



Southwest Health and Human Services
Board Agenda
Wednesday February 17, 2021
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 1/20/2021 Board Minutes
- D. Introduce New Staff:
 - Venessa Arneson, Child Support Officer, Redwood Falls
 - Mary Jo Bose, Public Health Nurse, Pipestone
- E. Employee Recognition:
 - Angie Beyenhof, 5 years, Office Support Specialist, Luverne
 - Kayla Kruger, 5 years, Social Worker (CW), Luverne
 - Ashley VanOverbeke, 5 years, Financial Services Supervisor, Marshall

HUMAN SERVICES (cont.)

F. Financial

G. Caseload

	<u>01/21</u>	<u>01/20</u>	<u>12/20</u>	<u>11/20</u>
Social Services	3,586	3,722	3,601	3,655
Licensing	419	441	419	422
Out-of-Home Placements	156	176	153	154
Income Maintenance	16,368	10,833	12,893	12,834
Child Support Cases	3,118	3,200	3,113	3,120
Child Support Collections	\$667,610	\$721,355	\$728,297	\$693,520
Non IV-D Collections	\$113,843	\$147,688	\$235,903	\$137,173

H. Discussion/Information

1.

I. Decision Items

1.

COMMUNITY HEALTH

J. Call to Order

K. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 1/20/2021 Board Minutes

L. Financial

COMMUNITY HEALTH (cont.)

M. Caseload	<u>01/21</u>	<u>12/20</u>	<u>11/20</u>
WIC	N/A	2014	2005
Family Home Visiting	11	6	10
PCA Assessments	10	8	6
Managed Care	177	196	158
Dental Varnishing	0	0	0
Refugee Health	2	0	0
Latent TB Medication Distribution	2	3	1
Water Tests	115	110	124
FPL Inspections	19	14	11
Immunizations	1058	26	16
Car Seats	6	2	8

- N. Discussion/Information
1. P & I Grant Application – Ann Orren
 2. COVID-19 update – Carol Blren

- O. Decision Items
- 1.

GOVERNING BOARD

- P. Call to Order

- Q. Consent Agenda
1. Amend/Approval of Agenda
 2. Identification of Conflict of Interest
 3. Approval of 1/20/2021 Board Minutes

- R. Financial

GOVERNING BOARD (cont.)

S. Human Resources Statistics

	<u>01/21</u>	<u>01/20</u>	<u>12/20</u>	<u>11/20</u>
Number of Employees	231	239	229	230
Separations	5		0	3

T. Discussion/Information

1.

U. Decision Items

1. Kelli Buysse, Eligibility Worker, probationary appointment (6 months), \$18.69 hourly, effective 1/25/2021.
2. Jill Pieske, Social Worker Team Lead, probationary appointment (6 months), \$29.00 hourly, effective 2/8/2021.
3. Toni Lecy, Office Support Specialist, probationary appointment (12 months), \$14.97 hourly, effective 2/16/2021.
4. Jane Mellenthin, Lead Eligibility Worker, probationary appointment (6 months), \$33.07 hourly, effective 2/15/2021.
5. Amber Schottenbauer, Eligibility Worker, probationary appointment (12 months), \$18.69 hourly, effective 2/16/2021.
6. Request for County Agency Social Worker-Elderly Waiver/Alternative Care
7. Request for County Agency Social Worker-Child Protection
8. Request for Health Educator or Public Health Nurse
9. Request for Eligibility Worker
10. Personnel Policy 25 – Employee Referral Program
11. Mandatory Civil Rights Assurance Agreement
12. Office of the State Auditor Engagement Letter – 2020 Audit
13. Agency Fleet Vehicle Lease Request
14. IT Update on Network Upgrades
15. IT Request for SharePoint software renewal
16. Donations:
 - a. The Sprik family, in the name of their son, Guage Sprik donated 112 toy drive toys to our agency for children in need of Christmas gifts
 - b. Mary Stanton donated 4 suitcases and 2 dufflebags for foster children
 - c. Singaas Church or Hendricks donated \$250 for Lincoln County foster families or foster children
 - d. Marilyn Peter and her quilting group donated multiple children size quilts for children in need.
 - e. Val Zaske donated 4 afgans to foster children in need

GOVERNING BOARD (cont.)

17. Contracts

V. Adjournment

Next Meeting Dates:

- **Wednesday, March 17, 2021 – Marshall**
- **Wednesday, April 21, 2021 – Marshall**
- **Wednesday, May 19, 2021 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

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

SUMMARY OF FINANCIAL ACCOUNTS REPORT

For the Month Ending:

January 31, 2021

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

Description	Month	Running Balance
BEGINNING BALANCE		\$2,152,849
RECEIPTS		
Monthly Receipts	1,538,947	
County Contribution	718,585	
Interest on Savings	166	
TOTAL MONTHLY RECEIPTS		2,257,698
DISBURSEMENTS		
Monthly Disbursements	2,729,846	
TOTAL MONTHLY DISBURSEMENTS		2,729,846
ENDING BALANCE		\$1,680,701

REVENUE

Checking/Money Market	\$1,680,701
SS Benefits Checking	\$3,832
Bremer Savings	\$2,892,609
Great Western Bank Savings	\$75,512
Investments - MAGIC Fund	\$3,560,597

ENDING BALANCE **\$8,213,251**

January 2020 Ending Balance

\$5,612,100

DESIGNATED/RESTRICTED FUNDS

Agency Health Insurance	\$1,103,508
LCTS Lyon Murray Collaborative	\$140,092
LCTS Rock Pipestone Collaborative	\$40,913
LCTS Redwood Collaborative	\$54,494
Local Advisory Council	\$738

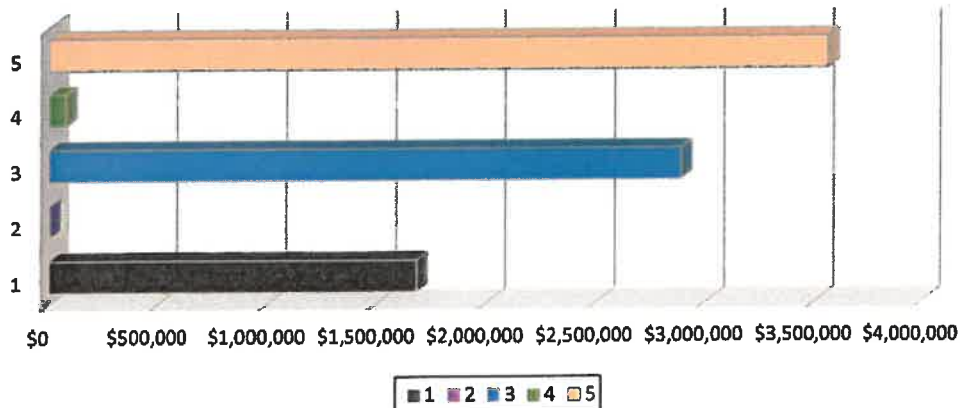
January 2020 Ending Balance

\$1,070,978

AVAILABLE CASH BALANCE **\$6,873,507**

\$4,300,742

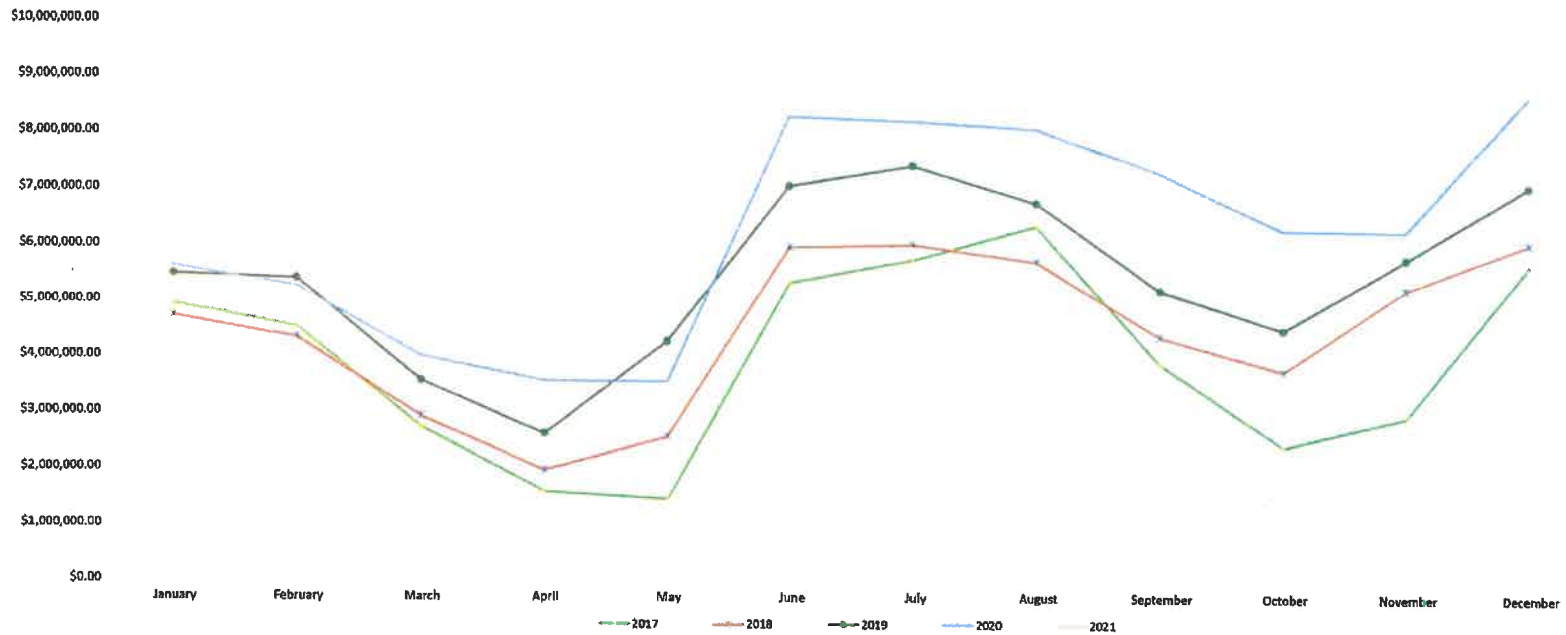
REVENUE DESIGNATION



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
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	\$5,684,748.63	\$3,968,778.58
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
2019	\$5,468,300.08	\$5,390,753.05	\$3,560,027.40	\$2,814,293.54	\$4,289,080.30	\$7,062,814.89	\$7,420,076.79	\$6,778,561.83	\$5,218,902.01	\$4,511,324.16	\$5,768,830.82	\$7,097,094.23	\$5,431,754.93
2020	\$5,612,100.09	\$5,244,636.41	\$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	\$6,288,111.05	\$8,688,761.65	\$6,260,975.41
2021	\$8,213,250.83												\$8,213,250.83

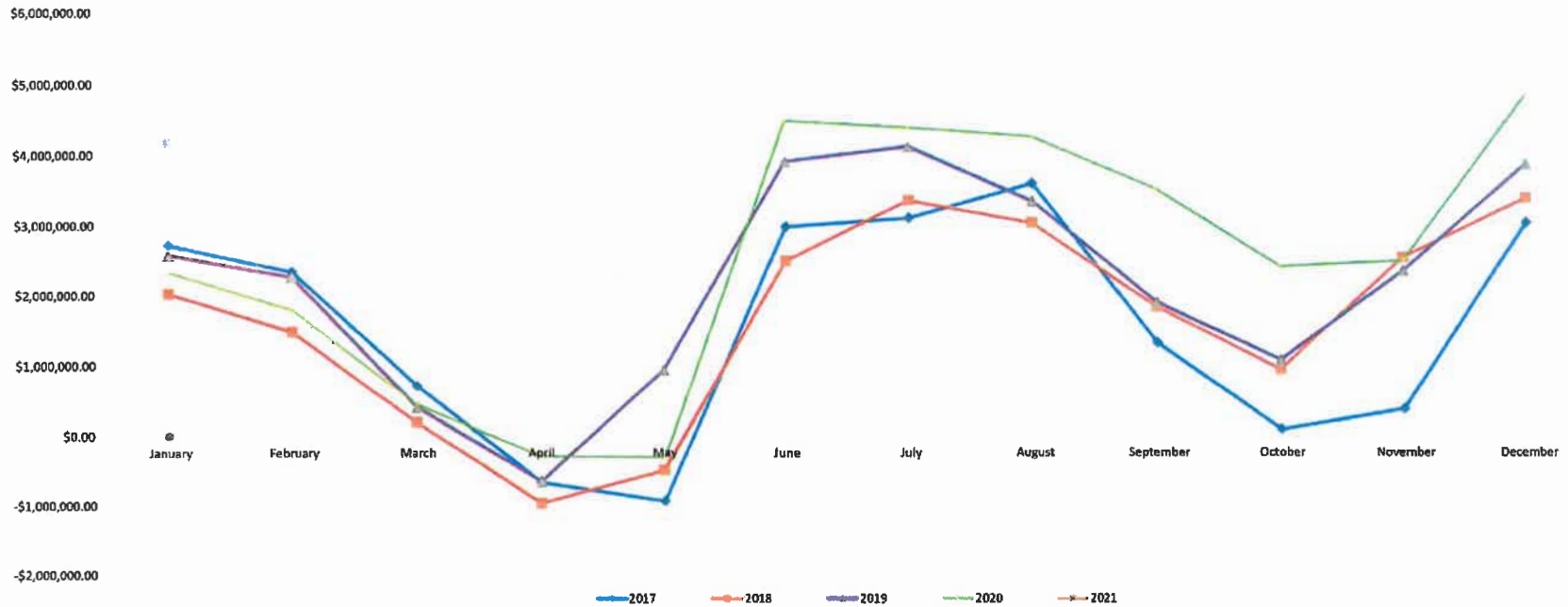
SWHHS Cash and Investment Balances



SWHHS
Total Cash and Investment Balance by Month - Human Services

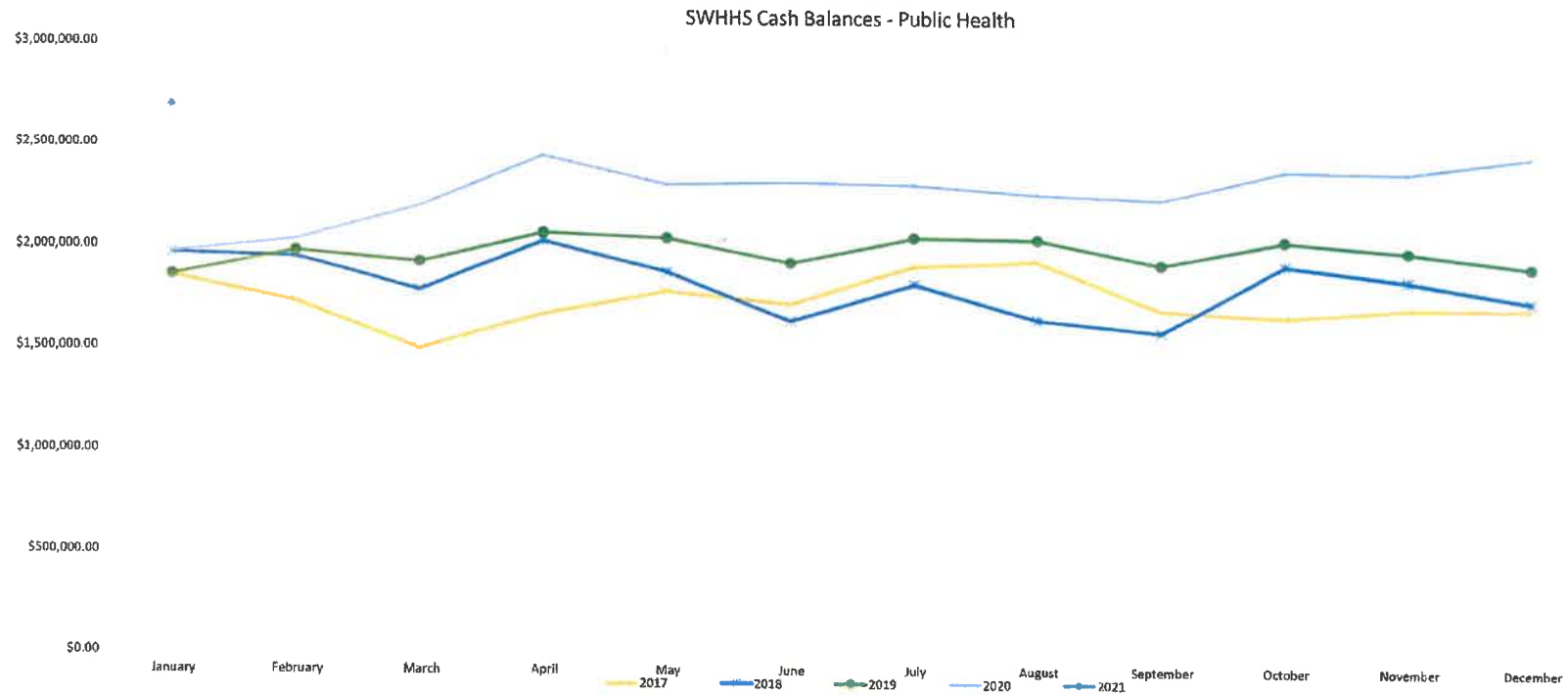
	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2017	\$2,721,514.18	\$2,337,060.47	\$1710,988.71	-\$678,564.48	-\$945,146.15	\$2,972,035.68	\$3,096,420.77	\$3,593,641.96	\$1,322,585.71	\$84,999.25	\$377,552.55	\$3,035,263.95	\$1,552,362.72
2018	\$2,027,812.89	\$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	\$1,619,364.83
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	\$1,895,298.62	\$1,080,003.92	\$2,347,069.20	\$3,881,423.66	\$2,174,266.46
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	\$2,492,480.39	\$4,846,662.00	\$2,528,493.65
2021	\$4,187,134.17												\$4,187,134.17

SWHHS Cash Balances - Human Services



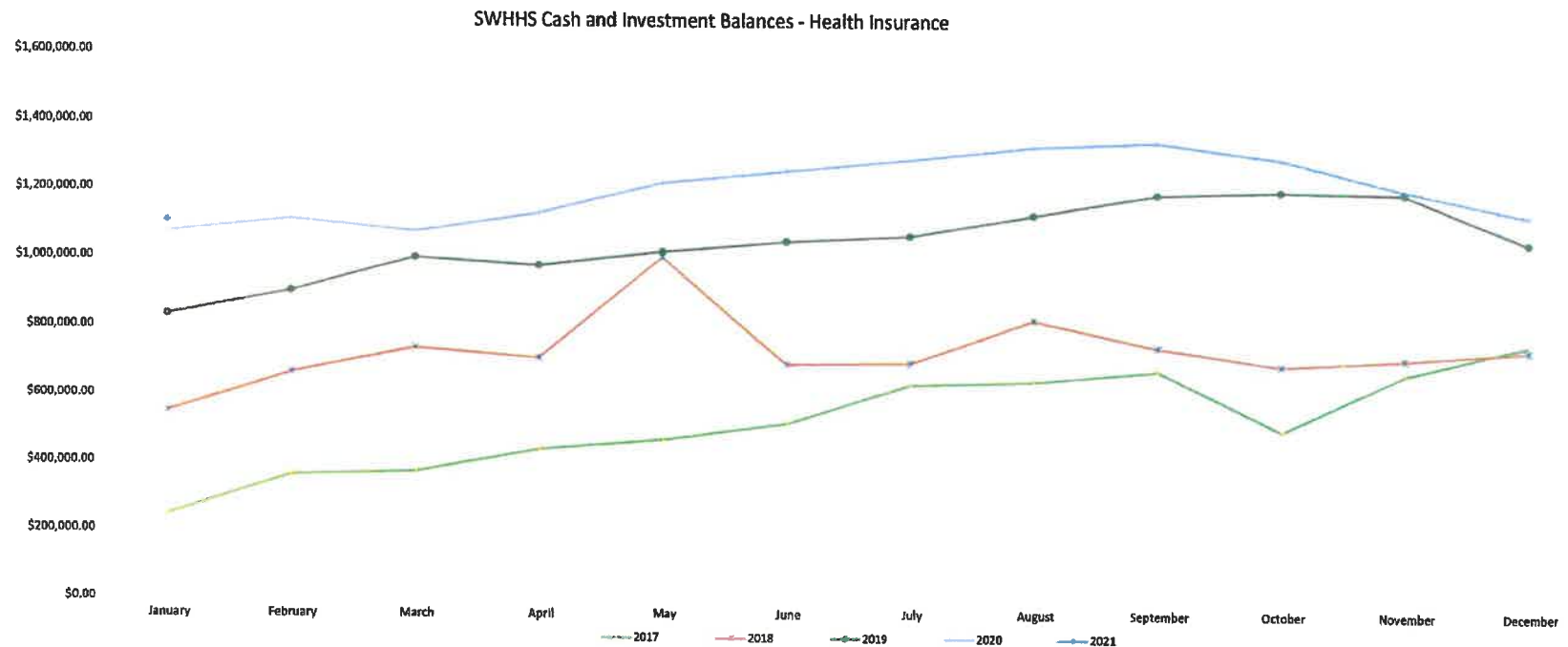
SWHHS
Total Cash and Investment Balance by Month - Public Health Services

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2017	\$1,847,930.47	\$1,726,463.73	\$1,494,923.91	\$1,667,703.90	\$1,778,896.76	\$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	\$2,377,097.32	\$2,458,002.48	\$2,272,723.97
2021	\$2,686,372.79												\$2,686,372.79



SWHHS
Total Cash Balance by Month - **Health Insurance**

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2017	\$243,431.96	\$360,090.41	\$369,063.91	\$438,168.38	\$465,168.83	\$514,005.00	\$629,735.43	\$640,875.17	\$673,434.33	\$497,527.63	\$665,075.30	\$753,857.36	\$520,702.81
2018	\$547,461.08	\$661,779.26	\$734,590.83	\$705,226.64	\$998,994.04	\$688,218.46	\$693,431.75	\$820,833.21	\$742,653.73	\$690,065.54	\$709,870.88	\$736,904.37	\$727,502.48
2019	\$830,786.86	\$898,632.50	\$996,671.64	\$973,046.88	\$1,015,393.62	\$1,046,007.99	\$1,064,138.10	\$1,127,623.68	\$1,189,707.87	\$1,200,976.08	\$1,195,848.02	\$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	1,206,581.80	1,132,234.63	\$1,203,691.07
2021	1,103,507.67												\$1,103,507.67



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER
JANUARY 2021

DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
	BALANCE FORWARD				2,152,848.86
01/04/21	10047	Disb		50,206.98	2,102,641.88
01/05/21	42735-42915	Deposit	229,626.44		2,332,268.32
01/04/21	10048	Disb		459.71	2,331,808.61
01/08/21	111553 - 111566	Disb		1,728.62	2,330,079.99
01/08/21	8697 - 8747 ACH	Disb		75,645.08	2,254,434.91
01/08/21	111567- 111624	Disb		208,724.22	2,045,710.69
01/08/21	42916-43011	Deposit	190,919.18		2,236,629.87
01/11/21	10049	Disb		52,089.69	2,184,540.18
01/12/21	430012-43049	Deposit	114,751.93		2,299,292.11
01/11/21	10050	Disb		58,478.56	2,240,813.55
01/15/21	111625 - 111636	Disb		1,126.83	2,239,686.72
01/15/21	111637 - 111700	Disb		185,746.03	2,053,940.69
01/15/21	8748 - 8772	Disb		57,383.01	1,996,557.68
01/15/21	9589-9606	Payroll		137,177.36	1,859,380.32
01/15/21	67790-68028 ACH	Payroll		505,440.10	1,353,940.22
01/15/21	43050-43106	Deposit	241,132.71		1,595,072.93
01/15/21	10051	Disb		282.00	1,594,790.93
01/15/21	10052	Disb		13.00	1,594,777.93
01/19/21	43107-43110	Deposit	67,337.86		1,662,115.79
01/19/21	10053	Disb		43,274.17	1,618,841.62
01/20/21	10054	Disb		12,765.61	1,606,076.01
01/20/21	10055	Disb		12,777.83	1,593,298.18
01/20/21	111622	Disb		(700.00)	1,593,998.18
01/22/21	111701-111789	Disb		13,465.10	1,580,533.08
01/22/21	8773-8774 ACH	Disb		297.00	1,580,236.08
01/22/21	11790-112014	Disb		121,252.53	1,458,983.55
01/22/21	8775-8787 ACH	Disb		9,317.92	1,449,665.63
01/22/21	112015-112028	Disb		2,168.28	1,447,497.35
01/22/21	8788-8789 ACH	Disb		252.12	1,447,245.23
01/22/21	112029-112071	Disb		107,075.26	1,340,169.97
01/22/21	8790-8805 ACH	Disb		137,996.20	1,202,173.77
01/22/21	43111-43219	Deposit	481,621.42		1,683,795.19
01/25/21	transfer from SS account	Deposit	10,859.38		1,694,654.57
01/25/21	VOID 112066	Disb		(840.00)	1,695,494.57
01/25/21	10056	Disb		29,883.01	1,665,611.56
01/26/21	43220-43257, 43264, 43277, 43296, 43302-43304	Deposit	342,583.02		2,008,194.58
01/29/21	112072-112114	Disb		11,708.83	1,996,485.75
01/29/21	8806-8807 ACH	Disb		304.08	1,996,181.67
01/29/21	112115-112178	Disb		147,767.36	1,848,414.31
01/29/21	8808-8823 ACH	Disb		98,646.33	1,749,767.98
01/29/21	9607-9625	Payroll		133,792.52	1,615,975.46
01/29/21	68029-68290 ACH	Payroll		514,140.23	1,101,835.23
01/29/21	43258-263,265-276,278-295,297-301,43305-43355	Deposit	578,866.25		1,680,701.48
					1,680,701.48
					1,680,701.48
	balanced 2/1/21 JS	TOTALS	2,257,698.19	2,729,845.57	

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

3,832.00
2,892,608.74
75,512.06
3,560,596.55

TOTAL CASH BALANCE

8,213,250.83

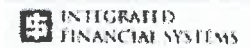
BREMER BANK					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/21	BEGINNING BALANCE				2,892,536.98
01/11/21	50510	Interest	71.76		2,892,608.74
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	ENDING BALANCE				2,892,608.74

GREAT WESTERN BANK					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/21	BEGINNING BALANCE				75,511.42
01/11/21	50512	Interest	0.64		75,512.06
					75,512.06
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	ENDING BALANCE				75,512.06

MAGIC FUND INVESTMENT					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/21	BEGINNING BALANCE				3,560,503.01
01/11/21	50511	Interest	93.54		3,560,596.55
					3,560,596.55
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					3,560,596.55
	ENDING BALANCE				3,560,596.55

SRK
2/8/21 10:41AM

Southwest Health and Human Services



Treasurer's Cash Trial Balance

As of 01/2021

Page 2

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 Health Services Fund				
	2,458,002.48			
Receipts		492,066.07	492,066.07	
Disbursements		45,891.43 -	45,891.43 -	
Payroll		217,804.33 -	217,804.33 -	
Fund Total		228,370.31	228,370.31	2,686,372.79
5 Human Services Fund				
		410	General Administration	
	309,915.58 -			
Receipts		58,046.36	58,046.36	
Disbursements		44,793.50 -	44,793.50 -	
Payroll		8,955.41 -	8,955.41 -	
Dept Total		4,297.45	4,297.45	305,618.13 -
5 Human Services Fund				
		420	Income Maintenance	
	744,535.18			
Receipts		451,759.64	451,759.64	
Disbursements		330,639.82 -	330,639.82 -	
Payroll		335,179.94 -	335,179.94 -	
Dept Total		214,060.12 -	214,060.12 -	530,475.06
5 Human Services Fund				
		431	Social Services	
	7,886,805.08			
Receipts		1,039,932.66	1,039,932.66	
Disbursements		176,406.22 -	176,406.22 -	
SSIS		589,893.43 -	589,893.43 -	
Payroll		705,631.82 -	705,631.82 -	
Dept Total		431,998.81 -	431,998.81 -	7,454,806.27
5 Human Services Fund				
		461	Information Systems	
	3,474,762.68 -			
Receipts		5,212.36	5,212.36	
Payroll		22,978.71 -	22,978.71 -	
Dept Total		17,766.35 -	17,766.35 -	3,492,529.03 -
5 Human Services Fund				
		471	LCTS Collaborative Agency	

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Southwest Health and Human Services



Treasurer's Cash Trial Balance

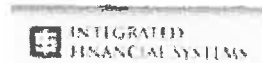
As of 01/2021

Page 3

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	0.00			
Dept Total		0.00	0.00	0.00
Fund Total	4,846,662.00	659,527.83 -	659,527.83 -	4,187,134.17
61 Agency Health Insurance				
	1,132,234.63			
Receipts		207,167.66	207,167.66	
Disbursements		235,894.62 -	235,894.62 -	
Fund Total		28,726.96 -	28,726.96 -	1,103,507.67
71 LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
	152,747.88			
Disbursements		12,656.34 -	12,656.34 -	
Dept Total		12,656.34 -	12,656.34 -	140,091.54
Fund Total	152,747.88	12,656.34 -	12,656.34 -	140,091.54
73 LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
	43,882.53			
Receipts		150.00	150.00	
Disbursements		3,120.00 -	3,120.00 -	
Dept Total		2,970.00 -	2,970.00 -	40,912.53
Fund Total	43,882.53	2,970.00 -	2,970.00 -	40,912.53
75 Redwood LCTS Collaborative	471	LCTS Collaborative Agency		
	54,493.79			
Dept Total		0.00	0.00	54,493.79
Fund Total	54,493.79	0.00	0.00	54,493.79
77 Local Advisory Council	477	Local Advisory Council		
	738.34			

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Southwest Health and Human Services



Treasurer's Cash Trial Balance

As of 01/2021

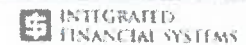
Page 4

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		0.00	0.00	738.34
Fund Total	738.34	0.00	0.00	738.34
All Funds	8,688,761.65			
Receipts		2,254,334.75	2,254,334.75	
Disbursements		849,401.93 -	849,401.93 -	
SSIS		589,893.43 -	589,893.43 -	
Payroll		1,290,550.21 -	1,290,550.21 -	
Total		475,510.82 -	475,510.82 -	8,213,250.83

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2/8/21 10:42AM

Southwest Health and Human Services



RM-Stmt of Revenues & Expenditures

Page 2

As Of 01/2021

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2021 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	270,108.75-	270,108.75-	1,080,435.00-	25	8
INTERGOVERNMENTAL REVENUES	89,945.50-	89,945.50-	166,000.00-	54	8
STATE REVENUES	188.34-	188.34-	809,158.00-	0	8
FEDERAL REVENUES	92,717.02-	92,717.02-	1,219,989.00-	8	8
FEES	38,846.66-	38,846.66-	492,480.00-	8	8
EARNINGS ON INVESTMENTS	26.56-	26.56-	9,000.00-	0	8
MISCELLANEOUS REVENUES	233.24-	233.24-	6,600.00-	4	8
TOTAL REVENUES	492,066.07-	492,066.07-	3,783,662.00-	13	8
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	8
PAYROLL AND BENEFITS	217,804.33	217,804.33	2,907,923.00	7	8
OTHER EXPENDITURES	45,891.43	45,891.43	875,739.00	5	8
TOTAL EXPENDITURES	263,695.76	263,695.76	3,783,662.00	7	8

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Southwest Health and Human Services



RM-Stmt of Revenues & Expenditures

Page 3

As Of 01/2021

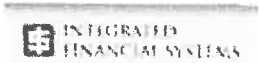
Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2021 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	448,476.21-	448,476.21-	11,606,176.00-	4	8
INTERGOVERNMENTAL REVENUES	7,066.00-	7,066.00-	79,045.00-	9	8
STATE REVENUES	219,448.34-	219,448.34-	5,583,843.00-	4	8
FEDERAL REVENUES	428,016.32-	428,016.32-	7,631,653.00-	6	8
FEES	273,961.69-	273,961.69-	2,502,600.00-	11	8
EARNINGS ON INVESTMENTS	139.38-	139.38-	35,700.00-	0	8
MISCELLANEOUS REVENUES	119,796.72-	119,796.72-	1,217,400.00-	10	8
TOTAL REVENUES	1,496,904.66-	1,496,904.66-	28,656,417.00-	5	8
EXPENDITURES					
PROGRAM EXPENDITURES	797,070.13	797,070.13	11,778,488.00	7	8
PAYROLL AND BENEFITS	1,059,493.02	1,059,493.02	14,121,360.00	8	8
OTHER EXPENDITURES	299,869.34	299,869.34	2,756,569.00	11	8
TOTAL EXPENDITURES	2,156,432.49	2,156,432.49	28,656,417.00	8	8

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Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund



Page 2

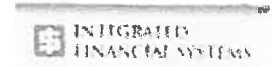
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<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
1 FUND	Health Services Fund							
410 DEPT	General Administration							
0 PROGRAM	...		Revenue					8
			Expend.	4,982.34	4,982.34	0.00	0	8
			Net	4,982.34	4,982.34	0.00	0	8
930 PROGRAM	Administration		Revenue	270,326.28-	270,326.28-	1,137,835.00-	24	8
			Expend.	26,676.65	26,676.65	749,494.00	4	8
			Net	243,649.63-	243,649.63-	388,341.00-	63	8
410 DEPT	General Administration	Totals:	Revenue	270,326.28-	270,326.28-	1,137,835.00-	24	8
			Expend.	31,658.99	31,658.99	749,494.00	4	8
			Net	238,667.29-	238,667.29-	388,341.00-	61	8
481 DEPT	Nursing							
100 PROGRAM	Family Health		Revenue	400.00-	400.00-	19,680.00-	2	8
			Expend.	1,708.46	1,708.46	16,932.00	10	8
			Net	1,308.46	1,308.46	2,748.00-	48-	8
103 PROGRAM	Follow Along Program		Revenue	0.00	0.00	27,324.00-	0	8
			Expend.	3,057.16	3,057.16	31,786.00	10	8
			Net	3,057.16	3,057.16	4,462.00	69	8
110 PROGRAM	TANF		Revenue	0.00	0.00	127,876.00-	0	8
			Expend.	0.00	0.00	127,911.00	0	8
			Net	0.00	0.00	35.00	0	8
130 PROGRAM	WIC		Revenue	54,193.00-	54,193.00-	450,000.00-	12	8
			Expend.	35,154.65	35,154.65	565,284.00	6	8
			Net	19,038.35-	19,038.35-	115,284.00	17-	8
140 PROGRAM	Peer Breastfeeding Support Program		Revenue	0.00	0.00	38,088.00-	0	8
			Expend.	1,755.18	1,755.18	38,088.00	5	8
			Net	1,755.18	1,755.18	0.00	0	8
210 PROGRAM	CTC Outreach		Revenue	0.00	0.00	262,270.00-	0	8
			Expend.	14,073.03	14,073.03	271,515.00	5	8
			Net	14,073.03	14,073.03	9,245.00	152	8
270 PROGRAM	Maternal Child Health - Title V		Revenue	9,730.09-	9,730.09-	240,000.00-	4	8
			Expend.	7,013.45	7,013.45	249,833.00	3	8
			Net	2,716.64-	2,716.64-	9,833.00	28-	8

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Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund



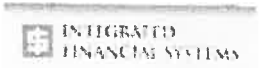
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Report Basis: Cash

<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	0.00	1,600.00 -	0	8
			Expend.	502.04	502.04	16,171.00	3	8
			Net	502.04	502.04	14,571.00	3	8
285 PROGRAM	MCH Blood Lead		Revenue					8
			Expend.	82.68	82.68	0.00	0	8
			Net	82.68	82.68	0.00	0	8
295 PROGRAM	MCH Car Seat Program		Revenue	251.16 -	251.16 -	30,000.00 -	1	8
			Expend.	1,996.89	1,996.89	33,832.00	6	8
			Net	1,745.73	1,745.73	3,832.00	46	8
300 PROGRAM	Case Management		Revenue	34,901.50 -	34,901.50 -	428,000.00 -	8	8
			Expend.	20,349.62	20,349.62	392,306.00	5	8
			Net	14,551.88 -	14,551.88 -	35,694.00 -	41	8
330 PROGRAM	MNChoices		Revenue	0.00	0.00	134,000.00 -	0	8
			Expend.	11,786.17	11,786.17	173,361.00	7	8
			Net	11,786.17	11,786.17	39,361.00	30	8
603 PROGRAM	Disease Prevention And Control		Revenue	156.79 -	156.79 -	130,742.00 -	0	8
			Expend.	6,627.19	6,627.19	240,078.00	3	8
			Net	6,470.40	6,470.40	109,336.00	6	8
660 PROGRAM	MIIC		Revenue					8
			Expend.	0.59	0.59	0.00	0	8
			Net	0.59	0.59	0.00	0	8
481 DEPT	Nursing	Totals:	Revenue	99,632.54 -	99,632.54 -	1,889,580.00 -	5	8
			Expend.	104,107.11	104,107.11	2,157,097.00	5	8
			Net	4,474.57	4,474.57	267,517.00	2	8
483 DEPT	Health Education							
500 PROGRAM	Direct Client Services		Revenue	0.00	0.00	500.00 -	0	8
			Expend.	592.94	592.94	24,110.00	2	8
			Net	592.94	592.94	23,610.00	3	8
510 PROGRAM	SHIP		Revenue	0.00	0.00	224,631.00 -	0	8
			Expend.	9,677.86	9,677.86	224,631.00	4	8
			Net	9,677.86	9,677.86	0.00	0	8
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	1,077.84 -	1,077.84 -	10,155.00 -	11	8
			Expend.	20.75	20.75	10,155.00	0	8
			Net	1,057.09 -	1,057.09 -	0.00	0	8

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Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Page 4

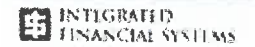
Report Basis: Cash

<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	1,159.61-	1,159.61-	10,155.00-	11	8
			Expend.	52.41	52.41	10,155.00	1	8
			Net	1,107.20-	1,107.20-	0.00	0	8
550 PROGRAM	P&I Grant		Revenue	27,586.24-	27,586.24-	189,326.00-	15	8
			Expend.	7,641.83	7,641.83	189,326.00	4	8
			Net	19,944.41-	19,944.41-	0.00	0	8
551 PROGRAM	Pipestone Drug Free Communities		Revenue					8
			Expend.	107.02	107.02	0.00	0	8
			Net	107.02	107.02	0.00	0	8
900 PROGRAM	Emergency Preparedness		Revenue	0.00	0.00	92,580.00-	0	8
			Expend.	6,013.69	6,013.69	112,634.00	5	8
			Net	6,013.69	6,013.69	20,054.00	30	8
905 PROGRAM	COVID-19 Pandemic		Revenue	377.06-	377.06-	0.00	0	8
			Expend.	25,453.73	25,453.73	0.00	0	8
			Net	25,076.67	25,076.67	0.00	0	8
906 PROGRAM	COVID-19 Vaccination Planning Grant		Revenue					8
			Expend.	59,660.60	59,660.60	0.00	0	8
			Net	59,660.60	59,660.60	0.00	0	8
483 DEPT	Health Education	Totals:	Revenue	30,200.75-	30,200.75-	527,347.00-	6	8
			Expend.	109,220.83	109,220.83	571,011.00	19	8
			Net	79,020.08	79,020.08	43,664.00	181	8
485 DEPT	Environmental Health							
800 PROGRAM	Environmental		Revenue	90,383.50-	90,383.50-	201,900.00-	45	8
			Expend.	10,741.72	10,741.72	247,925.00	4	8
			Net	79,641.78-	79,641.78-	46,025.00	173-	8
809 PROGRAM	Environmental Water Lab		Revenue	1,523.00-	1,523.00-	27,000.00-	6	8
			Expend.	6,335.86	6,335.86	58,135.00	11	8
			Net	4,812.86	4,812.86	31,135.00	15	8
830 PROGRAM	FDA Standardization Grant		Revenue					8
			Expend.	1,631.25	1,631.25	0.00	0	8
			Net	1,631.25	1,631.25	0.00	0	8
485 DEPT	Environmental Health	Totals:	Revenue	91,906.50-	91,906.50-	228,900.00-	40	8
			Expend.	18,708.83	18,708.83	306,060.00	6	8
			Net	73,197.67-	73,197.67-	77,160.00	95-	8

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Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund



Page 5

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>Bdgt</u>	<u>% of</u> <u>Year</u>
1 FUND	Health Services Fund	Totals:	Revenue	492,066.07-	492,066.07-	3,783,662.00-	13	8
			Expend.	263,695.76	263,695.76	3,783,662.00	7	8
			Net	228,370.31-	228,370.31-	0.00	0	8

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

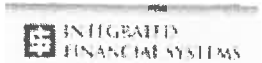
Report Basis: Cash

<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>Bdqt</u>	<u>% of</u> <u>Year</u>
5 FUND	Human Services Fund							
410 DEPT	General Administration							
0 PROGRAM	...		Revenue					8
			Expend.	4,297.45-	4,297.45-	67,663.00	6-	8
			Net	4,297.45-	4,297.45-	67,663.00	6-	8
410 DEPT	General Administration	Totals:	Revenue					8
			Expend.	4,297.45-	4,297.45-	67,663.00	6-	8
			Net	4,297.45-	4,297.45-	67,663.00	6-	8
420 DEPT	Income Maintenance							
600 PROGRAM	Income Maint Administrative/Overhea		Revenue	136,799.76-	136,799.76-	3,696,370.00-	4	8
			Expend.	135,149.81	135,149.81	1,511,007.00	9	8
			Net	1,649.95-	1,649.95-	2,185,363.00-	0	8
601 PROGRAM	Income Maint/Random Moment Payro		Revenue					8
			Expend.	206,479.85	206,479.85	2,627,726.00	8	8
			Net	206,479.85	206,479.85	2,627,726.00	8	8
602 PROGRAM	Income Maint FPI Investigator		Revenue	0.00	0.00	130,000.00-	0	8
			Expend.	9,613.65	9,613.65	130,000.00	7	8
			Net	9,613.65	9,613.65	0.00	0	8
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		Revenue	3,567.44-	3,567.44-	65,200.00-	5	8
			Expend.	153.55	153.55	65,000.00	0	8
			Net	3,413.89-	3,413.89-	200.00-	1,707	8
610 PROGRAM	TANF(AFDC/MFIP/DWP)		Revenue	321.00-	321.00-	15,000.00-	2	8
			Expend.	0.00	0.00	11,250.00	0	8
			Net	321.00-	321.00-	3,750.00-	9	8
620 PROGRAM	General Asst (GA)/General Relief/Buri		Revenue	5,637.81-	5,637.81-	22,500.00-	25	8
			Expend.	47,095.39	47,095.39	351,000.00	13	8
			Net	41,457.58	41,457.58	328,500.00	13	8
630 PROGRAM	Food Support (FS)		Revenue	12,468.40-	12,468.40-	524,000.00-	2	8
			Expend.	0.00	0.00	4,500.00	0	8
			Net	12,468.40-	12,468.40-	519,500.00-	2	8
640 PROGRAM	Child Support (IVD)		Revenue	118,245.31-	118,245.31-	1,633,247.00-	7	8
			Expend.	95,709.83	95,709.83	1,208,445.00	8	8
			Net	22,535.48-	22,535.48-	424,802.00-	5	8

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Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund



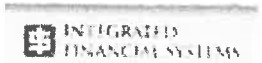
Page 7

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdg</u>	<u>% of Year</u>
650 PROGRAM	Medical Assistance (MA)		Revenue	174,719.92-	174,719.92-	3,307,000.00-	5	8
			Expend.	171,617.68	171,617.68	2,335,000.00	7	8
			Net	3,102.24-	3,102.24-	972,000.00-	0	8
420 DEPT	Income Maintenance	Totals:	Revenue	451,759.64-	451,759.64-	9,393,317.00-	5	8
			Expend.	665,819.76	665,819.76	8,243,928.00	8	8
			Net	214,060.12	214,060.12	1,149,389.00-	19-	8
431 DEPT	Social Services							
700 PROGRAM	Social Service Administrative/Overhea		Revenue	383,686.22-	383,686.22-	11,070,414.00-	3	8
			Expend.	286,737.61	286,737.61	3,012,985.00	10	8
			Net	96,948.61-	96,948.61-	8,057,429.00-	1	8
701 PROGRAM	Social Services/SSTS		Revenue					8
			Expend.	595,494.83	595,494.83	7,683,444.00	8	8
			Net	595,494.83	595,494.83	7,683,444.00	8	8
710 PROGRAM	Children's Social Services Programs		Revenue	123,052.81-	123,052.81-	1,844,998.00-	7	8
			Expend.	296,369.08	296,369.08	3,916,675.00	8	8
			Net	173,316.27	173,316.27	2,071,677.00	8	8
711 PROGRAM	YIP Grant (Circle)-Dept of Public Safet		Revenue	0.00	0.00	28,404.00-	0	8
			Expend.	1,345.60	1,345.60	28,404.00	5	8
			Net	1,345.60	1,345.60	0.00	0	8
712 PROGRAM	CIRCLE Program		Revenue	0.00	0.00	5,000.00-	0	8
			Expend.	667.03	667.03	28,000.00	2	8
			Net	667.03	667.03	23,000.00	3	8
713 PROGRAM	STAY Program Grant (formerly SELF)		Revenue	335.54-	335.54-	54,100.00-	1	8
			Expend.	1,609.15	1,609.15	54,100.00	3	8
			Net	1,273.61	1,273.61	0.00	0	8
715 PROGRAM	Children Waivers		Revenue	14,299.71-	14,299.71-	170,000.00-	8	8
			Expend.					8
			Net	14,299.71-	14,299.71-	170,000.00-	8	8
716 PROGRAM	FGDM/Family Group Decision Making		Revenue	0.00	0.00	41,780.00-	0	8
			Expend.	0.00	0.00	41,780.00	0	8
			Net	0.00	0.00	0.00	0	8
717 PROGRAM	Family Assmt Response Grant/Discr F		Revenue	6,831.00-	6,831.00-	46,796.00-	15	8
			Expend.	1,019.74	1,019.74	46,796.00	2	8
			Net	5,811.26-	5,811.26-	0.00	0	8

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2/8/21 10:42AM

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Page 8

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdg</u>	<u>% of Year</u>
718 PROGRAM	PSOP/Parent Support Outreach Progra		Revenue	0.00	0.00	32,125.00 -	0	8
			Expend.	104.74	104.74	32,125.00	0	8
			Net	104.74	104.74	0.00	0	8
720 PROGRAM	Child Care/Child Protection		Revenue	550.00-	550.00-	22,000.00 -	3	8
			Expend.	0.00	0.00	42,600.00	0	8
			Net	550.00-	550.00-	20,600.00	3-	8
721 PROGRAM	CC Basic Slide Fee/Cty Match to DHS		Revenue	2,107.00-	2,107.00-	37,325.00 -	6	8
			Expend.	3,611.00	3,611.00	43,365.00	8	8
			Net	1,504.00	1,504.00	6,040.00	25	8
726 PROGRAM	MFIP/SW MN PIC		Revenue	1,260.00-	1,260.00-	12,000.00 -	11	8
			Expend.					8
			Net	1,260.00-	1,260.00-	12,000.00 -	11	8
730 PROGRAM	Chemical Dependency		Revenue	10,714.42-	10,714.42-	358,500.00 -	3	8
			Expend.	12,725.00	12,725.00	546,500.00	2	8
			Net	2,010.58	2,010.58	188,000.00	1	8
741 PROGRAM	Mental Health/Adults Only		Revenue	89,417.09-	89,417.09-	1,353,885.00 -	7	8
			Expend.	132,558.62	132,558.62	1,775,024.00	7	8
			Net	43,141.53	43,141.53	421,139.00	10	8
742 PROGRAM	Mental Health/Children Only		Revenue	69,740.53-	69,740.53-	939,138.00 -	7	8
			Expend.	116,686.75	116,686.75	2,177,722.00	5	8
			Net	46,946.22	46,946.22	1,238,584.00	4	8
750 PROGRAM	Developmental Disabilities		Revenue	80,447.37-	80,447.37-	908,351.00 -	9	8
			Expend.	14,971.01	14,971.01	368,851.00	4	8
			Net	65,476.36-	65,476.36-	539,500.00 -	12	8
760 PROGRAM	Adult Services		Revenue	171,320.24-	171,320.24-	1,421,284.00 -	12	8
			Expend.	4,384.04	4,384.04	85,700.00	5	8
			Net	166,936.20-	166,936.20-	1,335,584.00 -	12	8
765 PROGRAM	Adult Waivers		Revenue	86,170.73-	86,170.73-	885,000.00 -	10	8
			Expend.	3,647.27	3,647.27	148,000.00	2	8
			Net	82,523.46-	82,523.46-	737,000.00 -	11	8
431 DEPT	Social Services	Totals:	Revenue	1,039,932.66-	1,039,932.66-	19,231,100.00 -	5	8
			Expend.	1,471,931.47	1,471,931.47	20,032,071.00	7	8
			Net	431,998.81	431,998.81	800,971.00	54	8
461 DEPT	Information Systems							

SRK
2/8/21 10:42AM

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund



Page 9

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>
0 PROGRAM	...		Revenue	5,212.36-	5,212.36-	32,000.00-	16	8
			Expend.	22,978.71	22,978.71	312,755.00	7	8
			Net	17,766.35	17,766.35	280,755.00	6	8
461 DEPT	Information Systems	Totals:	Revenue	5,212.36-	5,212.36-	32,000.00-	16	8
			Expend.	22,978.71	22,978.71	312,755.00	7	8
			Net	17,766.35	17,766.35	280,755.00	6	8
5 FUND	Human Services Fund	Totals:	Revenue	1,496,904.66-	1,496,904.66-	28,656,417.00-	5	8
			Expend.	2,156,432.49	2,156,432.49	28,656,417.00	8	8
			Net	659,527.83	659,527.83	0.00	0	8
FINAL TOTALS	964 Accounts		Revenue	1,988,970.73-	1,988,970.73-	32,440,079.00-	6	8
			Expend.	2,420,128.25	2,420,128.25	32,440,079.00	7	8
			Net	431,157.52	431,157.52	0.00	0	8

Social Services Caseload:

Yearly Averages	Adult Services	Children's Services	Total Programs
2018	2683	617	3299
2019	2651	589	3241
2020	2623	572	3195
2020			

2021	Adult Services	Children's Services	Total Programs
January	2581	586	3167
February			0
March			0
April			0
May			0
June			0
July			0
August			0
September			0
October			0
November			0
December			0
Average	2581	586	264

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
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	10	328	12	0	270	61	869	15	287	153	319	2623
2021												

*Note: CADI name change and there is a new category (Adult Essential Community Supports)

2021	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	10	339	12	0	274	34	883	16	253	447	313	2581
February												0
March												0
April												0
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	10	339	12	0	274	34	883	16	253	447	313	215

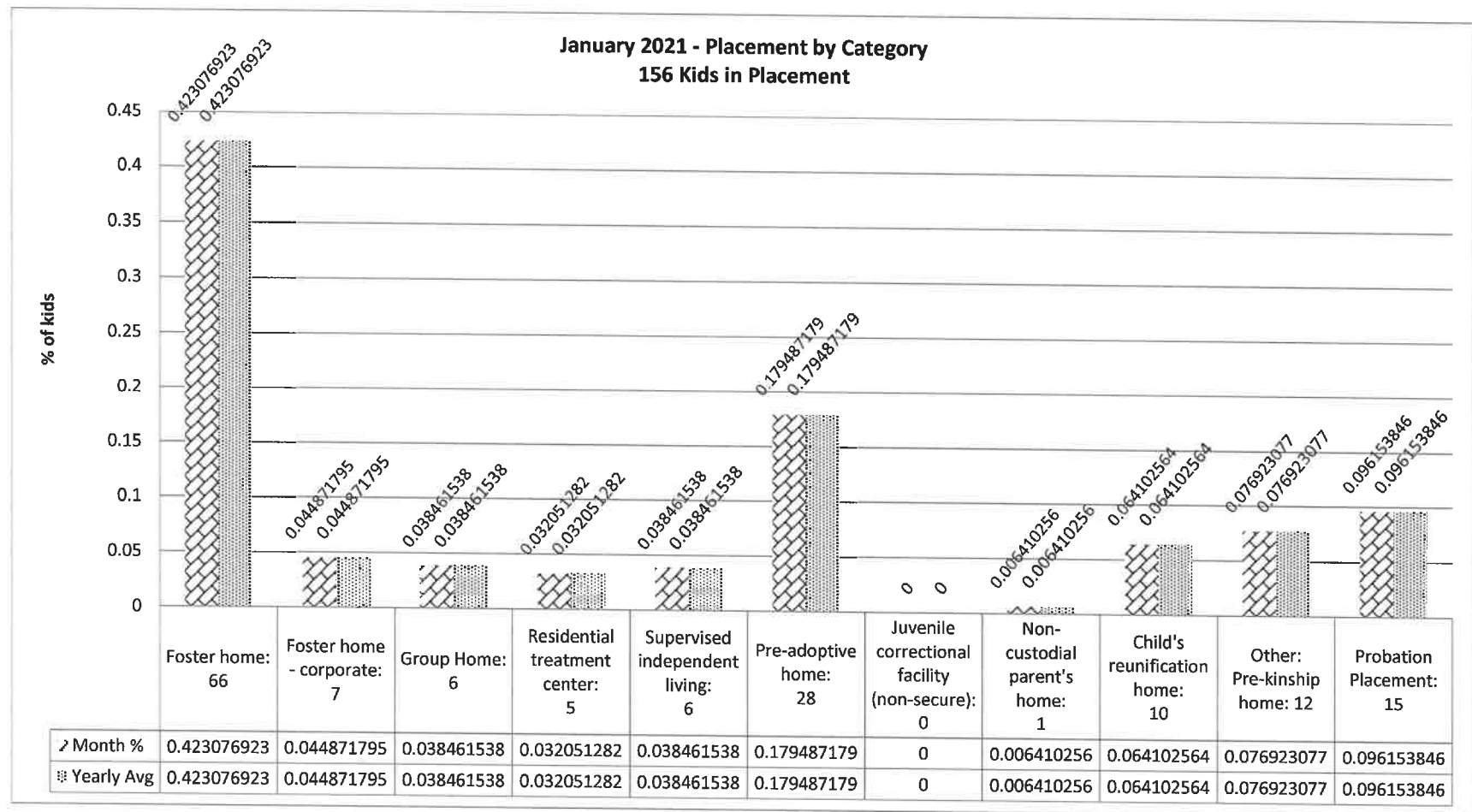
Children's - Social Services Caseload

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
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	30	29	0	12	48	163	178	82	0	0	32	572
2021												

2021	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	18	33	0	12	56	181	173	87	0	0	26	586
February												0
March												0
April												0
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	18	33	0	12	56	181	173	87	0	0	26	49

2021 KIDS IN OUT OF HOME PLACEMENT - BY COUNTY

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	YTD Average	2020 Average
Lincoln	4												4	4
Lyon	41												41	43
Murray	10												10	8
Pipestone	19												19	24
Redwood	66												66	67
Rock	16												16	16
Monthly Totals	156	0	0	0	0	0	0	0	0	0	0	0		



January 2021: Total kids in placement = 156

Total of 7 Children entered placement

1	Lyon	Foster Home
1	Murray	Foster Home
2	Redwood	Probation
1	Redwood	Foster Home
2	Rock	Foster Home

Total of 4 Children were discharged from placement (discharges from previous month)

1	Pipestone	Group Home
2	Redwood	Pre-kinship Home
1	Redwood	Group Home

NON IVD COLLECTIONS

JANUARY 2021

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	3,414
TANF (MFIP/DWP/AFDC)	05-420-610.5803	321
GA	05-420-620.5803	5,638
FS	05-420-630.5803	300
CS (PI Fee, App Fee, etc)	05-420-640.5501	474
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	72,835
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	7,524
OOH/FC Recovery	05-431-710.5803	16,192
CHILDCARE		
Licensing	05-431-720.5502	0
Corp FC Licensing	05-431-720.5505	350
Over Payments	05-431-721&722.5803	200
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	1,930
Detox Fees	05-431-730.5520	541
SUD Treatment	05-431-730.5523	2,208
Over Payments	05-431-730.5803	0
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	0
Over Payments	05-431-741 or 742.5803	1,218
DEVELOPMENTAL DISABILITIES		
Insurance Copay/Overpayments	05-431-750.5803	698
ADULT		
Court Visitor Fee	05-431-760.5515	0
Insurance Copay/Overpayments	05-431-760.5803	0
TOTAL NON-IVD COLLECTIONS		113,843



2021 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
'20 Avg	2008	27	8	224	-	-	6	129	34	21	7

	WIC	Family Home Visiting	MnChoices PCA Assessments	Managed Care	Dental Varnish	Refugee Health	LTBI Medication Distribution	Water Tests	FPL Inspections	Imm	Car Seats
11/20	2000	10*	6	158*	0	0	1	124	11	16	8
12/20	2014	6*	8	196*	0	0	3	110	14	26	2
1/21		11*	10	177*	0	2	2	115	19	2	6
2/21											
3/21											
4/21											
5/21											
6/21											
7/21											
8/21											
9/21											
10/21											
11/21											
12/21											

*Includes telehealth visits



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: Adult Services Social Worker

Division/Unit: Adult Services/ Seniors Unit

New Position ☐ Replacement ☒ Permanent ☐ Temporary ☐ Promotion ☐

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

Desired hire date: ASAP

FTE Requested: Yes

*Attached additional sheets if necessary.

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

The Specific duties of this position include: MNChoices/Long Term Care Coordination assessments, Case Management Duties of the Home and Community Based Programs of Elderly Waiver and Alternative Care. Position also includes Care Coordination Duties for Blue Cross/Blue Shield and UCARE in the areas of Over 65, Community Well, Elderly Waiver programs.

2. Why are you recommending this position be authorized?

This would be a replacement of a recently vacated position in Redwood County. The position currently has an average of 70 to 80 cases. These cases are a variety of Community Well, Elderly waiver, Alternative Care and Customized Living Facility along with Managed Care Organization Care Coordination Services. This would be a high number of cases and Programs to try and divide over our Seniors and Managed Care workers and expect that we would be providing quality care. We would also not be following the recommended Case load numbers of BCBS and Ucare of 40 to 70 cases. These cases require a face to face visit every 6 months as well as ongoing case management duties.

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

The only alternative to filling this position would be to reassign the case load and duties to our current workers who already have more than the recommended number of Managed Care and HCBS cases.

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

☐ 100% Levy

☐ Part Levy/Part Grant or Reimbursement

X 100% Grant or Reimbursement

The annual salary for a County Agency Social Worker is \$60,759-\$95,877 (includes salary, FICA, PERA and insurance contribution)

This position produces revenue from the managed care organizations. For example, the rate for BCBS is \$101.84 per hour and the rate for Ucare is \$180 per member, per month. After just a few months, this position can generate more revenue than the actual salary. This position also will be a Certified assessor for our MN Choices programs and will participate in the Random Moments, both of these generate additional revenue.

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

What is the ROI?

See above

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

The results of not filling this position would result in our vulnerable population not getting the assessments and care coordination services in a timely manner. It would result in case managers adding to their current high case loads thus a reduction in the amount of time available for all those in need. There may be a delay in payments to our providers already providing services due to time limits with high numbers. There may be increased adult protective services reports involving our vulnerable population as a result of less case management and care coordination time available to assist with areas of self neglect and service referrals.

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

This position would align with the agency's mission and commitment to assist our Elderly population in finding resources to live with dignity as independently as possible, hopefully preventing a nursing home placement. The care coordination duties also focus on preventative care and disease management, keeping people healthy and thus saving our state and county resources. Our most vulnerable at risk elderly population depend on Case Management and Care Coordination Services to assist with areas of assessment, Resource referrals, preventative Care and much more.

SECTION 3: Signatures

APPROVED

By Stacey Longtin at 4:16 pm, Feb 10, 2021

Completed by: _____

Date: _____

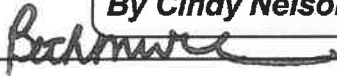
APPROVED

By Cindy Nelson at 9:54 am, Feb 11, 2021

Division Director Signature: _____

Date: _____

Director Signature: _____



Date: _____

2/11/2021



Position Request Form

SECTION 1: Process

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

SECTION 2: New Position Information

Position Title: Child Protection Worker

Division/Unit: Social Services

New Position ☐ Replacement ☒ Permanent ☐ Temporary ☐ Promotion ☐

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

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

*Attached additional sheets if necessary.

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

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

2. Why are you recommending this position be authorized?

Child protection services are mandated in Minnesota. We also have obligations to our partners such as the courts, county attorney, and community partners. The overall goal of child protection is to protect children and increase their wellbeing. Because of the high caseloads, it is difficult to meet all MN and federal standards; staff need additional support and time in order to provide quality case management services, facilitate preventative services and reunification, among many other duties as mandated.

MN continues to implement the 93 recommendations from the Governor's Child Protection Task Force of 2014 and we are not in compliance with some of the recommendations. These include the caseload size of 10 as well as meeting certain standards such as timeliness of victim contacts and monthly contact with children in foster care. The requirements for ICWA cases have also increased in the past couple of years which means extra steps that need to be taken immediately.

This position was recently vacated due to a current worker taking another social worker position in the agency.

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

Assessments and ongoing cases continue to be assigned to other workers from all counties and each of the child protection supervisors are carrying a small caseload. Case aides are assisting in many ways but caseloads in Pipestone are still higher than required. The 2 workers in Pipestone are currently managing full case loads, too many to be handled by one worker or be handled by other staff. Other programs within children's services continue to assist with tasks such as supervising visits, transporting children, covering intake, and helping in any way they can.

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

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

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

County Agency Social Worker \$60,759-\$95,877 (includes salary, FICA, PERA and insurance contribution)
Approximately half of the salary can be reimbursed through targeted case management almost immediately upon the hiring date.

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

What is the ROI?

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

As caseloads continue to rise and with many of those cases becoming much more difficult, there is a risk to children's safety. If workers are not able to see children quickly and frequently, we are not able to assess their safety and address the concerns. Workers are struggling to meet the demands of the position and DHS continues to add to the expectations and our performance is monitored regularly. Some of the standards result in dollars going to the agency, specifically the child protection with holds and the upcoming potential with holds if we do not meet ICWA requirements. Primarily, we want to serve at risk children and their families and best practice would be to see these families regularly. This will also add to fewer children needing out of home care or helping them to reunify more timely.

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

One of the core missions of the agency is to protect our most vulnerable and this position directly supports that mission by preventing abuse and promoting safety and well being of children. It is our hope that with adequate staffing, we can continue to reduce the occurrence of child maltreatment by addressing risk and providing more one on one time with families.

SECTION 3: Signatures

Completed by: Erin Klumper _____ Date: February 10, 2021

Division Director Signature: Cindy Nelson _____ Date: February 10, 2021

Director Signature: Beckmure _____ Date: 2/11/2021



Position Request Form

SECTION 1: Process

1. Supervisors will complete the internal position justification form and submit to their Division Director.
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3. Executive Team will review requests. Director will make final recommendations to the SWHHS Governing Board.

SECTION 2: New Position Information

New Position Title: PHN or HE

Division/Unit: Public Health

New Position ☐ Replacement ☒ Permanent ☐ Temporary ☐ Promotion ☐

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

Desired hire date: immediate

FTE Requested: 1.0

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

The position will perform the grant duties for the Emergency Preparedness and Toward Zero Deaths grants. They will also be a part of the team for car seat distribution.

2. Why are you recommending this position be authorized?

Funds will be immediate return through the grants.

This position is critical during a pandemic.

Public Health (PH) staff often work in multiple programs and when there is one staff person missing, it essentially affects the entire PH Department. Having this position will allow the other staff who are currently picking up (some) of that work to complete revenue generating work through other programs and grants.

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

All staff time is documented in Nightingale Notes and, as a Supervisory team, we evaluated all PH programs and where staff are spending their time. What we found is if we do not replace positions is that we will be robbing Peter to pay Paul. Some program needs will not be met.

There is extensive program cross-over, it would be difficult to do one program without the other.

Other employees could possibly absorb this position, but current staffing would not allow us to complete all of the grant duties as well as see a significant increase in staff travel and decrease revenues from other programs. In addition, other PH programs would be negatively impacted. Many of the indirects (rent, phone, maintenance contracts, etc.) that are reimbursed through grants are constant. Having less FTE's creates more of a burden on other programs. If those programs don't have the ability to absorb the additional costs, it gets paid through the Administrative budget.

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

- ☐ 100% Levy
- ☐ Part Levy/Part Grant or Reimbursement
- ☐ 100% Grant or Reimbursement
- ☒ Other: Click or tap here to enter text.

%Federal _____ % State _____ % County _0%_____ %Other _10%__ %Grant _90%_

PHN: \$66,068-\$96,162 (salary, FICA, PERA and insurance contribution)

HE: \$61,814-\$91,094 (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.

Being a replacement position, this will not bring in any new dollars, but will maintain the current funding level.

What is the ROI?

This would not be new funding, but bringing the programs back up to the previous level before the position was vacated.

Each of the programs involved in this proposal has positive health implications in our communities. Data indicates that these services reduce disease spread. In general, the cost savings to the community are seen for years beyond when the service occurs.

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

Less Family Home Visits would occur if the position is not replaced. Each of the programs involved in this proposal has positive health implications in our communities.

In addition to our grant requirements, we have relationships with medical providers, University of Minnesota Extension, Head Start, and several other community partners. These relationships would suffer if the position isn't filled. The work we do with providers gives those we serve the needed services and we assist the providers in capturing additional revenue.

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

This position aligns with our Strategic Plan and SWHHS's Community Health Improvement Plan. These preventative services improve the health of our communities.

SECTION 3: Signatures

Completed by: _____ **APPROVED** _____ Date: _____

By carol.biren at 4:03 pm, Feb 09, 2021

Division Director Signature: _____ Date: _____

Director Signature: _____ **APPROVED** _____ Date: 2/11/2021

By nancy.walker at 4:11 pm, Feb 09, 2021

Nancy Walker



Position Request Form

SECTION 1: Process

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SECTION 2: New Position Information

New Position Title: Eligibility Worker **Division/Unit: Income Maintenance**

New Position ☐ Replacement ☒ Permanent ☐ Temporary ☐ Promotion ☐

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

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

*Attached additional sheets if necessary.

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

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

2. Why are you recommending this position be authorized?

This position is needed to ensure timely and accurate processing of applications for all IM programs. Each program has requirements for process timelines and following policies, these are reviewed by DHS and money can be earned by counties if we continue to meet those requirements. It would also help ensure customer service remains at the highest standards and keep the number of necessary intake days per worker at bay to ensure they have time for case management as well. Having a worker transition to a new position meant having to transfer additional cases to other workers, increasing their already busy position to even busier with more cases.

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

Contracting or hiring temp workers is not an option due to the specific training requirements of the position.

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

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

This position is eligible for an average of 50% Federal Fiscal Participation on the first day of employment. Reimbursement is received quartley with the filing of the Income Maintenance Financial Report.

Salary range \$48,052.66-\$77,523.91 (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.

What is the ROI?

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

This position will help all workers continue to meet the needs of those they work with everyday, including being available for intake M-F 8-4:30 and meeting DHS requirements for processing. A client who meets expedited criteria should have their SNAP benefits issued within 24 hours of them applying; this requires each worker to help with intake and phones to ensure applications are processed timely while allowing them to have time for case management as well. Each day in Lyon County, we have 3 workers available on intake; those are needed to maintain customer service for all programs we offer.

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** Date: _____
By Ashley VanOverbeke at 4:32 pm, Feb 10, 2021

Division Director Signature: **APPROVED** Date: _____
By nancy.walker at 11:02 am, Feb 11, 2021

Director Signature: Bachmure Date: 2/11/2021

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 25**

EFFECTIVE DATE: 04/20/16

REVISION DATE: 02/17/21

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- EMPLOYEE REFERRAL PROGRAM ---

Section 1 - Policy Statement

- a. Southwest Health and Human Services (SWHHS) is looking for quality job applicants through a variety of sources including personal referrals. Research has shown that new hires who come into a company through employee referrals are excellent contributors, stay with the company longer and are a more cost effective recruit.

Section 2 – Guidelines

- a. Once a referred candidate is hired and completes 90 calendar days of service, the employee designated as the nominee will receive \$250.00. After the referral completes 180 calendar days, the employee will receive an additional \$250.00. After the referral completes 365 calendar days, the employee will receive an additional \$500.00. These payments are considered supplemental wages and ~~therefore are taxable as defined by the Internal Revenue Service (IRS).~~ The amount will be paid at the next payroll following the meeting of the benchmarks listed above. The payment is a lump sum and not an addition to base.
- b. Directors, supervisors, and human resources are excluded from receiving referral bonuses. ~~In addition,~~ Employees cannot be paid for the referral of a relative.
- c. In the event that the same candidate is referred by more than one employee, the date of the earliest referral will govern.
- d. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date. The referral must be received ~~prior to a register being received by Human Resources.~~ before interviews are scheduled.
- e. Only candidates who meet the essential qualifications for the position will be considered. All candidates will be evaluated for employment consistent with SWHHS policies and procedures. All information ~~regarding~~ about the hiring decision will remain strictly confidential.
- f. The employee designated as the nominee must still be employed by SWHHS during the referral's benchmarks ~~in order to receive payment.~~
- g. Any disputes or interpretations of the program will be handled through Human Resources.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 25**

Section 3 – Process

- a. To make a referral please use AG #042 Candidate Referral to Human Resources.
- b. Human Resources will ~~advise~~ tell the employee designated as the nominee of their eligibility for a referral bonus if their referral has accepted an employment offer in writing.

Section 4 – Disclaimer

- a. The Employee Referral Program is not considered a general term or condition of employment. Nor is it subject to collective bargaining. This policy does not set past practice, cannot be grieved and can be withdrawn from policy at any time. ~~However,~~
aAny referrals approved prior will be honored.

2019-2021 STATE-COUNTY CIVIL RIGHTS ASSURANCE AGREEMENT

The County Agency: _____ agrees to comply with the civil rights assurance of compliance (hereafter “Civil Rights Assurance Agreement”) as a condition of receiving Federal financial assistance through the Minnesota Department of Human Services. The Civil Rights Assurance Agreement is binding upon the County Agency, its successors, transferees, and assignees for as long as the County Agency receives Federal financial assistance. The Minnesota Department of Human Services may enforce all parts of the Civil Rights Assurance Agreement as a condition of receipt of such funds.

Compliance by Contractors and Vendors: The County Agency further agrees that by accepting this Civil Rights Assurance Agreement, it will obtain a written statement of assurance from all of its contractors and vendors (i.e., applying to all programs), assuring that they will also operate in compliance with the stated nondiscrimination laws, regulations, policies, and guidance. The written statement of assurance from all of its contractors and vendors must be maintained as part of the County Agency’s *Comprehensive Civil Rights Plan* and must be made available for review upon request by the Minnesota Department of Human Services or the U.S. Department of Agriculture.

RECIPIENT AGREES TO COMPLY WITH ALL APPLICABLE FEDERAL AND STATE CIVIL RIGHTS LAWS:

The County Agency agrees to:

1. Administer all programs in accordance with the provisions contained in the Food and Nutrition Act of 2008, as amended, and in the manner prescribed by regulations issued pursuant to the Act; implement the FNS-approved State Plan of Operation for the Supplemental Nutrition Assistance Program (SNAP); comply with Title VI of the Civil Rights Act of 1964; section 11(c) of the Food and Nutrition Act of 2008, as amended; the Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Title IX of the Educational Amendments of 1972; and all the requirements imposed by the regulations issued pursuant to these Acts by the U.S. Department of Agriculture to the effect that, no person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, political beliefs, or religion, be excluded from participation in, be denied the benefits of, or otherwise subject to discrimination under SNAP.
2. Administer all programs in accordance with U.S. Department of Health and Human Services requirements imposed by the regulations pursuant to Title VI of the Civil Rights Act of 1964; the Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Title IX of the Educational Amendments of 1972; Section 1557 of the Patient Protection and Affordable Care Act of 2010. Comply with the regulations to the effect that, no person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, or religion, be excluded from participation in, be denied the

benefits of, or otherwise subject to discrimination under U.S. Department of Health and Human Services programs.

3. Administer all programs in compliance with the Minnesota Human Rights Act, Public Services and Public Accommodations provisions; comply with all the requirements imposed by the Minnesota Human Rights Act to the effect that, no person in Minnesota shall, on the grounds of race, color, national origin, religion, creed, sex, sexual orientation, marital status, public assistance status, or disability, be excluded from participation in, be denied the benefits of, or otherwise subject to discrimination under the Minnesota Human Rights Act. The County Agency and the Department of Human Services further agree to fully comply with any changes in Federal law and regulations. This agreement may be modified with the mutual consent of both parties.
4. The County Agency agrees that by accepting the Civil Rights Assurance it will compile data, maintain records, books and accounts; and submit reports as required to permit effective enforcement of the nondiscrimination laws. The County Agency also agrees to permit authorized Federal and State personnel, during normal working hours, to review such records, books, accounts, and reports as needed to determine compliance with the nondiscrimination laws.

By signing on behalf of the County Agency, I state that I am authorized to bind the County Agency to the terms of the 2019-2021 Civil Rights Assurance Agreement and commit it to the above provisions.

SIGNATURE of Authorized Representative

Print Name

Name of County Agency

Street Address, City, State, Zip Code

ADDENDUM

Clarification of SNAP Civil Rights Requirements – Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency (LEP),” and Titles II and III of the Americans with Disabilities Act

This addendum clarifies core civil rights requirements to ensure meaningful access to programs, services, and information for persons with Limited English Proficiency (LEP) and persons with disabilities in accordance with Federal law, regulations, and current guidance from the U.S. Department of Department of Justice (DOJ) and the U.S. Department of Agriculture (USDA).

Meaningful Access for LEP Individuals

State agencies that participate in the Supplemental Nutrition Assistance Program (SNAP) must take reasonable steps to ensure that LEP persons have meaningful access to programs, services, and benefits. This includes the requirement to provide bilingual program information and certification materials and interpretation services to single-language minorities in certain project areas. SNAP State agencies that do not provide meaningful access for LEP individuals risk violating prohibitions against discrimination

based on National Origin in the Food and Nutrition Act of 2008, as amended, Title VI of the Civil Rights Act of 1964 (Title VI), and SNAP program regulations.

Federal LEP regulations and guidance include:

- SNAP regulations provided by 7 CFR Part 272.4 (b), “Bilingual requirements”;
- Executive Order 13166 of August 11, 2000, “Improving Access to Services for Persons with Limited English Proficiency,” reprinted in 65 FR 50121, 50122 (August 16, 2000);
- DOJ policy guidance titled, “Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons,” published in 67 FR 41455, 41457 (June 18, 2002); and
- USDA policy guidance titled, “Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons,” 79 FR 70771-70784 (November 28, 2014).

Four Factor Analysis for Assessing LEP Needs

To be in compliance, the Title VI guidance provided by DOJ and USDA instructs State Agencies to assess the LEP needs of the population served and determine the LEP services required by balancing four factors:

1. The number or proportion of persons with limited English proficiency are eligible to be served or likely to be encountered within the area serviced by the recipient;
2. The frequency with which persons with limited English proficiency come in contact with the program;
3. The nature and importance of the program, activity, or service to people’s lives; and
4. The resources available to the recipient and costs.

SNAP State agencies must also comply with the specific requirements established by 7 CFR Part 272.4 (b) and should include these obligations in the LEP assessment.

Developing an LEP Plan

After completing an assessment of LEP needs, SNAP State agencies should develop an implementing plan to address the LEP needs of the population served. This may include contracting for oral interpretation services, hiring bilingual staff, arranging for telephone interpreters and/or language lines, coordinating community volunteers, translating vital documents, and providing written notice that language line services are available in appropriate languages. Quality and accuracy of the language service is critical in order to avoid serious consequences to the LEP person and to the recipient. LEP needs should be considered in developing State and local budgets and front line staff should understand how to obtain LEP services.

USDA’s 2014 policy guidance includes detailed information on assessing LEP needs, identifying practices for translating documents that will be seen as strong evidence of compliance. For additional assistance and information on LEP matters, please also visit <http://www.lep.gov>. The website includes online LEP mapping tools designed to help assess the language needs of the population served by a particular program or facility.

Ensuring Equal Opportunity Access for Persons with Disabilities

SNAP State agencies must also ensure equal opportunity access for persons with disabilities. This includes ensuring that communications with applicants, participants, members of the public, and companions with disabilities are as effective as communications with people without disabilities. State agencies that do not provide persons with disabilities equal opportunity access to programs may risk violating prohibitions against disability discrimination in the Rehabilitation Act of 1978, the Americans with Disabilities Act (ADA), and SNAP program regulations.

DOJ published revised final regulations implementing Titles II and III of the ADA on September 15, 2010. These regulations are codified at 28 CFR Part 35, "Nondiscrimination on the Basis of Disability in State and Local Government Services" and 28 CFR Part 36, "Nondiscrimination on the Basis of Disability in Public Accommodations and Commercial Facilities." In accordance with the implementing regulations, State Agencies must provide auxiliary aids and services where necessary to ensure effective communication and equal opportunity access to program benefits for individuals with disabilities. The type of auxiliary aids and services required will vary, but a State agency may not require an individual with a disability to bring another individual to serve as an interpreter, and may rely on a person accompanying a disabled individual only in limited circumstances. When a State agency communicates with applicants and beneficiaries by telephone, it must provide text telephone services (TTY) or an equally effective electronic telecommunications system to communicate with individuals who are deaf, hard of hearing, or hearing impaired. State agencies must also ensure that interested persons, including people with low vision or who are hard of hearing can obtain information as to the existence and location of accessible services, activities, and facilities. For more information, please visit the ADA website: <http://www.ada.gov>.

Please Deliver Signed

2019-2021 STATE-COUNTY CIVIL RIGHTS ASSURANCE AGREEMENT to:

Civil Rights Coordinator
Minnesota Department of Human Services
Equal Opportunity and Access Division
P.O. Box 64997
St. Paul, MN 55164-0997
joann.dasilva@state.mn.us

STATE OF MINNESOTA



Julie Blaha
State Auditor

Suite 500
525 Park Street
Saint Paul, MN
55103

January 28, 2021

Ms. Sarah Kirchner, Fiscal Manager
Southwest Health and Human Services
607 West Main Street
Marshall, Minnesota 56175

Members of the Joint Health and Human Services Board
Director
Deputy Director
Southwest Health and Human Services

We are pleased to confirm our understanding of the services we are to provide pursuant to Minnesota Laws for Southwest Health and Human Services for the year ended December 31, 2020. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Southwest Health and Human Services as of and for the year ended December 31, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Southwest Health and Human Services' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Southwest Health and Human Services' RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by accounting principles generally accepted in the United States of America (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- Management's discussion and analysis
- Budgetary presentations for the general and major special revenue funds and related notes
- GASB-required supplementary other postemployment benefits and pension information and related notes

We have also been engaged to report on supplementary information other than RSI that accompanies Southwest Health and Human Services' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the basic financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- Combining and individual fund statements
- Schedule of intergovernmental revenue
- Schedule of expenditures of federal awards and related notes

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the basic financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (a) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance and (b) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance; and the legal provisions of the *Minnesota Legal Compliance Audit Guides*, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions and to report in conformity with the provisions of the *Minnesota Legal Compliance Audit Guides*. We will issue written reports upon completion of our single audit. Our reports will be addressed to the governing body of Southwest Health and Human Services. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Management Responsibilities

Management is responsible for the financial statements, notes, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. In order to meet your responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, you agree to have information completed and available for audit by the dates identified in a schedule of completion document provided to auditors. If you are unable to prepare the information needed for the financial statements, schedule of expenditures of federal awards, or related notes, or if the completion schedule varies significantly, we will, based on our staffing availability, provide the additional nonaudit services necessary to assist in the preparation of your draft financial statements, schedule of expenditures of federal awards, and related notes, in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on management's chart of accounts and other information determined and approved by management. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. Any such services will be performed in accordance with applicable professional standards. Southwest Health and Human Services understands this will result in additional costs and agrees to pay for these services.

You will be required to acknowledge in the written management representation letter our assistance, if any, with preparation of the financial statements, schedule of expenditures of federal awards, and related notes, and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes and any other nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for (a) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (d) ensuring that management is reliable and financial information is reliable and properly reported.

Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (a) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (b) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (c) additional information that we may request for the purpose of the audit, and (d) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified

including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings, if applicable, should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written management representation letter that (a) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (b) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written management representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing us with report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those financial audits, attestation engagements, performance audits,

or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the auditor's report, you understand that you must obtain our prior consent to reproduce or use our report in bond offering official statements or other documents.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (a) errors, (b) fraudulent financial reporting, (c) misappropriation of assets, or (d) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Southwest Health and Human Services' compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and

we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Southwest Health and Human Services' major programs. The purpose of these procedures will be to express an opinion on Southwest Health and Human Services' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Audit Administration and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. Additional copies of the reporting package may be required. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide your governing body, management, related organization representatives, and, if applicable, nonfederal grantor entities with copies of our reports. Management is responsible for all other distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of the Minnesota Office of the State Auditor. We may be requested to make certain audit documentation and appropriate individuals available to a cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. If requested, access to such audit documentation will be provided under our supervision. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained, pursuant to our record retention plan, for a period of ten years after the date the auditor's report is issued. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact those contesting the audit finding for guidance prior to destroying the audit documentation. We will be

available throughout the year to answer questions, provide assistance, or assist you in implementing any of our recommendations.

Our fees are based on standard hourly rates plus travel and any out-of-pocket expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Due to restrictions related to the COVID-19 pandemic auditing procedures are planned to be conducted remotely, to the extent possible. Periodic progress billings will be sent to you. The condition of your records and the assistance you are able to provide us affects both the timeliness and cost of the audit.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract when requested by you. Our 2018 peer review report can be found on our website at www.auditor.state.mn.us.

We appreciate the opportunity to be of service to Southwest Health and Human Services and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please contact me at (507) 389-6667 or Amy.Thomas@osa.state.mn.us, or Stephanie Erickson, Audit Manager, at (651) 297-7106 or Stephanie.Erickson@osa.state.mn.us. If you agree with the terms of our engagement as described in this letter, please sign where provided below and return it to us.

Sincerely,



Amy Thomas, CPA, Audit Director

Approved: This letter correctly sets forth the understanding of Southwest Health and Human Services.

Chair, Joint Health and Human Services Board

Date

Director

Date

Deputy Director

Date

Fiscal Manager

Date

Agency Vehicle Fleet

- 12 of 35 leases coming to 5 year term in 2021.
- Recommend leasing 6 new vehicles and keeping 6 vehicles on current leases for one year.
 - Establish better leasing rotation of fleet
 - Mileage for currently leased vehicles was down in 2020
- Cut off for ordering new Chevy Malibu's was early-January. Very few options for similar sedans.
- Recommend entering into 6 new leases - 2021 Ford EcoSport 4x4.
 - Annual cost difference between Front Wheel Drive & 4x4 = \$1,550.88 for all 6 leases

Vehicle Comparison



YMMS	2021 Chevrolet Malibu LS w/1FL 4dr Sedan 1ZC69	2021 Dodge Charger SXT 4dr All-wheel Drive Sedan LD6846	2021 Ford EcoSport S 4x4 Sport Utility S3F	2021 Ford EcoSport S Front-wheel Drive Sport Utility S2F	2021 Ford Escape SE 4dr Front-wheel Drive U0G	2021 Jeep Renegade Sport 4dr Front-wheel Drive 6VTL74
Vehicle Type	Mid-Size Sedan	Full-Size Sedan	SUV	SUV	SUV	SUV
Engine	1.5L Turbo DOHC 4-Cylinder DI w/VVT	3.6L V6 24V VVT	2.0L Ti-VCT GDI I-4	1.0L EcoBoost	1.5L EcoBoost	2.4L I4 ZERO EVAP M.A.R.
EPA MPG City	29	18	23	27	28	22
EPA MPG Highway	36	27	28	29	34	30
Acquisition Cost	\$18,057	\$27,048	\$19,154	\$17,590	\$23,280	\$21,078
Total Actual Depreciation	\$11,057	\$13,048	\$13,154	\$12,590	\$15,760	\$14,078
Total Fuel Cost	\$7,252	\$10,508	\$9,081	\$8,427	\$7,605	\$9,081
Total Maintenance Cost	\$4,361	\$4,811	\$4,846	\$4,585	\$4,585	\$4,361
Monthly Rent with Tax	\$256.26	\$352.86	\$264.92	\$243.36	\$321.89	\$294.40
Lease Term	60 Months	60 Months	60 Months	60 Months	60 Months	60 Months
Holding Period	5 Years	5 Years	5 Years	5 Years	5 Years	5 Years
Annual Mileage	18,000	18,000	18,000	18,000	18,000	18,000
Cost Per Mile	\$6.34	\$6.42	\$6.33	\$6.36	\$6.45	\$6.39
RBV at Term	\$3,837	\$5,748	\$4,070	\$3,738	\$4,849	\$4,479
Expected Sales Price	\$7,000	\$14,000	\$6,000	\$5,000	\$7,500	\$7,000
Estimated Equity at Term	\$3,163	\$8,252	\$1,930	\$1,262	\$2,551	\$2,521

*Nakbu used for reference and CANT be ordered



FLEET MANAGEMENT

Vehicle	Maint Cost Code	VIN	Year	Make	Model	Lease Term	Months In Service*	Calculated Mileage	Down Payments	Total Rent/Mo	Yearly total
N/A	N/A	N/A	2021	Ford	Ecosport	60	N/A	N/A	\$ 2,638.00	\$ 243.38	\$ 2,920.56
N/A	N/A	N/A	2021	Ford	Ecosport	60	N/A	N/A	\$ 2,638.00	\$ 243.38	\$ 2,920.56
N/A	N/A	N/A	2021	Ford	Ecosport	60	N/A	N/A	\$ 2,638.00	\$ 243.38	\$ 2,920.56
N/A	N/A	N/A	2021	Ford	Ecosport	60	N/A	N/A	\$ 2,638.00	\$ 243.38	\$ 2,920.56
N/A	N/A	N/A	2021	Ford	Ecosport	60	N/A	N/A	\$ 2,638.00	\$ 243.38	\$ 2,920.56
N/A	N/A	N/A	2021	Ford	Ecosport	60	N/A	N/A	\$ 2,638.00	\$ 243.38	\$ 2,920.56
225VHT	Slayton #31	1G1ZC5STXGF273384	2016	Chevrolet	Malibu	60	56	83338	\$	322.78	\$ 3,873.36
225VH8	ROCK	1G1ZC5ST4GF271193	2016	Chevrolet	Malibu	60	56	77822	\$	319.92	\$ 3,839.04
225VJ2	Slayton #32	1G1ZC5ST5GF269727	2016	Chevrolet	Malibu	60	56	77218	\$	322.78	\$ 3,873.36
225VHR	Slayton #30	1G1ZC5ST7GF269762	2016	Chevrolet	Malibu	60	56	76611	\$	322.78	\$ 3,873.36
225VHW	Luverne	1G1ZC5ST6GF271454	2016	Chevrolet	Malibu	60	56	62012	\$	322.78	\$ 3,873.36
225VCX	Ivanhoe	1G1ZC5ST4GF274451	2016	Chevrolet	Malibu	60	56	43092	\$	317.78	\$ 3,813.36
23GNTX	Marshall	2C4RDGBG5LR185655	2020	Dodge	Grand Caravan	60	10	10442	\$	355.70	\$ 4,268.40
23HSXN	Marshall	3GNAX5EV0LS678463	2020	Chevrolet	Equinox	60	6	6373	\$	326.31	\$ 3,915.72
23HSXL	Marshall	3GNAX5EV9LS678462	2020	Chevrolet	Equinox	60	6	6295	\$	326.31	\$ 3,915.72
23GPC8	Marshall	1G1ZC5ST9LF123695	2020	Chevrolet	Malibu	60	9	5963	\$	260.79	\$ 3,129.48
23HSZH	Marshall	3GNAX5EV6LS678452	2020	Chevrolet	Equinox	60	6	5864	\$	326.31	\$ 3,915.72
23HSZ4	Pipestone	3GNAX5EV2LS678450	2020	Chevrolet	Equinox	60	6	5357	\$	326.31	\$ 3,915.72
23HSXT	Redwood	3GNAX5EV4LS678448	2020	Chevrolet	Equinox	60	6	5116	\$	326.31	\$ 3,915.72
23HSZF	Slayton	3GNAX5EV4LS678451	2020	Chevrolet	Equinox	60	6	4897	\$	326.51	\$ 3,918.12
23GPFQ	Slayton #33	1G1ZC5ST9LF124930	2020	Chevrolet	Malibu	60	7	4857	\$	264.72	\$ 3,176.64
23GNVC	Redwood	2C4RDGBG7LR185656	2020	Dodge	Grand Caravan	60	9	3886	\$	346.46	\$ 4,157.52
23GPBT	Marshall	1G1ZC5ST6LF121967	2020	Chevrolet	Malibu	60	9	2912	\$	260.79	\$ 3,129.48
23GNT2	Marshall	2C4RDGBG9LR185657	2020	Dodge	Grand Caravan	60	10	2903	\$	355.70	\$ 4,268.40
23GPHR	Luverne	1G1ZC5STXLF127559	2020	Chevrolet	Malibu	60	6	2625	\$	262.04	\$ 3,144.48
23GNTV	Luverne	2C4RDGBG3LR185654	2020	Dodge	Grand Caravan	60	10	2599	\$	355.70	\$ 4,268.40
23GPHC	Redwood	1G1ZC5ST9LF129044	2020	Chevrolet	Malibu	60	6	2488	\$	262.04	\$ 3,144.48
23HSXD	Luverne	3GNAX5EV7LS678461	2020	Chevrolet	Equinox	60	6	2474	\$	326.31	\$ 3,915.72
23GPDN	Luverne	1G1ZC5ST6LF111049	2020	Chevrolet	Malibu	60	10	2213	\$	260.97	\$ 3,131.64
23GNVR	Pipestone	2C4RDGBG0LR185658	2020	Dodge	Grand Caravan	60	9	1518	\$	355.70	\$ 4,268.40
23GP9S	Pipestone	1G1ZC5ST3LF121716	2020	Chevrolet	Malibu	60	7	1170	\$	264.54	\$ 3,174.48
23GPHL	Marshall	1G1ZC5ST5LF129137	2020	Chevrolet	Malibu	60	6	917	\$	262.06	\$ 3,144.72
23GPCS	Marshall	1G1ZC5ST5LF124729	2020	Chevrolet	Malibu	60	7	895	\$	258.59	\$ 3,103.08
23HSZP	Ivanhoe	3GNAX5EV5LS678460	2020	Chevrolet	Equinox	60	6	0	\$	326.31	\$ 3,915.72
23GPCK	Marshall	1G1ZC5ST8LF124305	2020	Chevrolet	Malibu	60	7	0	\$	257.09	\$ 3,085.08
									\$ 15,828.00	\$	124,592.04



FLEET MANAGEMENT

Vehicle	Maint Cost Code	VIN	Year	Make	Model	Lease Term	Months In Service*	Calculated Mileage	Down Payments	Total Rent/Mo	Yearly total
N/A	N/A	N/A	2021	Ford	Ecosport 4X4	60	N/A	N/A	\$ 2,873.00	\$ 264.92	\$ 3,179.04
N/A	N/A	N/A	2021	Ford	Ecosport 4X4	60	N/A	N/A	\$ 2,873.00	\$ 264.92	\$ 3,179.04
N/A	N/A	N/A	2021	Ford	Ecosport 4X4	60	N/A	N/A	\$ 2,873.00	\$ 264.92	\$ 3,179.04
N/A	N/A	N/A	2021	Ford	Ecosport 4X4	60	N/A	N/A	\$ 2,873.00	\$ 264.92	\$ 3,179.04
N/A	N/A	N/A	2021	Ford	Ecosport 4X4	60	N/A	N/A	\$ 2,873.00	\$ 264.92	\$ 3,179.04
N/A	N/A	N/A	2021	Ford	Ecosport 4X4	60	N/A	N/A	\$ 2,873.00	\$ 264.92	\$ 3,179.04
225VHT	Slayton #31	1G1ZC5STXGF273384	2016	Chevrolet	Malibu	60	56	83338	\$	322.78	\$ 3,873.36
225VH8	ROCK	1G1ZC5ST4GF271193	2016	Chevrolet	Malibu	60	56	77822	\$	319.92	\$ 3,839.04
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225VHW	Luverne	1G1ZC5ST6GF271454	2016	Chevrolet	Malibu	60	56	62012	\$	322.78	\$ 3,873.36
225VCX	Ivanhoe	1G1ZC5ST4GF274451	2016	Chevrolet	Malibu	60	56	43092	\$	317.78	\$ 3,813.36
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23GPC8	Marshall	1G1ZC5ST9LF123695	2020	Chevrolet	Malibu	60	9	5963	\$	260.79	\$ 3,129.48
23HSZH	Marshall	3GNAX5EV6LS678452	2020	Chevrolet	Equinox	60	6	5864	\$	326.31	\$ 3,915.72
23HSZ4	Pipestone	3GNAX5EV2LS678450	2020	Chevrolet	Equinox	60	6	5357	\$	326.31	\$ 3,915.72
23HSXT	Redwood	3GNAX5EV4LS678448	2020	Chevrolet	Equinox	60	6	5116	\$	326.31	\$ 3,915.72
23HSZF	Slayton	3GNAX5EV4LS678451	2020	Chevrolet	Equinox	60	6	4897	\$	326.51	\$ 3,918.12
23GPFQ	Slayton #33	1G1ZC5ST9LF124930	2020	Chevrolet	Malibu	60	7	4857	\$	264.72	\$ 3,176.64
23GNVC	Redwood	2C4RDGBG7LR185656	2020	Dodge	Grand Caravan	60	9	3886	\$	346.46	\$ 4,157.52
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23GPDN	Luverne	1G1ZC5ST6LF111049	2020	Chevrolet	Malibu	60	10	2213	\$	260.97	\$ 3,131.64
23GNVR	Pipestone	2C4RDGBG0LR185658	2020	Dodge	Grand Caravan	60	9	1518	\$	355.70	\$ 4,268.40
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23GPHL	Marshall	1G1ZC5ST5LF129137	2020	Chevrolet	Malibu	60	6	917	\$	262.06	\$ 3,144.72
23GPCS	Marshall	1G1ZC5ST5LF124729	2020	Chevrolet	Malibu	60	7	895	\$	258.59	\$ 3,103.08
23HSZP	Ivanhoe	3GNAX5EV5LS678460	2020	Chevrolet	Equinox	60	6	0	\$	326.31	\$ 3,915.72
23GPCK	Marshall	1G1ZC5ST8LF124305	2020	Chevrolet	Malibu	60	7	0	\$	257.09	\$ 3,085.08
									\$ 17,238.00	\$	126,142.92

MN Fleet Services Quotes

Vehicle	Capital cost	Estimated monthly lease rate 3 year/85,000 miles *	Notes
2022 Chevrolet Malibu	\$19,120	\$490.98	2021 model quoted as attached. Will be a 2022 when available. 3% added.
2021 Ford Escape	\$26,004	\$615.74	Spec'd as attached
2021 Chrysler Voyager Van	\$27,348	\$640.60	Spec'd as attached
2021 Dodge Charger AWD SXT	\$25,920	\$616.74	Base contract price No options
GMC Acadia AWD	\$27,580	\$644.89	Base contract price No options
Jeep Compass Latitude 4x4	\$22,433	\$549.70	Base contract price No options

Notes:

Lease includes maintenance --- Oil Changes, tires, brakes, normal repairs, but not abuse

Capital cost is for model with noted options. Added options may raise the capital and lease costs

*Add 6.875% MN Lease Tax per month

Current Search Terms: MN Department of Administration Fleet Services*

Clear Search

Total records: 0

Save PDF

Export Results

Print

Result Page:

Sort by Relevance

Order by

Descending

FILTER RESULTS

Your search for MN Department of Administration Fleet Services* returned the following results...

No records found.

By Record Status

☒ Active

☒ Inactive

By Record Type

☒ Entity Registration

☒ Exclusion

Apply Filters

Current Search Terms: Enterprise Fleet Management, Inc.*

Clear Search

Total records: 1

Save PDF

Export Results

Print

Result Page:

1

Sort by Relevance

Order by

Descending

FILTER RESULTS

Your search for Enterprise Fleet Management, Inc.* returned the following results...

By Record Status

☒ Active

☒ Inactive

By Record Type

☒ Entity Registration

☒ Exclusion

Apply Filters

Entity	Enterprise Fleet Management, Inc.	Status: Active
DUNS: 080015860	CAGE Code: 6Q1F8	View Details
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 01/25/2022	Debt Subject to Offset?: No	
Purpose of Registration: All Awards		

The Computer Man, Inc.



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

1/5/2021

Quote # 619993

Quote

business partner



Microsoft Partner

Silver Midmarket Solution Provider



Prepared For

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

	PO Number	Terms	Rep
		Net 10 Days	MWT
Description	Qty	Price	Extended Price
Current Support Expires: 01/31/2020 Microsoft (OV) Server/SharePoint/SQL Agreement V3711547 Renewal - New 3 Year Contract - 3 Equal Payments of this quote 2021 Agreement Will Start New 3 Year Contract - All licenses will be SA only at that time			
Microsoft Windows Server Standard 2 Core License SA 1 Year Govt	16	24.00	384.00
Microsoft Office SharePoint Standard User CAL SA 1 Year Govt	225	26.00	5,850.00
Microsoft SharePoint Enterprise User CAL SA 1 Year Govt	225	23.00	5,175.00
Microsoft SharePoint Server SA 1 Year Govt	2	1,470.00	2,940.00
Microsoft SQL Server Standard 2 Core License SA 1 Year Govt	2	775.00	1,550.00
Microsoft Office SharePoint Standard User CAL Lic/SA 1 Year Govt	15	72.00	1,080.00
Microsoft SharePoint Enterprise User CAL Lic/SA 1 Year Govt	15	64.00	960.00
SUBTOTAL			17,939.00
OR			
Purchase 15 new User CALs w/o SA (one time purchase) Microsoft Office SharePoint Standard 2019 User CAL License Only Govt	15	108.07533	1,621.13
Thank you for your business.		Subtotal	
Quote valid for 2 weeks from date.		Sales Tax (6.875%)	
		Total	

The
Computer Man, Inc.



1105 Canoga Park Drive
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1/5/2021

Quote # 619993

Quote

business partner



Microsoft Partner

Silver Midmarket Solution Provider



Prepared For

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

		PO Number	Terms	Rep
			Net 10 Days	MWT
Description	Qty	Price	Extended Price	
Microsoft SharePoint Enterprise 2019 User CAL License Only Govt	15	95.304	1,429.56	
SUBTOTAL			3,050.69	
Thank you for your business.		Subtotal	\$20,989.69	
Quote valid for 2 weeks from date.		Sales Tax (6.875%)	\$0.00	
		Total	\$20,989.69	

The Computer Man, Inc.



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

1/20/2021

Quote # 620037

Quote

business partner



Microsoft Partner

Silver Midmarket Solution Provider



Prepared For

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

		PO Number	Terms	Rep
			Net 10 Days	MWT
Description	Qty	Price		Extended Price
Current Support Expires: 01/31/2020 Microsoft (OV) Server/SharePoint/SQL Agreement V3711547 Renewal - New 3 Year Contract - 3 Equal Payments of this quote 2021 Agreement Will Start New 3 Year Contract - All licenses will be SA only at that time Microsoft Windows Server Standard 2 Core License SA 1 Year Govt	16	24.00		384.00
Microsoft SQL Server Standard 2 Core License SA 1 Year Govt	2	795.00		1,590.00
SUBTOTAL				1,974.00
AND				
Purchase 15 new User CALs w/o SA (one time purchase) Microsoft Office SharePoint Standard 2019 User CAL License Only Govt 76M-01715	15	108.00		1,620.00
Microsoft SharePoint Enterprise 2019 User CAL License Only Govt 76N-03878	15	95.00		1,425.00
SUBTOTAL				3,045.00
Thank you for your business.		Subtotal		\$5,019.00
Quote valid for 2 weeks from date.		Sales Tax (6.875%)		\$0.00
		Total		\$5,019.00

FEBRUARY 2021

GRANTS ~ AGREEMENTS ~ CONTRACTS

for Board review and approval

- ☒ **DHS Family Group Decision Making (FGDM) Grant** – 07/01/20 to 06/30/22; Amendment to contract language extending reporting periods to the State grant that provides family support, family preservation, and family reunification services, awarded \$79,560 (\$39,780/SFY) (amendment).

Fiscal Grant Award: 2019 \$39,780; 2018 \$40,560; 2017 \$54,414

- ☐ **Lamar Companies (Sioux Falls, SD)** – 03/15/21 to 03/22/22; advertising agreement for billboard posters promoting alcohol and drug prevention, P&I grant monies of \$4,713 (renewal).

Fiscal Note: 2020 \$5,560; 2019 \$8,300; 2018 \$2,600; 2017 \$9,640

- ☐ **Rock County (Luverne, MN)** – 01/01/21 – 12/31/23; office lease agreement for 3 years, 2021 @ \$80,750 (\$6,729.17 monthly), 2022 @ \$90,250 (\$7,520.83 monthly), and 2023 @ \$99,750 (\$8,312.50 monthly); utilities included (annual increase of \$1/sq ft or 10.5%) (renewal).

Fiscal Note: 2020 \$80,750; 2019 \$80,750; 2018 \$80,750