



Southwest Health and Human Services
Board Agenda
Wednesday November 18, 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 10/21/2020 Board Minutes

- D. Introduce New Staff:

- E. Employee Recognition:
 - Emily Filzen, 1 year, Social Worker (CPS), Redwood Falls
 - Andrea Fuerstenberg, 1 year, Social Worker (CPS), Marshall
 - Emilie Potter, 5 years, Social Worker (DD), Redwood Falls
 - Lynn Babcock, 20 years, Child Support Officer, Marshall
 - Lisa Przymus, 35 years, Eligibility Worker, Ivanhoe

HUMAN SERVICES (cont.)

F. Financial

G. Caseload

	<u>10/20</u>	<u>10/19</u>	<u>9/20</u>	<u>8/20</u>
Social Services	3,631	3,627	3,601	3,607
Licensing	425	444	427	434
Out-of-Home Placements	161	177	160	160
Income Maintenance	12,688	11,317	12,704	12,629
Child Support Cases	3,114	3,205	3,147	3,146
Child Support Collections	\$728,324	\$758,718	\$744,822	\$740,192
Non IV-D Collections	\$109,791	\$80,082	\$145,863	\$120,886

H. Discussion/Information

1. CDCS (Consumer Directed Community Supports): Stacy Strand and Jenifer Klein

I. Decision Items

1. 2021 Human Services Budget

COMMUNITY HEALTH

J. Call to Order

K. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 10/21/2020 Board Minutes

L. Financial

COMMUNITY HEALTH (cont.)

M. Caseload	<u>10/20</u>	<u>9/20</u>	<u>8/20</u>
WIC	N/A	1987	2023
Family Home Visiting	12	9	15
PCA Assessments	7	4	14
Managed Care	248	217	217
Dental Varnishing	0	0	0
Refugee Health	0	2	0
Latent TB Medication Distribution	1	3	8
Water Tests	165	130	155
FPL Inspections	37	49	46
Immunizations	35	15	28
Car Seats	10	9	7

N. Discussion/Information

1. COVID-19 Update

O. Decision Items

1. Environmental Health 2021 Fee Schedule
2. Public Health Fee Schedule
3. 2021 Public Health Budget

GOVERNING BOARD

P. Call to Order

Q. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 10/21/2020 Board Minutes

R. Financial

GOVERNING BOARD (cont.)

S. Human Resources Statistics

	<u>10/20</u>	<u>10/19</u>	<u>9/20</u>	<u>8/20</u>
Number of Employees	232	233	234	233
Separations	1		3	3

T. Discussion/Information

1. Director's Annual Evaluation

U. Decision Items

1. Request for Social Worker (Childrens Mental Health)
2. Request for Financial Assistance Supervisor
3. IM Policy 03 Burial and Cremation Policy
4. Personnel Policy 05 Use of Vehicles for Agency Business
5. 2021 Labor Agreement
6. 2021 Non-Union Pay Increases
7. Resolution Regarding Federal Standards for a Merit System of Personnel Administration
8. 2021 SWHHS Budget
9. IT Request for Disaster Recovery Server
10. Donations: Avera Marshall donating Christmas gifts and food for up to 50 families in our 6 counties
11. Contracts

V. Adjournment

Next Meeting Dates:

- **Wednesday, December 16, 2020 – Marshall**
- **Wednesday, January 20, 2021 – Marshall**
- **Wednesday, February 17, 2021 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

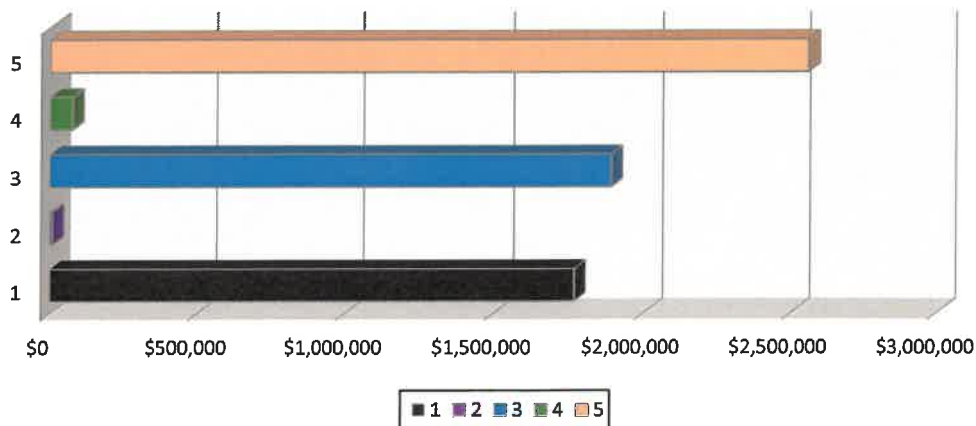
Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne Offices

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

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

Description	Month	Running Balance	
BEGINNING BALANCE		\$1,785,136	
RECEIPTS			
Monthly Receipts	2,304,473		
County Contribution	413,334		
Interest on Savings			
TOTAL MONTHLY RECEIPTS		2,717,808	
DISBURSEMENTS			
Monthly Disbursements	2,736,560		
TOTAL MONTHLY DISBURSEMENTS		2,736,560	
ENDING BALANCE		\$1,766,383	
REVENUE			
<i>Checking/Money Market</i>	<i>\$1,766,383</i>		
<i>SS Benefits Checking</i>	<i>\$9,008</i>		
<i>Bremer Savings</i>	<i>\$1,892,062</i>		
<i>Great Western Bank Savings</i>	<i>\$75,510</i>		
<i>Investments - MAGIC Fund</i>	<i>\$2,559,945</i>		
ENDING BALANCE		\$6,302,909	October 2019 Ending Balance \$4,511,324
DESIGNATED/RESTRICTED FUNDS			
Agency Health Insurance		\$1,297,528	October 2019 Ending Balance \$1,200,976
LCTS Lyon Murray Collaborative		\$134,347	
LCTS Rock Pipestone Collaborative		\$38,736	
LCTS Redwood Collaborative		\$37,863	
Local Advisory Council		\$798	October 2019 Ending Balance
AVAILABLE CASH BALANCE		\$4,793,637	\$3,116,429

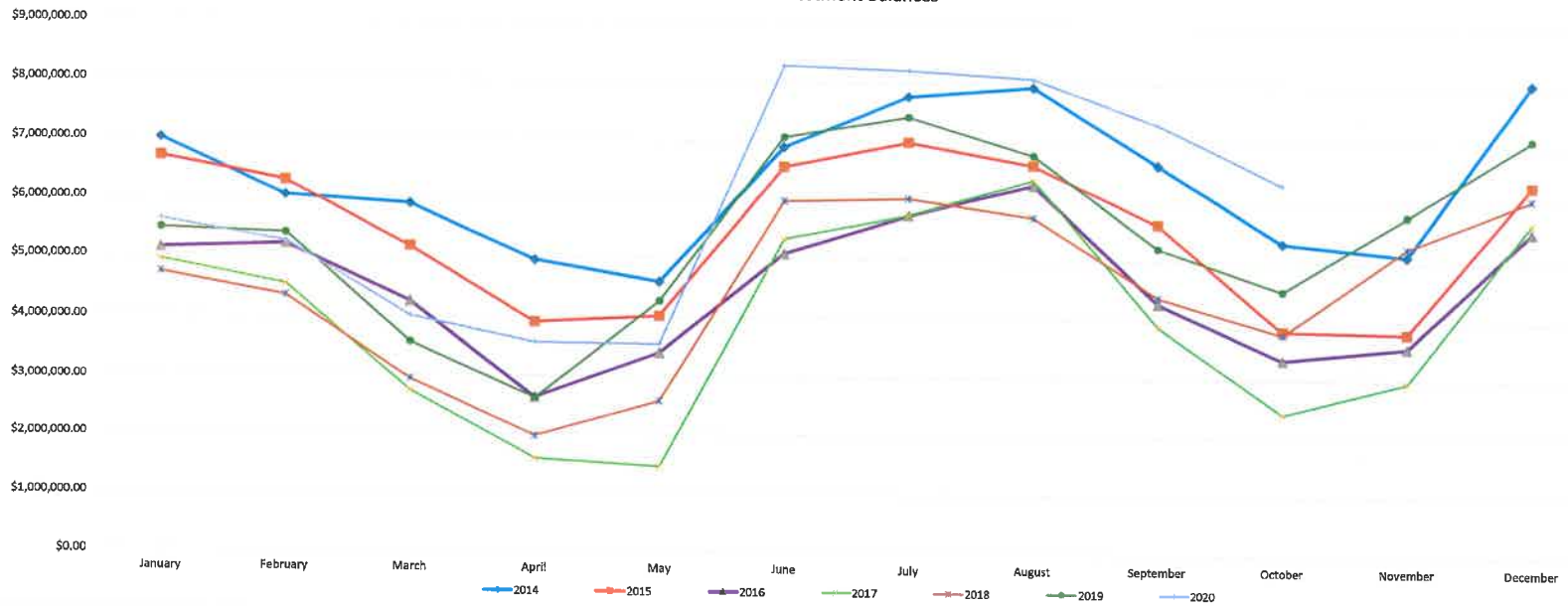
REVENUE DESIGNATION



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	\$5,325,638.65	\$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	\$5,177,699.60	\$3,907,688.99	\$4,019,146.98	\$6,560,422.95	\$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	\$5,088,797.96	\$5,750,965.99	\$6,275,434.87	\$4,290,910.19	\$3,346,309.75	\$3,560,416.88	\$5,533,701.83	\$4,537,719.39	\$4,861,516.27
2017	\$4,926,902.34	\$4,524,066.02	\$2,727,751.26	\$1,578,173.97	\$1,451,585.61	\$5,337,553.73	\$5,754,867.08	\$6,366,564.57	\$3,893,362.07	\$2,417,547.50	\$2,962,222.15	\$5,664,746.63	\$3,966,778.58	\$4,059,573.21
2018	\$4,721,044.88	\$4,333,938.53	\$2,935,770.10	\$1,965,449.62	\$2,570,090.71	\$5,977,407.40	\$6,033,326.24	\$5,731,633.62	\$4,391,517.44	\$3,775,199.56	\$5,252,398.36	\$6,085,906.40	\$4,481,140.24	\$3,996,917.84
2019	\$5,468,300.08	\$5,390,753.05	\$3,560,027.40	\$2,614,293.54	\$4,269,080.30	\$7,062,814.89	\$7,420,076.79	\$6,778,561.83	\$5,219,902.01	\$4,511,324.16	\$5,788,830.92	\$7,097,094.23	\$5,431,754.93	\$4,806,360.18
2020	\$5,612,100.09	\$5,244,836.41	\$3,999,085.28	\$3,557,399.16	\$3,544,281.51	\$8,279,950.83	\$8,206,914.72	\$8,087,152.70	\$7,320,202.93	\$6,302,908.56			\$6,015,483.22	\$4,952,007.26

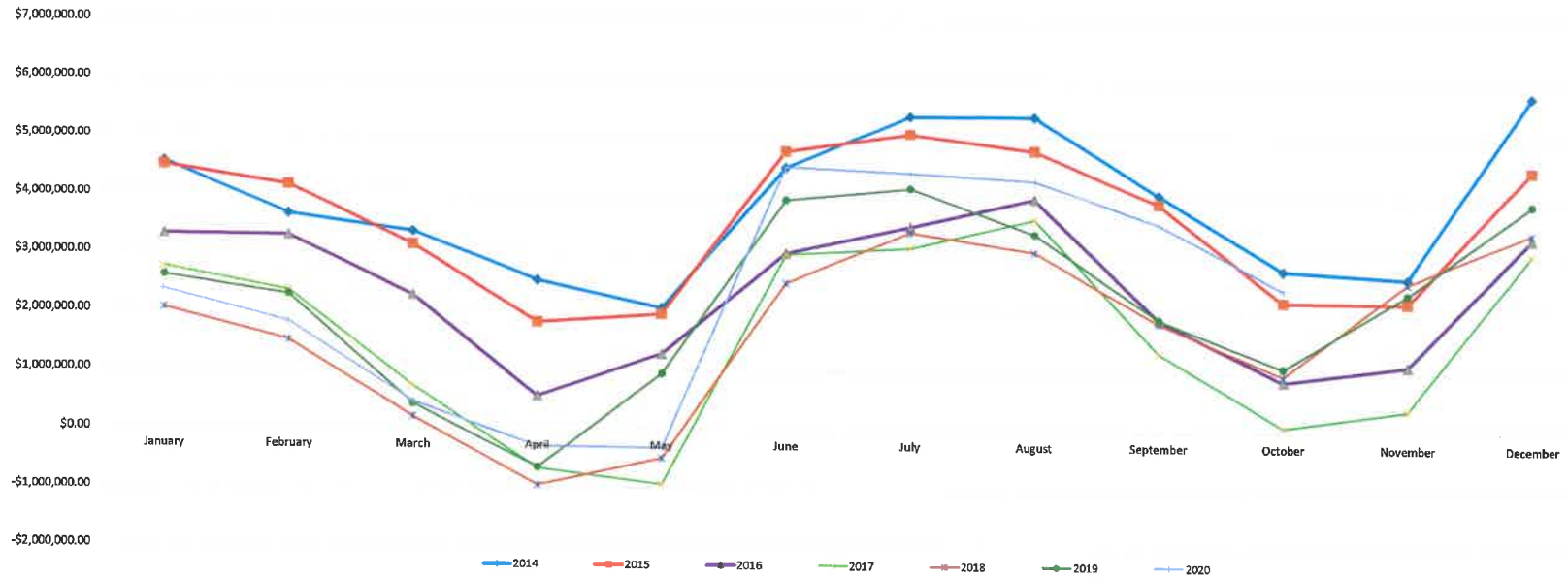
SWHHS Cash and Investment Balances



SWHHS
Total Cash and Investment Balance by Month - Human Services

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year	Average for Jan-Mar
2014	\$4,524,112.48	\$3,629,625.88	\$3,337,290.94	\$2,518,145.92	\$2,049,972.92	\$4,463,844.09	\$5,363,273.11	\$5,365,874.16	\$4,025,227.41	\$2,740,775.93	\$2,617,746.10	\$5,760,212.52	\$3,886,341.79	\$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	\$2,208,082.85	\$2,192,119.16	\$4,467,384.13	\$3,563,943.81	\$3,902,288.90
2016	\$3,281,407.50	\$3,262,674.15	\$2,255,798.09	\$544,625.71	\$1,271,340.11	\$2,991,321.29	\$3,454,355.54	\$3,941,449.89	\$1,888,675.07	\$854,465.14	\$1,125,561.79	\$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	\$3,518,651.39	\$2,410,104.32			\$2,300,278.14	\$1,524,763.67

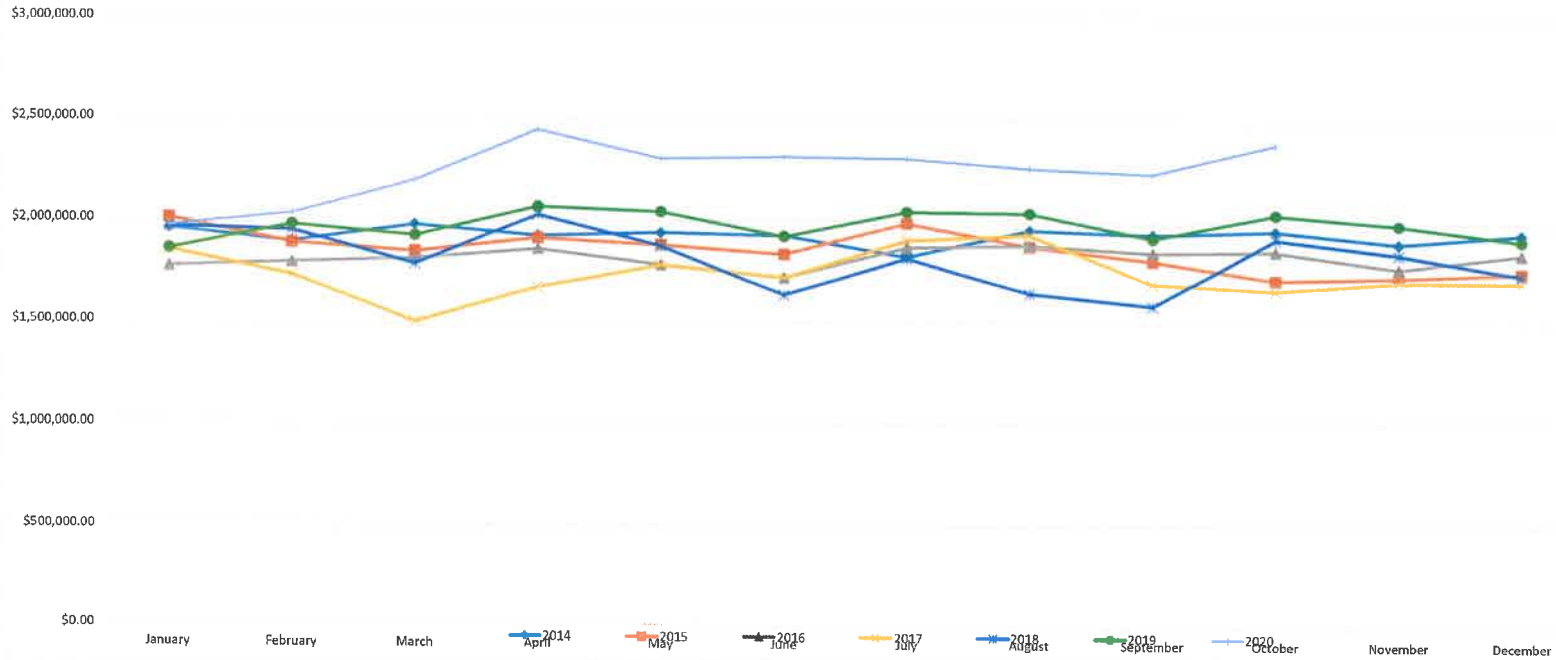
SWHHS Cash Balances - Human Services



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	\$1,934,988.18	\$1,954,396.64	\$1,894,110.16	\$1,942,821.40	\$1,924,597.82
2015	\$2,005,574.71	\$1,882,681.89	\$1,841,149.62	\$1,906,754.95	\$1,676,427.45	\$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	\$1,780,622.98	\$2,023,315.56	\$1,870,382.57	\$1,633,344.06	\$1,816,127.45	\$1,643,850.72	\$1,584,218.99	\$1,914,793.23	\$1,842,417.33	\$1,743,836.48	\$1,813,230.15
2019	\$1,851,277.80	\$1,972,764.31	\$1,918,434.61	\$2,063,608.18	\$2,039,616.86	\$1,918,780.30	\$2,044,401.82	\$2,039,261.99	\$1,915,329.19	\$2,036,424.83	\$1,985,685.37	\$1,910,997.42	\$1,974,715.22
2020	\$1,967,807.21	\$2,029,158.92	\$2,191,628.66	\$2,443,036.94	\$2,302,678.55	\$2,314,814.13	\$2,307,089.45	\$2,261,644.38	\$2,236,196.53	\$2,383,533.05			\$2,243,758.78

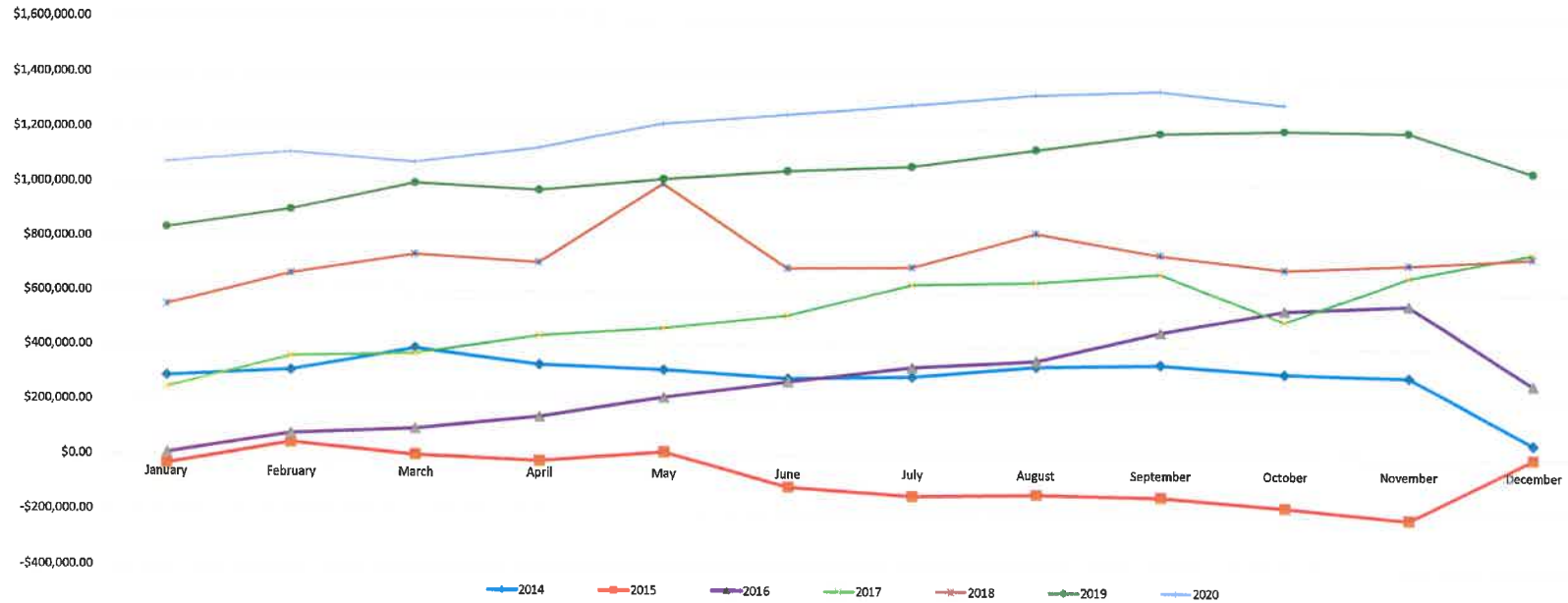
SWHHS Cash Balances - Public Health



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	-\$19,688.02	\$13,868.59	-\$109,949.59	-\$141,430.74	-\$134,243.27	-\$141,678.96	-\$178,110.32	-\$221,023.86	\$0.00	-\$76,748.52
2016	\$4,998.43	\$75,942.80	\$95,153.51	\$139,472.05	\$210,786.36	\$270,693.34	\$325,643.77	\$350,734.02	\$455,033.16	\$538,192.07	\$558,493.11	\$269,062.28	\$274,517.08
2017	\$243,431.96	\$360,090.41	\$369,063.91	\$436,168.38	\$465,168.83	\$514,005.00	\$629,735.43	\$640,875.17	\$673,434.33	\$497,527.83	\$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	\$1,127,623.88	\$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	1,297,527.65			\$1,210,547.64

SWHHS Cash and Investment Balances - Health Insurance



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

October 2020

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				1,785,136.29
10/02/20	109430-109466	Disb		16,523.29	1,768,613.00
10/02/20	8311 ACH	Disb		88.88	1,768,524.12
10/02/20	109467-109494	Disb		62,284.44	1,706,239.68
10/02/20	8312-8327 ACH	Disb		4,572.72	1,701,666.96
10/02/20	41632-41664	Dep	18,080.56		1,719,747.52
10/05/20	10014	Disb		57,865.23	1,661,882.29
10/06/20	10015	Disb		854.07	1,661,028.22
10/06/20	41665-41700	Dep	16,434.19		1,677,462.41
10/09/20	9469 - 9487	Payroll		131,499.10	1,545,963.31
10/09/20	66111 - 66350 ACH	Payroll		497,884.41	1,048,078.90
10/09/20	109495-109522	Disb		2,161.75	1,045,917.15
10/09/20	8328-8328 ACH	Disb		30.80	1,045,886.35
10/09/20	109523-109589	Disb		142,671.83	903,214.52
10/09/20	8329-8379 ACH	Disb		189,850.37	713,364.15
10/09/20	41701-41737	Dep	241,979.20		955,343.35
10/13/20	10016	Disb		34,922.73	920,420.62
10/13/20	41738-41774	Dep	22,195.38		942,616.00
10/14/20	10017	Disb		10,874.94	931,741.06
10/15/20	10018	Disb		44,642.98	887,098.08
10/15/20	10019	Disb		282.00	886,816.08
10/15/20	10020	Disb		12.00	886,804.08
10/16/20	109590 - 109629	Disb		2,968.12	883,835.96
10/16/20	8380 - 8380 ACH	Disb		184.80	883,651.16
10/16/20	109630 - 109678	Disb		253,595.35	630,055.81
10/16/20	8381 - 8396 ACH	Disb		151,571.85	478,483.96
10/16/20	41775-41822	Dep	235,121.41		713,605.37
10/19/20	10021	Disb		90,137.12	623,468.25
10/19/20	transfer for SS account	Dep	11,041.63		634,509.88
10/20/20	10022	Disb		12,754.81	621,755.07
10/20/20	transfer from Bremer savings	Dep	1,000,000.00		1,621,755.07
10/20/20	41823-41856	Dep	98,194.93		1,719,950.00
10/22/20	10023	Disb		849.25	1,719,100.75
10/23/20	109679-109769	Disb		13,404.40	1,705,696.35
10/23/20	8397-8398 ACH	Disb		289.20	1,705,407.15
10/23/20	109770-110003	Disb		130,411.57	1,574,995.58
10/23/20	8399-8407 ACH	Disb		4,334.29	1,570,661.29
10/23/20	9488 - 9506	Payroll		131,492.54	1,439,168.75
10/23/20	66351 - 66589 ACH	Payroll		496,795.35	942,373.40
10/23/20	110004-110036	Disb		2,758.95	939,614.45
10/23/20	8408-8409 ACH	Disb		118.80	939,495.65
10/23/20	110037-110079	Disb		74,766.10	864,729.55
10/23/20	8410-8419 ACH	Disb		17,015.75	847,713.80
10/23/20	VOID 110012	Disb		(34.32)	847,748.12
10/23/20	41857-41904	Dep	219,303.33		1,067,051.45
10/26/20	10024	Disb		38,221.56	1,028,829.89
10/27/20	41905-41926	Dep	151,722.34		1,180,552.23
10/28/20	10025	Disb		10,874.52	1,169,677.71
10/28/20	VOID 72753 unclaimed prop	Disb		(36.72)	1,169,714.43
10/28/20	VOID 74294 unclaimed prop	Disb		(250.00)	1,169,964.43
10/28/20	VOID 75294 unclaimed prop	Disb		(1.76)	1,169,966.19
10/28/20	VOID 75714 unclaimed prop	Disb		(109.00)	1,170,075.19
10/28/20	VOID 76508 unclaimed prop	Disb		(15.00)	1,170,090.19
10/28/20	VOID 77068 unclaimed prop	Disb		(23.10)	1,170,113.29
10/28/20	VOID 77828 unclaimed prop	Disb		(70.73)	1,170,184.02
10/30/20	110080-110119	Disb		16,772.55	1,153,411.47
10/30/20	8420-8421 ACH	Disb		93.06	1,153,318.41
10/30/20	110120-110165	Disb		64,600.48	1,088,717.93
10/30/20	8422-8441 ACH	Disb		26,069.11	1,062,648.82
10/30/20	41927-42014	Dep	703,734.54		1,766,383.36
	Balanced 11/02/2020 LMD				
	TOTALS		2,717,807.51	2,736,560.44	

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

9,008.06
1,892,062.44
75,509.55
2,559,945.15

TOTAL CASH BALANCE

6,302,908.56

Southwest Health and Human Services



Treasurer's Cash Trial Balance

As of 10/2020

<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		462,822.61	3,561,718.47	
Disbursements		95,015.86-	688,002.70-	
Payroll		220,470.23-	2,401,180.14-	
Fund Total		147,336.52	472,535.63	2,383,533.05
5				
Human Services Fund	410	General Administration		
	170,062.03-			
Receipts		52,046.93	532,656.83	
Disbursements		53,270.24-	531,518.84-	
Payroll		10,619.42-	121,392.15-	
Journal Entries		0.00	7,784.04	
Dept Total		11,842.73-	112,470.12-	282,532.15-
5				
Human Services Fund	420	Income Maintenance		
	374,656.57-			
Receipts		270,180.34	6,831,158.73	
Disbursements		344,616.26-	3,380,614.31-	
Payroll		326,237.85-	3,613,054.07-	
Journal Entries		0.00	3,892.02-	
Dept Total		400,673.77-	166,401.67-	541,058.24-
5				
Human Services Fund	431	Social Services		
	7,662,641.12			
Receipts		711,771.72	14,041,359.74	
Disbursements		127,460.83-	1,214,613.26-	
SSIS		582,350.90-	6,391,204.55-	
Payroll		677,716.96-	7,431,941.27-	
Journal Entries		0.00	3,892.02-	
Dept Total		675,756.97-	1,000,291.36-	6,662,349.76
5				
Human Services Fund	461	Information Systems		
	3,236,438.89-			
Receipts		2,660.50	26,501.65	
Disbursements		307.16-	4,015.53-	

Southwest Health and Human Services



Treasurer's Cash Trial Balance

As of 10/2020

<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	Payroll		22,626.94-	214,702.28-	
	Dept Total		20,273.60-	192,216.16-	3,428,655.05-
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	1,108,547.07-	1,471,379.31-	2,410,104.32
61	Agency Health Insurance				
		1,051,604.82			
	Receipts		219,783.97	2,177,341.29	
	Disbursements		266,048.33-	1,931,418.46-	
	Fund Total		46,264.36-	245,922.83	1,297,527.65
71	LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
		137,697.99			
	Receipts		0.00	94,566.00	
	Disbursements		9,699.00-	97,917.11-	
	Dept Total		9,699.00-	3,351.11-	134,346.88
	Fund Total	137,697.99	9,699.00-	3,351.11-	134,346.88
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			

Southwest Health and Human Services



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Treasurer's Cash Trial Balance

As of 10/2020

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		0.00	80,560.00	
Disbursements		0.00	102,500.00-	
Dept Total		0.00	21,940.00-	37,862.79
Fund Total	59,802.79	0.00	21,940.00-	37,862.79
77 Local Advisory Council	477 Local Advisory Council			
	1,155.02			
Disbursements		120.46-	356.68-	
Dept Total		120.46-	356.68-	798.34
Fund Total	1,155.02	120.46-	356.68-	798.34
All Funds	7,097,154.20			
Receipts		1,719,266.07	27,590,674.71	
Disbursements		896,538.14-	8,211,445.89-	
SSIS		582,350.90-	6,391,204.55-	
Payroll		1,257,671.40-	13,782,269.91-	
Total		1,017,294.37-	794,245.64-	6,302,908.56

Southwest Health and Human Services



RM-Stmt of Revenues & Expenditures

As Of 10/2020

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2020 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	260,631.25-	1,042,525.00-	1,042,525.00-	100	83
INTERGOVERNMENTAL REVENUES	337.00-	164,899.09-	170,500.00-	97	83
STATE REVENUES	59,351.29-	838,155.62-	810,102.00-	103	83
FEDERAL REVENUES	96,582.53-	1,084,913.77-	1,245,041.00-	87	83
FEES	45,847.15-	421,640.90-	496,230.00-	85	83
EARNINGS ON INVESTMENTS	0.00	4,105.51-	14,880.00-	28	83
MISCELLANEOUS REVENUES	73.39-	3,361.58-	8,900.00-	38	83
TOTAL REVENUES	462,822.61-	3,559,601.47-	3,788,178.00-	94	83
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	83
PAYROLL AND BENEFITS	220,470.23	2,401,140.14	3,016,052.00	80	83
OTHER EXPENDITURES	95,015.86	685,925.70	772,126.00	89	83
TOTAL EXPENDITURES	315,486.09	3,087,065.84	3,788,178.00	81	83

Southwest Health and Human Services



RM-Stmt of Revenues & Expenditures

As Of 10/2020

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2020 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	152,703.03-	6,778,184.22-	11,378,603.00-	60	83
INTERGOVERNMENTAL REVENUES	0.00	55,421.73-	104,354.00-	53	83
STATE REVENUES	41,029.54-	4,653,547.09-	5,269,341.00-	88	83
FEDERAL REVENUES	158,548.19-	5,971,900.66-	8,035,293.00-	74	83
FEES	133,990.40-	1,903,172.77-	2,200,150.00-	87	83
EARNINGS ON INVESTMENTS	0.00	21,553.80-	78,096.00-	28	83
MISCELLANEOUS REVENUES	490,282.02-	1,647,057.19-	1,139,100.00-	145	83
TOTAL REVENUES	976,553.18-	21,030,837.46-	28,204,937.00-	75	83
EXPENDITURES					
PROGRAM EXPENDITURES	789,411.35	8,918,211.94	11,157,301.00	80	83
PAYROLL AND BENEFITS	1,038,424.48	11,380,831.46	14,290,849.00	80	83
OTHER EXPENDITURES	257,264.42	2,204,010.45	2,756,787.00	80	83
TOTAL EXPENDITURES	2,085,100.25	22,503,053.85	28,204,937.00	80	83

Southwest Health and Human Services

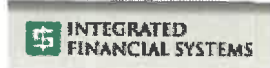


Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
1 FUND	Health Services Fund						
410 DEPT	General Administration						
0 PROGRAM	...						
			Revenue				83
			Expend.	5,562.42	48,943.54	0.00	0
			Net	5,562.42	48,943.54	0.00	0
930 PROGRAM	Administration						
			Revenue	260,844.18-	1,080,877.08-	1,108,655.00-	97
			Expend.	34,403.62	381,131.44	697,981.00	55
			Net	226,440.56-	699,745.64-	410,674.00-	170
410 DEPT	General Administration	Totals:					
			Revenue	260,844.18-	1,080,877.08-	1,108,655.00-	97
			Expend.	39,966.04	430,074.98	697,981.00	62
			Net	220,878.14-	650,802.10-	410,674.00-	158
481 DEPT	Nursing						
100 PROGRAM	Family Health						
			Revenue	400.00-	15,012.89-	18,680.00-	80
			Expend.	1,043.42	15,621.62	15,651.00	100
			Net	643.42	608.73	3,029.00-	20-
103 PROGRAM	Follow Along Program						
			Revenue	2,293.32-	20,187.75-	27,324.00-	74
			Expend.	1,862.30	23,384.34	31,241.00	75
			Net	431.02-	3,196.59	3,917.00	82
110 PROGRAM	TANF						
			Revenue	0.00	63,937.99-	127,876.00-	50
			Expend.	30,727.72	122,910.81	127,911.00	96
			Net	30,727.72	58,972.82	35.00	168,494
130 PROGRAM	WIC						
			Revenue	15,661.00-	450,598.00-	450,000.00-	100
			Expend.	47,528.30	430,560.14	557,867.00	77
			Net	31,867.30	20,037.86-	107,867.00	19-
140 PROGRAM	Peer Breastfeeding Support Program						
			Revenue	0.00	23,946.00-	53,500.00-	45
			Expend.	1,845.56	25,064.28	33,438.00	75
			Net	1,845.56	1,118.28	20,062.00-	6-
210 PROGRAM	CTC Outreach						
			Revenue	0.00	176,083.86-	271,600.00-	65
			Expend.	17,137.68	184,549.09	285,400.00	65
			Net	17,137.68	8,465.23	13,800.00	61
270 PROGRAM	Maternal Child Health - Title V						
			Revenue	18,764.51-	136,141.20-	253,200.00-	54
			Expend.	10,424.20	163,944.15	249,934.00	66
			Net	8,340.31-	27,802.95	3,266.00-	851-

Southwest Health and Human Services

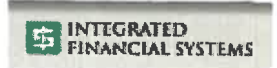


Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
280 PROGRAM	MCH Dental Health		Revenue	0.00	889.42-	2,000.00-	44	83
			Expend.	200.85	14,308.17	17,907.00	80	83
			Net	200.85	13,418.75	15,907.00	84	83
285 PROGRAM	MCH Blood Lead		Revenue					83
			Expend.	26.19	2,047.81	0.00	0	83
			Net	26.19	2,047.81	0.00	0	83
295 PROGRAM	MCH Car Seat Program		Revenue	1,226.20-	9,047.57-	33,000.00-	27	83
			Expend.	3,958.47	25,933.42	42,199.00	61	83
			Net	2,732.27	16,885.85	9,199.00	184	83
300 PROGRAM	Case Management		Revenue	37,479.48-	371,251.05-	409,000.00-	91	83
			Expend.	24,044.89	266,535.14	412,332.00	65	83
			Net	13,434.59-	104,715.91-	3,332.00	3,143-	83
330 PROGRAM	MNChoices		Revenue	782.41-	124,319.55-	114,000.00-	109	83
			Expend.	9,447.55	146,648.57	191,342.00	77	83
			Net	8,665.14	22,329.02	77,342.00	29	83
603 PROGRAM	Disease Prevention And Control		Revenue	12,527.83-	126,937.30-	141,042.00-	90	83
			Expend.	12,153.15	152,252.30	247,136.00	62	83
			Net	374.68-	25,315.00	106,094.00	24	83
660 PROGRAM	MIIC		Revenue	0.00	77.68-	0.00	0	83
			Expend.	0.00	451.84	0.00	0	83
			Net	0.00	374.16	0.00	0	83
481 DEPT	Nursing	Totals:	Revenue	89,134.75-	1,518,430.26-	1,901,222.00-	80	83
			Expend.	160,400.28	1,574,211.68	2,212,358.00	71	83
			Net	71,265.53	55,781.42	311,136.00	18	83
483 DEPT	Health Education							
500 PROGRAM	Direct Client Services		Revenue	139.01-	3,217.64-	500.00-	644	83
			Expend.	192.28	3,480.36	32,705.00	11	83
			Net	53.27	262.72	32,205.00	1	83
510 PROGRAM	SHIP		Revenue	42,032.25-	220,259.05-	226,960.00-	97	83
			Expend.	13,951.05	191,640.17	226,960.00	84	83
			Net	28,081.20-	28,618.88-	0.00	0	83
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	3,685.86-	17,537.00-	21	83
			Expend.	1,310.50	3,543.89	17,537.00	20	83
			Net	1,310.50	141.97-	0.00	0	83

Southwest Health and Human Services

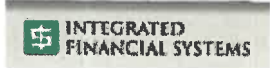


Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
541 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	2,668.03-	17,641.00-	15	83
			Expend.	1,521.21	3,293.50	17,641.00	19	83
			Net	1,521.21	625.47	0.00	0	83
550 PROGRAM	P&I Grant		Revenue	28,248.78-	168,797.03-	189,326.00-	89	83
			Expend.	5,809.58	140,431.38	189,326.00	74	83
			Net	22,439.20-	28,365.65-	0.00	0	83
900 PROGRAM	Emergency Preparedness		Revenue	0.00	70,978.31-	92,437.00-	77	83
			Expend.	622.55	57,600.92	92,437.00	62	83
			Net	622.55	13,377.39-	0.00	0	83
905 PROGRAM	COVID-19 Pandemic		Revenue	35,569.58-	265,075.24-	0.00	0	83
			Expend.	72,339.32	455,676.38	0.00	0	83
			Net	36,769.74	190,601.14	0.00	0	83
483 DEPT	Health Education	Totals:	Revenue	105,989.62-	734,681.16-	544,401.00-	135	83
			Expend.	95,746.49	855,666.60	576,606.00	148	83
			Net	10,243.13-	120,985.44	32,205.00	376	83
485 DEPT	Environmental Health							
800 PROGRAM	Environmental		Revenue	355.00-	165,222.50-	206,600.00-	80	83
			Expend.	13,380.60	161,586.92	276,433.00	58	83
			Net	13,025.60	3,635.58-	69,833.00	5-	83
809 PROGRAM	Environmental Water Lab		Revenue	6,499.06-	57,890.47-	27,300.00-	212	83
			Expend.	4,993.48	64,148.34	24,800.00	259	83
			Net	1,505.58-	6,257.87	2,500.00-	250-	83
830 PROGRAM	FDA Standardization Grant		Revenue	0.00	2,500.00-	0.00	0	83
			Expend.	999.20	1,377.32	0.00	0	83
			Net	999.20	1,122.68-	0.00	0	83
485 DEPT	Environmental Health	Totals:	Revenue	6,854.06-	225,612.97-	233,900.00-	96	83
			Expend.	19,373.28	227,112.58	301,233.00	75	83
			Net	12,519.22	1,499.61	67,333.00	2	83
1 FUND	Health Services Fund	Totals:	Revenue	462,822.61-	3,559,601.47-	3,788,178.00-	94	83
			Expend.	315,486.09	3,087,065.84	3,788,178.00	81	83
			Net	147,336.52-	472,535.63-	0.00	0	83

Southwest Health and Human Services



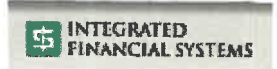
Revenues & Expend by Prog,Dept,Fund

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				83
			Expend.	11,842.73	113,307.20	54,307.00	209
			Net	11,842.73	113,307.20	54,307.00	209
410 DEPT	General Administration	Totals:	Revenue				83
			Expend.	11,842.73	113,307.20	54,307.00	209
			Net	11,842.73	113,307.20	54,307.00	209
420 DEPT	Income Maintenance						
0 PROGRAM	...		Revenue				83
			Expend.	0.00	780.92	0.00	0
			Net	0.00	780.92	0.00	0
600 PROGRAM	Income Maint Administrative/Overhea		Revenue	48,173.63-	2,243,620.21-	3,638,696.00-	62
			Expend.	142,577.67	1,290,712.88	1,663,376.00	78
			Net	94,404.04	952,907.33-	1,975,320.00-	48
601 PROGRAM	Income Maint/Random Moment Payro		Revenue				83
			Expend.	191,915.56	2,103,166.32	2,641,701.00	80
			Net	191,915.56	2,103,166.32	2,641,701.00	80
602 PROGRAM	Income Maint FPI Investigator		Revenue	0.00	70,394.00-	58,000.00-	121
			Expend.	9,663.27	55,040.16	64,995.00	85
			Net	9,663.27	15,353.84-	6,995.00	219-
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		Revenue	6,649.27-	68,380.23-	50,000.00-	137
			Expend.	0.00	89,379.93	50,000.00	179
			Net	6,649.27-	20,999.70	0.00	0
610 PROGRAM	TANF(AFDC/MFIP/DWP)		Revenue	170.00-	6,287.50-	17,000.00-	37
			Expend.	0.00	2,880.14	13,750.00	21
			Net	170.00-	3,407.36-	3,250.00-	105
620 PROGRAM	General Asst (GA)/General Relief/Buri		Revenue	1,887.77-	27,428.24-	27,500.00-	100
			Expend.	25,505.00	346,734.57	226,000.00	153
			Net	23,617.23	319,306.33	198,500.00	161
630 PROGRAM	Food Support (FS)		Revenue	11,100.00-	379,939.60-	521,000.00-	73
			Expend.	0.00	913.05	6,500.00	14
			Net	11,100.00-	379,026.55-	514,500.00-	74

Southwest Health and Human Services

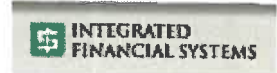
Revenues & Expend by Prog,Dept,Fund



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>
640 PROGRAM	Child Support (IVD)		Revenue	93,834.08-	1,157,418.26-	1,721,356.00-	67	83
			Expend.	94,079.26	942,851.49	1,158,162.00	81	83
			Net	245.18	214,566.77-	563,194.00-	38	83
650 PROGRAM	Medical Assistance (MA)		Revenue	108,436.32-	2,876,515.06-	3,412,500.00-	84	83
			Expend.	207,184.08	2,164,636.31	2,277,000.00	95	83
			Net	98,747.76	711,878.75-	1,135,500.00-	63	83
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	0.00	711.00-	0.00	0	83
			Expend.					83
			Net	0.00	711.00-	0.00	0	83
420 DEPT	Income Maintenance	Totals:	Revenue	270,251.07-	6,830,694.10-	9,446,052.00-	72	83
			Expend.	670,924.84	6,997,095.77	8,101,484.00	86	83
			Net	400,673.77	166,401.67	1,344,568.00-	12-	83
431 DEPT	Social Services							
0 PROGRAM	...		Revenue	394,206.31-	394,206.31-	0.00	0	83
			Expend.					83
			Net	394,206.31-	394,206.31-	0.00	0	83
700 PROGRAM	Social Service Administrative/Overhea		Revenue	102,125.42-	7,243,132.10-	10,899,532.00-	66	83
			Expend.	232,815.94	2,364,378.35	3,136,848.00	75	83
			Net	130,690.52	4,878,753.75-	7,762,684.00-	63	83
701 PROGRAM	Social Services/SSTS		Revenue					83
			Expend.	570,714.47	6,267,990.39	7,765,564.00	81	83
			Net	570,714.47	6,267,990.39	7,765,564.00	81	83
710 PROGRAM	Children's Social Services Programs		Revenue	74,936.41-	1,694,056.43-	1,848,854.00-	92	83
			Expend.	285,868.47	2,596,509.25	3,756,500.00	69	83
			Net	210,932.06	902,452.82	1,907,646.00	47	83
711 PROGRAM	YIP Grant (Circle)-Dept of Public Safet		Revenue	5,457.38-	16,791.50-	0.00	0	83
			Expend.	1,372.20	16,367.11	0.00	0	83
			Net	4,085.18-	424.39-	0.00	0	83
712 PROGRAM	CIRCLE Program		Revenue	0.00	5,000.00-	5,000.00-	100	83
			Expend.	358.95	4,720.03	8,000.00	59	83
			Net	358.95	279.97-	3,000.00	9-	83
713 PROGRAM	STAY Program Grant (formerly SELF)		Revenue	0.00	17,877.00-	54,100.00-	33	83
			Expend.	521.01	8,942.22	54,100.00	17	83
			Net	521.01	8,934.78-	0.00	0	83

Southwest Health and Human Services

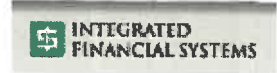


Revenues & Expend by Prog,Dept,Fund

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	128,489.94 -	104,000.00 -	124	83
			Expend.					
			Net	0.00	128,489.94 -	104,000.00 -	124	83
716 PROGRAM	FGDM/Family Group Decision Making		Revenue	0.00	36,014.23 -	56,914.00 -	63	83
			Expend.	0.00	3,330.26	56,914.00	6	83
			Net	0.00	32,683.97 -	0.00	0	83
717 PROGRAM	AR/Alternative Response Discretion F		Revenue	0.00	40,806.00 -	52,344.00 -	78	83
			Expend.	1,505.15	20,818.12	52,344.00	40	83
			Net	1,505.15	19,987.88 -	0.00	0	83
718 PROGRAM	PSOP/Parent Support Outreach Progra		Revenue	0.00	17,928.00 -	38,753.00 -	46	83
			Expend.	247.74	4,530.62	38,753.00	12	83
			Net	247.74	13,397.38 -	0.00	0	83
720 PROGRAM	Child Care/Child Protection		Revenue	2,350.00 -	18,956.75 -	27,450.00 -	69	83
			Expend.	0.00	0.00	2,600.00	0	83
			Net	2,350.00 -	18,956.75 -	24,850.00 -	76	83
721 PROGRAM	CC Basic Slide Fee/Cty Match to DHS		Revenue	0.00	25,787.00 -	38,148.00 -	68	83
			Expend.	3,614.00	38,565.50	43,365.00	89	83
			Net	3,614.00	12,778.50	5,217.00	245	83
722 PROGRAM	Child Care/MFIP		Revenue	0.00	367.00 -	0.00	0	83
			Expend.					
			Net	0.00	367.00 -	0.00	0	83
726 PROGRAM	MFIP/SW MN PIC		Revenue	0.00	10,327.00 -	357,000.00 -	3	83
			Expend.	0.00	0.00	225,000.00	0	83
			Net	0.00	10,327.00 -	132,000.00 -	8	83
730 PROGRAM	Chemical Dependency		Revenue	13,101.17 -	280,023.91 -	286,500.00 -	98	83
			Expend.	16,465.00	345,389.14	543,500.00	64	83
			Net	3,363.83	65,365.23	257,000.00	25	83
740 PROGRAM	Mental Health (Both Adults & Childrer		Revenue	0.00	22.40 -	0.00	0	83
			Expend.					
			Net	0.00	22.40 -	0.00	0	83
741 PROGRAM	Mental Health/Adults Only		Revenue	60,205.47 -	1,016,005.22 -	1,196,951.00 -	85	83
			Expend.	92,495.75	1,374,637.16	1,695,317.00	81	83
			Net	32,290.28	358,631.94	498,366.00	72	83

Southwest Health and Human Services



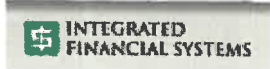
Revenues & Expend by Prog,Dept,Fund

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>
742 PROGRAM	Mental Health/Children Only		Revenue	15,886.00-	707,604.24-	820,246.00-	86	83
			Expend.	147,175.09	1,541,881.11	1,850,137.00	83	83
			Net	131,289.09	834,276.87	1,029,891.00	81	83
750 PROGRAM	Developmental Disabilities		Revenue	0.00	679,514.27-	850,171.00-	80	83
			Expend.	17,641.16	215,920.26	369,671.00	58	83
			Net	17,641.16	463,594.01-	480,500.00-	96	83
760 PROGRAM	Adult Services		Revenue	35,373.45-	979,074.94-	1,351,922.00-	72	83
			Expend.	2,057.95	55,180.93	39,850.00	138	83
			Net	33,315.50-	923,894.01-	1,312,072.00-	70	83
765 PROGRAM	Adult Waivers		Revenue	0.00	654,307.47-	736,000.00-	89	83
			Expend.	6,545.70	107,422.62	112,500.00	95	83
			Net	6,545.70	546,884.85-	623,500.00-	88	83
431 DEPT	Social Services	Totals:	Revenue	703,641.61-	13,966,291.71-	18,723,885.00-	75	83
			Expend.	1,379,398.58	14,966,583.07	19,750,963.00	76	83
			Net	675,756.97	1,000,291.36	1,027,078.00	97	83
461 DEPT	Information Systems		Revenue	2,660.50-	26,501.65-	35,000.00-	76	83
0 PROGRAM	...		Expend.	22,934.10	218,717.81	298,183.00	73	83
			Net	20,273.60	192,216.16	263,183.00	73	83
461 DEPT	Information Systems	Totals:	Revenue	2,660.50-	26,501.65-	35,000.00-	76	83
			Expend.	22,934.10	218,717.81	298,183.00	73	83
			Net	20,273.60	192,216.16	263,183.00	73	83
471 DEPT	LCTS Collaborative Agency		Revenue	0.00	207,350.00-	0.00	0	83
702 PROGRAM	LCTS		Expend.	0.00	207,350.00	0.00	0	83
			Net	0.00	0.00	0.00	0	83
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	0.00	207,350.00-	0.00	0	83
			Expend.	0.00	207,350.00	0.00	0	83
			Net	0.00	0.00	0.00	0	83
5 FUND	Human Services Fund	Totals:	Revenue	976,553.18-	21,030,837.46-	28,204,937.00-	75	83
			Expend.	2,085,100.25	22,503,053.85	28,204,937.00	80	83
			Net	1,108,547.07	1,472,216.39	0.00	0	83

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	1,050 Accounts		Revenue	1,439,375.79-	24,590,438.93-	31,993,115.00-	77	83
			Expend.	2,400,586.34	25,590,119.69	31,993,115.00	80	83
			Net	961,210.55	999,680.76	0.00	0	83

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	2632	574	3206
November			
December			
Average	2621	572	3192

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	10	341	12	0	276	59	874	14	284	449	313	2632
November												0
December												0
	9	325	12	0	269	62	867	15	287	454	321	2185

Children's - Social Services Caseload

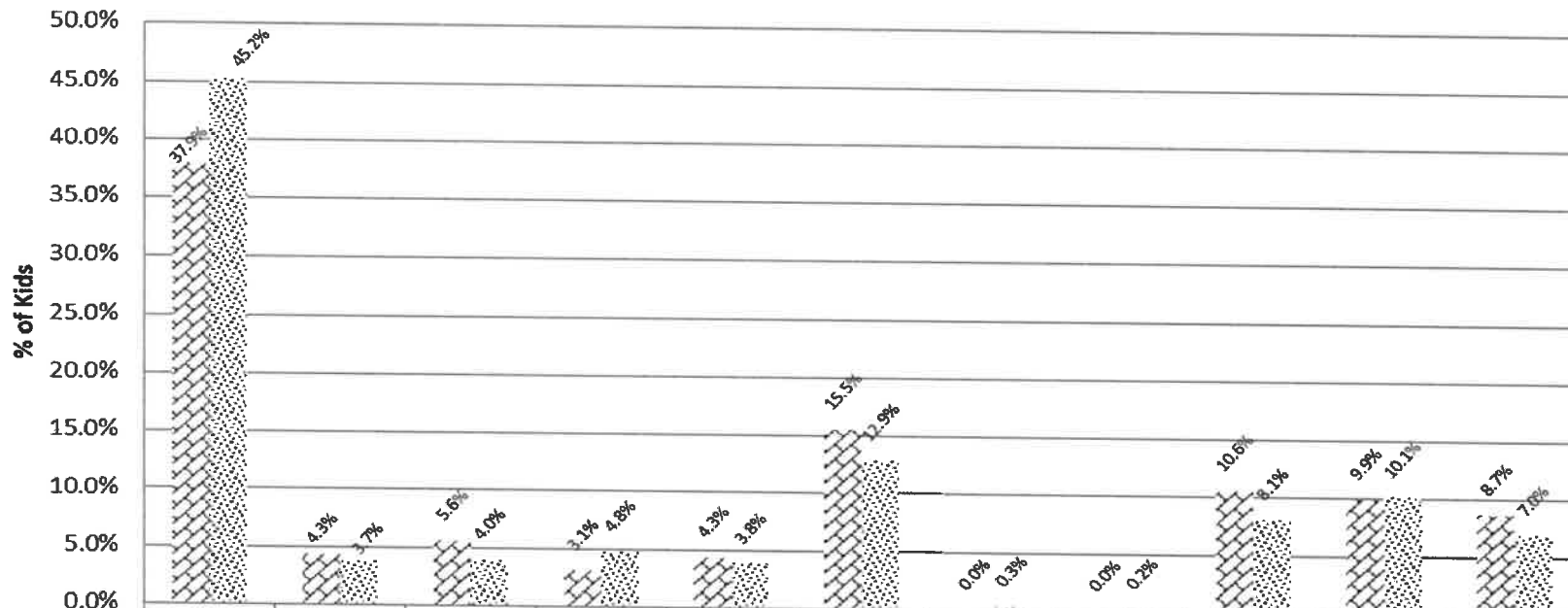
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	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	27	31	0	12	51	163	188	78	0	1	23	574
November												0
December												0
	31	28	0	11	47	164	176	83	0	0	31	477

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	3			4	6
Lyon	50	48	42	44	43	41	40	40	42	40			43	44
Murray	8	8	8	8	8	8	8	9	9	9			8	10
Pipestone	25	25	24	24	24	26	27	26	25	25			25	25
Redwood	70	69	69	66	65	67	69	65	64	67			67	68
Rock	21	20	19	16	13	13	13	17	17	17			17	20
Monthly Totals	179	175	166	162	157	158	160	160	160	161	0	0		

October 2020 - Placement by Category
161 Kids in Placement



	Foster home: 61	Foster home - corporate: 7	Group Home: 9	Residential treatment center: 5	Supervised independent living: 7	Pre-adoptive home: 25	Juvenile correctional facility (non-secure): 0	Non-custodial parent's home: 0	Child's reunification home: 17	Other: 16 Pre-kinship home = 15 Unauthorized absence = 1	Probation Placement: 14
✓ Month %	37.9%	4.3%	5.6%	3.1%	4.3%	15.5%	0.0%	0.0%	10.6%	9.9%	8.7%
∴ Yearly Avg	45.2%	3.7%	4.0%	4.8%	3.8%	12.9%	0.3%	0.2%	8.1%	10.1%	7.0%

October 2020: Total kids in placement = 161

Total of 4 Children entered placement

1	Lincoln	Foster Home
3	Redwood	Probation

Total of 3 Children were discharged from placement (discharges from previous month)

1	Lincoln	ADOPTED
2	Lyon	ADOPTED

NON IVD COLLECTIONS
OCTOBER 2020

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	6,649
TANF (MFIP/DWP/AFDC)	05-420-610.5803	170
GA	05-420-620.5803	2
FS	05-420-630.5803	42
CS (PI Fee, App Fee, etc)	05-420-640.5501	1,033
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	55,748
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	8,722
OOH/FC Recovery	05-431-710.5803	20,639
CHILDCARE		
Licensing	05-431-720.5502	0
Corp FC Licensing	05-431-720.5505	1,350
Over Payments	05-431-721&722.5803	2,350
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	2,920
Detox Fees	05-431-730.5520	2,088
SUD Treatment	05-431-730.5523	8,078
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		109,791



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	1987	9*	4	217*	0	2	3	130	49	15	9
10/20		12*	7	248*	0	0	1	165	37	35	10
11/20											
12/20											
1/21											

*Includes telehealth visits

Southwest Health and Human Services Budget	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS
HUMAN SERVICES	2017	2017	2018	2018	2019	2019	2020	2021
Category	Final	Actual	Final	Actual	Final	Actual	Final	Final
EXPENDITURES								
420 Income Maintenance / Child Support								
6100 - Personnel	\$4,917,132	\$4,713,236	\$4,639,776	\$4,474,698	\$4,435,784	\$4,284,011	\$4,595,026	\$4,484,125
6200 - Services & Charges	\$327,965	\$416,319	\$379,530	\$433,133	\$355,610	\$389,451	\$390,220	\$506,700
6300-6800 - Administrative Overhead	\$943,395	\$775,939	\$882,278	\$709,798	\$819,796	\$736,483	\$794,488	\$771,853
6000 - Payment for/benefit clients	\$1,760,500	\$2,013,561	\$2,314,750	\$2,315,675	\$2,417,000	\$2,422,452	\$2,321,750	\$2,481,250
Reserves	\$0	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0
Subtotal	\$7,948,992	\$7,919,055	\$8,216,334	\$7,933,304	\$8,063,190	\$7,832,397	\$8,101,484	\$8,243,928
431 Social Services								
710-718 - Children's Services	\$3,123,763	\$3,597,373	\$3,688,385	\$3,572,823	\$4,148,639	\$3,627,374	\$3,965,611	\$4,118,976
720-727 - Child Care/MFIP Admin./PIC.	\$49,365	\$431,947	\$44,535	\$388,574	\$331,755	\$50,505	\$270,965	\$85,965
730 - Chemical Dependency	\$435,500	\$445,510	\$431,000	\$528,621	\$516,500	\$573,632	\$541,500	\$545,000
740-742 - Mental Health	\$2,999,527	\$3,126,074	\$2,999,066	\$3,209,659	\$3,579,782	\$3,393,739	\$3,535,454	\$3,944,746
750 - Developmental Dis.	\$362,111	\$365,270	\$428,185	\$390,300	\$389,361	\$345,758	\$369,671	\$368,851
760-765 - Adult Services	\$126,500	\$128,442	\$158,550	\$134,256	\$133,150	\$273,734	\$152,350	\$233,700
Subtotal	\$7,096,766	\$8,094,616	\$7,749,721	\$8,224,233	\$9,099,187	\$8,264,742	\$8,835,551	\$9,297,238
6100 - Personnel	\$8,870,997	\$8,563,668	\$8,616,638	\$8,343,698	\$8,739,674	\$8,498,617	\$9,345,733	\$9,265,617
6200 - Services and Charges	\$539,500	\$491,013	\$458,270	\$471,015	\$407,990	\$490,645	\$515,730	\$522,900
6300-6800 - Administrative Overhead	\$1,060,742	\$1,097,938	\$1,004,226	\$851,540	\$940,303	\$912,017	\$1,053,949	\$946,316
Reserves	\$0	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0
Subtotal	\$10,471,239	\$10,152,619	\$10,079,134	\$9,666,253	\$10,152,967	\$9,901,279	\$10,915,412	\$10,734,833
440 General Administration								
6100 - Personnel	\$116,273	\$217,867	\$83,095	\$189,490	\$81,189	\$169,404	\$54,307	\$67,663
6604-6890 - Administrative Overhead	\$6,720	\$2,990	\$840	\$9,713	\$840	\$0	\$0	\$0
Subtotal	\$122,993	\$220,857	\$83,935	\$199,203	\$82,029	\$169,404	\$54,307	\$67,663
461 Information Systems								
6100 - Personnel	\$400,450	\$400,919	\$394,376	\$335,268	\$280,640	\$239,074	\$295,783	\$303,955
6200 - Services and Charges	\$3,770	\$1,445	\$2,200	\$562	\$750	\$0	\$250	\$1,200
6300-6400 - Administrative Overhead	\$2,100	\$18,210	\$4,900	\$2,269	\$3,000	\$4,181	\$2,150	\$7,600
Subtotal	\$406,320	\$420,574	\$401,476	\$338,099	\$284,390	\$243,255	\$298,183	\$312,755
Combined Expenditures								
6100 - Personnel	\$14,304,852	\$13,895,690	\$13,733,885	\$13,343,154	\$13,537,287	\$13,191,106	\$14,290,849	\$14,121,360
6200 - Services & Charges	\$871,235	\$908,777	\$840,000	\$904,710	\$764,350	\$880,096	\$906,200	\$1,030,800
6300-6800 - Administrative Overhead	\$2,012,957	\$1,892,087	\$1,892,244	\$1,573,320	\$1,763,939	\$1,652,681	\$1,850,587	\$1,725,769
6000 - Payments for/benefit clients	\$8,857,266	\$10,108,177	\$10,064,471	\$10,539,908	\$11,516,187	\$10,687,194	\$11,157,301	\$11,778,488
Reserves					\$100,000			\$0
Total Expenditures	\$26,046,310	\$26,804,731	\$26,530,600	\$26,361,092	\$27,681,763	\$26,411,077	\$28,204,937	\$28,656,417

Southwest Health and Human Services Budget	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS
HUMAN SERVICES	2017	2017	2018	2018	2019	2019	2020	2021
Category	Final	Actual	Final	Actual	Final	Actual	Final	Final
REVENUE								
420 Income Maintenance / Child Support								
5400 - Federal	\$4,258,000	\$3,586,442	\$3,859,000	\$3,678,392	\$3,817,500	\$3,550,463	\$3,760,500	\$3,555,200
5200-5300 - State	\$1,065,400	\$804,960	\$944,857	\$908,405	\$966,846	\$1,082,470	\$984,286	\$968,117
5500-5900 - Other	\$768,701	\$687,596	\$648,330	\$800,909	\$678,168	\$998,594	\$832,542	\$923,900
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5000 - County Taxes	\$3,441,493	\$3,090,425	\$3,443,458	\$3,411,751	\$3,684,500	\$3,650,394	\$3,868,724	\$3,946,100
Subtotal	\$9,533,594	\$8,169,423	\$8,895,645	\$8,799,457	\$9,147,014	\$9,281,921	\$9,446,052	\$9,393,317
431 Social Services								
5400 - Federal	\$3,412,294	\$4,215,692	\$3,897,313	\$4,182,107	\$4,230,138	\$3,622,766	\$4,274,793	\$4,076,453
5200-5300 - State	\$3,919,879	\$4,318,824	\$4,508,658	\$4,357,689	\$4,389,577	\$4,434,987	\$4,389,409	\$4,694,771
5500-5900 - Other	\$2,764,200	\$2,462,966	\$2,509,070	\$2,692,070	\$2,727,213	\$2,468,668	\$2,549,804	\$2,799,800
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5000 - County Taxes	\$6,391,343	\$7,337,963	\$6,684,360	\$6,639,607	\$7,152,267	\$7,086,056	\$7,509,879	\$7,660,076
Subtotal	\$16,487,716	\$18,335,445	\$17,599,401	\$17,871,473	\$18,499,195	\$17,612,477	\$18,723,885	\$19,231,100
461 Information Systems								
5500-5900 - Participating Entities	\$25,000	\$38,291	\$35,554	\$51,524	\$35,554	\$33,136	\$35,000	\$32,000
Subtotal	\$25,000	\$38,291	\$35,554	\$51,524	\$35,554	\$33,136	\$35,000	\$32,000
Combined Revenues								
5400 - Federal	\$7,670,294	\$7,802,134	\$7,756,313	\$7,860,499	\$8,047,638	\$7,173,229	\$8,035,293	\$7,631,653
5300 - State	\$4,985,279	\$5,123,784	\$5,453,515	\$5,266,094	\$5,356,423	\$5,517,457	\$5,373,695	\$5,662,888
5500-5800 - Other	\$3,557,901	\$3,188,853	\$3,192,954	\$3,544,503	\$3,440,935	\$3,500,398	\$3,417,346	\$3,755,700
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5000 - County Taxes	\$9,832,836	\$10,428,388	\$10,127,818	\$10,051,358	\$10,836,767	\$10,736,450	\$11,378,603	\$11,606,176
Total Revenues	\$26,046,310	\$26,543,159	\$26,530,600	\$26,722,454	\$27,681,763	\$26,927,534	\$28,204,937	\$28,656,417
Summary								
Revenue	\$26,046,310	\$26,543,159	\$26,530,600	\$26,722,454	\$27,681,763	\$26,927,534	\$28,204,937	\$28,656,417
Expenditures	\$26,046,310	\$26,804,731	\$26,530,600	\$26,361,092	\$27,681,763	\$26,411,077	\$28,204,937	\$28,656,417
Difference	\$0	-\$261,572	\$0	-\$361,362.00	\$0	-\$516,457.00	\$0	\$0

2021 Human Services Levy Funding

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

LAST THREE YEARS OF SEAGR DATA

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

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

	IM - 600 - 30%	IV-D - 640 - 4%	SS - 700 - 66%	Total
Lyon	\$1,040,055	\$138,674	\$2,288,121	\$3,466,850
Murray	\$409,606	\$54,614	\$901,133	\$1,365,353
Redwood	\$839,290	\$111,905	\$1,846,437	\$2,797,632
Lincoln	\$304,417	\$40,589	\$669,718	\$1,014,725
Rock	\$452,457	\$60,328	\$995,406	\$1,508,191
Pipestone	\$436,028	\$58,137	\$959,261	\$1,453,426
				\$11,606,177

2021 Human Services Levy Funding

Southwest Health and Human Services Budget	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS
HEALTH SERVICES Category	2017 Final	2017 Actual	2018 Final	2018 Actual	2019 Final	2019 Actual	2020 Final	2021 Final
EXPENDITURES								
481 Nursing								
6100 - Personnel	\$1,763,564	\$1,731,655	\$1,801,809	\$1,758,218	\$1,732,240	\$1,600,096	\$1,847,972	\$1,795,690
6200 - Services & Charges	\$249,363	\$241,717	\$263,296	\$270,112	\$195,145	\$169,714	\$176,359	\$169,061
6300-6400 - Administrative Overhead Costs	\$177,862	\$200,746	\$231,528	\$180,184	\$195,133	\$189,737	\$188,027	\$192,346
Subtotal	\$2,190,789	\$2,174,118	\$2,296,633	\$2,208,514	\$2,122,518	\$1,959,547	\$2,212,358	\$2,157,097
483 Health Education								
6100 - Personnel	\$479,760	\$367,379	\$387,172	\$338,516	\$365,789	\$333,557	\$384,321	\$378,353
6200 - Services & Charges	\$73,578	\$83,124	\$46,164	\$33,691	\$41,172	\$21,079	\$38,398	\$19,618
6300-6400 - Administrative Overhead Costs	\$141,620	\$271,544	\$159,832	\$136,727	\$160,647	\$147,327	\$153,887	\$173,040
Subtotal	\$694,958	\$722,047	\$593,168	\$508,934	\$567,608	\$501,963	\$576,606	\$571,011
485 Environmental Health								
6100 - Personnel	\$220,704	\$229,456	\$232,453	\$235,714	\$235,576	\$239,961	\$243,308	\$248,155
6200 - Services & Charges	\$19,955	\$9,041	\$13,200	\$6,683	\$4,100	\$5,887	\$4,105	\$6,805
6300-6400 - Administrative Overhead Costs	\$33,306	\$64,597	\$49,835	\$41,615	\$49,159	\$48,459	\$53,820	\$51,100
Subtotal	\$273,965	\$303,094	\$295,488	\$284,012	\$288,835	\$294,307	\$301,233	\$306,060
410 Administration								
6100 - Personnel	\$506,799	\$523,541	\$486,285	\$531,378	\$507,381	\$503,531	\$540,451	\$485,725
6200 - Services & Charges	\$71,400	\$48,669	\$63,900	\$50,035	\$52,710	\$48,241	\$50,038	\$53,500
6300-6800 - Administrative Overhead Costs	\$126,309	\$98,758	\$64,490	\$69,212	\$106,732	\$112,131	\$107,492	\$210,269
Reserves	\$0	\$0	\$0	\$0	\$10,000		\$0	\$0
Subtotal	\$704,508	\$670,968	\$614,675	\$650,625	\$676,823	\$663,903	\$697,981	\$749,494
Combined Expenditures								
6100 - Personnel	\$2,970,827	\$2,852,031	\$2,907,719	\$2,863,826	\$2,840,986	\$2,677,145	\$3,016,052	\$2,907,923
6200 - Services & Charges	\$414,296	\$382,551	\$386,560	\$360,521	\$293,127	\$244,921	\$268,900	\$248,984
6300-6800 - Administrative Overhead	\$479,097	\$635,645	\$505,685	\$427,738	\$521,671	\$497,654	\$503,226	\$626,755
Total Expenditures	\$3,864,220	\$3,870,227	\$3,799,964	\$3,652,085	\$3,655,784	\$3,419,720	\$3,788,178	\$3,783,662

Southwest Health and Human Services Budget	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS
HEALTH SERVICES	2017	2017	2018	2018	2019	2019	2020	2021
Category	Final	Actual	Final	Actual	Final	Actual	Final	Final
REVENUE								
481 Nursing								
5400 - Federal	\$1,058,204	\$933,908	\$1,075,768	\$954,973	\$962,203	\$920,078	\$928,100	\$917,773
5300 - State	\$578,350	\$464,233	\$575,516	\$540,483	\$558,527	\$513,096	\$507,642	\$509,027
5200 & 5500-5800 - Other	\$455,550	\$449,865	\$445,310	\$458,236	\$390,405	\$415,700	\$465,480	\$462,780
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$2,092,104	\$1,848,006	\$2,096,594	\$1,953,692	\$1,911,135	\$1,848,874	\$1,901,222	\$1,889,580
483 Health Education								
5400 - Federal	\$118,900	\$299,522	\$286,974	\$276,655	\$303,545	\$275,552	\$316,941	\$302,216
5200-5300 - State	\$486,843	\$394,869	\$224,631	\$255,323	\$226,690	\$234,886	\$226,960	\$224,631
5500-5800 - Other	\$18,600	-\$46,649	\$2,770	\$1,634	\$2,270	\$1,605	\$500	\$500
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$624,343	\$647,742	\$514,375	\$533,612	\$532,505	\$512,043	\$544,401	\$527,347
485 Environmental Health								
5400 - Federal	\$0	\$1,361	\$0	\$3,000	\$0	\$0	\$0	\$0
5300 - State	\$55,500	\$61,066	\$55,500	\$30,654	\$35,500	\$28,671	\$35,500	\$35,500
5100 & 5500-5800 - Other	\$201,850	\$194,112	\$193,500	\$187,186	\$194,900	\$200,544	\$198,400	\$193,400
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$257,350	\$256,539	\$249,000	\$220,840	\$230,400	\$229,215	\$233,900	\$228,900
410 Administration								
5400 - Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5300 - State	\$0	\$89,422	\$0	\$22,058	\$0	\$8,774	\$40,000	\$40,000
5500-5800 - Other	\$10,500	\$13,264	\$11,200	\$25,289	\$15,039	\$23,391	\$26,130	\$17,400
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5000 - County Taxes	\$879,923	\$879,923	\$928,795	\$928,753	\$966,705	\$966,705	\$1,042,525	\$1,080,435
Subtotal	\$890,423	\$982,609	\$939,995	\$976,100	\$981,744	\$998,870	\$1,108,655	\$1,137,835
Combined Revenues								
5400 - Federal	\$1,177,104	\$1,234,791	\$1,362,742	\$1,234,628	\$1,265,748	\$1,195,630	\$1,245,041	\$1,219,989
5300 - State	\$1,120,693	\$1,009,590	\$855,647	\$848,518	\$820,717	\$785,427	\$810,102	\$809,158
5500-5800 - Other	\$686,500	\$610,592	\$652,780	\$672,345	\$602,614	\$641,240	\$690,510	\$674,080
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5000 - County Taxes	\$879,923	\$879,923	\$928,795	\$928,753	\$966,705	\$966,705	\$1,042,525	\$1,080,435
Total Revenues	\$3,864,220	\$3,734,896	\$3,799,964	\$3,684,244	\$3,655,784	\$3,589,002	\$3,788,178	\$3,783,662
Summary								
Revenue	\$3,864,220	\$3,734,896	\$3,799,964	\$3,684,244	\$3,655,784	\$3,589,002	\$3,788,178	\$3,783,662
Expenditures	\$3,864,220	\$3,870,227	\$3,799,964	\$3,652,085	\$3,655,784	\$3,419,720	\$3,788,178	\$3,783,662
Difference	\$0	-\$135,331	\$0	-\$32,159	\$0	\$169,282	\$0	\$0

2021 Public Health Levy Funding

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



Fees for Restaurants, Alcoholic Beverage Establishments, Boarding Establishments, Hotels/Motels, Resorts and Lodging Establishments and Public Swimming Pools:

Base Fee (all establishments)	\$165.00
Limited Food Menu	\$ 56.00
Small Establishment	\$ 105.00
Medium Establishment	\$252.00
Large Establishment	\$398.00
School (no base fee)	\$290.00
Alcohol Bar Service	\$152.00
Beer or Wine Table Service	\$ 40.00
Additional Alcohol Bar Service	\$ 43.00
Licensed Facility Individual Water	\$ 56.00
County/City RCA Individual Water	\$ 0.00
Licensed Facility Individual Sewer	\$ 56.00
County/City Individual Sewer	\$ 0.00
Lodging - No. of unit X	\$ 8.50 (Max \$850)
RCA Camping Cabin	\$ 8.50
County/City RCA Cabin	\$ 0.00
Seasonal Food Stand	\$ 85.00
Pool	\$225.00
Each Additional Pool	\$145.00
Spa/Whirlpool/Wading Pool	\$152.00
Each Additional Spa/Whirlpool/Wading Pool	\$ 89.00
Re-inspection Fee	\$150.00
Late Penalty Fee (1-7 days after Feb 1)	\$ 55.00
Late Penalty Fee (more than 7 days after Feb 1)	\$110.00

Youth Camp

Youth Camp Fee	\$140.00
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Fees for MHP/RCA

MHP/RCA Base Fee	\$ 57.00
County/City RCA Base	\$ 0.00
MHP/RCA Site fee	\$ 4.00
County/City RCA Site fee	\$ 0.00

Special Event Food Stand:

One Day License	\$ 10.00
Two Day License	\$ 20.00
Three or More Day License	\$ 30.00

All license fees are due before January 31st in any calendar year. A late penalty fee is due for any establishment, which has not made application and paid the required license fee prior to January 31st.

Fees for Plan Review:

A plan review is required for all new construction and remodeling for above licensed establishments except special event stands.

FBL Plan Fee:

Plan Review—New Establishment	\$300.00
Plan Review—Season Food Stand/Existing Est.—greater than \$20,000	\$150.00
Plan Review—Existing Establishment—less than \$20,000	\$ 0.00

MHP/RCA Plan Fee:

Base Fee	\$ 57.00
Per site fee	\$ 4.00
County/City RCA	\$ 0.00

Radon

Radon Kits-Short Term	\$6.00/kit (fee includes tax)
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Water Testing Fees:

Water Sample Kit	\$5.00
Total Coliform Bacteria/E.Coli	\$22.00 (increase by \$2)
Nitrate-nitrogen	\$20.00
Nitrite-nitrogen	\$20.00
Sulfate	\$17.00
Fluoride	\$18.00
Total Hardness	\$14.00
Total Dissolved Solids (TDS)	\$14.00
Total Iron	\$15.00
Sodium	\$18.00
Chloride	\$14.00
All 10 Tests	\$140.00



**Southwest Health and Human Services
Public Health Fees
Effective ~~July 1~~ November 18, 2020**

Dental Varnish	\$25/Visit
Refugee Health/Green Card	\$20
Immunizations	\$20/immunization administration
Mantoux Testing	\$25/test
Sharps Containers	2 gal \$12, 1 gal \$9, 1 qt \$7 - includes disposal fee
Public Health Nursing Clinic and Family Home Visits	
Home	\$175.00
Office Visit	\$120/visit
New Day Care Inspections	\$150.00
Education/Wellness/Car Seat Presentations	\$75/hour/staff with minimum of one-hour charge
Radon Kits-Short Term	\$6.00/kit (fee includes tax)
Blood Lead Education (per 15 min)	\$31
Blood Lead Education (per 30 min)	\$50.00
Blood Lead Screening	\$15
Depression Screening	\$25
ASQ or ASQ-SE (staff administered)	\$25
Car Seat Install and Educations	\$100
Urine Analysis (Drug Screening)	\$40
Personal Care Assessment	\$300/visit
Fit Testing	<u>\$30/test plus mileage at federal rate</u>

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



SECTION 1: Process

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

SECTION 2: New Position Information

New Position Title: Children’s Mental Health Social Worker Division/Unit: Children’s Mental Health

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

Desired hire date: November FTE Requested: 1.0

*Attached additional sheets if necessary.

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

The primary purpose of this position is to provide Rule 79 case management services for severely emotionally disturbed children and their families. This case management position primarily serves Redwood county.

“‘Case management services’ means activities that are coordinated with the family community support services and are designed to help the child with severe emotional disturbance and the child’s family obtain needed mental health services, social services, educational services, health services, vocational services, recreational services, and related services in the areas of volunteer services, advocacy, transportation, and legal services. Case management services include assisting in obtaining a comprehensive diagnostic assessment, developing an individual family community support plan, and assisting the child and the child’s family in obtaining needed services by coordination with other agencies and assuring continuity of care. Case managers must assess and reassess the delivery, appropriateness, and effectiveness of services over time.” -Statute 245.4871, subd. 3

2. Why are you recommending this position be authorized?

SWHHS currently has 7 CMH case managers covering 6 counties. One CMH case manager is based in Pipestone, one in Rock, one in Murray, two in Redwood and two in Lyon county. Lyon or Murray County based staff cover services provided in Lincoln County.

One of the Redwood county staff has submitted her resignation and her last day is scheduled to be November 3, 2020.

Redwood county has the second largest percentage of CMH referrals. Lyon county staff receive 30% of CMH intakes, Redwood is close with 28% of CMH referrals. Redwood will continue to need two staff to manage the amount of intakes, assessments and ongoing case management.

Currently the average caseload size for CMH staff is 12, with another 17 pending referrals (staff are in the process of contacting these families to inquire about their interest in receiving services and verifying eligibility for the service). The

CMH caseload size is currently low due to COVID-19. However intakes have increased significantly in the last 2 months as children have returned to school in some capacity (many of our referrals come through the school system).

DHS recommends a maximum caseload of 15 cases. Decreasing to one case manager in Redwood county would increase caseload sizes for multiple staff and cause our unit wide caseload average to exceed the recommended 15 cases as intakes continue to increase. The remaining Redwood county case manager currently has a caseload of 15 with three pending referrals. Once caseload sizes exceed 15, monthly targeted case management rates and reimbursement is decreased.

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

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

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

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

County Agency Social Worker CP - \$60,246 – \$92,701 (salary, fica, pera and insurance contribution)

5. What new or additional funding would support this position? Please identify any NEW dollars available to support this request. Grant resources already committed to existing expenditures should not be listed. Please be detailed.

None

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

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

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

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

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

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

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

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

SECTION 3: Signatures

Completed by: Christine Versaevel Date: 10-23-20

Division Director Signature: _____
APPROVED
Date: _____
By Cindy Nelson at 2:23 pm, Nov 04, 2020

Director Signature: _____
APPROVED
Date: _____
By Beth Wilms at 2:24 pm, Nov 04, 2020



Position Request Form

SECTION 1: Process

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

SECTION 2: New Position Information

New Position Title: Financial Assistance Supervisor Division/Unit: Income Maintenance

New Position Replacement Permanent Temporary Promotion

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

Desired hire date: asap **FTE Requested:** 1

*Attached additional sheets if necessary.

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

To supervise the assigned Income Maintenance staff so that all programs are carried out according to federal, state, county and agency statutes, rules, regulations, and procedures. To be responsible for and have authority to direct the operations of assigned programs and staff so that the needs of customers are met in accordance with federal and state laws, and local policy, regulations, and procedures.

2. Why are you recommending this position be authorized?

The Income Maintenance Department contains 43 eligibility workers. In order to provide ample supervision, training and review of cases failing to refill this position would be too much for the two remaining supervisors. It would increase their direct report from 15 to 22 staff. There are eligibility workers in all 6 (six) counties and several are relatively new. Accuracy in processing applications is important to the client but also provides opportunities for the agency to receive incentives (SNAP Enhancement Dollars). In addition, the position is needed to assure there is monitoring case audits of assistance cases including the required follow thru and corrections.

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

Based on the review of number of staff, training needs of the staff and desire to maintain accurate operations there is a need to refill. There is not an opportunity to contract out this position as specific income maintenance knowledge is required.

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

- 100% Levy
- Part Levy/Part Grant or Reimbursement (average 50% FFP)
- 100% Grant or Reimbursement
- Other: [Click or tap here to enter text.](#)

\$65,040- \$105,697 (salary, FICA, PERA and insurance contribution)

5. What new or additional funding would support this position? Please identify any NEW dollars available to support this request. Grant resources already committed to existing expenditures should not be listed. Please be detailed.

n/a

What is the ROI?

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

If this position is not filled staff will not receive the needed one on one time with supervision, training may not be as timely or as complete, and the number of cases reviews will be reduced.

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

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

SECTION 3: Signatures

Completed by: _____

APPROVED
By nancy.walker at 7:34 am, Nov 10, 2020

Date: _____

Division Director Signature: _____

APPROVED
By nancy.walker at 7:34 am, Nov 10, 2020

Date: _____

Director Signature: _____

APPROVED
By Beth Wilms at 7:58 am, Nov 10, 2020

Date: _____

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 3**

EFFECTIVE DATE: 02/16/11

REVISION DATE: 09/16/15; 03/15/17; 07/19/17; 04/17/19; 11/28/20

AUTHORITY: Southwest Health and Human Services – Human Services Board
MN Statute 261.035

---BURIAL AND CREMATION POLICY---

In accordance to Minnesota Statute 261.035, Southwest Health and Human Services has developed the following policy to allow for the disposition of a dead human remains in which an ability to privately pay does not exist. This policy meets the minimum requirement to dispose of a dead remains and still be considered dignified. The two basic service options provided in this policy for disposition are referred to as immediate burial or direct cremation. This policy may be altered to meet next of kin's desired service wishes, however any additional services and corresponding expenses will be responsible to be met by the next of kin's financial resources and not from the decedent's remaining assets.

Section 1 - Eligibility Requirements for a County Paid Burial

- a. Any funeral service which will require county funding must be requested within 72 hours from the time of death, unless the delay is due to the weekend or holiday where the office is closed. Any county paid burial/disposition requires prior approval. Applications must be completed and authorization given to the funeral director prior to any services rendered.
- b. Application for Payment of Income Maintenance Burial must be completed by the family or individual with the legal right to control service.
- c. Prior Authorization for payment must be obtained from Southwest Health and Human Services.
- d. Any resources available for funeral costs such as Social Security Death Benefits, Veteran's Benefits, savings, checking, and life insurance available to the decedent or the decedent's spouse are to be deducted from the county allowable burial expenses.
- e. Other customary expense items such as printed material, service gratuities, newspaper/media expense, certified copies of death certificate, church or location rental, flowers, embalming, preparation for viewing, visitation ceremony or funeral ceremony, and etc. are the responsibility of the family or individual with the legal right to control service. Relatives cannot upgrade or contribute to expenses that are explicitly paid by the agency (i.e. professional services, transfer of the remains, funeral coach, casket/urn, or cemetery liner). If cremation is chosen, the family or individual with the legal right to control service may elect a public viewing but this expense is the responsibility of the decedent's family/relatives/or individual with the legal right to control service. Payment for these expenses cannot come from the decedent's assets if a county burial is approved.
- f. In being financially prudent to county taxpayer, immediate disposition must be held Monday through Friday. Any expenses associated with weekend, holiday or overtime fees are NOT included and will be at the expense of the next of kin.

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 3**

- g. This policy is applicable to fetuses of 20 weeks or more, stillborns, or any live births.

Section 2 - Basic Services

a. Immediate Burial

1. Amount of payment is not to exceed \$3800 for the following services: Professional services, transfer of the remains and use of funeral coach.
2. Additional payments can be authorized for general transportation for removal and/or burial beyond 25 miles up to a maximum of 200 miles at \$2.00 per loaded mile.
3. Amount of payment for burial are as follows:
 - Casket \$750
 - Liner ~~\$650~~ 750 (if required by the cemetery)
 - Cemetery Lot and Grave (opening and closing) at cost

b. Direct Cremation

1. Amount of payment is not to exceed \$3800 for the following services: Professional services, transfer of the body, and cremation process.
2. Additional payments can be authorized for general transportation for removal and/or burial beyond 25 miles up to a maximum of 200 miles at \$2.00 per loaded mile.
3. Amount of payment for burial are as follows:
 - Urn and/or Urn Vault \$100

c. Basic services are either immediate burial or direct cremation as listed above. County paid expenses will be based strictly on method of final disposition.

In accordance with Minnesota Statute 261.04, Southwest Health and Human Services shall have claim against the estate of a deceased person who received a county funded burial. Please also refer to Administrative Policy #25 Funeral Expenses Policy

ALL BILLS RECEIVED FROM THE FUNERAL HOME MUST BE ITEMIZED

Agency Forms Regarding This Policy:

ELIG #009 – Application for Payment of Income Maintenance Burial
ELIG #032 – Payment Authorization Form

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 3**

ELIG #083 – Cover Letter

ELIG #084 – Claim of Funeral Director for Payment of Income Maintenance Burial

ELIG #118 – Estate Claims Fact Sheet Referral to Collections

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 5**

EFFECTIVE DATE: 01/01/11

REVISION DATE: 06/17/15; 11/18/15; 1/1/2018; 08/21/19; 11/18/20

AUTHORITY: Southwest Health and Human Services Joint Governing Board
Minnesota Statute 169.475

--- USE OF VEHICLES FOR AGENCY BUSINESS ---

Section 1 – Requirements for Using Agency Vehicles

- a. Only agency employees, contracted employees and student interns may use Southwest Health and Human Services' cars. Agency employees, contracted employees and student interns must have valid driver's licenses to drive an agency car. If their driver's license has been revoked, suspended, or cancelled, they shall not drive an agency car. Employees, contracted employees and student interns must report any changes in their driving status to their supervisor immediately. Before using an agency car for the first time, a statement (Form AG#007) must be signed confirming that the driver has a valid driver's license. It is also required that a photo copy of ~~your~~ the individual's driver's license be in ~~your~~ their personnel file.
- b. The agency vehicles are to be used only for business purposes. If, in the course of work, personal use is necessary, it is to be approved by your immediate supervisor. Permission from your supervisor must be obtained if you wish to transport anyone other than agency employees. If you are transporting anyone other than a client or another agency employee, the person to be transported must sign a Waiver of Liability for Presence in Agency Vehicle (AG#106). Signed waivers should be forwarded to the ~~Deputy Director~~ Fiscal Manager. Permission is not necessary to transport clients to fulfill conditions of their Social Services Plan.
- c. Upon supervisory approval, an agency vehicle may be parked overnight at a staff person's residence. (Example: Use of vehicle early morning or late evening.)
- d. After a vehicle is used, it is the driver's responsibility to ensure that the inside of the car is clean and neat and fill the vehicle with gas if less than a half a tank registers on the gas gauge.
- e. All personal or agency vehicles operated on agency business must be operated in a safe, lawful, and defensive driving manner at all times. This includes but is not limited to:
 1. Employees, contracted employees and student interns must obey all traffic laws and speed limits.
 2. Employees, contracted employees and student interns and passengers must use seat belts.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 5**

3. If transporting anyone 8 years or younger, they must be in a properly installed, federal approved car/booster seat. Staff transporting children as a part of their regular job duties shall attend an educational session provided by a Child Passenger Safety technician.
4. Employees, contracted employees and student interns are prohibited from reading or sending text messages, e-mails, or other written correspondence when driving a personal or agency vehicle on agency business.
5. GPS or navigation systems must be set up prior to driving, utilizing the voice command setting..

___6. —Use of a cellular phone while driving on agency business should be kept to a minimum and must be hands free as per statute:

Here are some considerations to ensure you are in compliance:

- a. Use a single earphone that has a microphone and you are still hands-free. Using earphones in both ears at the same time is illegal in Minnesota.
 - b. Pair your phone to the agency vehicle and use the speaker.
 - c. Bring a holder to clip your phone to the dash. You can use it in the voice-activated or single-touch mode.
 - d. Bring a Bluetooth speaker or earphone to pair with your phone while driving.
 - e. Last consideration, do not use your phone at all while you are driving. Put your cell phone in the glove compartment, in the backseat, or even in the trunk before you drive.
7. Staff may not utilize hands free unless they can assure compliance of data privacy and HIPAA laws.

Commented [AM01]: I wonder if F should be #6. A-e are really options, but F is a necessity. Then make the current #6 into #7

___8. —Employees may not operate an agency vehicle if they are under the influence of alcohol and/or illegal drugs or if they are on medication that impairs their driving.

- f. In case of an automobile accident, the accident should be reported to your supervisor and the ~~Deputy Director~~ Fiscal Manager as soon as possible. Obtain the following information: 1) name and address of each driver, passenger, and witness; 2) name of the insurance company and the policy number for each vehicle involved; and 3) do not admit fault or liability. ~~The Deputy Director~~ Fiscal Manager shall complete the Automobile Loss Notice Form electronically and submit it to our insurance company. If

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 5**

the employee, contracted employee or student intern is injured they should follow the process in Personnel Policy #18 Worker's Compensation.

- g. Prior to driving, all agency vehicles must be checked for proper lights, reflectors, brakes, steering, tires, horn, and wiper blades. Any deficiencies must be reported to the supervisor immediately with the use of the form AG#070.
- h. Employees, contracted employees and student interns are required to attend defensive driving training at least every 3 years. The training will be provided by the agency on agency time.
- i. All employees, contracted employees and student interns who access agency vehicles, which includes access to the Wright Express Gas Card, will not need to obtain a receipt. If employees, contracted employees and student interns use their personal funds to obtain gas for an agency vehicle, they are responsible for obtaining an itemized receipt and turning that receipt into accounting, attached to form Ag#101. If an employee, contracted employees and student interns fails to obtain a receipt, they first must go back to the vendor and attempt to get a duplicate receipt. If that is not available, the employee, contracted employees and student interns will be allowed to complete a Declaration of Expenses which is available from the Deputy Director on SharePoint.

Section 2 – Requirements for Using Personal Vehicles

- a. Southwest Health and Human Services staff shall not transport clients via their personal vehicles. Instead all client transports must take place in agency owned vehicles.
- b. Use of employee vehicles exposes the employee and employer to risk. Risks the employee face include:
 - having their vehicle damaged;
 - liability claim brought against them by drivers and passengers of other vehicles that may collide with them; or
 - the employees may sustain injuries themselves.
- c. Employees, contracted employees and student interns who claim mileage for the use of personal vehicles to conduct agency business must:
 - Possess a valid driver's license. A copy of the driver's license must be made and placed in their personnel file.
 - Provide a copy of the declaration page of the employee's insurance policy. This copy must also be placed in their personnel files. Personal automobile liability coverage should at least be at the State required minimum limits. Any changes in insurance coverage must be reported to the employee's supervisor and a copy of the new declaration page must be filed in their personnel file.
 - Sign a statement acknowledging that when the agency pays mileage, the agency is also purchasing insurance coverage and that the expectation is that personal

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 5**

coverage is primary and the agency is excess (AG#007).

- Maintain personal vehicle in good operating condition at all times.
 - Abide by the same conditions in Section 1 (e).
- d. The agency's auto liability coverage protects both the agency and its employees while employees are actually using personal vehicles on agency authorized business. However, this coverage is provided on an excess basis, which means an employee's personal auto liability coverage would be the first to respond to a claim or lawsuit filed against the employee.
- e. Motorcycles are not an approved mode of transportation for agency business.

Section 3 – Mileage Expense

- a. When there are no agency cars available for use, the agency will pay the current IRS rate for mileage. The rate of reimbursement, when an agency car is available, when using your personal car, will be .23 cents per mile.
- b. If more than one employee is traveling to the same meeting/location, they must ride share. If one chooses to ride separately, they travel at their own expense. Employees must make travel arrangements prior to actual travel.

Section 4 – Failure to Follow this Policy

- a. Violations of this policy will be considered very seriously. It may result in the imposition up to and including termination from the agency.

Agency Forms Regarding This Policy:

AG#007 - New Employee Statement

AG#070 - Vehicle Check - Repair Request

AG#106 - Waiver of Liability for Presence in Agency Vehicle

LABOR AGREEMENT

**Between
Southwest Health and Human Services
&
American Federation of State, County and Municipal Employees**

HUMAN SERVICES & PUBLIC HEALTH

January 1, 2021 to December 31, 2021

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ARTICLE 1 – PURPOSE OF AGREEMENT

This AGREEMENT is entered into between the Southwest Health and Human Services, hereinafter called the EMPLOYER, and the American Federation of State, County, and Municipal Employees, hereinafter called the UNION.

The intent and purpose of this AGREEMENT IS TO:

- 1.1 Establish certain wages and other conditions of employment;
- 1.2 Establish procedures for the resolution of disputes concerning this AGREEMENT'S interpretation and/or application;
- 1.3 Specify the full and complete understanding of the parties; and
- 1.4 Place in written form the parties' agreement upon the terms and conditions of employment for the duration of this AGREEMENT.

ARTICLE 2 – RECOGNITION

The EMPLOYER recognizes the UNION as the Exclusive Representative for employees of Southwest Health and Human Services, Minnesota who perform work in Public Health and Human Services and/or Social Services as well as all clerical employees who are public employees within the meaning of M.S. 179A.03 Subd. 14, excluding supervisory and confidential employees.

ARTICLE 3 – DEFINITIONS

- 3.1 UNION: Council 65 American Federation of State, County and Municipal Employees.
- 3.2 EMPLOYER: Southwest Health and Human Services.
- 3.3 UNION MEMBER: A member of the American Federation of State, County and Municipal Employees.
- 3.4 EMPLOYEE: A member of the exclusively recognized bargaining unit.
- 3.5 BASE PAY RATE: The employee's annual or hourly pay rate exclusive of longevity or any other special allowance. Exempt (salaried) employees shall have their annual salary paid in either 26 or 27 pay periods depending upon calendar

3.6 SENIORITY

A. EMPLOYER SENIORITY: Length of continuous service with the Employer, subject to Section C.

B. JOB CLASSIFICATION SENIORITY: Length of service in a job classification covered by this Agreement, subject to section C.

C. SENIORITY CREDIT FROM PRIOR EMPLOYERS:

(i) Employees who were previously employed by Lincoln, Lyon, and Murray Human Services, clerical employees who were employed by Lincoln Lyon Murray Pipestone Public Health or a County that becomes a member of Southwest Health and Human Services (EMPLOYER), shall maintain their seniority dates from their initial employment and job classification from those prior employers, and shall be placed on the seniority list accordingly with other employees of the bargaining unit, so long as there was no interruption in continuous employment from their prior employer and the EMPLOYER. Such employees shall not be viewed as new employees and shall not serve a probationary period unless such employees transfer to a new position outside their job classification pursuant to § 11.2 after their employment with the EMPLOYER begins.

(ii) For the purpose of job classification seniority, employees of member counties joining the EMPLOYER shall be placed in the job classification that most closely matches the job duties that the employee performed at the member county as determined by the EMPLOYER.

(iii) For seniority credit to apply the employee of a County that is a signatory to the Southwest Health and Human Services Joint Powers Agreement for Human Services or Public Health must have been employed in the Human Services Department or Public Health Department of that member county immediately prior to becoming employed by the EMPLOYER.

(iv) "Immediately prior" means there shall be no break in service between the employment with any of the member county or LLMHS or LLMPPH or, for clerical employees LLMPPH, ending and employment with the EMPLOYER beginning. In the event that the individual is later employed by the EMPLOYER, the individual shall not subsequently be entitled to service credit for past employment with a member county, LLMHS or LLMPPH or for clerical employees, LLMPPH.

- 3.7 OVERTIME: Work performed at the express authorization of the EMPLOYER in excess of forty (40) hours within a seven (7) day period as determined by the employer.
- 3.8 LAYOFF: Reduction in an employee's scheduled hours of work or elimination of the employee's position.
- 3.9 TRIAL PERIOD: The first ninety (90) calendar days after a bargaining unit member is promoted, transferred, or accepts a position outside the bargaining unit, after having completed their initial probationary period within the bargaining unit.

ARTICLE 4 – UNION SECURITY

In recognition of the UNION as the exclusive representative the EMPLOYER shall:

- 4.1 The EMPLOYER shall deduct union dues from the earnings of those employees who authorize such deductions in writing. The UNION shall submit such authorizations in writing to the EMPLOYER at least seven (7) days prior to the end of the pay period for which the deductions are to be effective, verifying the employees for whom full and fair share amounts shall be deducted. Such deductions shall continue in effect until canceled.
- 4.2 The EMPLOYER shall deduct each pay period, an amount as directed by the Union
- a. Withheld dues shall be forwarded to AFSCME Council 65 Administrative Office (118 Central Ave, Nashwauk, MN 55769) within ten (10) days after the deductions are made, together with a record of the amount and a list of the names of the employees from whose wages deductions were made
 - b. Deduction of dues or fees shall be made each pay period using a formula (or schedule, if applicable) provided by the UNION to the EMPLOYER to calculate the actual dues deduction. The UNION will provide a spreadsheet or formula that can be used to calculate the actual dues in an electronic Excel format or via U.S. mail. Dues deductions shall be continued and terminated in accordance with said authorization card.
- 4.3 The UNION shall provide employees with union authorization cards for membership and union dues. The EMPLOYER shall not be responsible for providing such cards to employees. Cards and information regarding union dues may be obtained through AFSCME Council 65 Administrative Office (118 Central Ave, Nashwauk, MN 55769).
- 4.4 The UNION may designate employees from the bargaining unit to act as stewards and shall inform the EMPLOYER in writing of such choice. The Employer agrees to allow the officers and representatives of the bargaining unit reasonable time off for

meetings with the employer. Leaves of absence, with prior approval and without pay, for the purpose of conducting Union business when such time will not unduly interfere with the operations of the department may be requested.

- 4.5 The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the EMPLOYER as a result of any action taken or not taken by the EMPLOYER under the provisions of this Article.
- 4.6 DEDUCT FAIR SHARE fees in accordance with the provisions of M.S. 179.65, Subd. 2.
- 4.7 The EMPLOYER agrees to allow the UNION to use designated bulletin boards and e-bulletins for the purpose of posting notices of UNION meetings, election, election returns, appointments to office and any other items specifically approved by the EMPLOYER. The UNION agrees to limit the posting of such notices to designated locations.
- 4.8 The Union shall have the right and opportunity to participate in the SWHHS new employee orientation with all newly hired employees. This orientation session shall be for the purpose of explaining the new employee's contractual rights and introducing him/her to the Union. The Union shall be given 15 minutes at the beginning of each aforementioned new employee orientation.

ARTICLE 5 – EMPLOYER AUTHORITY

- 5.1 The EMPLOYER retains the full and unrestricted right to operate and direct the affairs of the EMPLOYER in all its various aspects including, but not limited to the right to direct the work force, select and manage all personnel, assign overtime, layoff employees due to lack of work and other legitimate reasons, make and enforce rules and regulations; determine the utilization of technology; change or eliminate existing methods, equipment or facilities; establish functions, policies and programs; set and amend budgets; establish and modify the organizational structure; and to perform any inherent managerial function not specifically limited by this AGREEMENT.
- 5.2 Any term and condition of employment not specifically established or modified by this AGREEMENT shall remain solely within the discretion of the EMPLOYER to modify, establish, or eliminate.
- 5.3 In the event that the EMPLOYER proposes to make changes to its policies which affect a mandatory subject of bargaining, the UNION shall be notified in advance. The Union shall promptly notify the employer within ten (10) working days if it is interested in negotiating regarding such subject(s). If negotiation is requested, such policies shall not be implemented for bargaining unit employees until the negotiation process is complete.

ARTICLE 6 – EMPLOYEE RIGHTS- GRIEVANCE PROCEDURE

6.1 DEFINITION OF A GRIEVANCE

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this AGREEMENT.

6.2 UNION REPRESENTATIVES

The EMPLOYER will recognize representatives designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The UNION shall notify the EMPLOYER in writing of the names of such UNION representatives and of their successors when so designated.

6.3 PROCESSING OF A GRIEVANCE

It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the EMPLOYEES and shall therefore be accomplished during normal working hours only when consistent with such EMPLOYEE duties and responsibilities. The aggrieved EMPLOYEE and the UNION REPRESENTATIVE shall be allowed a reasonable amount of time without loss in pay when a grievance is presented to the EMPLOYER during normal working hours provided the EMPLOYEE and the UNION REPRESENTATIVE have notified and received the approval of the designated supervisor who has determined that such absence IS reasonable and would not be detrimental to the work programs of the EMPLOYER.

6.4 PROCEDURE

Employees are encouraged to attempt to resolve their grievances, as defined by Section 5.1 on an informal basis with their immediate supervisor at the earliest opportunity. If the matter cannot be resolved to the employee's satisfaction by informal discussion, it shall be then processed in accordance with the following procedure:

- Step 1. An EMPLOYEE claiming a violation concerning the interpretation or application of this AGREEMENT shall, within twenty-one (21) calendar days after such alleged violation has occurred, present the grievance to the EMPLOYEE'S designated representative in writing, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought. The EMPLOYER-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt.

Step 2. A grievance not resolved in Step 1 may be appealed to Step 2 in writing within ten (10) calendar days after the EMPLOYER-designated representative's final answer in Step 1, and shall set forth the nature of the grievance, the facts on which it is based, the provision or provisions of the AGREEMENT allegedly violated, and the remedy requested. Any grievance not appealed in writing to Step 2 by the UNION within ten (10) calendar days shall be considered waived.

If appealed, the grievance shall be presented by the UNION and discussed with the EMPLOYER-designated Step 2 representative. The EMPLOYER-designated representative shall give the UNION the EMPLOYER'S Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance.

Step 3. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the EMPLOYER-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the UNION within ten (10) calendar days shall be considered waived.

If appealed, the written grievance may, by mutual written agreement, be submitted to mediation through the Minnesota Bureau of Mediation Services.

Step 4. A grievance unresolved in Step 2 which the parties do not mediate or which is unresolved at Step 3 may be appealed to Step 4 and submitted to arbitration.

The EMPLOYER and the UNION representative may endeavor to select a mutually acceptable arbitrator to hear and decide the grievance or may select an arbitrator in accordance with the Rules established by the Bureau of Mediation Services. Absent any factors beyond the control of the Union or the Employer, the Union and the Employer shall select an arbitrator within ninety (90) calendar days from the date the Union appeals the grievance to Step 4 of the grievance procedure. If no selection is made within this ninety (90) day timeframe, the grievance shall be considered waived. However, no such waiver shall occur due to the failure of the Employer to engage in the selection process.

6.5 ARBITRATOR'S AUTHORITY

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the

EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted.

- B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this AGREEMENT and to the facts of the grievance presented.
- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

6.6 WAIVER

If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER'S last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the UNION may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the EMPLOYER and the UNION.

6.7 CHOICE OF REMEDY

A grievance unresolved at Step 3 that involves a suspension, demotion or discharge of an employee who has completed the required probationary period may be appealed either to Step 4 of Article VI or a procedure such as: Veteran's Preference or other statutory proceeding. If appealed to any procedure other than Step 4, the grievance is not subject to the arbitration procedure as provided in Step 4. The aggrieved employee shall elect in writing which procedure is to be utilized, Step 4, or another appeal procedure, and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Step 4.

ARTICLE 7 – SAVINGS CLAUSE

In the event any provision of this AGREEMENT shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be voided. All other provisions of the AGREEMENT shall continue in full force and effect. The voided provision may be renegotiated at the request of either party.

ARTICLE 8 – WORK SCHEDULES

- 8.1 The sole authority to establish or modify work schedules is with the EMPLOYER.
- 8.2 The EMPLOYER will give seven (7) calendar days advance notice to employees affected by the establishment of permanent change in schedule.
- 8.3 Any employee directed to work outside of their assigned office shall begin their work day at the beginning of their travel to their unassigned office.

ARTICLE 9 – OVERTIME PAY AND COMPENSATORY TIME

- 9.1 All overtime must be approved in advance by the employee's supervisor. Hours worked by non-exempt employees in excess of forty (40) hours within a seven (7) day period (as determined by the employer) will be compensated at one and one-half (1-1/2) times the employee's regular base pay.
- 9.2 The maximum number of hours that a non-exempt employee should work in any week is 37.5 hours. With supervisory approval, non-exempt employees may work up to two and a half (2.5) hours over the regular 37.5 hours which will be earned as compensatory time.
- 9.3 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
- 9.4 Exempt employees may earn compensatory time at one (1) hour for each hour worked in excess of thirty seven and a half (37.5) hours with prior approval of a supervisor, unless a supervisor is unavailable and immediate client needs require attention. In such circumstances, supervisor approval must be obtained the following work day. If an on-call employee takes a call or is called out to work, compensatory time is to be earned at time and a half (1.5).
- 9.5 Compensatory time taken must be approved in advance by the employee's immediate supervisor.
- 9.6 Compensatory time will be earned and taken in 30 minute increments at a minimum. Once earned, employees shall not be required to use compensatory time until they have reached 17.5 hours at which time they may be asked to work adjust to insure they do not exceed 22.5 hours. In the event an employee may go into overtime status for the week they may also be asked to work adjust. The balance of compensatory

time at the end of the payroll period shall never be more than 22.5 hours. Time in excess of 22.5 hours at the end of a payroll period will be lost to exempt employees. For non-exempt employees, the time in excess of 22.5 hours at the end of a payroll period shall be paid out to the employee at the employee's regular rate of pay.

ARTICLE 10 – DISCIPLINE

The EMPLOYER will discipline employees only for just cause. Discipline will be in one or more of the following forms, as appropriate to the circumstances: oral reprimand with written documentation, written reprimand, suspension, demotion, or discharge.

Employees shall be provided with a copy of all disciplinary actions and a copy of their performance evaluations.

ARTICLE 11 – PROBATIONARY PERIODS

- 11.1 All newly hired or rehired employees will serve an initial one-year probationary period. During the initial probationary period, an employee who is promoted or reassigned to another job classification shall serve the secondary probation concurrently with the initial probation.
- 11.2 At any time during the initial probationary period a newly hired or rehired employee may be terminated at the sole discretion of the EMPLOYER. Such terminations shall not be subject to the grievance procedure.
- 11.3 All employees will serve a six (6) months' bargaining unit probationary period in any job classification within the bargaining unit in which the employee has not served a probationary period. During the initial ninety (90) calendar day trial period, the employee may return to their prior position at their request and shall retain the job classification seniority upon reinstatement to the position previously held.
- 11.4 At any time during the six month bargaining unit probationary period, an employee promoted or reassigned may be demoted or reassigned to the employee's previous position at the sole discretion of the EMPLOYER. If an employee is returned to his or her prior position by the EMPLOYER during their bargaining unit probationary period, that employee shall retain the job classification seniority upon reinstatement to the position previously held.
- 11.5 An employee who accepts a position outside of the bargaining unit shall retain his/her job classification seniority within the unit for a trial period of ninety (90) calendar days during which either the employee or the EMPLOYER may return the employee to the employee's previous job classification. At the conclusion of the trial period, the employee's seniority rights under this agreement shall terminate. Nothing in this

provision shall be construed as modifying or impacting any probationary or trial period that is or may be required in the position outside of the bargaining unit.

- 11.6 Newly hired probationary employees may use accrued sick leave as it is earned. They may use accrued vacation leave after three (3) months of employment. Employees serving probationary periods in new job classifications shall be entitled to use all accrued paid leave time consistent with the terms of Article 15.

ARTICLE 12 – SENIORITY

- 12.1 In the event of layoff, employees will be laid off on the basis of job classification seniority. The Employer will endeavor to provide employees with as much notice of temporary layoff as reasonably practicable based upon the circumstances. Notification of permanent layoff will be 3 weeks.

The employee laid off shall then have the opportunity to bump the least senior employee in the job classification the employee most recently previously held, provided the employee has more seniority than the employee he/she intends to bump.

- 12.2 Recall from layoff will be on the basis of job classification seniority. Recall rights will continue for twelve (12) months after lay off. Recalled employees shall have ten (10) working days after notification of recall by registered mail at the employee's last known address to report to work or forfeit all recall rights.

No new employee shall be hired to work in classifications in which layoffs have occurred until all employees in those classifications on layoff status who wish to return have been recalled.

- 12.3 Seniority lists: The EMPLOYER shall establish seniority lists by EMPLOYER and job classification seniority and will provide such lists to the UNION upon request. The UNION shall be notified of new hires within the bargaining unit, including job classification and rate of pay.

- 12.4 Seniority: Newly hired employees shall be placed on the seniority lists upon completion of their probationary periods.

- 12.5 EMPLOYER seniority shall be used for the purpose of determining benefits.

ARTICLE 13 – JOB VACANCIES

- 13.1 Job vacancies within the agency will be posted within the agency for five (5) work days prior to being advertised publicly. Interested employees may submit application for a position after the Board approves the position to be filled, prior to the posting date. The EMPLOYER shall have the discretion to determine whether or not to seek outside applicants.

- 13.2 Employees selected to fill a position in a higher job classification shall be subject to the conditions of ARTICLE 11 (PROBATIONARY PERIOD).
- 13.3 The EMPLOYER has the right of final decision in the selection from all applicants (internal and external) to fill jobs based on qualifications, abilities and experience and to set initial salary. In the event that an initial salary is higher than the lowest paid employee in the job classification, the Union shall be notified in advance of the recommendation to the Board. The EMPLOYER shall meet and confer with the UNION upon request within 10 calendar days and provide information regarding the experience and qualifications of the successful applicant and the reason for the wages/salary.

ARTICLE 14 – HEALTH, DENTAL, LTD (Long-term disability), and LIFE INSURANCE PLANS

Hereinafter called the Cafeteria Plan

- 14.1 The EMPLOYER will contribute up to a maximum of five hundred fifty dollars (\$550) per month per employee for the cafeteria plan for employees taking EMPLOYEE ONLY coverage. The EMPLOYER will contribute up to a maximum of nine hundred thirty (\$930.00) per month per employee to the cafeteria plan for employees taking EMPLOYEE PLUS CHILD (REN) coverage. The EMPLOYER will contribute up to a maximum of one thousand one hundred dollars (\$1100.00) per month per employee to the cafeteria plan for employees taking EMPLOYEE PLUS SPOUSE coverage. The EMPLOYER will contribute up to a maximum of one thousand three hundred twenty-five dollars (\$1325.00) per month per employee to the cafeteria plan for employees taking FAMILY coverage. Employees are required to carry single or dependent health care coverage using the maximum employer contributions stated above. Basic LTD (long-term disability) coverage, and life insurance will be provided by the EMPLOYER Labor and Management agree to meet and confer if requested by Labor to discuss changes to the health insurance premium for 2021.
- 14.2 Retiring employees who:
- a) were employed by Lincoln, Lyon, and Murray Human Services (LLMHS) and were employed by that agency prior to August 22, 2005 and worked continuously for LLMHS through December 31, 2010 with no break in service; and
 - b) were hired by the EMPLOYER effective January 1, 2011 with no break in service and are employed on a full-time basis with the EMPLOYER; and
 - c) are receiving a disability benefit or PERA annuity, or have met age and service requirements necessary to receive a PERA annuity;

shall be entitled to receive 4% per year of service toward the employee's (dependents are excluded) health and dental single insurance premium, including their years of service at LLMHS.

This amount shall not exceed 100% nor shall the total amount exceed the amount paid by Southwest Health and Human Services on behalf of their employees. Payment of this amount will be discontinued if the employee's share of the premium(s) is not paid within the deadline set by the EMPLOYER. Payment shall also be discontinued when the employee becomes eligible for Medicare or if the employee obtains employment where single health insurance is available at no cost to the employee.

Employees hired after August 22, 2005 by Lincoln, Lyon, and Murray Human Services are not eligible for retirement health insurance benefits. No employees hired by the EMPLOYER who were not employed by LLMHS are entitled to retirement health insurance benefits.

- 14.3 The Agency will cover the maintenance costs of the benefit plans. The employee shall be responsible for any lost or extra debit cards.

ARTICLE 15 – LEAVES

- 15.1 VACATION LEAVE - Full-time employees shall be granted paid time off as follows: Each permanent, trainee, or probationary employee shall earn vacation, on the last working day of each payroll period but this vacation cannot be used until the first working day of the following payroll period.

At initial hire, staff will earn 3.7 hours of vacation biweekly.

At 3 years of service, staff will earn 4.33 hours of vacation biweekly.

At 5 years of service, staff will earn 5.55 hours of vacation biweekly.

At 10 years of service, staff will earn 6.45 hours of vacation biweekly.

At 15 years of service, staff will earn 7.35 hours of vacation biweekly.

Vacation leave can accumulate to 244 hours. No time is accumulated after reaching the maximum. In lieu of earning biweekly vacation, new employees will be fronted 6 biweekly vacation accruals at the time of hire (a total of 22.2 hours) which new employees will have access to upon hire. New staff will then start earning biweekly vacation as per this contract at the end of the 7th biweekly pay period and thereafter. When taking vacation leave, the minimum increment that can be used is one-half hour. Vacation leave cannot be used until it is earned.

No Vacation Leave will accrue after the employee reaches 244 hours.

Requests for vacation leave must be made to the employee's supervisor in writing and must be authorized in advance by the supervisor in writing. In the absence of the

employee's supervisor, the request may be made to another supervisor in Human Services.

Upon voluntary separation of employment, any employee who has six (6) months of satisfactory service will be paid for any accrued vacation leave that has not been used. Employees may not use more than three days during the last two weeks of employment. Employees terminated for misconduct shall not be entitled to be paid for accrued unused vacation leave. This shall not apply to employees terminated for poor work performance.

15.2 MEDICAL LEAVE

- a. Each permanent, trainee, or probationary employee shall earn paid medical leave at the rate of 3.7 hours, on the last working day of each payroll period but this paid medical leave cannot be used until the first working day of the following payroll period.
- b. Paid medical leave will be prorated for part-time employees.
- c. Paid medical leave can be accumulated to a maximum of 450 working hours. No time is accumulated after reaching this maximum.
- d. Paid medical leave may not be used in the payroll period it is earned.
- e. When taking paid medical leave, the minimum increment that can be used is one-half hour.
- f. Employees shall use paid medical leave for FMLA leave purposes.
- g. Paid medical leave may be used for illness (self and immediate family), injury, medical and dental appointments. (Immediate family shall be spouse, children, parents, grandparents and legal wards) as prescribed by MN Statute 181.9413.
- h. The employer may require medical documentation when three days of leave is used within a thirty (30) day period. Such documentation may consist of verification of doctor's or dental appointments without disclosure of diagnosis. The employer reserves the right to require additional information, including medical information, in the event that there is a pattern indicating the possible abuse of sick leave.
- i. If any employee receives a compensable injury and has benefits accrued under sick leave, the employee may at his/her option, request and receive sick leave to supplement the difference between his/her regular pay and Worker's Compensation. The total amount paid to the employee will not exceed his/her regular earnings.

When an employee cannot report to work due to an illness the employee shall notify their supervisor and the front desk of their base office so the employee's calendar can be updated. Medical leave due to preplanned medical appointments must be approved by the employee's supervisor in the same manner as vacation.

Employees may not use medical leave during the last two weeks of employment after submitting their resignation, except in the case of accident, injury or documented illness of the employee.

15.3 PAID MEDICAL LEAVE DURING VACATION LEAVE

When illness occurs within a period of vacation leave, the period of illness may be charged as paid medical leave and the charge against vacation leave reduced accordingly except when the employee has submitted their resignation.

15.4 FAMILY MEDICAL LEAVE ACT (FMLA) LEAVE will be provided as required by law. A "rolling forward" period of time for FMLA leave shall be used. Employees must use accumulated paid leave during FMLA leave. An employee shall continue to be eligible for paid holidays. Employees may hold up to 37.5 hours of sick leave and 37.5 hours of vacation to be available upon return from leave. Employees will provide written notification to Human Resources and their supervisor of their intent to bank sick and/or vacation leave prior to FMLA leave.

15.5 STATUTORY LEAVES - Military leave, bone marrow donation, jury duty and other statutory leaves will be provided by as required by law, and may be enhanced but not diminished by SWHHS policy.

15.6 BEREAVEMENT LEAVE

Each employee shall have up to 22.5 hours noncumulative annual bereavement leave. Each employee shall have an additional 5 days (37.5 hours) noncumulative annual bereavement leave for immediate family (parent/child/spouse). Such days shall be with pay and shall not be deducted from sick leave or vacation balances. Such leave must be taken in a minimum of 1/2 (.5) hour increments.

Upon exhaustion of the noncumulative annual bereavement leave and approval of their supervisor, an employee may use up to three (3) days of medical leave for bereavement of a parents, children, spouse, siblings, legal wards, grandparents, grandchildren, aunts, uncles, nieces, nephews, cousins and spouse's parents and in-law relatives .

Reasonable leave time without loss of pay will be allowed to attend a funeral of current staff members or former staff members who have left the agency within the last two years.

In the event of a death in the family the employee shall inform the supervisor in the same manner as for sick leave.

15.7 MEDICAL LEAVE SEVERANCE (Pre-7/1/2011 Employees)

Upon severance of employment under this CBA (SWHHS Public Health) with five (5) to ten (10) years of service, the employee shall be compensated at his/her current rate of pay an amount equal to 25% of the unused accrued sick leave available to the employee's credit to the date of separation. For eleven (11) to twenty (20) years of service, the employee will receive 35%, and for over twenty-one (21) years of service, the employee will receive 45%. In cases of death while still employed, the severance pay shall be paid to the employee's estate.

Employees hired after July 1, 2011 by Southwest Health and Human Services (Public Health) are not eligible for medical leave severance.

- 15.8 Union Leave - Upon written request by the Union, unpaid leave shall be granted for up to a maximum of three (3) employees selected by the Union to do union business for up to a maximum of five (5) days per year.

ARTICLE 16 – HOLIDAYS

- 16.1 Employees shall receive the following eleven holidays:

New Year's Day	Veterans' Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Christmas Eve Day if December 24
Labor Day	falls on Monday, Tuesday, Wednesday, or Thursday

- 16.2 Non-exempt employees required to work on holidays shall be paid one and one-half (1-1/2) times the employee's base pay rate for hours worked. This is in addition to the employee's base pay. In all cases where a non-exempt employee is required to work on a holiday and such hours worked are in excess of forty (40) hours per week, ARTICLE 9.1 shall apply.
- 16.3 In the event that a holiday falls on a Sunday, the following Monday shall be paid holiday, and if any of these fall on a Saturday, the preceding Friday shall be a paid holiday.
- 16.4 Employees shall be required to work their last regularly scheduled work day prior to the holiday and their next regularly scheduled work day after the holiday to qualify for holiday pay, unless the employee is absent due to illness, accident, is on vacation

or due to the death in the employee's immediate family. Holiday pay for part-time employees or employees who are in leave without pay status will be prorated.

ARTICLE 17 – LEAVES OF ABSENCE

Leaves of absence not otherwise set forth in this agreement will be provided as per law or Southwest Health and Human Services Policy.

In the event that the EMPLOYER makes changes to its policies which affect a mandatory subject of bargaining, the UNION shall promptly notify the employer if it is interested in negotiating regarding such subject(s).

ARTICLE 18 – PART-TIME EMPLOYEES

Part-time employees shall be eligible for pro-rated holidays, medical leave, and vacation benefits under this AGREEMENT.

ARTICLE 19 - COMPENSATION

- 19.1 On call social workers will bill the agency monthly at \$25 per day. On-call social workers will bill the agency \$50 per day for holidays as defined by Article 16 of this contract.
- 19.2 Professional Licensure: the EMPLOYER will pay for one-half of any professional licensing fees when the license is required for the job. This does not include application or late fees.
- 19.3 Employees shall be paid in accordance with Appendix A
- 19.4 Notwithstanding any provision for the continuation of the agreement following the expiration of the term pursuant to P.E.L.R.A., steps on any wage schedule shall not be automatic, The EMPLOYER reserves the right to deny or withhold steps following the expiration of the term of this AGREEMENT. After an evaluation is completed, the employee will be given a copy and provided an opportunity to respond to the evaluation in writing and have that response permanently attached to the evaluation. No changes may be made in the evaluation after the employee has received and signed his/her copy. The employee's signature on any performance review is considered a signature of receipt only and not an indication of agreement.
 - 19.41 An Employee may request review of the performance review score by their immediate supervisor or his/her designee. Such request must be made to the immediate supervisor within twenty-four (24) calendar days from the date the employee receives the evaluation. If the decision of the appointing authority immediate supervisor does not resolve the matter within thirty (30) calendar days following the employee's request for review, the matter may be

referred to Human Resources, for review by the Director or his/her designee. Such time limits may be waived by agreement of the parties.

19.42 The EMPLOYER, when evaluating their existing Performance Evaluation Tool, will agree to meet and confer with the UNION, if the UNION requests within 2 weeks of notice, regarding changes to the Performance Evaluation Tool prior to implementation of any changes. This pertains to the content of the tool not the scoring grid.

19.5 If during the term of this agreement a new classification is created then the employer's representative will notify the union's representation in writing of the new classification, within fourteen (14) days and include the job description and proposed salary minimum and maximum. The union representative will respond within ten (10) working days of receipt of the notification as to whether or not the Union agrees with the proposed salary. If the Union disagrees with the Employer's proposed salary minimum and maximums, the Union representative will request to meet and negotiate with the Employer's representative regarding the proposed minimums and maximums. Staff will not be appointed to the new classification until this process is complete.

ARTICLE 20 – SAFETY

The EMPLOYER and the UNION agree to jointly promote safe and healthful working conditions, to cooperate in safety matters and to encourage employees to work in a safe manner.

A copy of the Safety Policy shall be available online to all employees.

Employees shall report unsafe conditions to one of the Safety Committee Chairpersons and/or the Administrator.

ARTICLE 21 – GENERAL PROVISIONS

SWHHS policies regarding the general terms and conditions of employment shall be applied, including but not limited to such matters as, expense reimbursement, flex schedule, telecommuting, inclement weather, community service participation and use of agency vehicles.

In the event that the EMPLOYER makes changes to its policies which affect a mandatory subject of bargaining, the UNION shall promptly notify the EMPLOYER if it is interested in negotiating regarding such subject(s).

ARTICLE 22 – WAIVER

- 22.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this AGREEMENT, are hereby superseded.
- 22.2 The parties mutually acknowledge that during the negotiations which resulted in this AGREEMENT, each had the unlimited right and opportunity to make demands and proposals with respect to any terms or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this AGREEMENT for the stipulated duration of this AGREEMENT.

ARTICLE 23 – DURATION

This AGREEMENT shall be effective as of January 1, 2021 and shall remain in full force and effect until the 31st day December 2021. It shall be automatically renewed from year to year thereafter, unless either party shall notify the other party in writing prior to date of expiration that it desires to modify this agreement. This Contract shall remain in full force and effect during the period of such negotiations.

FOR SOUTHWEST HEALTH AND HUMAN SERVICES

FOR AMERICAN FEDERATION OF STATE COUNTY & MUNICIPAL EMPLOYEES

Beth Wilms, Director
Dated _____

Nicole Longtin, Union President
Dated _____

Board Chairperson
Dated _____

Eric Austin , AFSCME Representative
Dated _____

**APPENDIX A
Compensation**

2021 – Up to 3.50% Pay for Performance increases (can be adjusted higher by the board as budget allows) Modification of minimum in accordance with DHS Merit System COLA adjustments will be frozen in 2021. Modification of maximum in accordance with DHS Merit System COLA adjustments will occur in 2021.

Employees hired after October 1, 2020 shall not receive a pay for performance increase until the following year.

Social Worker/CPS	Minimum: \$24.12	Maximum: \$39.76
Social Worker MSW	Minimum:\$51,313.14	Maximum:\$77521.20
Social Work Team Lead	Minimum: \$27.40	Maximum: \$39.76
Chemical Dep Counselor	Minimum: \$18.69	Maximum: \$31.93
Lead Eligibility Worker	Minimum: \$21.38	Maximum: \$33.07
Eligibility Worker	Minimum: \$18.69	Maximum: \$31.93
Fraud Prevention Specialist	Minimum: \$19.24	Maximum: \$33.07
Circle Coordinator	Minimum: \$26.32	Maximum: \$39.76
Circle Specialist	Minimum: \$18.69	Maximum: \$31.93
Collections Officer	Minimum: \$18.17	Maximum: \$30.77
Child Support Officer	Minimum: \$19.24	Maximum: \$34.21
Support Enf Aide	Minimum: \$16.03	Maximum: \$23.95
Office Support Specialist	Minimum: \$14.97	Maximum: \$22.80
Case Aide	Minimum: \$18.17	Maximum: \$30.20
Health & Human Services Administrative Aide	Minimum: \$18.69	Maximum: \$31.93
PH Nurse	Minimum: \$26.73	Maximum: \$39.90
Registered Nurse	Minimum: \$23.38	Maximum: \$35.35
Public Health Educator	Minimum: \$24.59	Maximum: \$37.63
Sanitarian	Minimum: \$24.59	Maximum: \$37.63
Nutrition Coordinator	Minimum: \$24.59	Maximum: \$37.63
Registered Dietician	Minimum: \$24.59	Maximum: \$37.63
Health Services Program Aide	Minimum: \$17.11	Maximum: \$26.22
Cnty Program Specialist	Minimum: \$50,752.97	Maximum: \$68924.46

APPENDIX B

**Leave Time Transfers for New County Partners to the Southwest Health
and Human Services Joint Powers Organization**

The Union and the Employer agree that the Employer may enter into agreements to allow the transfer of up to the maximum medical leave and vacation leave balances set forth in this Agreement for employees of new JPA members as long as the joining partner county compensates SWHHS fully for the transferred time. Nothing in this Agreement shall allow employees of new member counties to file grievances related to the amount of leave transferred pursuant to any agreement between the Employer and their member county/prior employ



**Minnesota Department of Human Services
Elmer L. Andersen Building
Commissioner Jodi Harpstead
Post Office Box 64998
St. Paul, Minnesota 55164-0998**

November 6, 2020

Charles Sanow, Governing Board Chairperson
Southwest Health and Human Services
607 West Main
Marshall, Minnesota 56258

Dear Charles Sanow:

I am writing to notify you that your county personnel system is in compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900). Minnesota Statutes, section 256.012 (2) (b) provides that a county may withdraw from the Minnesota Merit System only after the Commissioner of Human Services certifies that its personnel system meets federal requirements.

This decision is based upon a review of your human resources policies and practices outlined in the following documents:

- Personnel policies/rules;
- Summary of the assessment/selection processes to be used, including procedures for job analysis, and development of selection/assessment tools;
- Classification plan, including classification specifications, or position descriptions/questionnaires;
- Compensation plans;
- Performance evaluation forms and plan; and
- Employee development/training plan

Charles Sanow
November 6, 2020
Page 2

The final step in the process consists of a formal written resolution passed by your county board. The resolution should attest to the fact that you have met all of the requirements of the Federal Standards for a Merit System of Personnel Administration and that your county human resources office will provide human resources services in compliance with these standards. Please send a copy of the resolution to Jessica Page in the Minnesota Merit System.

Staff from the Minnesota Merit System office will be contacting Nancy Walker to discuss the disposition of any outstanding employee transactions.

If you have any questions, please contact Jessica Page at 651-431-3025 or Jessica.page@state.mn.us.

Thank you for your continued partnership.

Sincerely,



Jodi Harpstead
Commissioner

cc: Nancy Walker, Deputy Director Southwest Health and Human Services
Beth Wilms, Director Southwest Health and Human Services

Member _____ introduced the following Resolution and moved its adoption:

**Resolution Regarding Federal Standards
for a Merit System of Personnel Administration**

WHEREAS, federal laws require that state human services programs, including programs administered under Titles IV-A, IV-E, and XIX of the Social Security Act, maintain a merit system of personnel administration in compliance with 5 CFR Part 900 as a condition of receiving certain federal funding; and

WHEREAS, 5 CFR §900.604 provides that certification of agreement by a chief executive of a state or local jurisdiction to maintain a system of personnel administration in conformance with those same standards satisfies any applicable Federal merit personnel requirements of the Federal assistance to which personnel standards on a merit basis are applicable;

WHEREAS, Minnesota Statutes, §256.012, establishes that the Commissioner of Human Services for the State of Minnesota is responsible for maintaining a merit system of personnel administration in accordance with the federal requirements, referred to as Minnesota Merit System, for county employees engaged in the administration of human services;

WHEREAS, Minnesota Statutes, §256.012, subd. 2 (b) provides that a county may withdraw from the Minnesota Merit System upon certification by the Commissioner of Human Services that its personnel system meets federal merit system standards;

WHEREAS, Southwest Health and Human Services was established in 2011 through a joint powers agreement for the administration of human services under federal and state laws in Lincoln, Lyon and Murray Counties. The agreement was modified in 2012 adding Rock County and in 2013 adding Pipestone and Redwood Counties;

WHEREAS, upon review of Southwest Health and Human Service's human resources policies and practices, the Commissioner of Human Services certified on _____, that Southwest Health and Human Service's personnel system is in compliance with the Federal Standards for a Merit System of Personnel Administration at 5 CFR Part 900;

THEREFORE, the Board of Southwest Health and Human Services recognizes that it meets the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900)

and that it will administer a personnel system in compliance with applicable federal standards.

The motion for the adoption of the foregoing Resolution was duly seconded by _____ and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted on _____.



Morris Electronics

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

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

Date
11/11/2020

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

Server With 512GB RAM:

Qty	Part #	Description	per unit \$	extended \$
1	13771559	HPE ProLiant DL380 Gen10 - Server - rack-mountable - 2U - 2-way - 1 x Xeon Gold 5220 / 2.2 GHz - RAM 32 GB - SATA - hot-swap 2.5" bay(s) - no HDD - 10 GigE, 25 Gigabit LAN - no OS - monitor: none	\$ 3,631.36	\$ 3,631.36
8	13636089	HPE SmartMemory - DDR4 - 64 GB - DIMM 288-pin - 2933 MHz / PC4-23400 - CL21 - 1.2 V - registered - ECC	\$ 873.54	\$ 6,988.32
1	12735873	HPE - Power supply - hot-plug (plug-in module) - Flex Slot - 80 PLUS Platinum - AC 100-240 V - 800 Watt - 908 VA	\$ 169.30	\$ 169.30
8	12930252	HPE Enterprise - Hard drive - 2.4 TB - hot-swap - 2.5" SFF - SAS 12Gb/s - 10000 rpm - with HPE SmartDrive carrier	\$ 519.72	\$ 4,157.76
1	11025707	HPE Enterprise Mainstream Flash Media Kit - Flash memory card - 32 GB - Class 10 - microSD	\$ 109.62	\$ 109.62
1	10216613	HPE Integrated Lights-Out Advanced - License + 3 Years 24x7 Support - 1 server	\$ 283.28	\$ 283.28
1		VMWARE Essentials	\$ 141.18	\$ 141.18
			Sub Total	\$ 15,480.82
			Sales Tax	EXEMPT
			TOTAL	\$ 15,480.82

NOVEMBER 2020
GRANTS ~ AGREEMENTS ~ CONTRACTS
Board Review and Approval

- Brown County Evaluation Center Inc. (New Ulm, MN) – 01/01/21 to 12/31/21;**
Detoxification and evaluation services, \$443/day (no increase) or according to client's insurance plan plus a 12% service fee of total per diem cost for insurance processing (renewal).
Fiscal Note: 2020 \$71,539; 2019 \$58,406; 2018 \$67,973; 2017 \$55,395

- Brown County Evaluation Center Inc. Business Associate Agreement - 01/01/21 – open;**
Agreement covering data sharing, HIPAA and privacy rules (renewal).

- Greater MN Family Services (Willmar, MN) – 01/01/21 to 12/31/21;** MH Family Based Services and Counseling, provide 4,578 service hours at \$69.80/hour and diagnostic assessments at \$98.60/unit, \$319,544 max for 3.5 FTE (2.0% rate increase) (renewal).
Fiscal Note: 2020 \$45,659; 2019 \$61,105; 2018 \$87,619; 2017 \$115,848

- Greater MN Family Services Business Associate Agreement - 01/01/21 – open;**
Agreement covering data sharing, HIPAA and privacy rules (renewal).

- DHS Child & Teen Check Up – 01/01/21 to 12/31/23;** Provide C&TC administrative services to children birth through age 20 that are MA eligible, \$26.50/child reimbursement; CY2021 budget \$262,270 (renewal).
Fiscal Note: grant reimbursement for services

- DHS CHB Business Associate Agreement - 09/01/20 – open;** Agreement covering data sharing, HIPAA and privacy rules (renewal).

- RnC Consulting, P.A. – 11/18/20 to OPEN (until services completed);** An agreement to provide consulting services for the COVID-19 pandemic and completion of various projects and tasks which would included but not limited to Emergency communications and PH response and services; \$65/hour not to exceed \$12,000 (NEW).
Fiscal Note: NEW