



SOUTHWEST
HEALTH & HUMAN
SERVICES

"Committed to strengthening individuals, families and communities by providing quality services in a respectful, caring and cost-effective manner."

Board Agenda
Wednesday July 21, 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 6/16/2021 Board Minutes

- D. Introduce New Staff:
 - DeLani Jorgensen, Case Aide, Ivanhoe
 - Ryan Lubke, Info Technolgy Specialist, Marshall
 - Amanda Lanners, Office Support Specialist, Pipestone
 - Addie Miller, County Agency Social Worker (Adoption), Marshall

- E. Employee Recognition:
 - Angie Frisk, 5 years, Social Worker (CMH), Marshall
 - Chris Hoss, 5 years, Social Worker (CPS), Pipestone
 - Carla Nieuwboer, 5 years, Office Support Specialist, Luverne
 - Deb Werpy, 5 years, Office Support Specialist, Marshall
 - Jessica Hieronimus, 15 years, Child Support Officer, Luverne

- F. Financial

HUMAN SERVICES (cont.)

| G. | Caseload | <u>06/21</u> | <u>06/20</u> | <u>05/21</u> | <u>04/21</u> |
|----|---------------------------|--------------|--------------|--------------|--------------|
| | Social Services | 3,656 | 3,601 | 3,680 | 3,645 |
| | Licensing | 416 | 437 | 418 | 419 |
| | Out-of-Home Placements | 171 | 158 | 167 | 167 |
| | Income Maintenance | 13,342 | 12,409 | 13,427 | 13,274 |
| | Child Support Cases | 3,037 | 3,195 | 3,058 | 3,076 |
| | Child Support Collections | \$770,360 | \$1,098,908 | \$790,732 | \$826,290 |
| | Non IV-D Collections | \$193,355 | \$126,268 | \$339,800 | \$111,862 |

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 6/16/2021 Board Minutes

L. Financial

COMMUNITY HEALTH (cont.)

| M. Caseload | <u>06/21</u> | <u>05/21</u> | <u>04/21</u> |
|-----------------------------------|--------------|--------------|--------------|
| WIC | N/A | 1892 | 1910 |
| Family Home Visiting | 13 | 12 | 10 |
| PCA Assessments | 11 | 4 | 8 |
| Managed Care | 211 | 175 | 183 |
| Dental Varnishing | 0 | 0 | 0 |
| Refugee Health | 1 | 1 | 0 |
| Latent TB Medication Distribution | 0 | 2 | 1 |
| Water Tests | 178 | 137 | 136 |
| FPL Inspections | 81 | 33 | 33 |
| Immunizations | 12 | 15 | 26 |
| COVID Vaccine Admin | 128 | 237 | 1726 |
| Car Seats | 9 | 4 | 5 |

N. Discussion/Information
1.

O. Decision Items
1. Family Home Visiting Grant- Kristin Deacon

GOVERNING BOARD

P. Call to Order

Q. Consent Agenda
1. Amend/Approval of Agenda
2. Identification of Caonflict of Interest
3. Approval of 6/16/2021 Board Minutes

R. Financial

S. Human Resources Statistics

| | <u>06/21</u> | <u>06/20</u> | <u>05/21</u> | <u>04/21</u> |
|---------------------|--------------|--------------|--------------|--------------|
| Number of Employees | 230 | 233 | 230 | 228 |
| Separations | 3 | | 1 | 5 |

GOVERNING BOARD (cont.)

T. Discussion/Information

1. IT Update- Chris Cauwels

U. Decision Items

1. Cody Rofshus, Public Health Nurse, probationary appointment (12 months), \$26.73 per hour, effective 7/06/2021
2. Michael Jans, County Agency Social Worker, probationary appointment (12 months), \$24.12 per hour, effective 7/06/2021
3. Cassandra Woitaszewski, Public Health Nurse, probationary appointment (12 months), \$26.73 per hour, effective 7/19/2021
4. Jennifer Beek, Eligibility Worker, probationary appointment (12 months), \$24.00 per hour, effective 7/19/2021
5. Troy Knakmuhs, Accounting Technician reclassification to Payroll/Human Resources Technician, probationary appointment (6 months), \$27.71 per hour, effective 7/19/2021
6. Reclassification of Office Support Specialist to Office Support Specialist Senior (see attachment) probationary appointment (6 months) unless initial probationary period has not been completed, effective 07/19/2021
7. Request for Public Health Nursing Supervisor (New Position)
8. Administrative Policy 5 – Credit Card Policy
9. Request for IT Committee and board member representative
10. IT Request for ShareGate Software renewal (no other viable vendors meet our specific needs)
11. Donations:
 - a. American Reformed Church from Luverne donated \$1000 in Walmart gift cards and \$1000 in Sunshine Foods gift cards to foster care families within Rock County
 - b. Stephanie McKee & Timothy Michaels donated complete toddler beds to families in need
 - c. One More Time Thrift Store in Minneota donated 6 suitcases to families in need
 - d. Janet Kurtz & Nicole Friezen on behalf of the Rolling Plains Mennonite Church of God in Christ donated 12 blanket/newborn packages that include quilt, receiving blanket and newborn clothes to young families in need
12. Contracts

V. Adjournment

Next Meeting Dates:

- **Wednesday, August 18, 2021 – Marshall**
- **Wednesday, September 15, 2021 – Marshall**
- **Wednesday, October 20, 2021 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

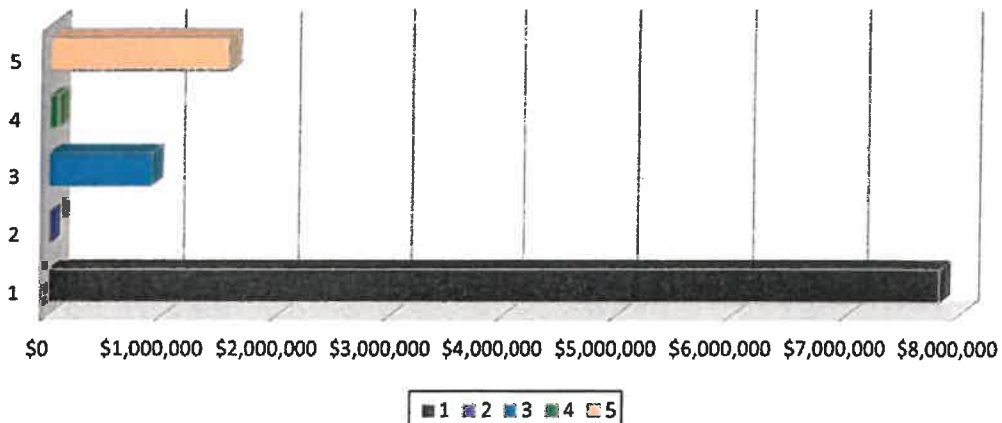
Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne Offices

SUMMARY OF FINANCIAL ACCOUNTS REPORT For the Month Ending: **June 30, 2021**

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

| Description | Month | Running Balance | |
|------------------------------------|--------------------|---------------------|--|
| BEGINNING BALANCE | | \$2,526,703 | |
| RECEIPTS | | | |
| Monthly Receipts | 1,578,371 | | |
| County Contribution | 6,549,934 | | |
| Interest on Savings | 56 | | |
| TOTAL MONTHLY RECEIPTS | | 8,128,360 | |
| DISBURSEMENTS | | | |
| Monthly Disbursements | 2,833,187 | | |
| TOTAL MONTHLY DISBURSEMENTS | | 2,833,187 | |
| ENDING BALANCE | | \$7,821,876 | |
| REVENUE | | | |
| <i>Checking/Money Market</i> | <i>\$7,821,876</i> | | |
| <i>SS Benefits Checking</i> | <i>\$3,000</i> | | |
| <i>Bremer Savings</i> | <i>\$892,797</i> | | |
| <i>Great Western Bank Savings</i> | <i>\$75,515</i> | | |
| <i>Investments - MAGIC Fund</i> | <i>\$1,561,355</i> | | |
| ENDING BALANCE | | \$10,354,544 | June 2020 Ending Balance \$8,279,951 |
| DESIGNATED/RESTRICTED FUNDS | | | |
| Agency Health Insurance | | \$970,211 | June 2020 Ending Balance \$1,252,789 |
| LCTS Lyon Murray Collaborative | | \$167,830 | |
| LCTS Rock Pipestone Collaborative | | \$64,679 | |
| LCTS Redwood Collaborative | | \$13,919 | |
| Local Advisory Council | | \$678 | June 2020 Ending Balance |
| AVAILABLE CASH BALANCE | | \$9,137,228 | \$6,792,653 |

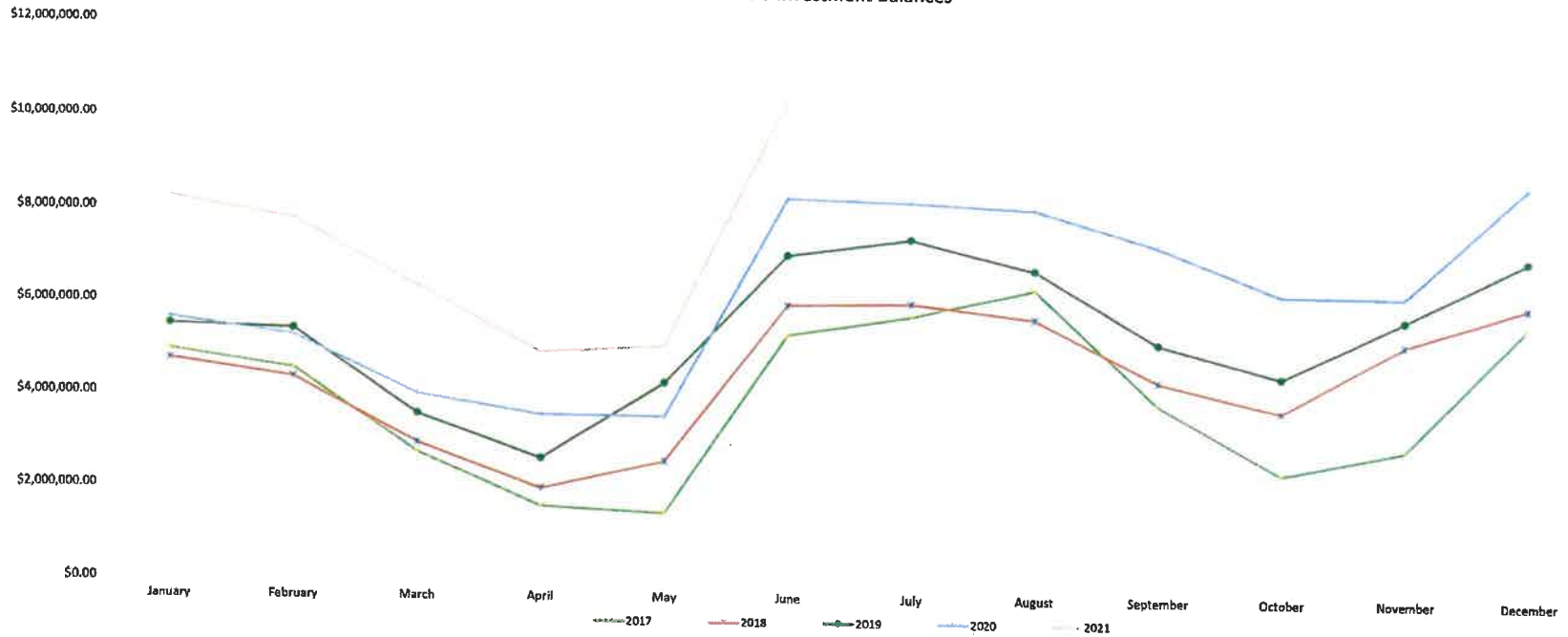
REVENUE DESIGNATION



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 | \$2,614,293.54 | \$4,269,080.30 | \$7,062,814.89 | \$7,420,076.79 | \$6,778,561.83 | \$5,219,902.01 | \$4,511,324.16 | \$5,788,830.92 | \$7,097,094.23 | \$5,431,754.93 |
| 2020 | \$5,612,100.09 | \$5,244,836.41 | \$3,999,085.28 | \$3,557,399.16 | \$3,544,281.51 | \$8,279,950.83 | \$8,206,914.72 | \$8,087,152.70 | \$7,320,202.93 | \$6,302,908.56 | \$6,288,111.05 | \$8,688,761.65 | \$6,260,975.41 |
| 2021 | \$8,213,250.83 | \$7,755,540.60 | \$6,331,255.58 | \$4,926,907.49 | \$5,077,191.48 | \$10,354,544.54 | | | | | | | \$7,109,781.75 |

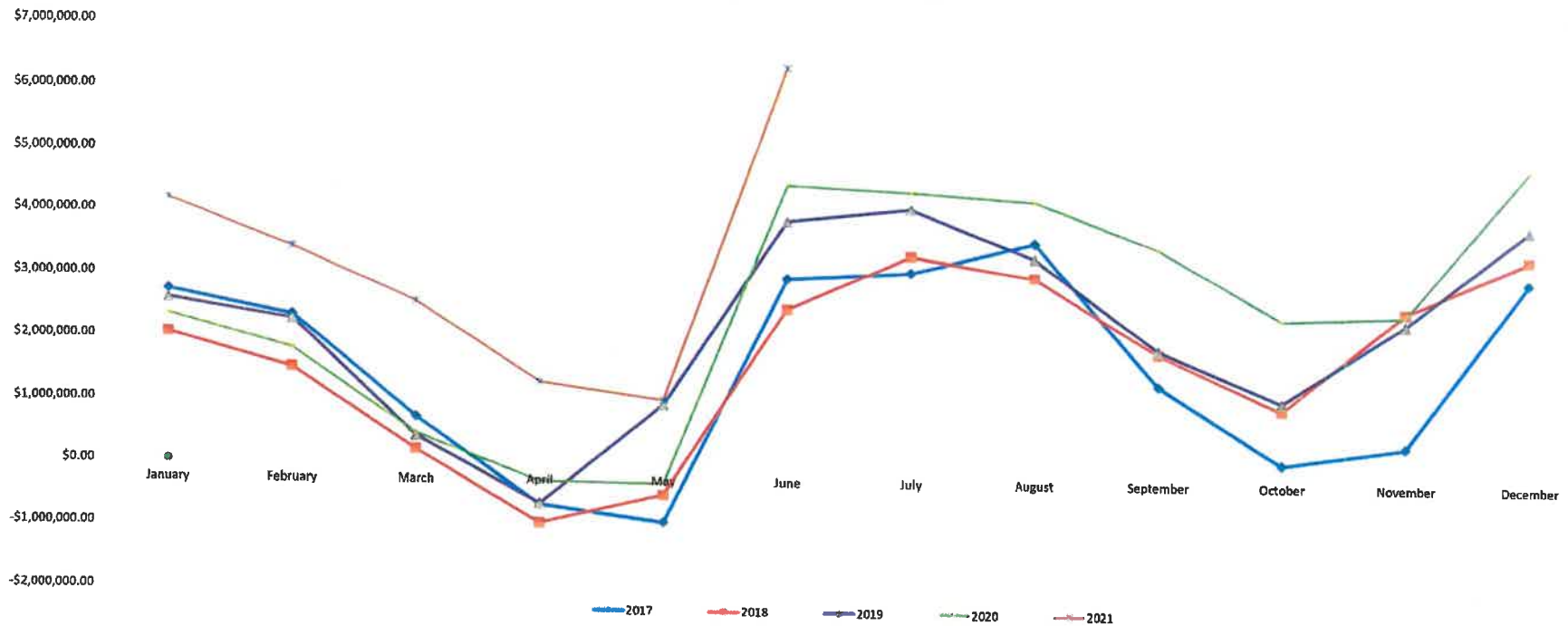
SWHHS Cash and Investment Balances



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 | \$710,988.71 | -\$678,564.48 | -\$945,146.15 | \$2,972,035.68 | \$3,096,420.77 | \$3,593,641.96 | \$1,322,585.71 | \$84,999.25 | \$377,552.55 | \$3,035,263.95 | \$1,552,362.72 |
| 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 | \$1,895,296.62 | \$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 | \$3,427,813.26 | \$2,563,120.41 | \$1,286,019.28 | \$1,010,954.13 | \$6,340,125.80 | | | | | | | \$3,135,861.18 |

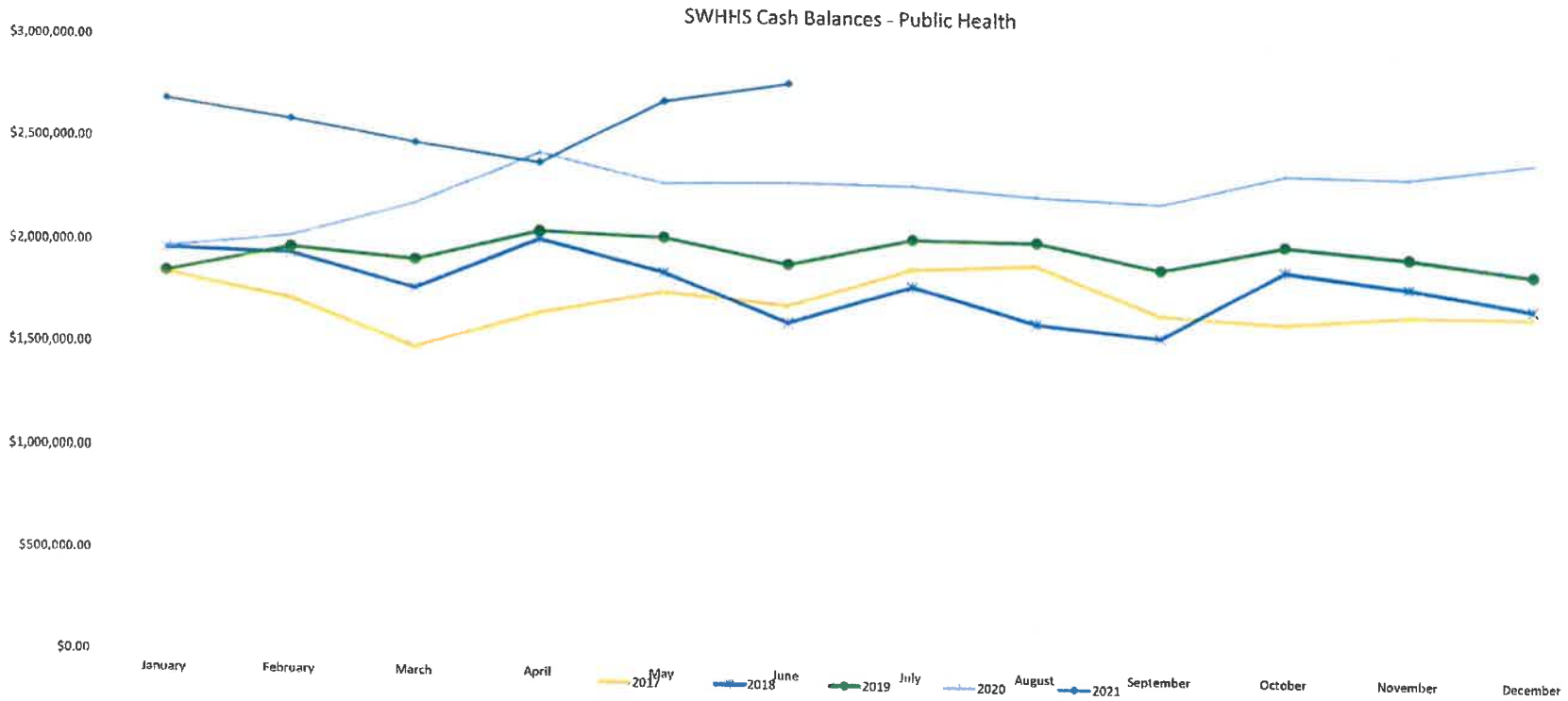
SWHHS Cash Balances - Human Services



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

| | January | February | March | April | May | June | July | August | September | October | November | December |
|------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 2017 | \$1,847,930.47 | \$1,726,463.73 | \$1,494,923.91 | \$1,667,703.90 | \$1,778,696.76 | \$1,720,044.88 | \$1,903,354.71 | \$1,930,710.27 | \$1,695,805.50 | \$1,863,881.45 | \$1,709,269.13 | \$1,709,425.15 |
| 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 |
| 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 |
| 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 |
| 2021 | \$2,686,372.79 | \$2,595,490.74 | \$2,483,393.31 | \$2,394,881.79 | \$2,704,232.84 | \$2,797,102.25 | | | | | | |

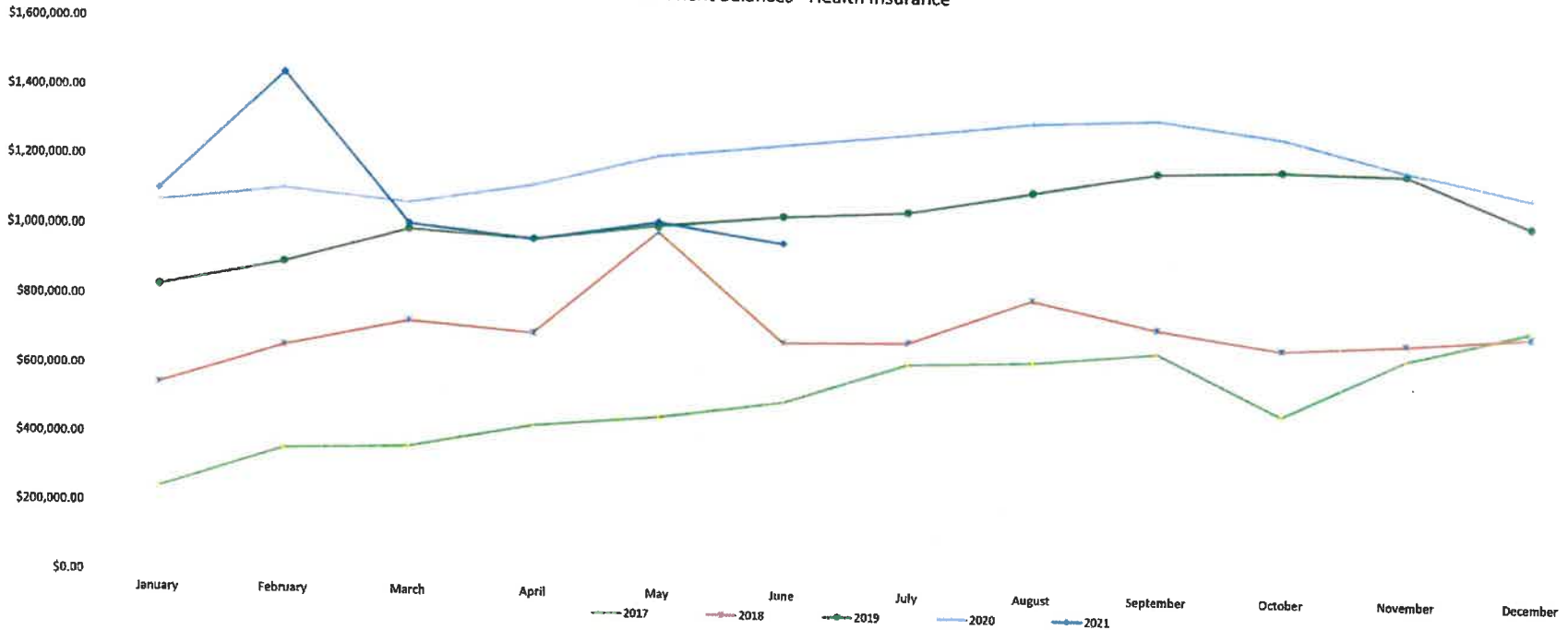
| Average for Year |
|------------------|
| \$1,737,349.16 |
| \$1,813,230.15 |
| \$1,974,715.22 |
| \$2,272,723.97 |
| \$2,610,245.62 |



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 | \$436,168.38 | \$465,168.83 | \$514,005.00 | \$629,735.43 | \$640,875.17 | \$673,434.33 | \$497,527.63 | \$665,075.30 | \$753,857.36 | \$520,702.81 |
| 2018 | \$547,461.08 | \$661,779.26 | \$734,590.83 | \$705,226.64 | \$998,994.04 | \$688,218.46 | \$693,431.75 | \$820,833.21 | \$742,653.73 | \$690,065.54 | \$709,870.83 | \$736,904.37 | \$727,502.48 |
| 2019 | \$830,786.86 | \$898,632.50 | \$996,671.84 | \$973,046.88 | \$1,015,393.62 | \$1,046,007.99 | \$1,064,138.10 | \$1,127,623.68 | \$1,189,707.87 | \$1,200,976.08 | \$1,195,846.02 | \$1,051,604.82 | \$1,049,203.01 |
| 2020 | 1,070,978.00 | 1,108,164.79 | 1,071,726.42 | 1,126,237.51 | 1,216,443.58 | 1,252,789.13 | 1,289,386.59 | 1,328,430.70 | 1,343,792.01 | 1,297,527.65 | 1,206,581.80 | 1,132,234.63 | \$1,203,691.07 |
| 2021 | 1,103,507.67 | 1,443,581.40 | 1,012,036.66 | 973,311.22 | 1,025,293.31 | 970,211.29 | | | | | | | \$1,087,990.26 |

SWHHS Cash and Investment Balances - Health Insurance



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

JUNE 2021

| DATE | RECEIPT or CHECK # | DESCRIPTION | + DEPOSITS | -DISBURSEMENTS | BALANCE |
|----------|--------------------------|---------------|---------------------|---------------------|---------------------|
| | BALANCE FORWARD | | | | 2,526,703.47 |
| 06/01/21 | 10104 | Disb | | 20,116.02 | 2,506,587.45 |
| 06/01/21 | transfer from SS account | Dep | 17,875.90 | | 2,524,463.35 |
| 06/01/21 | 45046-45059 | Dep | 64,380.36 | | 2,588,843.71 |
| 06/04/21 | 70265- 70506 ACH | Payroll | | 498,992.19 | 2,089,851.52 |
| 06/04/21 | 9786 - 9806 | Payroll | | 140,005.49 | 1,949,846.03 |
| 06/04/21 | 114970-114978 | Disb | | 12,578.33 | 1,937,267.70 |
| 06/04/21 | 114979-115041 | Disb | | 178,653.36 | 1,758,614.34 |
| 06/04/21 | 9401-9437 ACH | Disb | | 57,920.73 | 1,700,693.61 |
| 06/04/21 | VOID 114423 | Disb | | (948.12) | 1,701,641.73 |
| 06/04/21 | 45060-45132 | Dep | 2,487,128.69 | | 4,188,770.42 |
| 06/07/21 | 10105 | Disb | | 60,638.69 | 4,128,131.73 |
| 06/08/21 | 10106 | Disb | | 1,685.10 | 4,126,446.63 |
| 06/08/21 | 45133-45184 | Dep | 59,381.18 | | 4,185,827.81 |
| 06/09/21 | 10107 | Disb | | 13,373.00 | 4,172,454.81 |
| 06/10/21 | 10108 | Disb | | 49,188.30 | 4,123,266.51 |
| 06/11/21 | 115042-115093 | Disb | | 5,320.93 | 4,117,945.58 |
| 06/11/21 | 9438-3450 ACH | Disb | | 1,187.56 | 4,116,758.02 |
| 06/11/21 | 115094-115165 | Disb | | 144,435.82 | 3,972,322.20 |
| 06/11/21 | 9451-9492 ACH | Disb | | 205,369.97 | 3,766,952.23 |
| 06/11/21 | 45185-45263 | Dep | 372,139.14 | | 4,139,091.37 |
| 06/14/21 | 10109 | Disb | | 93,656.83 | 4,045,434.54 |
| 06/15/21 | 45264-45308 | Dep | 56,407.86 | | 4,101,842.40 |
| 06/15/21 | VOID 115158 | Disb | | (195.52) | 4,102,037.92 |
| 06/18/21 | 70507- 70745 ACH | Payroll | | 505,335.58 | 3,596,702.34 |
| 06/18/21 | 9807 - 9826 | Payroll | | 141,205.66 | 3,455,496.68 |
| 06/18/21 | 115166-115232 | Disb | | 10,246.50 | 3,445,250.18 |
| 06/18/21 | 9493-9515 ACH | Disb | | 3,519.50 | 3,441,730.68 |
| 06/18/21 | 115233-115436 | Disb | | 111,838.97 | 3,329,891.71 |
| 06/18/21 | 9516-9529 ACH | Disb | | 10,466.81 | 3,319,424.90 |
| 06/18/21 | 115437-115466 | Disb | | 4,470.69 | 3,314,954.21 |
| 06/18/21 | 9530-9532 ACH | Disb | | 90.20 | 3,314,864.01 |
| 06/18/21 | 115467-115515 | Disb | | 198,641.30 | 3,116,222.71 |
| 06/18/21 | 9533-9555 ACH | Disb | | 81,374.89 | 3,034,847.82 |
| 06/18/21 | 45309-45359 | Dep | 2,248,920.92 | | 5,283,768.74 |
| 06/21/21 | 10110 | Disb | | 32,864.03 | 5,250,904.71 |
| 06/21/21 | 10111 | Disb | | 12,454.31 | 5,238,450.40 |
| 06/22/21 | 45363-45404 | Dep | 847,503.58 | | 6,085,953.98 |
| 06/23/21 | 10112 | Disb | | 14,110.16 | 6,071,843.82 |
| 06/25/21 | 115516-115543 | Disb | | 5,870.18 | 6,065,973.64 |
| 06/25/21 | 9556-9557 ACH | Disb | | 80.96 | 6,065,892.68 |
| 06/25/21 | 115544-115614 | Disb | | 182,186.03 | 5,883,706.65 |
| 06/25/21 | 9558-9571 ACH | Disb | | 4,651.74 | 5,879,054.91 |
| 06/28/21 | 10113 | Disb | | 31,800.95 | 5,847,253.96 |
| 06/25/21 | 45405-45446, 45459-45478 | Dep | 1,826,187.98 | | 7,673,441.94 |
| 06/28/21 | transfer from SS account | Dep | 11,320.33 | | 7,684,762.27 |
| 06/29/21 | 45447-45458, 45479-45519 | Dep | 137,114.64 | | 7,821,876.91 |
| | | | | | 7,821,876.91 |
| | | | | | 7,821,876.91 |
| | balanced 7/1/21 js | TOTALS | 8,128,360.58 | 2,833,187.14 | |

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

| |
|--------------|
| 3,000.00 |
| 892,797.02 |
| 75,515.13 |
| 1,561,355.48 |

TOTAL CASH BALANCE

10,354,544.54

Southwest Health and Human Services

Treasurer's Cash Trial Balance

As of 06/2021

| <u>Fund</u> | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u> | <u>Current Balance</u> |
|-------------------------------|--------------------------|-------------------------------|---------------|------------------------|
| 1 Health Services Fund | 2,457,990.79 | | | |
| Receipts | | 370,556.39 | 2,062,147.91 | |
| Disbursements | | 59,017.03- | 375,311.89- | |
| Payroll | | 218,669.95- | 1,347,724.56- | |
| Fund Total | | 92,869.41 | 339,111.46 | 2,797,102.25 |
| 5 Human Services Fund | 410 | General Administration | | |
| | 309,915.58- | | | |
| Receipts | | 63,481.20 | 347,790.32 | |
| Disbursements | | 62,591.35- | 345,264.53- | |
| Payroll | | 14,304.10- | 63,632.51- | |
| Dept Total | | 13,414.25- | 61,106.72- | 371,022.30- |
| 5 Human Services Fund | 420 | Income Maintenance | | |
| | 744,487.98 | | | |
| Receipts | | 2,611,463.74 | 5,602,566.13 | |
| Disbursements | | 405,597.53- | 2,223,253.02- | |
| Payroll | | 335,595.05- | 1,988,935.96- | |
| Dept Total | | 1,870,271.16 | 1,390,377.15 | 2,134,865.13 |
| 5 Human Services Fund | 431 | Social Services | | |
| | 7,886,764.87 | | | |
| Receipts | | 4,828,355.65 | 9,128,638.63 | |
| Disbursements | | 73,898.48- | 695,685.06- | |
| SSIS | | 568,365.09- | 3,963,068.98- | |
| Payroll | | 698,366.20- | 4,195,672.92- | |
| Dept Total | | 3,487,725.88 | 274,211.67 | 8,160,976.54 |
| 5 Human Services Fund | 461 | Information Systems | | |
| | 3,474,762.68- | | | |
| Receipts | | 3,192.50 | 23,479.81 | |
| Disbursements | | 0.00 | 1,453.95- | |
| Payroll | | 18,603.62- | 131,956.75- | |
| Dept Total | | 15,411.12- | 109,930.89- | 3,584,693.57- |

Southwest Health and Human Services

Treasurer's Cash Trial Balance

As of 06/2021

| <u>Fund</u> | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u> | <u>Current Balance</u> |
|--|--------------------------|---------------------------|---------------|------------------------|
| 5 Human Services Fund | 471 | LCTS Collaborative Agency | | |
| | 0.00 | | | |
| Receipts | | 0.00 | 125,684.00 | |
| Disbursements | | 0.00 | 125,684.00- | |
| Dept Total | | 0.00 | 0.00 | 0.00 |
| Fund Total | 4,846,574.59 | 5,329,171.67 | 1,493,551.21 | 6,340,125.80 |
| 61 Agency Health Insurance | | | | |
| | 1,132,234.63 | | | |
| Receipts | | 233,490.72 | 1,634,886.53 | |
| Disbursements | | 288,572.74- | 1,796,909.87- | |
| Fund Total | | 55,082.02- | 162,023.34- | 970,211.29 |
| 71 LCTS Lyon Murray Collaborative Fund | 471 | LCTS Collaborative Agency | | |
| | 152,747.88 | | | |
| Receipts | | 0.00 | 55,493.00 | |
| Disbursements | | 2,106.00- | 40,411.34- | |
| Dept Total | | 2,106.00- | 15,081.66 | 167,829.54 |
| Fund Total | 152,747.88 | 2,106.00- | 15,081.66 | 167,829.54 |
| 73 LCTS Rock Pipestone Collaborative Fund | 471 | LCTS Collaborative Agency | | |
| | 43,882.53 | | | |
| Receipts | | 0.00 | 23,916.00 | |
| Disbursements | | 0.00 | 3,120.00- | |
| Dept Total | | 0.00 | 20,796.00 | 64,678.53 |
| Fund Total | 43,882.53 | 0.00 | 20,796.00 | 64,678.53 |
| 75 Redwood LCTS Collaborative | 471 | LCTS Collaborative Agency | | |
| | 54,493.79 | | | |
| Receipts | | 0.00 | 46,925.00 | |
| Disbursements | | 87,500.00- | 87,500.00- | |

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Southwest Health and Human Services

Treasurer's Cash Trial Balance

As of 06/2021

| <u>Fund</u> | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u> | <u>Current Balance</u> |
|---------------------------|------------------------------|------------------------|---------------|----------------------------|
| Dept Total | | 87,500.00- | 40,575.00- | 13,918.79 |
| Fund Total | 54,493.79 | 87,500.00- | 40,575.00- | 13,918.79 |
| | | | | |
| 77 Local Advisory Council | 477 | Local Advisory Council | | |
| | 738.34 | | | |
| Disbursements | | 0.00 | 60.00- | |
| Dept Total | | 0.00 | 60.00- | 678.34 |
| Fund Total | 738.34 | 0.00 | 60.00- | 678.34 |
| All Funds | 8,688,662.55 | | | |
| Receipts | | 8,110,540.20 | 19,051,527.33 | |
| Disbursements | | 979,283.13- | 5,694,653.66- | |
| SSIS | | 568,365.09- | 3,963,068.98- | |
| Payroll | | 1,285,538.92- | 7,727,922.70- | |
| Total | | 5,277,353.06 | 1,665,881.99 | 10,354,544.54 |

Southwest Health and Human Services

RM-Stmt of Revenues & Expenditures

As Of 06/2021

Report Basis: Cash

| DESCRIPTION | CURRENT MONTH | YEAR TO-DATE | 2021 BUDGET | % OF BUDG | % OF YEAR |
|------------------------------------|---------------------|-----------------------|-----------------------|--------------|--------------|
| FUND 1 HEALTH SERVICES FUND | | | | | |
| REVENUES | | | | | |
| CONTRIBUTIONS FROM COUNTIES | 126,301.25 - | 540,217.50 - | 1,080,435.00 - | 50 | 50 |
| INTERGOVERNMENTAL REVENUES | 2,945.00 - | 120,786.50 - | 166,000.00 - | 73 | 50 |
| STATE REVENUES | 49,510.85 - | 428,930.35 - | 809,158.00 - | 53 | 50 |
| FEDERAL REVENUES | 113,197.93 - | 658,182.27 - | 1,219,989.00 - | 54 | 50 |
| FEES | 78,362.27 - | 312,386.54 - | 492,480.00 - | 63 | 50 |
| EARNINGS ON INVESTMENTS | 8.89 - | 178.59 - | 9,000.00 - | 2 | 50 |
| MISCELLANEOUS REVENUES | 223.00 - | 1,049.78 - | 6,600.00 - | 16 | 50 |
| TOTAL REVENUES | 370,549.19 - | 2,061,731.53 - | 3,783,662.00 - | 54 | 50 |
| EXPENDITURES | | | | | |
| PROGRAM EXPENDITURES | 0.00 | 0.00 | 0.00 | 0 | 50 |
| PAYROLL AND BENEFITS | 218,669.95 | 1,347,682.26 | 2,907,923.00 | 46 | 50 |
| OTHER EXPENDITURES | 59,009.83 | 374,937.81 | 875,739.00 | 43 | 50 |
| TOTAL EXPENDITURES | 277,679.78 | 1,722,620.07 | 3,783,662.00 | 46 | 50 |

Southwest Health and Human Services

RM- Stmt of Revenues & Expenditures

As Of 06/2021

Report Basis: Cash

| DESCRIPTION | CURRENT MONTH | YEAR TO-DATE | 2021 BUDGET | % OF BUDG | % OF YEAR |
|-----------------------------------|-----------------------|------------------------|------------------------|-----------|-----------|
| FUND 5 HUMAN SERVICES FUND | | | | | |
| REVENUES | | | | | |
| CONTRIBUTIONS FROM COUNTIES | 6,423,632.56 - | 6,957,796.27 - | 11,606,176.00 - | 60 | 50 |
| INTERGOVERNMENTAL REVENUES | 0.00 | 7,066.00 - | 79,045.00 - | 9 | 50 |
| STATE REVENUES | 229,563.68 - | 1,820,827.92 - | 5,583,843.00 - | 33 | 50 |
| FEDERAL REVENUES | 467,038.88 - | 3,942,163.99 - | 7,631,653.00 - | 52 | 50 |
| FEES | 142,210.50 - | 1,110,710.31 - | 2,502,600.00 - | 44 | 50 |
| EARNINGS ON INVESTMENTS | 46.63 - | 1,187.63 - | 35,700.00 - | 3 | 50 |
| MISCELLANEOUS REVENUES | 180,478.89 - | 1,004,457.45 - | 1,217,400.00 - | 83 | 50 |
| TOTAL REVENUES | 7,442,971.14 - | 14,844,209.57 - | 28,656,417.00 - | 52 | 50 |
| EXPENDITURES | | | | | |
| PROGRAM EXPENDITURES | 873,127.81 | 5,718,497.20 | 11,778,488.00 | 49 | 50 |
| PAYROLL AND BENEFITS | 1,065,979.10 | 6,377,527.38 | 14,121,360.00 | 45 | 50 |
| OTHER EXPENDITURES | 174,692.54 | 1,254,633.76 | 2,756,569.00 | 46 | 50 |
| TOTAL EXPENDITURES | 2,113,799.45 | 13,350,658.34 | 28,656,417.00 | 47 | 50 |

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

| <u>Element</u> | <u>Description</u> | <u>Account Number</u> | <u>Current Month</u> | <u>Year-To-Date</u> | <u>Budget</u> | <u>% of Bdgt</u> | <u>% of Year</u> |
|----------------|------------------------------------|-----------------------|----------------------|---------------------|---------------|------------------|------------------|
| 1 FUND | Health Services Fund | | | | | | |
| 410 DEPT | General Administration | | | | | | |
| 0 PROGRAM | ... | | | | | | |
| | | | Revenue | | | | |
| | | | Expend. | 2,567.58 | 21,961.10 | 0.00 | 0 |
| | | | Net | 2,567.58 | 21,961.10 | 0.00 | 0 |
| 930 PROGRAM | Administration | | | | | | |
| | | | Revenue | 126,539.80- | 570,026.27 - | 1,137,835.00 - | 50 |
| | | | Expend. | 33,878.14 | 184,454.90 | 749,494.00 | 25 |
| | | | Net | 92,661.66- | 385,571.37 - | 388,341.00 - | 99 |
| 410 DEPT | General Administration | Totals: | | | | | |
| | | | Revenue | 126,539.80- | 570,026.27 - | 1,137,835.00 - | 50 |
| | | | Expend. | 36,445.72 | 206,416.00 | 749,494.00 | 28 |
| | | | Net | 90,094.08- | 363,610.27 - | 388,341.00 - | 94 |
| 481 DEPT | Nursing | | | | | | |
| 100 PROGRAM | Family Health | | | | | | |
| | | | Revenue | 1,124.76- | 6,429.66 - | 19,680.00 - | 33 |
| | | | Expend. | 1,151.46 | 6,841.42 | 16,932.00 | 40 |
| | | | Net | 26.70 | 411.76 | 2,748.00 - | 15 - |
| 103 PROGRAM | Follow Along Program | | | | | | |
| | | | Revenue | 0.00 | 19,742.85 - | 27,324.00 - | 72 |
| | | | Expend. | 2,534.76 | 12,817.37 | 31,786.00 | 40 |
| | | | Net | 2,534.76 | 6,925.48 - | 4,462.00 | 155 - |
| 110 PROGRAM | TANF | | | | | | |
| | | | Revenue | 31,969.00- | 127,876.00 - | 127,876.00 - | 100 |
| | | | Expend. | 6.84 | 60,046.56 | 127,911.00 | 47 |
| | | | Net | 31,962.16- | 67,829.44 - | 35.00 | 193,798 - |
| 130 PROGRAM | WIC | | | | | | |
| | | | Revenue | 68,017.00- | 300,655.00 - | 450,000.00 - | 67 |
| | | | Expend. | 42,433.23 | 203,592.40 | 565,284.00 | 36 |
| | | | Net | 25,583.77- | 97,062.60 - | 115,284.00 | 84 - |
| 140 PROGRAM | Peer Breastfeeding Support Program | | | | | | |
| | | | Revenue | 0.00 | 10,597.00 - | 38,088.00 - | 28 |
| | | | Expend. | 1,593.68 | 9,844.42 | 38,088.00 | 26 |
| | | | Net | 1,593.68 | 752.58 - | 0.00 | 0 |
| 210 PROGRAM | CTC Outreach | | | | | | |
| | | | Revenue | 15,926.06- | 73,036.63 - | 262,270.00 - | 28 |
| | | | Expend. | 13,761.30 | 84,226.04 | 271,515.00 | 31 |
| | | | Net | 2,164.76- | 11,189.41 | 9,245.00 | 121 |
| 270 PROGRAM | Maternal Child Health - Title V | | | | | | |
| | | | Revenue | 7,051.84- | 43,709.24 - | 240,000.00 - | 18 |
| | | | Expend. | 9,987.58 | 44,746.08 | 249,833.00 | 18 |
| | | | Net | 2,935.74 | 1,036.84 | 9,833.00 | 11 |

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 Bdg</u> | <u>% of Year</u> |
|----------------|-------------------------------------|-----------------------|---------|----------------------|---------------------|----------------|-----------------|------------------|
| 280 PROGRAM | MCH Dental Health | | Revenue | 0.00 | 0.00 | 1,600.00 - | 0 | 50 |
| | | | Expend. | 42.27 | 548.31 | 16,171.00 | 3 | 50 |
| | | | Net | 42.27 | 548.31 | 14,571.00 | 4 | 50 |
| 285 PROGRAM | MCH Blood Lead | | Revenue | | | | | 50 |
| | | | Expend. | 143.65 | 921.57 | 0.00 | 0 | 50 |
| | | | Net | 143.65 | 921.57 | 0.00 | 0 | 50 |
| 295 PROGRAM | MCH Car Seat Program | | Revenue | 703.41 - | 2,206.21 - | 30,000.00 - | 7 | 50 |
| | | | Expend. | 7,965.78 | 17,617.93 | 33,832.00 | 52 | 50 |
| | | | Net | 7,262.37 | 15,411.72 | 3,832.00 | 402 | 50 |
| 300 PROGRAM | Case Management | | Revenue | 22,411.57 - | 187,839.97 - | 428,000.00 - | 44 | 50 |
| | | | Expend. | 22,481.99 | 132,091.94 | 392,306.00 | 34 | 50 |
| | | | Net | 70.42 | 55,748.03 - | 35,694.00 - | 156 | 50 |
| 330 PROGRAM | MNChoices | | Revenue | 11,840.69 - | 78,499.74 - | 134,000.00 - | 59 | 50 |
| | | | Expend. | 10,377.75 | 64,722.56 | 173,361.00 | 37 | 50 |
| | | | Net | 1,462.94 - | 13,777.18 - | 39,361.00 | 35 | 50 |
| 603 PROGRAM | Disease Prevention And Control | | Revenue | 9,474.42 - | 41,686.49 - | 130,742.00 - | 32 | 50 |
| | | | Expend. | 9,466.91 | 47,869.18 | 240,078.00 | 20 | 50 |
| | | | Net | 7.51 - | 6,182.69 | 109,336.00 | 6 | 50 |
| 660 PROGRAM | MIIC | | Revenue | | | | | 50 |
| | | | Expend. | 0.00 | 190.57 | 0.00 | 0 | 50 |
| | | | Net | 0.00 | 190.57 | 0.00 | 0 | 50 |
| 481 DEPT | Nursing | Totals: | Revenue | 168,518.75 - | 892,278.79 - | 1,889,580.00 - | 47 | 50 |
| | | | Expend. | 121,947.20 | 686,076.35 | 2,157,097.00 | 32 | 50 |
| | | | Net | 46,571.55 - | 206,202.44 - | 267,517.00 | 77 | 50 |
| 483 DEPT | Health Education | | Revenue | | | | | 50 |
| 500 PROGRAM | Direct Client Services | | Revenue | 240.86 - | 1,062.03 - | 500.00 - | 212 | 50 |
| | | | Expend. | 79.03 | 1,143.77 | 24,110.00 | 5 | 50 |
| | | | Net | 161.83 - | 81.74 | 23,610.00 | 0 | 50 |
| 510 PROGRAM | SHIP | | Revenue | 16,771.84 - | 61,277.94 - | 224,631.00 - | 27 | 50 |
| | | | Expend. | 13,426.90 | 77,322.61 | 224,631.00 | 34 | 50 |
| | | | Net | 3,344.94 - | 16,044.67 | 0.00 | 0 | 50 |
| 540 PROGRAM | Toward Zero Deaths (TZD) Safe Roads | | Revenue | 0.00 | 1,254.54 - | 10,155.00 - | 12 | 50 |
| | | | Expend. | 163.25 | 1,358.89 | 10,155.00 | 13 | 50 |
| | | | Net | 163.25 | 104.35 | 0.00 | 0 | 50 |

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

| Element | Description | Account Number | | Current Month | Year-To-Date | Budget | % of Bdgt | % of Year |
|-------------|-------------------------------------|----------------|---------|---------------|--------------|--------------|-----------|-----------|
| 541 PROGRAM | Toward Zero Deaths (TZD) Safe Roads | | Revenue | 0.00 | 1,420.93 - | 10,155.00 - | 14 | 50 |
| | | | Expend. | 0.00 | 1,079.51 | 10,155.00 | 11 | 50 |
| | | | Net | 0.00 | 341.42 - | 0.00 | 0 | 50 |
| 550 PROGRAM | P&I Grant | | Revenue | 0.00 | 52,001.96 - | 189,326.00 - | 27 | 50 |
| | | | Expend. | 35,057.36 | 85,513.44 | 189,326.00 | 45 | 50 |
| | | | Net | 35,057.36 | 33,511.48 | 0.00 | 0 | 50 |
| 551 PROGRAM | Pipestone Drug Free Communities | | Revenue | | | | | 50 |
| | | | Expend. | 2,935.31 | 7,521.17 | 0.00 | 0 | 50 |
| | | | Net | 2,935.31 | 7,521.17 | 0.00 | 0 | 50 |
| 900 PROGRAM | Emergency Preparedness | | Revenue | 0.00 | 14,037.92 - | 92,580.00 - | 15 | 50 |
| | | | Expend. | 10,177.46 | 39,846.67 | 112,634.00 | 35 | 50 |
| | | | Net | 10,177.46 | 25,808.75 | 20,054.00 | 129 | 50 |
| 905 PROGRAM | COVID-19 Pandemic | | Revenue | 0.00 | 5,377.06 - | 0.00 | 0 | 50 |
| | | | Expend. | 17,320.47 | 111,178.93 | 0.00 | 0 | 50 |
| | | | Net | 17,320.47 | 105,801.87 | 0.00 | 0 | 50 |
| 906 PROGRAM | COVID-19 Vaccination Planning Grant | | Revenue | 50,210.00 - | 309,501.61 - | 0.00 | 0 | 50 |
| | | | Expend. | 18,077.48 | 390,905.30 | 0.00 | 0 | 50 |
| | | | Net | 32,132.52 - | 81,403.69 | 0.00 | 0 | 50 |
| 483 DEPT | Health Education | Totals: | Revenue | 67,222.70 - | 445,933.99 - | 527,347.00 - | 85 | 50 |
| | | | Expend. | 97,237.26 | 715,870.29 | 571,011.00 | 125 | 50 |
| | | | Net | 30,014.56 | 269,936.30 | 43,664.00 | 618 | 50 |
| 485 DEPT | Environmental Health | 800 PROGRAM | Revenue | 2,951.00 - | 121,042.43 - | 201,900.00 - | 60 | 50 |
| | | | Expend. | 14,902.14 | 72,694.90 | 247,925.00 | 29 | 50 |
| | | | Net | 11,951.14 | 48,347.53 - | 46,025.00 | 105 | 50 |
| 809 PROGRAM | Environmental Water Lab | | Revenue | 5,316.94 - | 29,450.05 - | 27,000.00 - | 109 | 50 |
| | | | Expend. | 7,147.46 | 37,636.27 | 58,135.00 | 65 | 50 |
| | | | Net | 1,830.52 | 8,186.22 | 31,135.00 | 26 | 50 |
| 830 PROGRAM | FDA Standardization Grant | | Revenue | 0.00 | 3,000.00 - | 0.00 | 0 | 50 |
| | | | Expend. | 0.00 | 3,926.26 | 0.00 | 0 | 50 |
| | | | Net | 0.00 | 926.26 | 0.00 | 0 | 50 |
| 485 DEPT | Environmental Health | Totals: | Revenue | 8,267.94 - | 153,492.48 - | 228,900.00 - | 67 | 50 |
| | | | Expend. | 22,049.60 | 114,257.43 | 306,060.00 | 37 | 50 |
| | | | Net | 13,781.66 | 39,235.05 - | 77,160.00 | 51 | 50 |

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

| <u>Element</u> | <u>Description</u> | <u>Account Number</u> | | <u>Current Month</u> | <u>Year-To-Date</u> | <u>Budget</u> | <u>% of Bdgt</u> | <u>% of Year</u> |
|----------------|----------------------|-----------------------|----------------|----------------------|---------------------|----------------|------------------|------------------|
| 1 FUND | Health Services Fund | | Totals: | | | | | |
| | | | Revenue | 370,549.19 - | 2,061,731.53 - | 3,783,662.00 - | 54 | 50 |
| | | | Expend. | 277,679.78 | 1,722,620.07 | 3,783,662.00 | 46 | 50 |
| | | | Net | 92,869.41 - | 339,111.46 - | 0.00 | 0 | 50 |

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

| <u>Element</u> | <u>Description</u> | <u>Account Number</u> | <u>Current Month</u> | <u>Year-To-Date</u> | <u>Budget</u> | <u>% of Bdgt</u> | <u>% of Year</u> |
|----------------|---------------------------------------|-----------------------|----------------------|---------------------|----------------|------------------|------------------|
| 5 FUND | Human Services Fund | | | | | | |
| 410 DEPT | General Administration | | | | | | |
| 0 PROGRAM | ... | | | | | | |
| | | | Revenue | | | | 50 |
| | | | Expend. | 13,414.23 | 61,106.70 | 67,663.00 | 90 |
| | | | Net | 13,414.23 | 61,106.70 | 67,663.00 | 90 |
| 410 DEPT | General Administration | Totals: | Revenue | | | | 50 |
| | | | Expend. | 13,414.23 | 61,106.70 | 67,663.00 | 90 |
| | | | Net | 13,414.23 | 61,106.70 | 67,663.00 | 90 |
| 420 DEPT | Income Maintenance | | | | | | |
| 600 PROGRAM | Income Maint Administrative/Overhez | | Revenue | 1,933,073.38 - | 2,154,843.61 - | 3,696,370.00 - | 58 |
| | | | Expend. | 102,691.70 | 660,468.64 | 1,511,007.00 | 44 |
| | | | Net | 1,830,381.68 - | 1,494,374.97 - | 2,185,363.00 - | 68 |
| 601 PROGRAM | Income Maint/Random Moment Payro | | Revenue | | | | 50 |
| | | | Expend. | 204,614.36 | 1,200,799.39 | 2,627,726.00 | 46 |
| | | | Net | 204,614.36 | 1,200,799.39 | 2,627,726.00 | 46 |
| 602 PROGRAM | Income Maint FPI Investigator | | Revenue | 13,007.00 - | 25,629.00 - | 130,000.00 - | 20 |
| | | | Expend. | 28,626.31 | 57,799.53 | 130,000.00 | 44 |
| | | | Net | 15,619.31 | 32,170.53 | 0.00 | 0 |
| 605 PROGRAM | MN Supplemental Aid (MSA)/GRH | | Revenue | 4,100.00 - | 32,088.09 - | 65,200.00 - | 49 |
| | | | Expend. | 13,559.23 | 34,239.01 | 65,000.00 | 53 |
| | | | Net | 9,459.23 | 2,150.92 | 200.00 - | 1,075 |
| 610 PROGRAM | TANF(AFDC/MFIP/DWP) | | Revenue | 370.00 - | 3,039.98 - | 15,000.00 - | 20 |
| | | | Expend. | 999.37 | 1,168.39 | 11,250.00 | 10 |
| | | | Net | 629.37 | 1,871.59 - | 3,750.00 - | 50 |
| 620 PROGRAM | General Asst (GA)/General Relief/Buri | | Revenue | 1,632.44 - | 27,230.63 - | 22,500.00 - | 121 |
| | | | Expend. | 29,691.00 | 198,927.59 | 351,000.00 | 57 |
| | | | Net | 28,058.56 | 171,696.96 | 328,500.00 | 52 |
| 630 PROGRAM | Food Support (FS) | | Revenue | 12,380.00 - | 284,486.98 - | 524,000.00 - | 54 |
| | | | Expend. | 0.00 | 907.99 | 4,500.00 | 20 |
| | | | Net | 12,380.00 - | 283,578.99 - | 519,500.00 - | 55 |
| 640 PROGRAM | Child Support (IVD) | | Revenue | 300,697.24 - | 814,837.40 - | 1,633,247.00 - | 50 |
| | | | Expend. | 82,814.83 | 535,276.17 | 1,208,445.00 | 44 |
| | | | Net | 217,882.41 - | 279,561.23 - | 424,802.00 - | 66 |

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

| <u>Element</u> | <u>Description</u> | <u>Account Number</u> | | <u>Current Month</u> | <u>Year-To-Date</u> | <u>Budget</u> | <u>% of Bdgt</u> | <u>% of Year</u> |
|----------------|--|-----------------------|----------------|----------------------|---------------------|-----------------|------------------|------------------|
| 650 PROGRAM | Medical Assistance (MA) | | Revenue | 346,128.39 - | 2,259,835.72 - | 3,307,000.00 - | 68 | 50 |
| | | | Expend. | 278,181.49 | 1,522,088.55 | 2,335,000.00 | 65 | 50 |
| | | | Net | 67,946.90 - | 737,747.17 - | 972,000.00 - | 76 | 50 |
| 680 PROGRAM | Refugee Cash Assistance (RCA) | | Revenue | 61.00 - | 61.00 - | 0.00 | 0 | 50 |
| | | | Expend. | | | | | 50 |
| | | | Net | 61.00 - | 61.00 - | 0.00 | 0 | 50 |
| 420 DEPT | Income Maintenance | Totals: | Revenue | 2,611,449.45 - | 5,602,052.41 - | 9,393,317.00 - | 60 | 50 |
| | | | Expend. | 741,178.29 | 4,211,675.26 | 8,243,928.00 | 51 | 50 |
| | | | Net | 1,870,271.16 - | 1,390,377.15 - | 1,149,389.00 - | 121 | 50 |
| 431 DEPT | Social Services | | | | | | | |
| 700 PROGRAM | Social Service Administrative/Overhea | | Revenue | 4,285,832.02 - | 5,648,914.31 - | 11,070,414.00 - | 51 | 50 |
| | | | Expend. | 181,919.48 | 1,320,658.43 | 3,012,985.00 | 44 | 50 |
| | | | Net | 4,103,912.54 - | 4,328,255.88 - | 8,057,429.00 - | 54 | 50 |
| 701 PROGRAM | Social Services/SSTS | | Revenue | | | | | 50 |
| | | | Expend. | 589,660.25 | 3,532,990.17 | 7,683,444.00 | 46 | 50 |
| | | | Net | 589,660.25 | 3,532,990.17 | 7,683,444.00 | 46 | 50 |
| 710 PROGRAM | Children's Social Services Programs | | Revenue | 140,824.47 - | 759,498.44 - | 1,844,998.00 - | 41 | 50 |
| | | | Expend. | 319,065.24 | 1,757,966.17 | 3,916,675.00 | 45 | 50 |
| | | | Net | 178,240.77 | 998,467.73 | 2,071,677.00 | 48 | 50 |
| 711 PROGRAM | YIP Grant (Circle)- Dept of Public Safet | | Revenue | 0.00 | 12,361.08 - | 28,404.00 - | 44 | 50 |
| | | | Expend. | 1,651.23 | 10,795.81 | 28,404.00 | 38 | 50 |
| | | | Net | 1,651.23 | 1,565.27 - | 0.00 | 0 | 50 |
| 712 PROGRAM | CIRCLE Program | | Revenue | 0.00 | 0.00 | 5,000.00 - | 0 | 50 |
| | | | Expend. | 642.64 | 5,007.82 | 28,000.00 | 18 | 50 |
| | | | Net | 642.64 | 5,007.82 | 23,000.00 | 22 | 50 |
| 713 PROGRAM | STAY Program Grant (formerly SELF) | | Revenue | 0.00 | 17,372.54 - | 54,100.00 - | 32 | 50 |
| | | | Expend. | 3,618.93 | 12,265.56 | 54,100.00 | 23 | 50 |
| | | | Net | 3,618.93 | 5,106.98 - | 0.00 | 0 | 50 |
| 715 PROGRAM | Children Waivers | | Revenue | 32,266.39 - | 106,495.15 - | 170,000.00 - | 63 | 50 |
| | | | Expend. | | | | | 50 |
| | | | Net | 32,266.39 - | 106,495.15 - | 170,000.00 - | 63 | 50 |
| 716 PROGRAM | FGDM/Family Group Decision Making | | Revenue | 0.00 | 8,269.56 - | 41,780.00 - | 20 | 50 |
| | | | Expend. | 0.00 | 7.83 | 41,780.00 | 0 | 50 |
| | | | Net | 0.00 | 8,261.73 - | 0.00 | 0 | 50 |

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

| <u>Element</u> | <u>Description</u> | <u>Account Number</u> | | <u>Current Month</u> | <u>Year-To-Date</u> | <u>Budget</u> | <u>% of Bdgt</u> | <u>% of Year</u> |
|----------------|---------------------------------------|-----------------------|---------|----------------------|---------------------|----------------|------------------|------------------|
| 717 PROGRAM | Family Assmt Response Grant/Discr F | | Revenue | 11,699.00 - | 31,616.00 - | 46,796.00 - | 68 | 50 |
| | | | Expend. | 447.69 | 6,131.54 | 46,796.00 | 13 | 50 |
| | | | Net | 11,251.31 - | 25,484.46 - | 0.00 | 0 | 50 |
| 718 PROGRAM | PSOP/Parent Support Outreach Progra | | Revenue | 4,484.00 - | 11,174.00 - | 32,125.00 - | 35 | 50 |
| | | | Expend. | 1,130.00 | 7,934.75 | 32,125.00 | 25 | 50 |
| | | | Net | 3,354.00 - | 3,239.25 - | 0.00 | 0 | 50 |
| 720 PROGRAM | Child Care/Child Protection | | Revenue | 1,750.00 - | 8,150.00 - | 22,000.00 - | 37 | 50 |
| | | | Expend. | 0.00 | 961.00 | 42,600.00 | 2 | 50 |
| | | | Net | 1,750.00 - | 7,189.00 - | 20,600.00 | 35 | 50 |
| 721 PROGRAM | CC Basic Slide Fee/Cty Match to DHS | | Revenue | 2,087.00 - | 13,682.58 - | 37,325.00 - | 37 | 50 |
| | | | Expend. | 3,614.00 | 24,411.43 | 43,365.00 | 56 | 50 |
| | | | Net | 1,527.00 | 10,728.85 | 6,040.00 | 178 | 50 |
| 722 PROGRAM | Child Care/MFIP | | Revenue | 0.00 | 71.00 - | 0.00 | 0 | 50 |
| | | | Expend. | | | | | |
| | | | Net | 0.00 | 71.00 - | 0.00 | 0 | 50 |
| 726 PROGRAM | MFIP/SW MN PIC | | Revenue | 1,051.00 - | 6,033.00 - | 12,000.00 - | 50 | 50 |
| | | | Expend. | | | | | |
| | | | Net | 1,051.00 - | 6,033.00 - | 12,000.00 - | 50 | 50 |
| 730 PROGRAM | Chemical Dependency | | Revenue | 14,841.90 - | 152,995.86 - | 358,500.00 - | 43 | 50 |
| | | | Expend. | 17,315.86 | 181,945.13 | 546,500.00 | 33 | 50 |
| | | | Net | 2,473.96 | 28,949.27 | 188,000.00 | 15 | 50 |
| 740 PROGRAM | Mental Health (Both Adults & Childrer | | Revenue | 0.00 | 93.95 - | 0.00 | 0 | 50 |
| | | | Expend. | | | | | |
| | | | Net | 0.00 | 93.95 - | 0.00 | 0 | 50 |
| 741 PROGRAM | Mental Health/Adults Only | | Revenue | 35,586.47 - | 506,183.03 - | 1,353,885.00 - | 37 | 50 |
| | | | Expend. | 65,393.51 | 1,013,242.81 | 1,775,024.00 | 57 | 50 |
| | | | Net | 29,807.04 | 507,059.78 | 421,139.00 | 120 | 50 |
| 742 PROGRAM | Mental Health/Children Only | | Revenue | 56,358.34 - | 359,365.58 - | 939,138.00 - | 38 | 50 |
| | | | Expend. | 107,885.87 | 712,888.39 | 2,177,722.00 | 33 | 50 |
| | | | Net | 51,527.53 | 353,522.81 | 1,238,584.00 | 29 | 50 |
| 750 PROGRAM | Developmental Disabilities | | Revenue | 55,084.50 - | 379,400.51 - | 908,351.00 - | 42 | 50 |
| | | | Expend. | 25,449.74 | 116,275.96 | 368,851.00 | 32 | 50 |
| | | | Net | 29,634.76 - | 263,124.55 - | 539,500.00 - | 49 | 50 |

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

| Element | Description | Account Number | | Current Month | Year-To-Date | Budget | % of Bdgt | % of Year |
|--------------|---------------------------|----------------|---------|----------------|-----------------|-----------------|-----------|-----------|
| 760 PROGRAM | Adult Services | | Revenue | 91,993.73 - | 613,907.17 - | 1,421,284.00 - | 43 | 50 |
| | | | Expend. | 3,428.29 | 37,592.11 | 85,700.00 | 44 | 50 |
| | | | Net | 88,565.44 - | 576,315.06 - | 1,335,584.00 - | 43 | 50 |
| 765 PROGRAM | Adult Waivers | | Revenue | 94,470.37 - | 457,409.59 - | 885,000.00 - | 52 | 50 |
| | | | Expend. | 19,380.58 | 77,706.77 | 148,000.00 | 53 | 50 |
| | | | Net | 75,089.79 - | 379,702.82 - | 737,000.00 - | 52 | 50 |
| 431 DEPT | Social Services | Totals: | Revenue | 4,828,329.19 - | 9,092,993.35 - | 19,231,100.00 - | 47 | 50 |
| | | | Expend. | 1,340,603.31 | 8,818,781.68 | 20,032,071.00 | 44 | 50 |
| | | | Net | 3,487,725.88 - | 274,211.67 - | 800,971.00 | 34 | 50 |
| 461 DEPT | Information Systems | | Revenue | 3,192.50 - | 23,479.81 - | 32,000.00 - | 73 | 50 |
| 0 PROGRAM | ... | | Expend. | 18,603.62 | 133,410.70 | 312,755.00 | 43 | 50 |
| | | | Net | 15,411.12 | 109,930.89 | 280,755.00 | 39 | 50 |
| 461 DEPT | Information Systems | Totals: | Revenue | 3,192.50 - | 23,479.81 - | 32,000.00 - | 73 | 50 |
| | | | Expend. | 18,603.62 | 133,410.70 | 312,755.00 | 43 | 50 |
| | | | Net | 15,411.12 | 109,930.89 | 280,755.00 | 39 | 50 |
| 471 DEPT | LCTS Collaborative Agency | | Revenue | 0.00 | 125,684.00 - | 0.00 | 0 | 50 |
| 702 PROGRAM | LCTS | | Expend. | 0.00 | 125,684.00 | 0.00 | 0 | 50 |
| | | | Net | 0.00 | 0.00 | 0.00 | 0 | 50 |
| 471 DEPT | LCTS Collaborative Agency | Totals: | Revenue | 0.00 | 125,684.00 - | 0.00 | 0 | 50 |
| | | | Expend. | 0.00 | 125,684.00 | 0.00 | 0 | 50 |
| | | | Net | 0.00 | 0.00 | 0.00 | 0 | 50 |
| 5 FUND | Human Services Fund | Totals: | Revenue | 7,442,971.14 - | 14,844,209.57 - | 28,656,417.00 - | 52 | 50 |
| | | | Expend. | 2,113,799.45 | 13,350,658.34 | 28,656,417.00 | 47 | 50 |
| | | | Net | 5,329,171.69 - | 1,493,551.23 - | 0.00 | 0 | 50 |
| FINAL TOTALS | 1,049 Accounts | | Revenue | 7,813,520.33 - | 16,905,941.10 - | 32,440,079.00 - | 52 | 50 |
| | | | Expend. | 2,391,479.23 | 15,073,278.41 | 32,440,079.00 | 46 | 50 |
| | | | Net | 5,422,041.10 - | 1,832,662.69 - | 0.00 | 0 | 50 |

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 | 2626 | 598 | 3224 |
| March | 2620 | 588 | 3208 |
| April | 2657 | 569 | 3226 |
| May | 2711 | 551 | 3262 |
| June | 2711 | 529 | 3240 |
| July | | | 0 |
| August | | | 0 |
| September | | | 0 |
| October | | | 0 |
| November | | | 0 |
| December | | | 0 |
| Average | 2651 | 570 | 3221 |

Adult - Social Services Caseload

| Average | 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 |
|---------|-------------------------|--|--|------------------------------------|---------------------------|---------------------------------|---------------------|-----------------------|--------------------------|---------------------------------|---------------------|----------------|
| 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 | 453 | 319 | 2623 |
| 2021 | | | | | | | | | | | | |

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

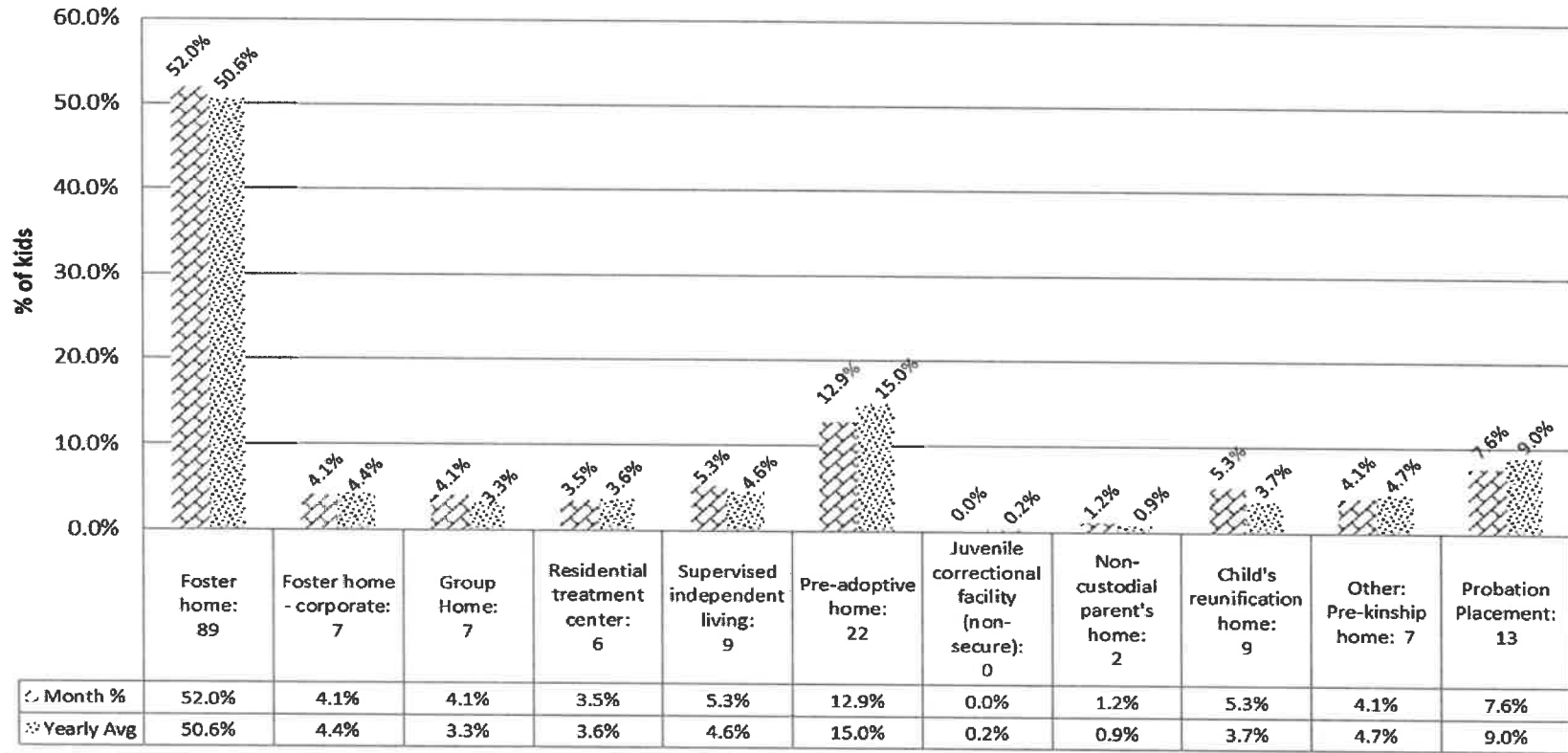
| 2021 | Adult Brain Injury (BI) | Adult Community Access for Disability Inclusion (CADI) | Adult Community Alternative Care (CAC) | Adult Essential Community Supports | Adult Mental Health (AMH) | Adult Protective Services (APS) | Adult Services (AS) | Alternative Care (AC) | Chemical Dependency (CD) | Developmental Disabilities (DD) | Elderly Waiver (EW) | Total Programs |
|-----------|-------------------------|--|--|------------------------------------|---------------------------|---------------------------------|---------------------|-----------------------|--------------------------|---------------------------------|---------------------|----------------|
| January | 10 | 339 | 12 | 0 | 274 | 34 | 883 | 16 | 253 | 447 | 313 | 2581 |
| February | 10 | 349 | 12 | 0 | 276 | 40 | 896 | 16 | 269 | 444 | 314 | 2626 |
| March | 10 | 352 | 12 | 0 | 280 | 40 | 898 | 15 | 259 | 446 | 308 | 2620 |
| April | 10 | 353 | 12 | 0 | 269 | 46 | 918 | 15 | 291 | 445 | 298 | 2657 |
| May | 10 | 360 | 13 | 0 | 265 | 47 | 931 | 15 | 325 | 446 | 299 | 2711 |
| June | 10 | 365 | 14 | 0 | 266 | 54 | 920 | 14 | 321 | 444 | 303 | 2711 |
| July | | | | | | | | | | | | 0 |
| August | | | | | | | | | | | | 0 |
| September | | | | | | | | | | | | 0 |
| October | | | | | | | | | | | | 0 |
| November | | | | | | | | | | | | 0 |
| December | | | | | | | | | | | | 0 |
| | 10 | 353 | 13 | 0 | 272 | 44 | 908 | 15 | 286 | 445 | 306 | 2609 |

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 | 18 | 36 | 0 | 12 | 56 | 179 | 177 | 85 | 0 | 0 | 35 | 598 |
| March | 20 | 40 | 0 | 12 | 58 | 166 | 177 | 86 | 0 | 0 | 29 | 588 |
| April | 21 | 34 | 0 | 13 | 56 | 162 | 161 | 90 | 0 | 0 | 32 | 569 |
| May | 21 | 33 | 0 | 13 | 56 | 165 | 145 | 84 | 0 | 1 | 33 | 551 |
| June | 22 | 33 | 0 | 13 | 58 | 153 | 142 | 87 | 0 | 0 | 21 | 529 |
| July | | | | | | | | | | | | 0 |
| August | | | | | | | | | | | | 0 |
| September | | | | | | | | | | | | 0 |
| October | | | | | | | | | | | | 0 |
| November | | | | | | | | | | | | 0 |
| December | | | | | | | | | | | | 0 |
| | 20 | 35 | 0 | 13 | 57 | 168 | 163 | 87 | 0 | 0 | 29 | 591 |

June 2021 - Placement by Category
171 Kids in Placements



June 2021: Total kids in placement = 171

Total of 9 Children entered placement

| | | |
|---|-----------|-------------|
| 1 | Lyon | Group Home |
| 1 | Murray | Probation |
| 4 | Pipestone | Foster Home |
| 1 | Redwood | Group Home |
| 1 | Redwood | Foster Home |
| 1 | Rock | Group Home |

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

| | | |
|---|-----------|------------|
| 1 | Lyon | Probation |
| 1 | Pipestone | Group Home |
| 2 | Redwood | ADOPTED |
| 1 | Redwood | Probation |

NON IVD COLLECTIONS

JUNE 2021

| PROGRAM | ACCOUNT | TOTAL |
|--|------------------------|----------------|
| MSA/GRH | 05-420-605.5802 | 4,100 |
| TANF (MFIP/DWP/AFDC) | 05-420-610.5803 | 370 |
| GA | 05-420-620.5803 | 0 |
| FS | 05-420-630.5803 | 180 |
| CS (PI Fee, App Fee, etc) | 05-420-640.5501 | 1,906 |
| MA Recoveries & Estate Collections (25% retained by agency) | 05-420-650.5803 | 145,416 |
| REFUGEE | 05-420-680.5803 | 0 |
| CHILDRENS | | |
| Court Visitor Fee | 05-431-700.5514 | 0 |
| Parental Fees, Holds | 05-431-710.5501 | 7,547 |
| OOH/FC Recovery | 05-431-710.5803 | 18,041 |
| CHILDCARE | | |
| Licensing | 05-431-720.5502 | 1,150 |
| Corp FC Licensing | 05-431-720.5505 | 600 |
| Over Payments | 05-431-721&722.5803 | 0 |
| CHEMICAL DEPENDENCY | | |
| CD Assessments | 05-431-730.5519 | 2,004 |
| Detox Fees | 05-431-730.5520 | 4,041 |
| SUD Treatment | 05-431-730.5523 | 8,001 |
| Over Payments | 05-431-730.5803 | 0 |
| MENTAL HEALTH | | |
| Insurance Copay | 05-431-740.5803 | 0 |
| Over Payments | 05-431-741 or 742.5803 | 0 |
| DEVELOPMENTAL DISABILITIES | | |
| Insurance Copay/Overpayments | 05-431-750.5803 | 0 |
| ADULT | | |
| Court Visitor Fee | 05-431-760.5515 | 0 |
| Insurance Copay/Overpayments | 05-431-760.5803 | 0 |
| TOTAL NON-IVD COLLECTIONS | | 193,355 |



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 | COVID Vaccine Admin |
|-------|------|----------------------|---------------------------|--------------|----------------|----------------|------------------------------|-------------|-----------------|-----|-----------|---------------------|
| 11/20 | 2000 | 10* | 6* | 158* | 0 | 0 | 1 | 124 | 11 | 16 | 8 | 0 |
| 12/20 | 2014 | 6* | 8* | 196* | 0 | 0 | 3 | 110 | 14 | 26 | 2 | 88 |
| 1/21 | 1985 | 11* | 10* | 177* | 0 | 2 | 2 | 115 | 19 | 2 | 6 | 958 |
| 2/21 | 1985 | 19* | 8* | 232* | 0 | 0 | 2 | 82 | 23 | 35 | 18 | 2004 |
| 3/21 | 1956 | 8* | 10* | 228* | 0 | 2 | 2 | 111 | 20 | 22 | 5 | 2425 |
| 4/21 | 1910 | 10* | 8* | 183* | 0 | 0 | 1 | 136 | 35 | 26 | 5 | 1726 |
| 5/21 | 1892 | 12* | 4* | 175* | 0 | 1 | 2 | 137 | 33 | 15 | 4 | 237 |
| 6/21 | | 13* | 11 | 211* | 0 | 1 | 0 | 178 | 81 | 12 | 9 | 128 |
| 7/21 | | | | | | | | | | | | |
| 8/21 | | | | | | | | | | | | |
| 9/21 | | | | | | | | | | | | |
| 10/21 | | | | | | | | | | | | |
| 11/21 | | | | | | | | | | | | |
| 12/21 | | | | | | | | | | | | |

*Includes telehealth visits

| | | | |
|---------|------------|---------------------------|---------|
| Angela | Beyenhof | Office Support Specialist | \$16.79 |
| Nancy | Boeck | Office Support Specialist | \$20.70 |
| Toni | Lecy | Office Support Specialist | \$16.00 |
| Dawn | Hagen | Office Support Specialist | \$20.83 |
| Carla | Nieuwboer | Office Support Specialist | \$16.90 |
| Ashlee | Zuehlsdorf | Office Support Specialist | \$16.00 |
| Kaitlin | Vos | Office Support Specialist | \$16.94 |
| Amanda | Lanners | Office Support Specialist | \$16.00 |
| Debra | Werpy | Office Support Specialist | \$16.79 |
| Cindy | Buchert | Office Support Specialist | \$24.96 |



Position Request Form

SECTION 1: Process

1. Supervisors will complete this form and submit to their Division Director.
2. Division Director presents this form outlining their justification for requesting the refilling of a position and submits to the Executive Team.
3. Executive Team will review requests and approve/deny requests.

SECTION 2: New Position Information

New Position Title: PH Nursing Supervisor **Division/Unit:** Public Health

New Position Replacement Permanent Temporary Promotion

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

Desired hire date: July 2021 **FTE Requested:** 1.0

*Attached additional sheets if necessary.

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

Supervises Public Health Nurses in all 6 office locations. Manages and also carries a caseload in the following programs: Family Home Visiting, Car Seats, and Follow Along Program

2. Why are you recommending this position be authorized?

This request is for an additional Nursing Supervisor. The retirement of a longtime nursing supervisor gave us an opportunity to re-evaluate our nursing supervision and the changing needs of our division, in order to better meet the needs of our community. Splitting the family programs between 2 supervisors will allow us to capture revenue that we've not been able to in the past due to capacity. Supervising less staff will allow all 3 nursing supervisors to carry a caseload (or increased caseload) due to less administrative duties. This in turn allows for more in depth program coverage when we are short nurses. There will be no levy increase for this position and there will be increased services to our most vulnerable families.

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

We held a mapping session which identified what we are currently doing well and where there are barriers with current programming. We identified where we were leaving money on the table and how we can capture additional revenue while increasing services.

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: See section 5 below

\$79,227- \$125,259 (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.

TANF funds: \$33,323 (available 1-1-22)

Difference in long time Nursing Supervisor retirement salary to replacement: \$24,000

Difference in Nursing Supervisor (long time PHN) to new PHN: \$18,000

LPH grant increase: \$131,491 (available 7-1-21)

Other considerations: 2 PHN positions currently open, increased revenue with supervisors carrying caseloads, FHV grant

PH will not be requesting a levy increase in 2022

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

This would allow us to expand current programming to better meet the needs to the community.

This really is a win-win – we have the funding and it will improve services for our most vulnerable families.

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 2:19 pm, Jul 14, 2021

Division Director Signature: _____ Date: _____

Director Signature: _____ **APPROVED** _____ Date: _____

By Beth Wilms at 2:21 pm, Jul 14, 2021

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

EFFECTIVE DATE: 01/01/11

REVISION DATE: 05/15/13; 02/15/17; 09/20/17; 10/17/18; 01/16/19; 09/18/19;07/21/21

AUTHORITY: Southwest Health and Human Services Joint Governing Board
Minnesota Statute 375.171

--CREDIT CARD POLICY--

Section 1 – Purpose

- a. The purpose of this policy is to provide user information to those employees who have been approved by the Southwest Health and Human Services Governing Board to do business for Southwest Health and Human Services (SWHHS) using a credit card issued in the agency's name. It is the intent that through the use of the agency credit card, the agency will benefit from the credit card's cash back program and it will reduce costs associated with processing manual warrants.

Section 2 - Authority to Establish

- a. The Governing Board may authorize the use of an agency credit card make purchases on behalf of the agency. Only those individuals identified and approved by the Governing Board and this policy will hold an agency credit card. A purchase by credit card must otherwise comply with all statutes, rules or agency policy applicable to agency purchases.

Section 3 – Authorization

- a. Southwest Health and Human Services Governing Board approval is necessary for an employee to obtain a credit card.
- b. Schedule A indicates all approved cardholders by the Southwest Health and Human Services Governing Board. Approved cardholders will be determined based on location, program and position.
- c. The Fiscal Manager may suspend an approved cardholder's credit card after consultation with the Executive Director. Examples of reasons to suspend include but are not limited to suspicion of fraudulent use, leave of absence, cardholder request, change of duties or etc.
- d. The Southwest Health and Human Services Governing Board may review credit card use randomly. If it is determined that credit card use is not in the best interest of Southwest

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

Health and Human Services, they may at anytime, and without notice cancel credit card use privileges.

Section 4 – Controls

- a. The Southwest Health and Human Services Governing Board will approve or deny any request for a credit card.
- b. All existing purchasing policies apply to purchases made on a credit card.
- c. All itemized receipts must be obtained by the person using the card and presented to accounting for reconciliation of the billing, no later than 1 (one) week after the transaction takes place with the appropriate supervisor sign off along with additional required documentation (i.e. staff development form, SS 009 Social Service Request for Payment or etc.).
- d. It will be the responsibility of the Fiscal Manager or designated Accounting Technician to cancel a lost card immediately and to notify the Director and the Southwest Health and Human Services Governing Board of the same.
- e. Supervisors are authorized to charge items that are eligible up to \$ 3,000. Any items exceeding \$ 3,000 will require Southwest Health and Human Governing Board approval. Line staff who are cardholders must have prior approval from their supervisor for any charge.
- e. The Board authorizes a credit card limit of \$75,000, with varying individual cardholder limits based on department or program needs.
- f. All cardholders are required to sign a Credit Card Use Acknowledgement form and route to the Fiscal Manager.
- g. When a cardholder separates from SWHHS, it is the cardholder's responsibility to turn in their agency credit card to the fiscal manager.

Section 5 - Eligible Uses of the Credit Card

- a. The credit card may be used to:
 - Guarantee and pay for hotel rooms for conferences, meeting attendance, or client related travel.

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

- Purchase supplies and/or materials when purchase of the items by credit card is more time and cost efficient than if purchased by a county warrant (i.e. on line purchases/to reduce sales tax paid).
- Any expenses that meet public purpose and where credit card payments are accepted without fees.
- Out of state travel related to a client and/or approved by the Southwest Health and Human Services Governing Board.
- Food items when purchased as part of employee recognition, trainings, etc. where a meal is provided by the agency or as part of the service delivery (i.e. Circle Program) or for clients we serve when necessary.
- To ensure proper safeguarding of the agency credit card, no credit card information shall be saved to any website (i.e. Walmart, Amazon, or etc.).

Section 6 - Ineligible Uses of the Credit Card

- a. The credit card may not be used for:
 - Personal purchases. Absolutely no personal use of the card is allowed.
 - Gratuities and individual staff meals eligible for reimbursement. Use Form AG#100 or AG#101.
 - Gasoline for any personal vehicle.
 - Cash advances.
 - Alcoholic beverages.
- b. Any unallowable expenses charged on a card will be the responsibility of the employee making the purchase to payback to SWHHS. . Payment is expected to be made back to SWHHS, immediately following notification.
- c. If a staff person makes an ineligible purchase(s) or fails to provide the required documentation, the following will occur:
 1. First offense – Staff person’s immediate supervisor is notified.
 2. Second offense – Staff person’s card is suspended for 90 (ninety) days.
 3. Third offense – Staff person is removed as an authorized user of the agency’s credit card.

Section 7 - Monthly Reconciliation

- a. Each month the accounting technician will be sent the monthly billing statement. It is the personal responsibility of the cardholder to ensure that the proper itemized receipts are turned into accounting, along with any required documentation .

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

- b. The Fiscal Supervisor and/or accounting technician will reconcile the monthly statement with all original receipts and documentation.
- c. The Fiscal Manager and Accounting Technician will have access to the credit card activity for monthly reconciliation.
- d. No fees or interest charged by the credit card company because of late payments due to untimely submission of records to accounting will be paid from county funds. The cardholders will be personally responsible for those fees if they appear on the billing for their department.

Schedule A

Authorized Cardholders

| Name | Title | Location |
|---------------------|-------------------------------|----------------------------------|
| Beth Wilms | Director | Marshall – 1 st Floor |
| Ann Orren | Health Educator Supervisor | Marshall – 2 nd Floor |
| Cindy Nelson | SS Division Director | Marshall – 1 st Floor |
| Christine Versaevel | SS Supervisor – Children | Marshall – 1 st Floor |
| Kristin Malin | SS Supervisor – Children | Marshall – 1 st Floor |
| Sandy Isaackson | SS Supervisor – Adults | Marshall – 1 st Floor |
| Craig Wilson | Social Worker – SELF Program | Marshall – 1 st Floor |
| Monica Christianson | Office Services Supervisor | Marshall – 1 st Floor |
| Chris Cauwels | Network Systems Administrator | Marshall – 1 st Floor |
| Mandy Holzapfel | SS Supervisor – Children | Redwood Falls |
| Stacy Jorgensen | SS Supervisor – Adults | Pipestone |
| Ashley Gustafson | Public Health Educator | Pipestone |
| Nancy Walker | Deputy Director | Luverne |
| Dawn Anderson | Case Aide – Children | Luverne |
| Erin Klumper | SS Supervisor – Children | Slayton |
| Tanlee Noomen | HHS Aide | Slayton |
| Lisa Przymus | Eligibility Worker | Ivanhoe |

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Southwest Health and Human Services
IT Committee Guidelines

2021 IT Committee

The Information Technology (IT) Committee was established to assist IT, the SWHHS board and staff with the roll out of new technology and communication about IT systems. The goal in creating this committee was to fully educate a select number of people on IT systems, software, and devices within the agency, and to encourage them to share this information with employees in their areas. Members will receive and analyze IT training materials and demonstrations of new devices, software and systems that staff use daily. The result should be increased communication and education about IT projects between IT, the SWHHS board and employees. The committee will not be decision makers for IT changes but will make recommendations on training and possible new devices, software or systems. The committee will assist IT with training and communication with other staff. This could include but is not limited to new software systems, how to use existing software, and information on Cybersecurity, data security and current IT trends.

As needed, representatives from each group listed below will meet with consultants to learn about new systems, software and devices as they are being rolled out for extra training and the ability to ask questions. This committee reviews experience ratings, listens to presentations on new systems, devices, and software and informs staff of what is happening in the IT world.

Each group representative will bring information discussed during the committee meetings to their individual groups. Each committee member will act as the liaison between their group and the committee and the committee member will ensure that issues, questions and concerns are addressed.

The IT Committee will continue to focus on education, training and implementation of training. The committee will continue to educate themselves on new equipment, devices and software.

Below are the Committee Membership Appointments

| <u>Department/Division</u> | <u>Representative</u> |
|-----------------------------------|------------------------------|
|-----------------------------------|------------------------------|

ShareGate:

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

QUOTE

THIS IS A QUOTE NOT AN INVOICE

BILLING ADDRESS

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

END USER

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

QUOTE NUMBER

Q-69570

QUOTE DATE

28-June 2021

| PRODUCT | UNIT PRICE | QUANTITY | TOTAL (USD) |
|---|------------|----------|-------------|
| ShareGate Productivity (SHG-P-239-1-12) ShareGate Desktop, 1 user, 12-month subscription ShareGate Apricot, unlimited users, 1 production tenant, 12-month subscription Did you know that we offer great multi-year discounts that could save you 15-20%. Previous license key: 75FEFA47-1906-45EC-92E2-0D7E802D5946 Period of coverage: Until September 20, 2022 | \$3,995.00 | 1 | \$3,995.00 |

TERMS

This quote is valid until 28-July 2021.
Unlimited support & Updates included.
No volume limit.
Sales Tax may apply.
Currency: USD

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

COMMENTS

Complete your order to take advantage of ShareGate Productivity before our price increase on July 5th, 2021.

Pay Now

Invoice Me

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

sharegate.com

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

[Vendor Package | Payment Guide](#)

ShareGate:

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

QUOTE

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BILLING ADDRESS

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

END USER

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

QUOTE NUMBER

Q-69572

QUOTE DATE

28-June 2021

| PRODUCT | UNIT PRICE | QUANTITY | TOTAL (USD) |
|---|------------|----------|-------------|
| ShareGate Productivity (SHG-P-239-1-24) ShareGate Desktop, 1 user, 24-months subscription ShareGate Apricot, unlimited users, 1 production tenant, 24-months subscription By taking advantage of our 15% multi-year discount, you saved a total of \$1,198.50 Previous license key: 75FEFA47-1906-45EC-92E2-0D7E802D5946 Period of coverage: Until September 20, 2023 | \$6,791.50 | 1 | \$6,791.50 |

TERMS

This quote is valid until 28-July 2021.
Unlimited support & Updates included.
No volume limit.
Sales Tax may apply.
Currency: USD

TOTAL (USD) **\$6,791.50**

COMMENTS

Complete your order to take advantage of ShareGate Productivity before our price increase on July 5th, 2021.

Pay Now

Invoice Me

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

sharegate.com

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

[Vendor Package | Payment Guide](#)

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Keywords

Federal Organizations

Status

Active
 Inactive

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Showing 1 - 14 of 14 results Sort by
Relevance

70--SEWP - Renewal of Sharegate Software Inactive

Notice ID:

Renewal of Sharegate Software current Sharegate License key is 87EC6919-77CD-4CC5-BAE9- 5D18DAEBE8C8 with exspiraton date of 06/26/2019...

Awardee
Architechture Solutions, LLC
11325 Random Hills Rd Ste 360
Fairfax
VA
220300972
USA (080130087)

| | | |
|---|--|--|
| Department/Ind.Agency NUCLEAR REGULATORY COMMISSION | Subtier Acquisition Management Division (Orphan) | Office Acquisition Management Division |
|---|--|--|

Contract Oppor
Notice Type
Original Award
Updated Date
Jul 11, 2019
Published Date
Jun 26, 2019

DA10--ShareGate 21-SW0073 (SW4873) Maintenance (New work) (VA-21-00001499) Inactive

Notice ID: 36C10A21Q0026

FY21 Software Maintenance for ShareGate ...

Awardee
ARCHITECHTURE SOLUTIONS, LLC (080130087)

| | | |
|---|---|--|
| Department/Ind.Agency VETERANS AFFAIRS, DEPARTMENT OF | Subtier VETERANS AFFAIRS, DEPARTMENT OF | Office TECHNOLOGY ACQUISITION CENTER AUSTIN (36C10A) |
|---|---|--|

Contract Oppor
Notice Type
Original Award
Updated Date
Mar 20, 2021
Published Date
Feb 18, 2021

To renew Sharegate licenses Inactive

Notice ID: Contract Oppor

JULY 2021

GRANTS ~ AGREEMENTS ~ CONTRACTS

for Board review and approval

NorthWoods Fraud Investigations Inc (Kimball, MN) – 07/01/21 to 06/30/22; Contract to provide fraud investigation services (2 FTE's) in the SW Regional counties in accordance with the DHS FPI agreement, \$104,000 annually at \$9,454.55/month plus computer equipment and program access, office space when necessary, and fleet vehicles (renewal).
Fiscal Note: 100% Federal and State funding

MDH Public Health Emergency Preparedness (PHEP) (Marshall, MN) – 07/01/21 to 06/30/22; Amendment for budget period 3 allocation for emergency preparedness 5 year grant; BP3 - \$95,357 (funding increase) (AMENDMENT).
Fiscal Note: 2020 - \$92,580 BP2; 2019 - \$92,437 grant allocation BP1

MOA Environmental Health Long Term Staffing (Southwest MN) - 07/01/21 to open – memorandum of agreement to have a staffing plan in case of long-term absences so that continuity can be maintained for routine consults and inspections; compensation would be based on the supporting staff's salary and fringe (renewal).

Amherst H Wilder Foundation (St Paul, MN) – 07/01/21 to 09/30/25; Contract for consultation services for the 5 year Pipestone Drug Free Communities grant to assist with coalition activity (strategic planning, surveys, data analysis, evaluation reports, etc.); \$3000/qtr for a total of \$51,000 (NEW).
Fiscal Note: expenses reimbursed through grant

Pipestone Publishing (Pipestone, MN) – 06/01/20 to 09/29/21; Contract for media consultation services for the Pipestone Drug Free Communities grant to assist with all coalition message development in the media campaign, \$980/mo for a total of \$3,920 (NEW).
Fiscal Note: expenses reimbursed through grant

Midwest Monitoring and Surveillance Inc (Burnsville, MN) – 07/01/21 to 06/30/23; a new contract for a GPS monitoring system and Random Breath Testing (scheduled or random) for at-risk clients; equipment cost \$14/day (NEW).
Fiscal Note:

Signatures None
 Signatures Partial
 Signatures Completed