 |
| Total | \$5,693.47 |

P: 323.372.1223
4941 Eastern Ave, Bell, CA 90201
www.coophomegoods.com/pages/med-pro

Best Wishes,
Tami McKenzie



Business Development
toll-free: (888) 316-1886 Ex. 203
Direct line: 323-372-1223

October 21, 2020 Board IT Requests

- 1. Spam Filter – Recommending the 3 years of Barracuda Email Security with CARES funds as our system is overwhelmed with the increase in email due to COVID and remote workers**
 - a. Barracuda Email Security
 - i. 1 year for \$10,161.50 or 3 years \$25,434 saving \$5000 over the course of 3 years and locking in price
 - ii. Is a Virtual device offering the ability to do backups and not have to maintain a physical device
 - b. Symantec Messaging Gateway
 - i. \$11,466 per year
- 2. Video Conferencing – Recommending One Year of Zoom with CARES funds to make video conferencing easier for employees and more available**
 - a. Zoom One Year for \$42,816.20
 - i. Includes an additional 20 accounts for no extra charge (new employees, etc)
 - ii. Easier to use
 - iii. Will integrate with Microsoft Outlook
 - b. MS Teams One Year for \$34,757.52
 - i. Comes with O365 so it does not integrate with our current Outlook package as we are not on O365 yet
 - ii. Complex setup to ensure it is HIPAA Compliant
 - iii. Concerns about security in the Cloud
- 3. Video Conferencing – Monitors Recommending State of MN HP Quote with CARES**
 - a. HP Quote for 238 HP EliteDisplay E243m monitors is \$43,391.36
 - i. Have an integrated camera, mic, and speakers making video conferencing easier and helps eliminate some of the driver issues with the laptops
 - b. Marco Quote for 238 HP EliteDisplay E243m monitors is \$55,939.52
- 4. Electronic Signatures – Recommending Adobe Sign through MnCCC to assist with CARES funds for paperless signatures done from anywhere**
 - a. Adobe Sign is \$6568.80 for 4,600 signatures plus the 5% fee to MnCCC good for 3 years (unused would roll over)
 - i. This is \$1.36 per document/email
 - ii. Could go down to \$1.23 per document/email if they get enough orders
 - b. DocuSign with discounts is \$14,410.40 for 3,600 envelopes
 - i. Includes Support and Training
 - ii. Cost is \$5.80 per envelope
 - iii. For 4,600 envelopes the price would go up to about \$28,994.40.



Morris Electronics
 511 Atlantic Ave., Morris, MN 320-589-1781

To: Chris Cauwels
 Southwest Health and Human Services
 Phone: 507-532-1223
 Fax:

Date
 8/27/2020

From: Morris Electronics Inc
 Shawn Larsen
 Phone: 320-589-1781
 Cell: 320-287-0922
 Fax: 320-589-3595
 E-mail: shawn.larsen@morriselectronics.net

ONE YEAR:

| Qty | Part # | Description | per unit \$ | extended \$ |
|-----|----------|---|--------------|---------------------|
| 1 | 13334273 | Symantec Messaging Gateway - Security appliance - 2 ports - GigE - AC 100/230 V - 1U - rack-mountable | \$ 3,306.00 | \$ 3,306.00 |
| 480 | 13416125 | Symantec Email Threat Isolation add-on to Symantec Messaging Gateway - Initial subscription license (1 year) + Support - academic, volume, GOV - 250-499 licenses | \$ 17.00 | \$ 8,160.00 |
| | | | | |
| | | | | |
| | | | Sub Total | \$ 11,466.00 |
| | | | Sales Tax | EXEMPT |
| | | | TOTAL | \$ 11,466.00 |



Morris Electronics
 511 Atlantic Ave., Morris, MN 320-589-1781

To: Chris Cauwels
 Southwest Health and Human Services
 Phone: 507-532-1223
 Fax:

Date
 10/13/2020

From: Morris Electronics Inc
 Shawn Larsen
 Phone: 320-589-1781
 Cell: 320-287-0922
 Fax: 320-589-3595
 E-mail: shawn.larsen@morriselectronics.net

Virtual - One Year - 450 Users:

| Qty | Part # | Description | per unit \$ | extended \$ |
|------|----------|---|--------------|---------------------|
| 1 | 14257168 | Barracuda Email Security Gateway - Virtual - 1 Month | \$ 1,143.50 | \$ 1,143.50 |
| 5400 | 14257167 | Barracuda Email Security Gateway - Virtual - Per User License - 1 Month | \$ 1.67 | \$ 9,018.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | Sub Total | \$ 10,161.50 |
| | | | Sales Tax | EXEMPT |
| | | | TOTAL | \$ 10,161.50 |

Virtual - Three Years - 450 Users:

| Qty | Part # | Description | per unit \$ | extended \$ |
|-------|----------|---|--------------|---------------------|
| 1 | 14257168 | Barracuda Email Security Gateway - Virtual - 1 Month | \$ 1,080.00 | \$ 1,080.00 |
| 16200 | 14257167 | Barracuda Email Security Gateway - Virtual - Per User License - 1 Month | \$ 1.57 | \$ 25,434.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | Sub Total | \$ 25,434.00 |
| | | | Sales Tax | EXEMPT |
| | | | TOTAL | \$ 25,434.00 |

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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: Morris Electronics, 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 Morris Electronics, Inc.* returned the following results...

No records found.

Result Page:

Save PDF

Export Results

Print



Untitled Quote

Information & Details

Organization name: SOUTHWEST HEALTH AND HUMAN SERVICES
Catalog name: 97227
Created by: matt@tcmi.com
Partner Agent ID: 10293975
Name: Matt Terfehr
Email: chris.cauwels@swmhhs.com
Phone: 507-537-1233
Email notification: chris.cauwels@swmhhs.com
Created: October 14, 2020
Expires: November 13, 2020
Payment method: Purchase Order
Quote total: USD 45,391.36

Billing Information

OM ID: G44693
Company: SOUTHWEST HEALTH AND HUMAN SERVICES
Address: 607 W MAIN ST
City: MARSHALL
State/Province: Minnesota
Zip/postal code: 56258-0000
Country: US
Attention to:
Email:
Phone: 5075321239
Fax:

Shipping Information

Company: SOUTHWEST HEALTH AND HUMAN SERVICES
Address: 607 W MAIN ST
City: MARSHALL
State/Province: Minnesota
Zip/postal code: 56258-0000
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 |
|---------------------------------------|-------------------------------------|----------------|----------------------|---|---------------|
| 1FH48A8#ABA | HP PROMO EliteDisplay E243m Monitor | | 238 | USD 190.72 <small>USD 236.67 Special price valid until 12/31/2021</small> | USD 45,391.36 |
| Special pricing code: 43287024 | | | Subtotal | | USD 45,391.36 |
| | | | Estimated Tax | | USD 0.00 |
| | | | Total | | USD 45,391.36 |

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.



taking technology further

Marco
 15260 Commerce Drive S.
 Dearborn, Michigan 48120
 United States
 (P) 313-240-8338


| Cart (Open) | |
|---|--------------------------------------|
| Date Mar 12, 2020 05:17 PM EDT | Expiration Date 11/18/2020 |
| Modified Date Oct 19, 2020 11:23 AM EDT | |
| Doc # Cart | |
| Description None | |
| SalesRep Candea, Jeff (P) 313-240-8338 | |
| Customer Contact CAUWELS, CHRIS (P) (507) 537-6747 chris.cauwels@swmhhs.com | |

Customer
 SOUTHWEST HEALTH &
 HUMAN SVC (SH82)
 CAUWELS, CHRIS
 607 W MAIN
 MARSHALL, MN 56258
 United States
 (P) (507) 537-6747

Bill To
 SOUTHWEST HEALTH &
 HUMAN SVC
 CAUWELS, CHRIS
 607 W MAIN
 MARSHALL, MN 56258
 United States
 (P) (507) 537-6747
 chris.cauwels@swmhhs.com

Ship To
 SOUTHWEST HEALTH &
 HUMAN SVC
 CAUWELS, CHRIS
 607 W MAIN
 MARSHALL, MN 56258
 United States
 (P) (507) 537-6747
 chris.cauwels@swmhhs.com

| | | |
|------------------------------|------------------------------|-------------------------------------|
| Customer PO: | Terms: Net 15 Days | Ship Via: Ground delivery |
| Special Instructions: | | Carrier Account #: |

| # | Image Description | Part # | Tax | Qty | Total |
|---|---|-------------|-----|-----|-------------|
| 1 |  HP EliteDisplay E243m LED monitor - 23.8" (23.8" viewable) - 1920 x 1080 Full HD (1080p) @ 60 Hz - IPS - 250 cd/m ² - 1000:1 - 5 ms - HDMI, VGA, DisplayPort - speakers - black (rear cover), silver (speakers, bezel and stand) - Smart Buy | 1FH48A8#ABA | No | 238 | \$55,939.52 |

Subtotal: \$55,939.52
 Product Subtotal: \$55,939.52
 Tax (0.000%): \$0.00
 Shipping: \$1,436.00
Total: \$57,375.52

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- ▶ [Exclusions](#)
 - ▶ [Active Exclusions](#)
 - ▶ [Inactive Exclusions](#)
 - ▶ [Excluded Family Members](#)

[RETURN TO SEARCH](#)

Hewlett Packard Enterprise Company
 DUNS: 079871820 CAGE Code: 7ES51
 Status: Active
 Expiration Date: 01/02/2021
 Purpose of Registration: All Awards

One Discovery Sq 12010 Sunset Hills Rd Fl 3
 Reston, VA, 20190,
 UNITED STATES

Entity Overview

Entity Registration Summary

Name: Hewlett Packard Enterprise Company
Business Type: Business or Organization
Last Updated By: Lisa Hamilton
Registration Status: Active
Activation Date: 01/03/2020
Expiration Date: 01/02/2021

Exclusion Summary

Active Exclusion Records? No

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[RETURN TO SEARCH](#)

Marco Technologies, LLC
DUNS: 062859558 CAGE Code: 3L9J5
Status: Active
Expiration Date: 09/24/2021
Purpose of Registration: All Awards

4510 Heatherwood Rd
Saint Cloud, MN, 56301-9500,
UNITED STATES

Entity Overview

Entity Registration Summary

Name: Marco Technologies, LLC
Business Type: Business or Organization
Last Updated By: PAMELA KOTZENMACHER
Registration Status: Active
Activation Date: 09/24/2020
Expiration Date: 09/24/2021

Exclusion Summary

Active Exclusion Records? No

The Computer Man, Inc.



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

10/8/2020

Quote # 619733

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 |
|--|-----|-------|----------------|
| Microsoft Office 365 Gov G1 - Annual | 238 | 96.00 | 22,848.00 |
| Microsoft Office 365 Audio Conferencing Addon GCC Annual | 238 | 50.04 | 11,909.52 |

| | | |
|------------------------------|---------------------------|-------------|
| Thank you for your business. | Subtotal | \$34,757.52 |
| | Sales Tax (6.875%) | \$0.00 |
| | Total | \$34,757.52 |

Quote valid for 2 weeks
 from date.



Order Form Number: Q732147
Valid Until: 10/31/2020

Zoom Video Communications Inc. ('Zoom')
55 Almaden Blvd, 6th Floor
San Jose, CA
Email: christian.taft@zoom.us

| | |
|---|---|
| Billed To Customer: Southwest Health and Human Services Contact Name: Charlie Sanow 607 West Main Street., Suite 100 Marshall, Minnesota 56258, United States Email Address: itadmin@swmhhs.com Phone: 5075376747 | Sold To Customer: Southwest Health and Human Services Contact Name: Charlie Sanow 607 West Main Street., Suite 100 Marshall, Minnesota 56258, United States Email Address: itadmin@swmhhs.com Phone: 5075376747 |
| Auto Renew: Yes Initial Paid Subscription Term: 12 Month Renewal Subscription Term: 12 Month Paid Period Start Date: 11/15/2020 Free Period Start Date: 10/14/2020 | Billing Method: Email Currency: USD Payment Method: Other Payment Term: Net 30 |

This Zoom Order Form and any other Order Forms that reference this Order Form are governed by Zoom Terms and Conditions found at <http://www.zoom.us/terms> (unless Customer and Zoom have entered a written governing Master Subscription Agreement, in which case such written agreement will govern). Information regarding Zoom's support services can be found at <http://support.zoom.us>.

| SERVICE | BILLING PERIOD | QUANTITY | PRICE | TOTAL |
|---------------------|----------------|----------|------------|---------------|
| Standard Biz Annual | Annual | 238 | USD 179.90 | USD 42,816.20 |
| Standard Biz Annual | Annual | 20 | USD 0.00 | USD 0.00 |

(Before Taxes)

Annual Payment:

USD 42,816.20

Payment Schedule Summary (Before Taxes)

First Payment: USD 42,816.20

Annual Recurring Payment: USD 42,816.20 (At the beginning of the Second Year)

Other Terms & Notes

Special Notes:

- Customer will continue to pay for their existing services throughout the free period. Only the additional products and services added in this Order Form are free.

Other:

Named Host - means any licensed host who may host an unlimited number of meetings during the Term using the Service, subject to the applicable terms and conditions. Any meeting will have at least one Named Host. Unless Customer has purchased an extended capacity, the number of participants (participants do not require a license) will not exceed 300 per meeting. Named Host license may not be shared or used by anyone other than the individual to whom the Named Host license is assigned.

Fees - The fees for the Services, if any, are described in the Order Form. The actual fees may also include overage amounts or per use charges for audio and/or cloud recording in addition to the fees in the Order, if such use is higher than the amounts described in the Order, and you agree to pay these amounts or charges if

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Search Results

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- 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*

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* returned the following results...

No records found.

Result Page:

Save PDF

Export Results

Print

⚠ ALERT: SAM.gov will be down for scheduled maintenance Saturday, 10/24/2020 from 8:00 AM to 4:00 PM.

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 - ▶ [Inactive Exclusions](#)
 - ▶ [Excluded Family Members](#)

RETURN TO SEARCH

Zoom Video Communications, Inc.
DUNS: 053553307 CAGE Code: 7VSAS
Status: Active
Expiration Date: 08/19/2021
Purpose of Registration: All Awards

55 Almaden Blvd Fl 6
San Jose, CA, 95113-1608,
UNITED STATES

Entity Overview

Entity Registration Summary

Name: Zoom Video Communications, Inc.
Doing Business As: Zoom
Business Type: Business or Organization
Last Updated By: Matthew Mandrgoc
Registration Status: Active
Activation Date: 08/19/2020
Expiration Date: 08/19/2021

Exclusion Summary

Active Exclusion Records? No

Looked at two primary vendors - Adobe Sign and DocuSign

*Both are HIPAA Compliant

*MnCCC is offering discounted Adobe Sign pricing based on the number of orders from participating counties. They are at Tier 4 pricing currently of \$1.36 which may go down to \$1.23 if they get enough orders.

*DocuSign is \$5.80 per envelope. The quote attached is for 3,600 envelopes and would be about \$29,000 for the 4,600 envelopes.

Adobe Sign Order Request



Sign is a cloud document solution for e-signatures which is secure and compliant. Since MnCCC negotiates bulk purchases, we can offer Sign at a discounted price! The discount we can offer will depend on the combined total of transactions purchased by all MnCCC members.

Tier Pricing and How it Works

The combined total of transactions purchased by all MnCCC members establishes the pricing tier outlined below. The deadline to place an order is **Thursday, October 1st, 2020**. Once the deadline arrives, MnCCC and Adobe will identify which pricing tier was achieved and use that amount for final pricing.

A *transaction* can be a document or a set of documents being sent to 1 or more people for signature or approval.

| | Total Transactions Ordered | Appx. Cost Per Transaction |
|--------|---------------------------------|----------------------------|
| Tier 1 | 15,000 | \$2.03 |
| Tier 2 | 25,000 | \$1.95 |
| Tier 3 | 50,000 + Rollover Transactions | \$1.57 |
| Tier 4 | 100,000 + Rollover Transactions | \$1.36 |

**Please note, this pricing structure is an estimated price threshold. The actual price will vary depending on the total amount of orders MnCCC receives at the order deadline.*

Submit your Order

Fill out the form below and email to Amanda Beyer at amanda@mnccc.org. **All orders must be received by Thursday, October 1st, 2020 to qualify for the tier pricing.**

| | | |
|------------------------------------|--|-----------------------|
| Name | Chris Cauwels | |
| Agency | Southwest Health and Human Services | |
| Admin 1 Email | chris.cauwels@swmhhs.com | |
| Admin 2 Email | deb.seidel@swmhhs.com | |
| Purchase Order # (optional) | | |
| Quantity of Transactions | 4,600 @ \$1.36 = \$6256 + \$312.80 (MnCCC fee) = \$6568.80 | + 5% MnCCC Fee |

Pending board approval on October 21, 2020



DocuSign, Inc.
221 Main Street, Suite 1000
San Francisco, CA 94105

Offer Valid Through: Nov 2,
2020

Prepared By: Michelle Moylan
Quote Number: Q-00507585
SUBJECT TO APPROVAL

ORDER FORM

Address Information

Bill To:

Southwest Health and Human Services
607 W Main St.,
Marshall, MN, 56258
United States

Ship To:

Southwest Health and Human Services
607 W Main St.,
Marshall, MN, 56258
United States

Billing Contact Name:

Chris Cauwels

Billing Email Address:

chris.cauwels@swmhhs.com

Billing Phone:

507-532-1223

Shipping Contact Name:

Chris Cauwels

Shipping Email Address:

chris.cauwels@swmhhs.com

Shipping Phone:

507-532-1223

Order Details

Order Start Date: Nov 2, 2020

Order End Date: Nov 1, 2021

Billing Frequency: Annual

Payment Method: Credit Card

Payment Terms: Due Upon
Receipt

Currency: USD

Products

| Product Name | Start Date | End Date | Quantity | Net Price |
|--|-------------|-------------|----------|-------------|
| eSignature Business Pro Edition - Envelope Subs. | Nov 2, 2020 | Nov 1, 2021 | 3,600 | \$12,096.00 |
| Premier Support | Nov 2, 2020 | Nov 1, 2021 | 1 | \$1,814.40 |
| Adoption Consulting Lite | Nov 2, 2020 | Nov 1, 2021 | 1 | \$500.00 |

Grand Total: \$14,410.40

Product Details

eSignature Envelope Allowance: 3,600

Overage/Usage Fees

eSignature Business Pro Edition - Envelope Subs. (Per Transaction): \$5.80

Order Special Terms

Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/company/terms-and-conditions/msa> and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at <https://www.docusign.com/company/terms-and-conditions/msa-service-schedules>.

Adoption Consulting Lite will expire if not used within 90 days of the product start date.

Billing Information

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.

Is the contracting entity exempt from sales tax?

Please select Yes or No:

If yes, please send the required tax exemption documents immediately to taxexempt@docusign.com.

Invoices for this order will be emailed automatically from invoicing@docusign.com. Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

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Search Results

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

Current Search Terms: MnCCC*

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 MnCCC* returned the following results...

No records found.

Result Page:

Save PDF

Export Results

Print

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 - ▶ [Inactive Exclusions](#)
 - ▶ [Excluded Family Members](#)

[RETURN TO SEARCH](#)

Adobe Inc.
DUNS: 102096559 CAGE Code: oG7Eo
Status: Active
Expiration Date: 10/10/2021
Purpose of Registration: All Awards

345 Park Ave
San Jose, CA, 95110-2704,
UNITED STATES

Entity Overview

Entity Registration Summary

Name: Adobe Inc.
Business Type: Business or Organization
Last Updated By: Adam Weissman
Registration Status: Active
Activation Date: 10/10/2020
Expiration Date: 10/10/2021

Exclusion Summary

Active Exclusion Records? No

 **ALERT:** SAM.gov will be down for scheduled maintenance Saturday, 10/24/2020 from 8:00 AM to 4:00 PM.

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[RETURN TO SEARCH](#)

DocuSign, Inc.
DUNS: 135915101 CAGE Code: 3P4E4
Status: Active
Expiration Date: 10/14/2021
Purpose of Registration: All Awards

221 Main St Ste 1000
San Francisco, CA, 94105-1925,
UNITED STATES

Entity Overview

Entity Registration Summary

Name: DocuSign, Inc.
Business Type: Business or Organization
Last Updated By: David Taylor
Registration Status: Active
Activation Date: 10/14/2020
Expiration Date: 10/14/2021

Exclusion Summary

Active Exclusion Records? No

OCTOBER 2020
GRANTS ~ AGREEMENTS ~ CONTRACTS
Board Review and Approval

- MDH WIC Peer Breasting** – 01/01/16 to 12/31/21; Amendment to extend the Public Health grant agreement that provides services and support the Peer Breastfeeding Support program; FFY 2021 award \$38,088 (extension).
Fiscal Note: 2020 \$53,569; 2019 \$55,438; 2018 \$78,244

- DPS Toward Zero Deaths (TZD) Safe Roads – Lincoln & Pipestone Counties** – 10/01/20 to 09/30/21; Grant agreement to facilitate a reduction in distracted driving and texting thus promoting safer roads, \$17,340 (renewal).
Fiscal Note: FFY2020 \$17,541

- DPS Toward Zero Deaths (TZD) Safe Roads – Lyon & Redwood Counties** – 10/01/20 to 09/30/21; Grant agreement to facilitate a reduction in distracted driving and texting thus promoting safer roads, \$17,300 (renewal).
Fiscal Note: FFY2020 \$17,537; FFY19 \$17,009

- MDH Statewide Health Improvement Program (SHIP)** – 11/01/15 to 06/30/21; Amendment to extend the SHIP master grant due to COVID postponing program services and allowing utilization of Year 5 remaining funds; \$224,631 (extension).
Fiscal Note: 2019 \$224,631; 2018 \$224,631; 2017 \$266,631; 2016 \$223,325

- MDH Statewide Health Improvement Program (SHIP)** – 11/01/20 to 10/31/25; Renewal of the SHIP master grant that provides program services that target reducing obesity and tobacco usage in MN; Year 1 \$224,631 (renewal).
Fiscal Note:

- Southwest Regional Development Commission (SRDC) COVID-19 Evaluation** – 09/21/20 to 12/31/20; An agreement for SRDC to provide technical assistance regarding the implementation of an evaluation of the agency’s COVID-19 work with its partners (survey, evaluation, final report); \$60/hour up to \$3,000 (NEW).
Fiscal Note: NEW

- Lyon County CARES Act Coronavirus Relief Funds** – 03/01/20 to 11/30/20; Reimbursement agreement relating to the disbursement of CARES Act Coronavirus Relief Funds; \$247,225 (NEW).
Fiscal Note: NEW

- Journeys of Healing LLC** – 09/16/20 to 12/31/20; Contract that will provide children’s mental health clients with home based therapy to minimize family disruptions; \$150/hour (NEW).
Fiscal Note: NEW