



SOUTHWEST
HEALTH & HUMAN
S E R V I C E S

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

Board Agenda
Wednesday September 8, 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 8/18/2021 Board Minutes

- D. Introduce New Staff:
 - Dean Slatko, County Agency Social Worker CPS, Redwood

- E. Employee Recognition:
 - Courtney Heppler, 1 year, Social Worker (CPS), Luverne
 - Stephanie Holwerda, 1 year, Public Health Nurse, Marshall
 - Chris Hansen, 5 years, Sanitarian, Marshall
 - JoAnne Brisk, 35 years, Child Support Supervisor, Marshall

- F. Financial

HUMAN SERVICES (cont.)

G. Caseload	<u>08/21</u>	<u>08/20</u>	<u>07/21</u>	<u>06/21</u>
Social Services	3,652	3,607	3,642	3,656
Licensing	417	434	415	416
Out-of-Home Placements	172	160	179	171
Income Maintenance	13,317	12,629	13,356	13,342
Child Support Cases	N/A	3,146	3,012	3,037
Child Support Collections	N/A	\$740,192	\$726,333	\$770,360
Non IV-D Collections	\$82,406	\$120,886	\$92,903	\$193,355

H. Discussion/Information

1. Home and Community Based Services Review- Stacy Strand & Stacey Longtin
2. Southwest Mental Health Center Update- Beth Wilms & Cindy Nelson

I. Decision Items

- 1.

COMMUNITY HEALTH

J. Call to Order

K. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 8/18/2021 Board Minutes

L. Financial

COMMUNITY HEALTH (cont.)

M. Caseload	<u>08/21</u>	<u>07/21</u>	<u>06/21</u>
WIC	N/A	1881	1905
Family Home Visiting	21	10	13
PCA Assessments	14	10	11
Managed Care	173	197	211
Dental Varnishing	0	0	0
Refugee Health	0	0	1
Latent TB Medication Distribution	1	2	0
Water Tests	198	185	178
FPL Inspections	48	57	81
Immunizations	20	21	12
COVID Vaccine Admin	7	40	128
Car Seats	13	7	9

- N. Discussion/Information
1. Public Health Funding Projections- Carol Biren

- O. Decision Items
1.

GOVERNING BOARD

- P. Call to Order

- Q. Consent Agenda
1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 8/18/2021 Board Minutes

- R. Financial

GOVERNING BOARD (cont.)

S. Human Resources Statistics

	<u>08/21</u>	<u>08/20</u>	<u>07/21</u>	<u>06/21</u>
Number of Employees	236	233	232	230
Separations	1		2	3

T. Discussion/Information

1. ARPA Emergency Rural Healthcare Grant – Chris Cauwels
2. Mandated and Non-Mandated Services—Board Discussion

U. Decision Items

1. Closed Session (Union Negotiations)
2. 2022 Non-Union Staff Compensation
3. Kayla Chester, County Agency Social Worker CPS, probationary appointment (12 months), \$24.12 per hour, effective 09/27/2021
4. Request for Public Health Nurse/Registered Nurse/Registered Dietician (2)
5. Request to Fill Fiscal Manager Position with Director of Business Management
6. Adm Policy 10 LAN EMail Internet Access and Personal Computing Equipment
7. Request for replacement of agency fleet vehicles
8. Schedule Annual Meeting
9. Breastfeeding Tent Approval
10. Donations:
 - Anonymous Family from Lucan, MN donated books and book bags, stuffed animals and blankets for children entering foster care
11. Contracts

V. Adjournment

Next Meeting Dates:

- **Wednesday, October 20, 2021 – Marshall**
- **Wednesday, November 17, 2021 – Marshall**
- **Wednesday, December 15, 2021 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

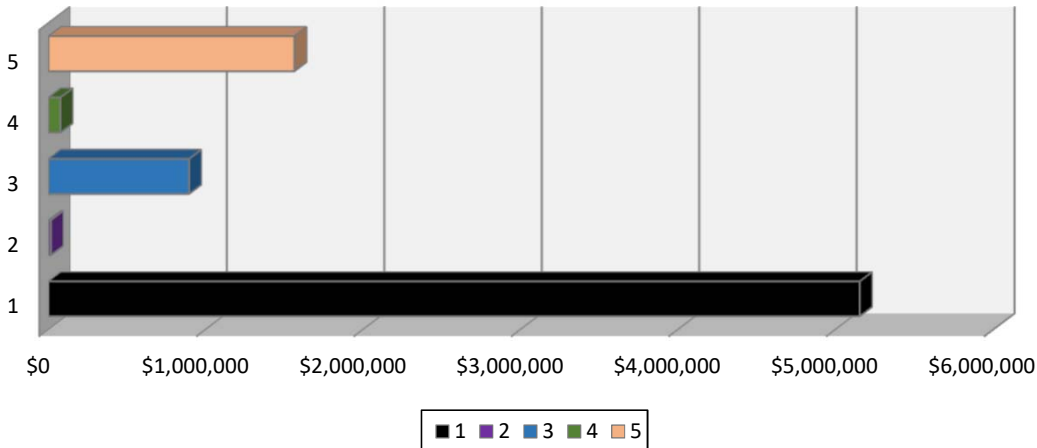
Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne Offices

SUMMARY OF FINANCIAL ACCOUNTS REPORT For the Month Ending: **August 31, 2021**

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

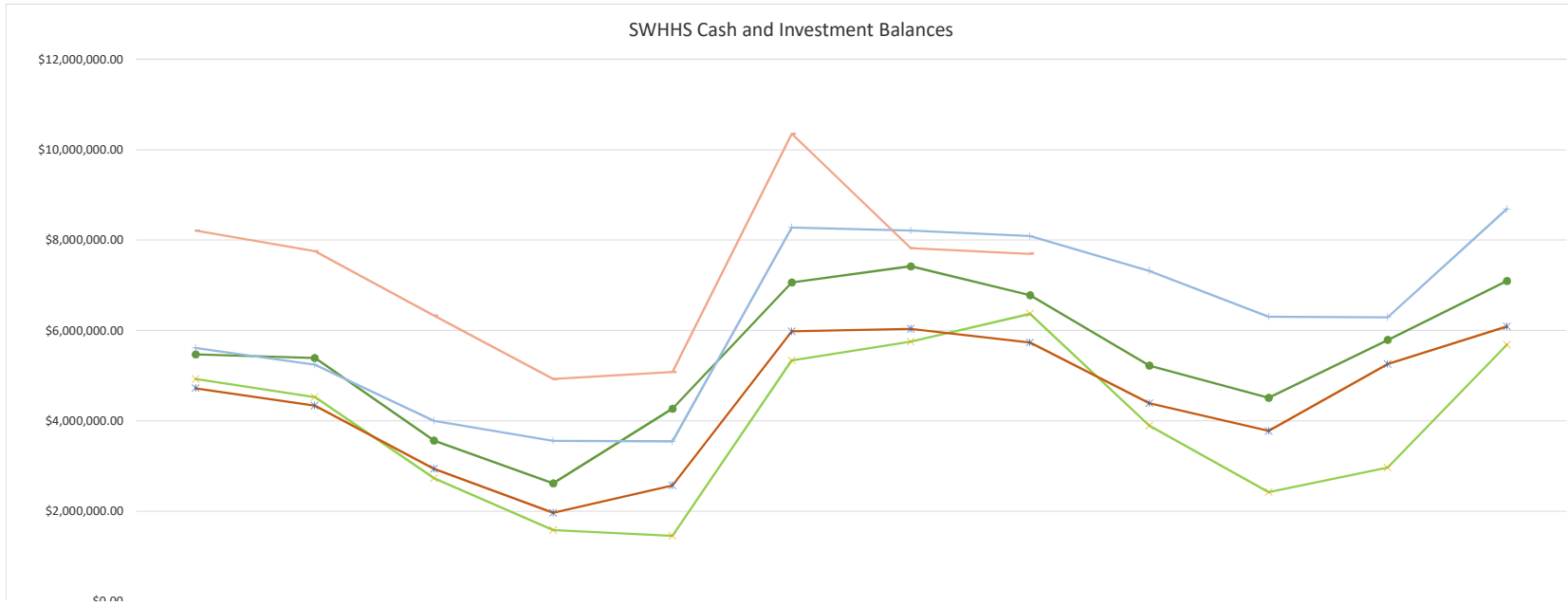
Description	Month	Running Balance	
BEGINNING BALANCE		\$5,290,189	
RECEIPTS			
Monthly Receipts	2,423,399		
County Contribution	99,624		
Interest on Savings	45		
TOTAL MONTHLY RECEIPTS		2,523,068	
DISBURSEMENTS			
Monthly Disbursements	2,661,482		
TOTAL MONTHLY DISBURSEMENTS		2,661,482	
ENDING BALANCE		\$5,151,776	
REVENUE			
<i>Checking/Money Market</i>	<i>\$5,151,776</i>		
<i>SS Benefits Checking</i>	<i>\$14,838</i>		
<i>Bremer Savings</i>	<i>\$892,827</i>		
<i>Great Western Bank Savings</i>	<i>\$75,516</i>		
<i>Investments - MAGIC Fund</i>	<i>\$1,561,424</i>		
ENDING BALANCE		\$7,696,380	August 2020 Ending Balance \$8,087,153
DESIGNATED/RESTRICTED FUNDS			
Agency Health Insurance		\$1,089,407	August 2020 Ending Balance \$1,328,431
LCTS Lyon Murray Collaborative		\$208,548	
LCTS Rock Pipestone Collaborative		\$77,950	
LCTS Redwood Collaborative		\$40,253	
Local Advisory Council		\$678	August 2020 Ending Balance
AVAILABLE CASH BALANCE		\$6,279,546	\$6,522,181

REVENUE DESIGNATION



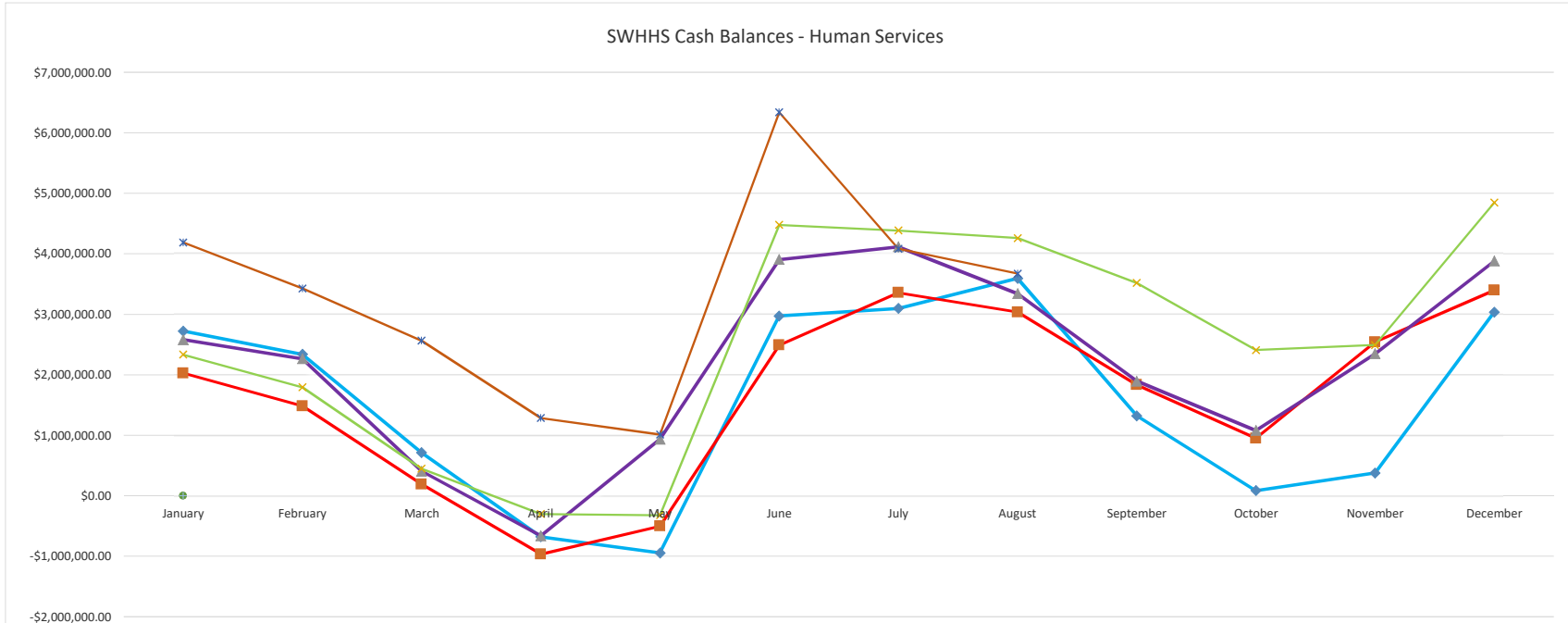
SWHHS
Total Cash and Investment Balance by Month - All Funds

	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	\$5,684,746.63	\$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	\$7,823,063.10	\$7,696,380.41					\$7,272,266.75



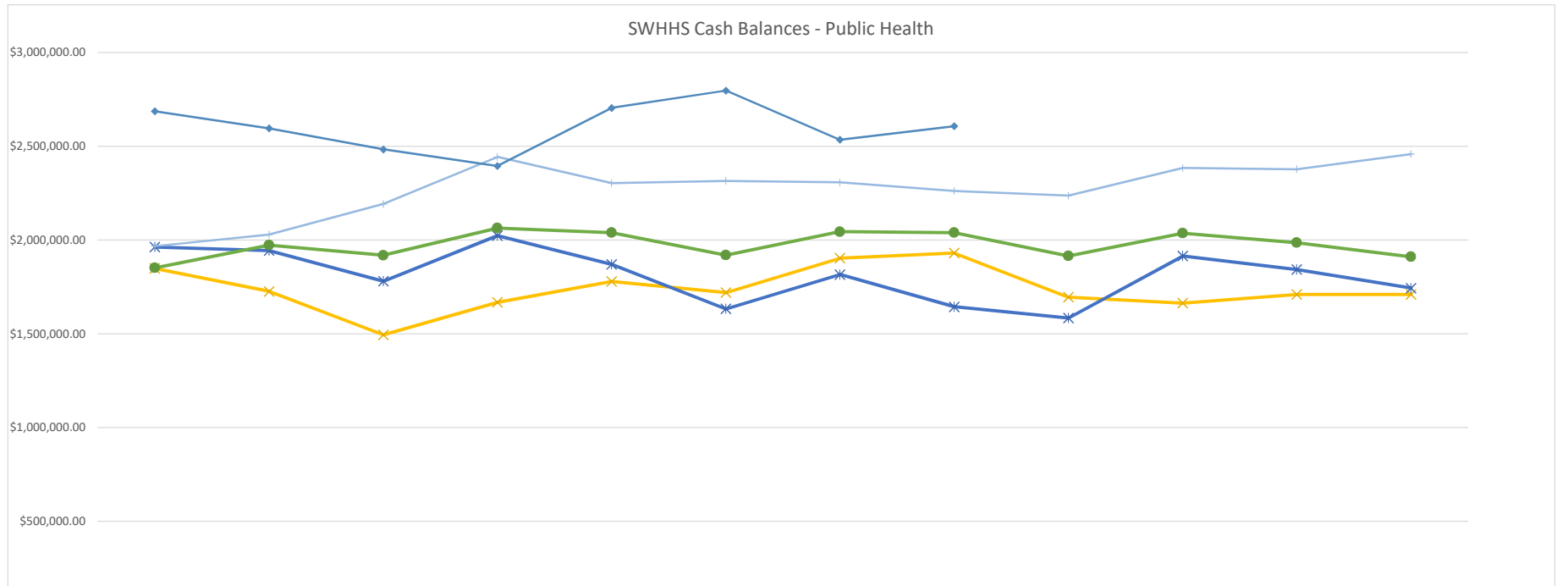
SWHHS
Total Cash and Investment Balance by Month - Human Services

	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	\$4,083,584.58	\$3,672,275.38					\$3,321,378.38



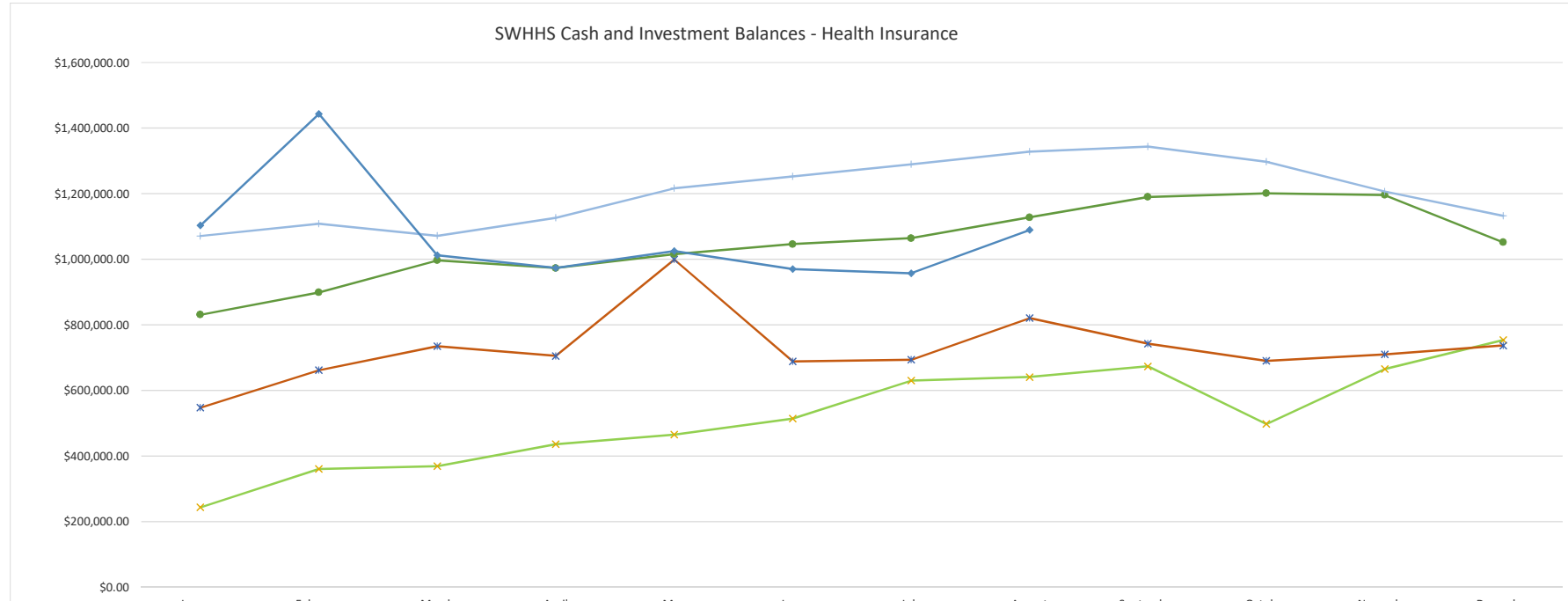
SWHHS
Total Cash and Investment Balance by Month - Public Health Services

	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	\$1,778,696.76	\$1,720,044.88	\$1,903,354.71	\$1,930,710.27	\$1,695,805.50	\$1,663,861.45	\$1,709,269.13	\$1,709,425.15	\$1,737,349.16
2018	\$1,962,214.72	\$1,943,637.75	\$1,780,622.98	\$2,023,315.56	\$1,870,382.57	\$1,633,344.06	\$1,816,127.45	\$1,643,850.72	\$1,584,218.99	\$1,914,793.23	\$1,842,417.33	\$1,743,836.48	\$1,813,230.15
2019	\$1,851,277.80	\$1,972,764.31	\$1,918,434.61	\$2,063,608.18	\$2,039,616.86	\$1,918,780.30	\$2,044,401.82	\$2,039,261.99	\$1,915,329.19	\$2,036,424.83	\$1,985,685.37	\$1,910,997.42	\$1,974,715.22
2020	\$1,967,807.21	\$2,029,158.92	\$2,191,628.66	\$2,443,036.94	\$2,302,678.55	\$2,314,814.13	\$2,307,089.45	\$2,261,644.38	\$2,236,196.53	\$2,383,533.05	\$2,377,097.32	\$2,458,002.48	\$2,272,723.97
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	\$2,534,166.91	\$2,607,270.22					\$2,600,363.86



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	\$709,870.88	\$736,904.37	\$727,502.48
2019	\$830,786.86	\$898,632.50	\$996,671.64	\$973,046.88	\$1,015,393.62	\$1,046,007.99	\$1,064,138.10	\$1,127,623.68	\$1,189,707.87	\$1,200,976.08	\$1,195,846.02	\$1,051,604.82	\$1,049,203.01
2020	1,070,978.00	1,108,164.79	1,071,726.42	1,126,237.51	1,216,443.58	1,252,789.13	1,289,386.59	1,328,430.70	1,343,792.01	1,297,527.65	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	957,506.41	1,089,406.61					\$1,071,856.82



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

AUGUST 2021

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				5,290,189.06
08/02/21	10126	Disb		32,834.75	5,257,354.31
08/03/21	45967-46010	Dep	95,388.32		5,352,742.63
08/06/21	116297 - 116328	Disb		3,905.72	5,348,836.91
08/06/21	9790- 9792 ACH	Disb		122.64	5,348,714.27
08/06/21	116329 - 116407	Disb		147,748.66	5,200,965.61
08/06/21	9793 - 9853 ACH	Disb		74,974.14	5,125,991.47
08/06/21	VOID 116182	Disb		(104.16)	5,126,095.63
08/06/21	46011-46056	Dep	299,828.65		5,425,924.28
08/06/21	10127	Disb		2,267.54	5,423,656.74
08/09/21	10128	Disb		21,922.16	5,401,734.58
08/10/21	46057-46087	Dep	124,040.03		5,525,774.61
08/12/21	10129	Disb		50,024.84	5,475,749.77
08/13/21	9871 - 9889	Payroll		141,002.35	5,334,747.42
08/13/21	71477 - 71718 ACH	Payroll		517,717.46	4,817,029.96
08/13/21	116408-116447	Disb		16,863.59	4,800,166.37
08/13/21	9854-9863 ACH	Disb		640.00	4,799,526.37
08/13/21	116448-116497	Disb		98,327.86	4,701,198.51
08/13/21	9864-9891 ACH	Disb		159,468.24	4,541,730.27
08/13/21	VOID 115859	Disb		(75.00)	4,541,805.27
08/13/21	VOID 114987	Disb		(25.00)	4,541,830.27
08/13/21	46088-46154	Dep	252,323.42		4,794,153.69
08/16/21	10130	Disb		17,191.39	4,776,962.30
08/17/21	46155-46182	Dep	957,303.88		5,734,266.18
08/18/21	10131	Disb		13,430.91	5,720,835.27
08/20/21	116498-116555	Disb		8,761.50	5,712,073.77
08/20/21	9892-9925 ACH	Disb		5,153.00	5,706,920.77
08/20/21	116556-116763	Disb		122,979.68	5,583,941.09
08/20/21	9926-9941 ACH	Disb		11,326.42	5,572,614.67
08/20/21	116764-116793	Disb		4,811.05	5,567,803.62
08/20/21	9942-9946 ACH	Disb		334.34	5,567,469.28
08/20/21	116794-116856	Disb		218,375.25	5,349,094.03
08/20/21	9947-9965 ACH	Disb		65,789.09	5,283,304.94
08/20/21	10132	Disb		12,398.48	5,270,906.46
08/20/21	46183-46257	Dep	201,103.55		5,472,010.01
08/23/21	10133	Disb		17,578.06	5,454,431.95
08/24/21	10134	Disb		798.75	5,453,633.20
08/24/21	VOID 116474	Disb		(150.00)	5,453,783.20
08/24/21	46258-46291	Dep	74,577.59		5,528,360.79
08/27/21	9890 - 9909	Payroll		140,885.37	5,387,475.42
08/27/21	71719 - 71965 ACH	Payroll		509,441.83	4,878,033.59
08/27/21	116857- 116893	Disb		4,038.36	4,873,995.23
08/27/21	9966- 9968 ACH	Disb		350.60	4,873,644.63
08/27/21	116894 - 116942	Disb		161,833.54	4,711,811.09
08/27/21	9969-9990 ACH	Disb		65,207.27	4,646,603.82
08/27/21	111431	Disb		(2,349.00)	4,648,952.82
08/27/21	46292-46354	Dep	372,047.41		5,021,000.23
08/30/21	10135	Disb		19,205.77	5,001,794.46
08/31/21	46355-46374	Dep	146,455.46		5,148,249.92
08/31/21	VOID 116856	Disb		(3,525.58)	5,151,775.50
		TOTALS	2,523,068.31	2,661,481.87	5,151,775.50

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

14,838.00
892,826.86
75,516.43
1,561,423.62

TOTAL CASH BALANCE

7,696,380.41

Southwest Health and Human Services



LMD
9/1/21

4:01PM

Treasurer's Cash Trial Balance

As of 08/2021

Page 2

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 Health Services Fund	2,457,990.79			
Receipts		337,975.79	2,858,356.63	
Disbursements		40,676.82-	501,822.21-	
Payroll		224,195.66-	1,887,254.99-	
Journal Entries		0.00	320,000.00-	
Fund Total		73,103.31	149,279.43	2,607,270.22
5 Human Services Fund	410	General Administration		
	309,915.58-			
Receipts		63,406.32	475,247.19	
Disbursements		48,364.70-	458,391.44-	
Payroll		14,103.28-	94,447.04-	
Dept Total		938.34	77,591.29-	387,506.87-
5 Human Services Fund	420	Income Maintenance		
	744,487.98			
Receipts		513,347.64	6,432,053.23	
Disbursements		290,063.03-	2,852,573.42-	
Payroll		337,661.15-	2,810,004.05-	
Journal Entries		0.00	580,000.00-	
Dept Total		114,376.54-	189,475.76	933,963.74
5 Human Services Fund	431	Social Services		
	7,886,764.87			
Receipts		1,151,748.15	12,326,740.41	
Disbursements		66,805.42-	926,337.83-	
SSIS		659,264.76-	5,497,708.05-	
Payroll		709,311.41-	5,934,002.91-	
Journal Entries		0.00	1,100,000.00-	
Dept Total		283,633.44-	1,131,308.38-	6,755,456.49
5 Human Services Fund	461	Information Systems		
	3,474,762.68-			
Receipts		10,302.00	34,676.31	
Disbursements		765.05-	2,304.31-	

Southwest Health and Human Services



LMD
9/1/21 4:01PM

Treasurer's Cash Trial Balance

As of 08/2021

Page 3

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Payroll		23,775.51-	187,248.30-	
Dept Total		14,238.56-	154,876.30-	3,629,638.98-
5 Human Services Fund	471	LCTS Collaborative Agency		
	0.00			
Receipts		79,624.00	205,308.00	
Disbursements		79,623.00-	205,307.00-	
Dept Total		1.00	1.00	1.00
Fund Total	4,846,574.59	411,309.20-	1,174,299.21-	3,672,275.38
61 Agency Health Insurance	1,132,234.63			
Receipts		296,504.74	2,179,658.34	
Disbursements		164,604.54-	2,222,486.36-	
Fund Total		131,900.20	42,828.02-	1,089,406.61
71 LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
	152,747.88			
Receipts		40,018.00	96,211.00	
Disbursements		0.00	40,411.34-	
Dept Total		40,018.00	55,799.66	208,547.54
Fund Total	152,747.88	40,018.00	55,799.66	208,547.54
73 LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
	43,882.53			
Receipts		13,271.00	37,187.00	
Disbursements		0.00	3,120.00-	
Dept Total		13,271.00	34,067.00	77,949.53
Fund Total	43,882.53	13,271.00	34,067.00	77,949.53
75 Redwood LCTS Collaborative	471	LCTS Collaborative Agency		
	54,493.79			

Southwest Health and Human Services



LMD
9/1/21 4:01PM

Treasurer's Cash Trial Balance

As of 08/2021

Page 4

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		26,334.00	73,259.00	
Disbursements		0.00	87,500.00-	
Dept Total		26,334.00	14,241.00-	40,252.79
Fund Total	54,493.79	26,334.00	14,241.00-	40,252.79
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		2,532,531.64	24,718,697.11	
Disbursements		690,902.56-	7,300,313.91-	
SSIS		659,264.76-	5,497,708.05-	
Payroll		1,309,047.01-	10,912,957.29-	
Journal Entries		0.00	2,000,000.00-	
Total		126,682.69-	992,282.14-	7,696,380.41

Southwest Health and Human Services



LMD
9/1/21 4:01PM

Trial Balance
As of 08/2021

Report Basis: Cash

Page 2

1 Health Services Fund

<u>Account</u>		<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
	-----Assets-----				
1001	Cash in Bank - Checking	2,457,990.79	73,103.31	149,279.43	2,607,270.22
1090	Investments	0.00	0.00	320,000.00	320,000.00
	Total Assets	2,457,990.79	73,103.31	469,279.43	2,927,270.22
	---Liabilities and Balance-----				
	Liabilities				
	Total Liabilities	0.00	0.00	0.00	0.00
	Fund Balance				
2881	Unassigned Fund Balance	2,457,990.79-	0.00	0.00	2,457,990.79-
2885	Revenue Control	0.00	337,975.79-	2,857,940.25-	2,857,940.25-
2887	Expenditure Control	0.00	264,872.48	2,388,660.82	2,388,660.82
	Total Fund Balance	2,457,990.79-	73,103.31-	469,279.43-	2,927,270.22-
	Total Liabilities and Balance	2,457,990.79-	73,103.31-	469,279.43-	2,927,270.22-
410	General Administration				
	-----Assets-----				
	Total Assets	0.00	0.00	0.00	0.00
	---Liabilities and Balance-----				
	Liabilities				
	Total Liabilities	0.00	0.00	0.00	0.00
	Fund Balance				
	Total Fund Balance	0.00	0.00	0.00	0.00
	Total Liabilities and Balance	0.00	0.00	0.00	0.00
1	Health Services Fund	0.00	0.00	0.00	0.00

Southwest Health and Human Services



LMD
9/1/21 4:01PM

Trial Balance
As of 08/2021

Report Basis: Cash

Page 3

5 Human Services Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
410 General Administration				
-----Assets-----				
1001 Cash In Bank - Checking	309,915.58 -	938.34	77,591.29 -	387,506.87 -
Total Assets	309,915.58 -	938.34	77,591.29 -	387,506.87 -
---Liabilities and Balance----				
Liabilities				
2090 Due To Flexible Plan Employees	321.28	0.00	710.95	1,032.23
Total Liabilities	321.28	0.00	710.95	1,032.23
Fund Balance				
2850 Assigned for Software Purchases	64,377.00	0.00	0.00	64,377.00
2881 Unassigned Fund Balance	245,217.30	0.00	0.00	245,217.30
2887 Expenditure Control	0.00	938.34 -	76,880.34	76,880.34
Total Fund Balance	309,594.30	938.34 -	76,880.34	386,474.64
Total Liabilities and Balance	309,915.58	938.34 -	77,591.29	387,506.87
420 Income Maintenance				
-----Assets-----				
1001 Cash In Bank - Checking	744,487.98	114,376.54 -	189,475.76	933,963.74
1090 Investments	0.00	0.00	580,000.00	580,000.00
Total Assets	744,487.98	114,376.54 -	769,475.76	1,513,963.74
---Liabilities and Balance----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	744,487.98 -	0.00	0.00	744,487.98 -
2885 Revenue Control	0.00	513,347.64 -	6,431,539.51 -	6,431,539.51 -
2887 Expenditure Control	0.00	627,724.18	5,662,063.75	5,662,063.75
Total Fund Balance	744,487.98 -	114,376.54	769,475.76 -	1,513,963.74 -
Total Liabilities and Balance	744,487.98 -	114,376.54	769,475.76 -	1,513,963.74 -
431 Social Services				
-----Assets-----				

Southwest Health and Human Services



LMD
9/1/21 4:01PM

Trial Balance
As of 08/2021

Report Basis: Cash

Page 4

5 Human Services Fund

<u>Account</u>		<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
1001	Cash In Bank - Checking	7,886,764.87	283,633.44-	1,131,308.38-	6,755,456.49
1090	Investments	0.00	0.00	1,100,000.00	1,100,000.00
1205	County Advances - MFIP (Chippewa Cty)	111,139.47	0.00	0.00	111,139.47
	Total Assets	7,997,904.34	283,633.44-	31,308.38-	7,966,595.96
	---Liabilities and Balance-----				
	Liabilities				
	Total Liabilities	0.00	0.00	0.00	0.00
	Fund Balance				
2881	Unassigned Fund Balance	7,997,904.34-	0.00	0.00	7,997,904.34-
2885	Revenue Control	0.00	1,153,476.21-	12,279,236.32-	12,279,236.32-
2887	Expenditure Control	0.00	1,437,109.65	12,310,544.70	12,310,544.70
	Total Fund Balance	7,997,904.34-	283,633.44	31,308.38	7,966,595.96-
	Total Liabilities and Balance	7,997,904.34-	283,633.44	31,308.38	7,966,595.96-

461 Information Systems

-----Assets-----					
1001	Cash In Bank - Checking	3,474,762.68-	14,238.56-	154,876.30-	3,629,638.98-
	Total Assets	3,474,762.68-	14,238.56-	154,876.30-	3,629,638.98-
	---Liabilities and Balance-----				
	Liabilities				
	Total Liabilities	0.00	0.00	0.00	0.00
	Fund Balance				
2881	Unassigned Fund Balance	3,474,762.68	0.00	0.00	3,474,762.68
2885	Revenue Control	0.00	10,302.00-	34,676.31-	34,676.31-
2887	Expenditure Control	0.00	24,540.56	189,552.61	189,552.61
	Total Fund Balance	3,474,762.68	14,238.56	154,876.30	3,629,638.98
	Total Liabilities and Balance	3,474,762.68	14,238.56	154,876.30	3,629,638.98

471 LCTS Collaborative Agency

-----Assets-----					
1001	Cash In Bank - Checking	0.00	1.00	1.00	1.00
	Total Assets	0.00	1.00	1.00	1.00
	---Liabilities and Balance-----				

Southwest Health and Human Services



LMD
9/1/21 4:01PM

Trial Balance
As of 08/2021

Report Basis: Cash

Page 5

5 Human Services Fund

<u>Account</u>		<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
	Liabilities				
	Total Liabilities	0.00	0.00	0.00	0.00
	Fund Balance				
2885	Revenue Control	0.00	79,624.00-	205,308.00-	205,308.00-
2887	Expenditure Control	0.00	79,623.00	205,307.00	205,307.00
	Total Fund Balance	0.00	1.00-	1.00-	1.00-
	Total Liabilities and Balance	0.00	1.00-	1.00-	1.00-
5	Human Services Fund	0.00	0.00	0.00	0.00

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 08/2021

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2021 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	55,190.25-	810,326.25-	1,080,435.00-	75	67
INTERGOVERNMENTAL REVENUES	683.00-	123,179.50-	166,000.00-	74	67
STATE REVENUES	119,596.98-	588,395.80-	809,158.00-	73	67
FEDERAL REVENUES	122,037.30-	921,933.28-	1,219,989.00-	76	67
FEES	40,449.55-	412,747.91-	492,480.00-	84	67
EARNINGS ON INVESTMENTS	7.26-	194.51-	9,000.00-	2	67
MISCELLANEOUS REVENUES	11.45-	1,163.00-	6,600.00-	18	67
TOTAL REVENUES	337,975.79-	2,857,940.25-	3,783,662.00-	76	67 9% over
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	67
PAYROLL AND BENEFITS	224,195.66	1,887,212.69	2,907,923.00	65	67
OTHER EXPENDITURES	40,676.82	501,448.13	875,739.00	57	67
TOTAL EXPENDITURES	264,872.48	2,388,660.82	3,783,662.00	63	67 4% under

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 08/2021

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2021 BUDGET	% OF BUDG	% OF YEAR	
FUND 5 HUMAN SERVICES FUND						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	44,433.35-	7,002,229.62-	11,606,176.00-	60	67	
INTERGOVERNMENTAL REVENUES	13,335.00-	48,088.50-	79,045.00-	61	67	
STATE REVENUES	241,468.30-	3,741,605.03-	5,583,843.00-	67	67	
FEDERAL REVENUES	897,355.19-	5,168,258.33-	7,631,653.00-	68	67	
FEES	264,429.04-	1,597,985.91-	2,502,600.00-	64	67	
EARNINGS ON INVESTMENTS	38.07-	1,270.99-	35,700.00-	4	67	
MISCELLANEOUS REVENUES	295,690.90-	1,391,321.76-	1,217,400.00-	114	67	
TOTAL REVENUES	1,756,749.85-	18,950,760.14-	28,656,417.00-	66	67	1%
EXPENDITURES						
PROGRAM EXPENDITURES	940,752.02	7,744,639.57	11,778,488.00	66	67	over
PAYROLL AND BENEFITS	1,069,809.73	9,007,990.65	14,121,360.00	64	67	
OTHER EXPENDITURES	157,497.30	1,691,718.18	2,756,569.00	61	67	
TOTAL EXPENDITURES	2,168,059.05	18,444,348.40	28,656,417.00	64	67	3% under

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
1 FUND	Health Services Fund							
410 DEPT	General Administration							
0 PROGRAM	...		Revenue					67
			Expend.	5,609.20	31,110.34	0.00	0	67
			Net	5,609.20	31,110.34	0.00	0	67
930 PROGRAM	Administration		Revenue	55,266.99 -	840,342.97 -	1,137,835.00 -	74	67
			Expend.	39,566.96	285,893.82	749,494.00	38	67
			Net	15,700.03 -	554,449.15 -	388,341.00 -	143	67
410 DEPT	General Administration	Totals:	Revenue	55,266.99 -	840,342.97 -	1,137,835.00 -	74	67
			Expend.	45,176.16	317,004.16	749,494.00	42	67
			Net	10,090.83 -	523,338.81 -	388,341.00 -	135	67
481 DEPT	Nursing							
100 PROGRAM	Family Health		Revenue	2,261.46 -	9,446.98 -	19,680.00 -	48	67
			Expend.	800.07	9,249.45	16,932.00	55	67
			Net	1,461.39 -	197.53 -	2,748.00 -	7	67
103 PROGRAM	Follow Along Program		Revenue	0.00	20,198.85 -	27,324.00 -	74	67
			Expend.	1,956.54	17,784.02	31,786.00	56	67
			Net	1,956.54	2,414.83 -	4,462.00	54 -	67
110 PROGRAM	TANF		Revenue	0.00	127,876.00 -	127,876.00 -	100	67
			Expend.	148.39	89,566.77	127,911.00	70	67
			Net	148.39	38,309.23 -	35.00	109,455 -	67
130 PROGRAM	WIC		Revenue	59,119.00 -	402,207.00 -	450,000.00 -	89	67
			Expend.	42,861.14	305,598.43	565,284.00	54	67
			Net	16,257.86 -	96,608.57 -	115,284.00	84 -	67
140 PROGRAM	Peer Breastfeeding Support Program		Revenue	4,870.00 -	15,467.00 -	38,088.00 -	41	67
			Expend.	660.98	13,606.97	38,088.00	36	67
			Net	4,209.02 -	1,860.03 -	0.00	0	67
210 PROGRAM	CTC Outreach		Revenue	13,761.30 -	100,744.89 -	262,270.00 -	38	67
			Expend.	14,488.31	120,119.76	271,515.00	44	67
			Net	727.01	19,374.87	9,245.00	210	67
270 PROGRAM	Maternal Child Health - Title V		Revenue	13,428.36 -	69,228.95 -	240,000.00 -	29	67
			Expend.	14,311.39	83,250.68	249,833.00	33	67
			Net	883.03	14,021.73	9,833.00	143	67

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
280 PROGRAM	MCH Dental Health		Revenue	0.00	0.00	1,600.00 -	0	67
			Expend.	0.00	558.36	16,171.00	3	67
			Net	0.00	558.36	14,571.00	4	67
285 PROGRAM	MCH Blood Lead		Revenue					67
			Expend.	129.09	1,278.49	0.00	0	67
			Net	129.09	1,278.49	0.00	0	67
295 PROGRAM	MCH Car Seat Program		Revenue	251.16 -	3,108.25 -	30,000.00 -	10	67
			Expend.	3,803.23	25,128.32	33,832.00	74	67
			Net	3,552.07	22,020.07	3,832.00	575	67
300 PROGRAM	Case Management		Revenue	29,934.18 -	262,757.75 -	428,000.00 -	61	67
			Expend.	19,668.20	188,523.68	392,306.00	48	67
			Net	10,265.98 -	74,234.07 -	35,694.00 -	208	67
330 PROGRAM	MNChoices		Revenue	39,321.00 -	117,820.74 -	134,000.00 -	88	67
			Expend.	15,541.59	103,496.93	173,361.00	60	67
			Net	23,779.41 -	14,323.81 -	39,361.00	36 -	67
603 PROGRAM	Disease Prevention and Control		Revenue	8,379.15 -	62,164.28 -	130,742.00 -	48	67
			Expend.	19,761.47	85,223.81	240,078.00	35	67
			Net	11,382.32	23,059.53	109,336.00	21	67
660 PROGRAM	MIIC		Revenue					67
			Expend.	453.86	2,368.40	0.00	0	67
			Net	453.86	2,368.40	0.00	0	67
481 DEPT	Nursing	Totals:	Revenue	171,325.61 -	1,191,020.69 -	1,889,580.00 -	63	67
			Expend.	134,584.26	1,045,754.07	2,157,097.00	48	67
			Net	36,741.35 -	145,266.62 -	267,517.00	54 -	67
483 DEPT	Health Education		Revenue					
			Expend.					
			Net					
500 PROGRAM	Direct Client Services		Revenue	0.00	1,261.15 -	500.00 -	252	67
			Expend.	398.52	1,605.23	24,110.00	7	67
			Net	398.52	344.08	23,610.00	1	67
510 PROGRAM	SHIP		Revenue	26,144.03 -	102,349.64 -	224,631.00 -	46	67
			Expend.	15,450.38	114,559.68	224,631.00	51	67
			Net	10,693.65 -	12,210.04	0.00	0	67
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	2,089.26 -	10,155.00 -	21	67
			Expend.	272.25	1,845.55	10,155.00	18	67
			Net	272.25	243.71 -	0.00	0	67

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
541 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	1,922.00 -	10,155.00 -	19	67
			Expend.	90.36	1,424.02	10,155.00	14	67
			Net	90.36	497.98 -	0.00	0	67
550 PROGRAM	P&I Grant		Revenue	0.00	132,073.48 -	189,326.00 -	70	67
			Expend.	9,992.25	105,739.61	189,326.00	56	67
			Net	9,992.25	26,333.87 -	0.00	0	67
551 PROGRAM	Pipestone Drug Free Communities		Revenue					67
			Expend.	6,707.99	21,646.13	0.00	0	67
			Net	6,707.99	21,646.13	0.00	0	67
900 PROGRAM	Emergency Preparedness		Revenue	17,317.56 -	31,355.48 -	92,580.00 -	34	67
			Expend.	8,393.90	104,205.63	112,634.00	93	67
			Net	8,923.66 -	72,850.15	20,054.00	363	67
905 PROGRAM	COVID-19 Pandemic		Revenue	27,502.80 -	32,879.86 -	0.00	0	67
			Expend.	16,767.16	103,022.61	0.00	0	67
			Net	10,735.64 -	70,142.75	0.00	0	67
906 PROGRAM	COVID-19 Vaccination Planning Grant		Revenue	31,031.34 -	347,722.99 -	0.00	0	67
			Expend.	4,431.40	402,133.39	0.00	0	67
			Net	26,599.94 -	54,410.40	0.00	0	67
483 DEPT	Health Education	Totals:	Revenue	101,995.73 -	651,653.86 -	527,347.00 -	124	67
			Expend.	62,504.21	856,181.85	571,011.00	150	67
			Net	39,491.52 -	204,527.99	43,664.00	468	67
485 DEPT	Environmental Health		Revenue					
			Expend.					
			Net					
800 PROGRAM	Environmental		Revenue	683.00 -	123,435.43 -	201,900.00 -	61	67
			Expend.	16,071.79	114,107.04	247,925.00	46	67
			Net	15,388.79	9,328.39 -	46,025.00	20 -	67
809 PROGRAM	Environmental Water Lab		Revenue	8,704.46 -	48,487.30 -	27,000.00 -	180	67
			Expend.	6,536.06	51,687.44	58,135.00	89	67
			Net	2,168.40 -	3,200.14	31,135.00	10	67
830 PROGRAM	FDA Standardization Grant		Revenue	0.00	3,000.00 -	0.00	0	67
			Expend.	0.00	3,926.26	0.00	0	67
			Net	0.00	926.26	0.00	0	67
485 DEPT	Environmental Health	Totals:	Revenue	9,387.46 -	174,922.73 -	228,900.00 -	76	67
			Expend.	22,607.85	169,720.74	306,060.00	55	67
			Net	13,220.39	5,201.99 -	77,160.00	7 -	67

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
1 FUND	Health Services Fund	Totals:	Revenue	337,975.79-	2,857,940.25 -	3,783,662.00 -	76	67
			Expend.	264,872.48	2,388,660.82	3,783,662.00	63	67
			Net	73,103.31 -	469,279.43 -	0.00	0	67

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
5 FUND	Human Services Fund							
410 DEPT	General Administration							
0 PROGRAM	...		Revenue					67
			Expend.	938.34 -	76,880.34	67,663.00	114	67
			Net	938.34 -	76,880.34	67,663.00	114	67
410 DEPT	General Administration	Totals:	Revenue					67
			Expend.	938.34 -	76,880.34	67,663.00	114	67
			Net	938.34 -	76,880.34	67,663.00	114	67
420 DEPT	Income Maintenance							
600 PROGRAM	Income Maint Administrative/Overhea		Revenue	43,973.76 -	2,228,918.96 -	3,696,370.00 -	60	67
			Expend.	91,704.81	911,622.67	1,511,007.00	60	67
			Net	47,731.05	1,317,296.29 -	2,185,363.00 -	60	67
601 PROGRAM	Income Maint/Random Moment Payro		Revenue					67
			Expend.	204,087.05	1,693,909.62	2,627,726.00	64	67
			Net	204,087.05	1,693,909.62	2,627,726.00	64	67
602 PROGRAM	Income Maint FPI Investigator		Revenue	29,539.00 -	55,168.00 -	130,000.00 -	42	67
			Expend.	19,012.94	86,500.51	130,000.00	67	67
			Net	10,526.06 -	31,332.51	0.00	0	67
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		Revenue	715.00 -	35,630.31 -	65,200.00 -	55	67
			Expend.	5,336.85	39,575.86	65,000.00	61	67
			Net	4,621.85	3,945.55	200.00 -	1,973 -	67
610 PROGRAM	TANF(AFDC/MFIP/DWP)		Revenue	1,036.00 -	4,285.98 -	15,000.00 -	29	67
			Expend.	70.51	1,238.90	11,250.00	11	67
			Net	965.49 -	3,047.08 -	3,750.00 -	81	67
620 PROGRAM	General Asst (GA)/General Relief/Buri		Revenue	120.00 -	27,615.63 -	22,500.00 -	123	67
			Expend.	17,710.00	241,629.97	351,000.00	69	67
			Net	17,590.00	214,014.34	328,500.00	65	67
630 PROGRAM	Food Support (FS)		Revenue	100,260.00 -	397,000.98 -	524,000.00 -	76	67
			Expend.	0.00	907.99	4,500.00	20	67
			Net	100,260.00 -	396,092.99 -	519,500.00 -	76	67
640 PROGRAM	Child Support (IVD)		Revenue	112,885.68 -	1,022,372.28 -	1,633,247.00 -	63	67
			Expend.	81,185.46	744,266.86	1,208,445.00	62	67
			Net	31,700.22 -	278,105.42 -	424,802.00 -	65	67

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
650 PROGRAM	Medical Assistance (MA)		Revenue	224,703.20-	2,660,371.37-	3,307,000.00-	80	67
			Expend.	208,616.56	1,942,411.37	2,335,000.00	83	67
			Net	16,086.64-	717,960.00-	972,000.00-	74	67
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	115.00-	176.00-	0.00	0	67
			Expend.					67
			Net	115.00-	176.00-	0.00	0	67
420 DEPT	Income Maintenance	Totals:	Revenue	513,347.64-	6,431,539.51-	9,393,317.00-	68	67
			Expend.	627,724.18	5,662,063.75	8,243,928.00	69	67
			Net	114,376.54	769,475.76-	1,149,389.00-	67	67
431 DEPT	Social Services		Revenue	208,538.34-	208,538.34-	0.00	0	67
			Expend.					67
			Net	208,538.34-	208,538.34-	0.00	0	67
0 PROGRAM	...		Revenue	208,538.34-	208,538.34-	0.00	0	67
			Expend.					67
			Net	208,538.34-	208,538.34-	0.00	0	67
700 PROGRAM	Social Service Administrative/Overhea		Revenue	460,899.14-	7,075,965.29-	11,070,414.00-	64	67
			Expend.	178,717.22	1,817,081.94	3,012,985.00	60	67
			Net	282,181.92-	5,258,883.35-	8,057,429.00-	65	67
701 PROGRAM	Social Services/SSTS		Revenue					67
			Expend.	596,049.58	4,994,831.44	7,683,444.00	65	67
			Net	596,049.58	4,994,831.44	7,683,444.00	65	67
710 PROGRAM	Children's Social Services Programs		Revenue	122,957.36-	1,394,261.32-	1,844,998.00-	76	67
			Expend.	318,466.57	2,432,937.65	3,916,675.00	62	67
			Net	195,509.21	1,038,676.33	2,071,677.00	50	67
711 PROGRAM	YIP Grant (Circle)-Dept of Public Safet		Revenue	0.00	17,884.23-	28,404.00-	63	67
			Expend.	1,426.60	14,381.06	28,404.00	51	67
			Net	1,426.60	3,503.17-	0.00	0	67
712 PROGRAM	CIRCLE Program		Revenue	0.00	5,000.00-	5,000.00-	100	67
			Expend.	1,772.88	7,573.84	28,000.00	27	67
			Net	1,772.88	2,573.84	23,000.00	11	67
713 PROGRAM	STAY Program Grant (formerly SELF)		Revenue	11,785.00-	29,157.54-	54,100.00-	54	67
			Expend.	3,837.73	21,423.05	54,100.00	40	67
			Net	7,947.27-	7,734.49-	0.00	0	67
715 PROGRAM	Children Waivers		Revenue	0.00	118,611.45-	170,000.00-	70	67
			Expend.					67
			Net	0.00	118,611.45-	170,000.00-	70	67

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
716 PROGRAM	FGDM/Family Group Decision Making		Revenue	2,003.78-	10,273.34 -	41,780.00 -	25	67
			Expend.	0.00	7.83	41,780.00	0	67
			Net	2,003.78-	10,265.51 -	0.00	0	67
717 PROGRAM	Family Assmt Response Grant/Discr F		Revenue	4,679.60-	36,295.60-	46,796.00 -	78	67
			Expend.	4,053.45	12,016.58	46,796.00	26	67
			Net	626.15-	24,279.02 -	0.00	0	67
718 PROGRAM	PSOP/Parent Support Outreach Progra		Revenue	7,483.00-	18,694.00-	32,125.00 -	58	67
			Expend.	1,062.67	9,119.14	32,125.00	28	67
			Net	6,420.33-	9,574.86 -	0.00	0	67
720 PROGRAM	Child Care/Child Protection		Revenue	2,050.00-	14,250.00-	22,000.00 -	65	67
			Expend.	0.00	961.00	42,600.00	2	67
			Net	2,050.00-	13,289.00-	20,600.00	65-	67
721 PROGRAM	CC Basic Slide Fee/Cty Match to DHS		Revenue	2,832.00-	18,925.58-	37,325.00 -	51	67
			Expend.	0.00	28,025.43	43,365.00	65	67
			Net	2,832.00-	9,099.85	6,040.00	151	67
722 PROGRAM	Child Care/MFIP		Revenue	0.00	71.00-	0.00	0	67
			Expend.					67
			Net	0.00	71.00-	0.00	0	67
726 PROGRAM	MFIP/SW MN PIC		Revenue	1,232.00-	8,707.00-	12,000.00 -	73	67
			Expend.					67
			Net	1,232.00-	8,707.00-	12,000.00 -	73	67
730 PROGRAM	Chemical Dependency		Revenue	35,639.61 -	212,598.50-	358,500.00 -	59	67
			Expend.	5,472.63	217,542.27	546,500.00	40	67
			Net	30,166.98-	4,943.77	188,000.00	3	67
740 PROGRAM	Mental Health (Both Adults & Childrer		Revenue	0.00	93.95-	0.00	0	67
			Expend.					67
			Net	0.00	93.95-	0.00	0	67
741 PROGRAM	Mental Health/Adults Only		Revenue	72,903.20-	700,729.41 -	1,353,885.00 -	52	67
			Expend.	198,819.27	1,476,748.32	1,775,024.00	83	67
			Net	125,916.07	776,018.91	421,139.00	184	67
742 PROGRAM	Mental Health/Children Only		Revenue	23,647.70-	491,239.54 -	939,138.00 -	52	67
			Expend.	98,727.95	981,452.55	2,177,722.00	45	67
			Net	75,080.25	490,213.01	1,238,584.00	40	67

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
750 PROGRAM	Developmental Disabilities		Revenue	24,243.00-	467,383.39-	908,351.00-	51	67
			Expend.	18,880.50	160,228.46	368,851.00	43	67
			Net	5,362.50-	307,154.93-	539,500.00-	57	67
760 PROGRAM	Adult Services		Revenue	172,582.48-	915,617.13-	1,421,284.00-	64	67
			Expend.	4,644.04	48,185.21	85,700.00	56	67
			Net	167,938.44-	867,431.92-	1,335,584.00-	65	67
765 PROGRAM	Adult Waivers		Revenue	0.00	534,939.71-	885,000.00-	60	67
			Expend.	5,178.56	88,028.93	148,000.00	59	67
			Net	5,178.56	446,910.78-	737,000.00-	61	67
431 DEPT	Social Services	Totals:	Revenue	1,153,476.21-	12,279,236.32-	19,231,100.00-	64	67
			Expend.	1,437,109.65	12,310,544.70	20,032,071.00	61	67
			Net	283,633.44	31,308.38	800,971.00	4	67
461 DEPT	Information Systems		Revenue	10,302.00-	34,676.31-	32,000.00-	108	67
0 PROGRAM	...		Expend.	24,540.56	189,552.61	312,755.00	61	67
			Net	14,238.56	154,876.30	280,755.00	55	67
461 DEPT	Information Systems	Totals:	Revenue	10,302.00-	34,676.31-	32,000.00-	108	67
			Expend.	24,540.56	189,552.61	312,755.00	61	67
			Net	14,238.56	154,876.30	280,755.00	55	67
471 DEPT	LCTS Collaborative Agency		Revenue	79,624.00-	205,308.00-	0.00	0	67
702 PROGRAM	LCTS		Expend.	79,623.00	205,307.00	0.00	0	67
			Net	1.00-	1.00-	0.00	0	67
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	79,624.00-	205,308.00-	0.00	0	67
			Expend.	79,623.00	205,307.00	0.00	0	67
			Net	1.00-	1.00-	0.00	0	67
5 FUND	Human Services Fund	Totals:	Revenue	1,756,749.85-	18,950,760.14-	28,656,417.00-	66	67
			Expend.	2,168,059.05	18,444,348.40	28,656,417.00	64	67
			Net	411,309.20	506,411.74-	0.00	0	67
FINAL TOTALS	1,073 Accounts		Revenue	2,094,725.64-	21,808,700.39-	32,440,079.00-	67	67
			Expend.	2,432,931.53	20,833,009.22	32,440,079.00	64	67
			Net	338,205.89	975,691.17-	0.00	0	67

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	2737	527	3264
August	2714	521	3235
September			0
October			0
November			0
December			0
Average	2670	559	3228

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	9	368	14	0	270	58	945	13	306	446	308	2737
August	8	371	14	0	269	58	942	12	286	446	308	2714
September												0
October												0
November												0
December												0
	10	357	13	0	271	47	917	15	289	446	306	2609

Children's - Social Services Caseload

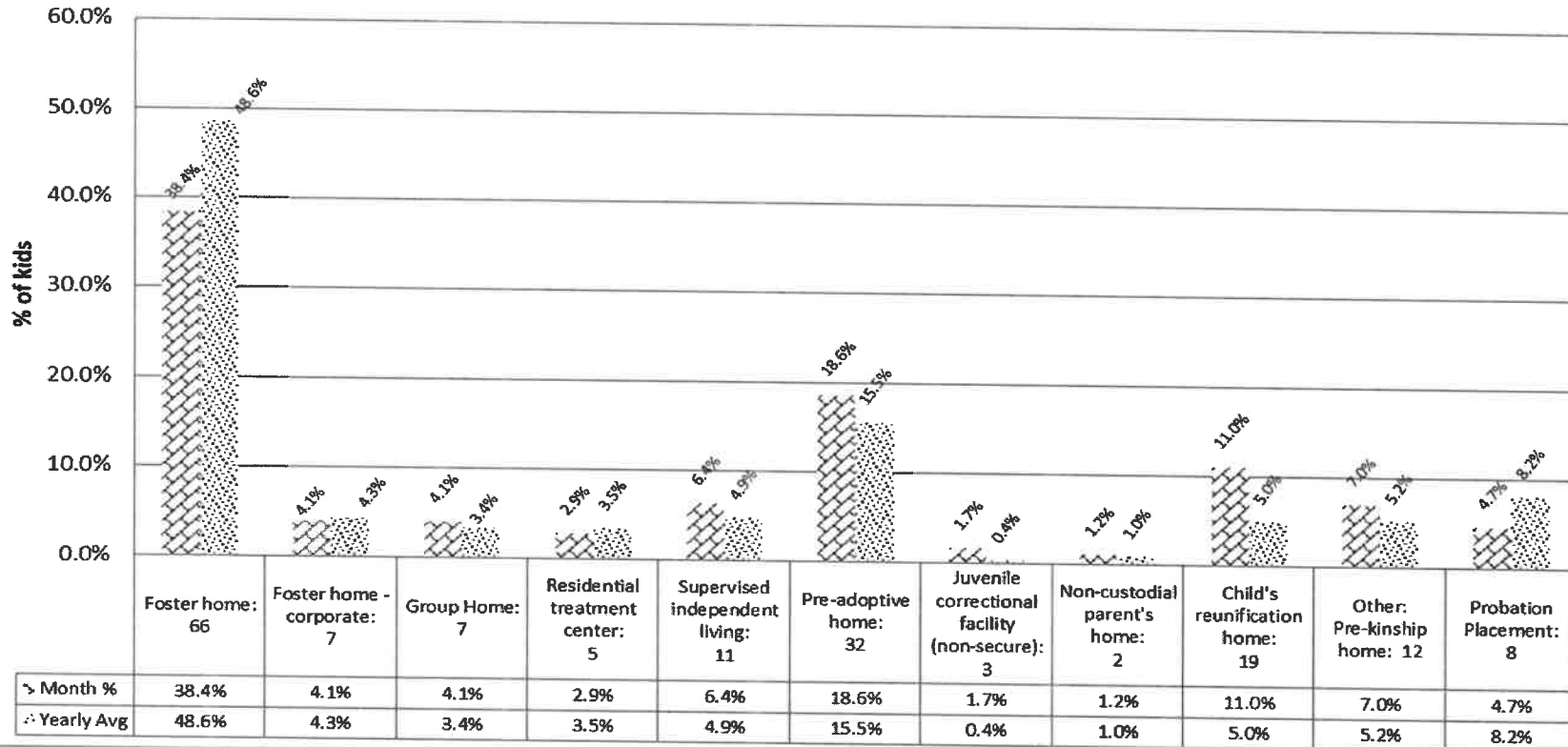
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	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	23	34	0	13	60	154	130	85	0	0	28	527
August	24	35	0	13	60	166	137	86	0	0	25	546
September												0
October												0
November												0
December												0
	21	35	0	13	58	166	155	86	0	0	29	591

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	5	6	6	8	9					6	4
Lyon	41	42	44	52	54	54	54	51					49	43
Murray	10	10	10	10	10	11	16	16					12	8
Pipestone	19	18	17	18	18	21	21	21					19	24
Redwood	66	65	61	68	65	64	65	60					64	67
Rock	16	16	13	14	14	15	15	15					15	16
Monthly Totals	156	155	149	167	167	171	179	172	0	0	0	0		

August 2021 - Placement by Category
172 Kids in Placement



August 2021: Total kids in placement = 172

Total of 2 Children entered placement

1	Murray	Group Home
1	Redwood	Juvenile Correctional Facility

Total of 9 Children were discharged from placement (discharges from previous month)

1	Lyon	Probation
1	Lyon	Foster Home (Corporate)
1	Murray	Probation
2	Redwood	Probation
2	Redwood	Group Home
1	Redwood	Residential Treatment Center
1	Redwood	ADOPTED

NON IVD COLLECTIONS
AUGUST 2021

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	715
TANF (MFIP/DWP/AFDC)	05-420-610.5803	1,036
GA	05-420-620.5803	120
FS	05-420-630.5803	1,539
CS (PI Fee, App Fee, etc)	05-420-640.5501	853
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	36,631
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	8,015
OOH/FC Recovery	05-431-710.5803	16,917
CHILDCARE		
Licensing	05-431-720.5502	1,250
Corp FC Licensing	05-431-720.5505	800
Over Payments	05-431-721&722.5803	0
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	4,254
Detox Fees	05-431-730.5520	5,830
SUD Treatment	05-431-730.5523	4,445
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		82,406



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	1905	13*	11	211*	0	1	0	178	81	12	9	128
7/21	1881	10*	10	197*	0	0	2	185	57	21	7	40
8/21		21*	14	173*	0	0	1	198	48	20	7	13
9/21												
10/21												
11/21												
12/21												

*Includes telehealth visits



Protecting, Maintaining and Improving the Health of All Minnesotans

August 19, 2021

Carol Biren
CHS Administrator, Southwest Health & Human Services
607 West Main Street, Suite 200
Marshall, MN 56258

Dear Carol Biren,

We are writing to provide the results of the Management Evaluation (ME) of the Southwest Health & Human Services WIC Program conducted in August 2021. The Management Evaluation is part of our ongoing monitoring of local WIC agencies. We would like to express our appreciation to Amy Lueck, Kristin Deacon, and the Southwest HHS WIC staff for the courtesy and cooperation shown to us during the evaluation process.

The ME included review of nutrition services; breastfeeding services; participant certification; civil rights; program integrity practices; benefit issuance; record retention and program administration. We reviewed a sampling of participant records, local program reports, and files. We discussed the results of the review with your staff at the conclusion of the ME. Due to COVID-19, this was a virtual ME with no clinic observations. I will plan an on-site field visit to provide technical assistance after the waivers for in-person services end.

Overall Impressions

The Southwest HHS WIC program serves a large geographical area, including the counties of Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock in Southwest Minnesota. The average caseload is approximately 1,950 per month. The Southwest WIC program serves rural communities with a variety of racial and ethnic groups that include several languages.

Local Agency Strengths

Comprehensive Participant Services

Comprehensive and compassionate participant services are prioritized in the Southwest WIC program. The participant records show frequent, meaningful follow-ups with families, especially for breastfeeding support, new parents, and high-risk participants. Documentation also clearly shows thoughtful interactions with participants that include referrals to many programs and services. Alerts and notes are effectively utilized to promote continuity of care.

Collaborative Staff

The Southwest HHS WIC program exhibits a strong spirit of teamwork and collaboration. The Southwest staff work together to troubleshoot challenging situations and share knowledge. Peer observations are utilized to foster a supportive environment and highlight diversity of skills among staff. Program information and updates are easily accessible to staff members through a file sharing site and staff meetings.

Adaptability

The Southwest HHS WIC program demonstrates their willingness to adapt their program to best meet the needs of their participants. Custom materials are created to provide information tailored to the Southwest Minnesota community. Processes and practices are implemented in a thoughtful way that work for the agency. Additionally, WIC services were rapidly adjusted to meet the needs and new service model necessitated by the pandemic response.

Recommended Actions

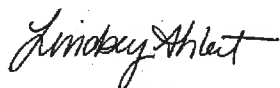
There were no unmet standards in this evaluation. The following are recommendations. A written response is not necessary. However, we encourage implementation of these recommendations to enhance the quality of your services.

Continued Utilization of Flexible Services & Technology

The Southwest HHS WIC agency successfully accommodated the abrupt change in WIC service related to the pandemic. During this time, there has been a greater utilization of flexible services, technology, and appointment options that have improved the quality of WIC services for participants. As WIC transitions back to conventional services, I recommend continued use of technology to offer participants flexibility in your WIC service delivery model. There are resources available for Education Choice and training for nutrition education by phone on the MN WIC website.

Thank you again for your assistance in completing this evaluation. I am available to assist you and the Southwest HHS WIC staff. Please don't hesitate to contact me.

Sincerely,



Lindsey Ahlert, MS RD LD
State WIC Consultant

Cc: Amy Lueck, WIC Coordinator
Kristin Deacon, Nursing Supervisor
Rebecca Gruenes, Nutrition and Clinic Services Supervisor
State Program File



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: PHN, RN or RD

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?

This position will perform:

- WIC for clients in Lyon County as well as surrounding counties as needed
- Care Coordination in Lincoln/Lyon Counties to MSHO/MSC+ clients living in the nursing home
- Provide Car Seat education and installation to eligible clients as needed
- Be part of the team that administers immunizations
- MNChoices/PCA assessments in Lincoln/Lyon Counties
- Administer COVID vaccinations as required throughout the 6 county service area

2. Why are you recommending this position be authorized?

Chelsea Self has applied and accepted the Adult Health Supervisor position.

This position's Care Coordination duties are funded through Blue Plus/UCare. SWHHS is required by DHS to complete the services for all clients that qualify.

WIC grant dollars will be used to fund those services provided to eligible clients.

Reimbursement for Car Seat education will be through insurance and LPH dollars

COVID grant dollars will be used for COVID vaccine administration and other immunization clinics are funded with LPH funding

Other PH employees completing MSHO/WIC/MNChoices already have caseloads and are providing a variety of services

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

Earlier this summer of 2021, we did a mapping in the PH Division. 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. This was approved by the Board in July 2021. This created a vacancy in our nursing staff. This position provides services that all fall under Public Health's 6 areas of responsibility.

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:

PH nurse salary range (37.5 hours) \$65,062- \$92,801 (includes salary, PERA, FICA and insurance)

%Federal _____ % State _____ % County _10%_ %Other _50%_ %Grant _40%_

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?

1. The care coordination services provided by the nurse for clients residing in the nursing home is a contracted service by Blue Plus and UCare. The role of the care coordinator for nursing home residents is to assure adequate care for the client and assist client/family to access needed services.
2. WIC services provides nutrition education for eligible clients. This education has an improved health impact on women, infants and children that are using the services.
3. Immunization administration for clients is the best means of prevention for the spread of vaccine preventable diseases.
4. COVID vaccinations are needed to prevent further spread of the disease as well as assist in ending the pandemic.

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

PrimeWest care coordination is a contractual service and the completion of the contracted services would be in jeopardy without the replacement of this position. The ability to fulfill the WIC services for eligible clients would also be in jeopardy, especially as we are limited on the number of PHNS we have that are able to provide these services.

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: _____ Marie Meyers and Carol Biren _____ Date: 08/31/2021

Division Director Signature: _____ Date: _____

Director Signature: _____ Date: _____



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: PHN or RN

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?

This position will perform:

- WIC for clients in Lyon County as well as surrounding counties as needed
- Care Coordination in Lincoln/Lyon Counties to MSHO/MSC+ clients living in the nursing home
- Provide Car Seat education and installation to eligible clients as needed
- Be part of the team that administers immunizations
- MNChoices/PCA assessments in Lincoln/Lyon Counties
- Administer COVID vaccinations as required throughout the 6 county service area

2. Why are you recommending this position be authorized?

Chelsea Self has applied and accepted the Adult Health Supervisor position.

This position's Care Coordination duties are funded through Blue Plus/UCare. SWHHS is required by DHS to complete the services for all clients that qualify.

WIC grant dollars will be used to fund those services provided to eligible clients.

Reimbursement for Car Seat education will be through insurance and LPH dollars

COVID grant dollars will be used for COVID vaccine administration and other immunization clinics are funded with LPH funding

Other PH employees completing MSHO/WIC/MNChoices already have caseloads and are providing a variety of services

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

Earlier this summer of 2021, we did a mapping in the PH Division. 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. This was approved by the Board in July 2021. This created a vacancy in our nursing staff. This position provides services that all fall under Public Health's 6 areas of responsibility.

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:

PH nurse salary range (37.5 hours) \$65,062- \$92,801 (includes salary, PERA, FICA and insurance)

%Federal _____ % State _____ % County _10%___ %Other _50%_ %Grant _40%_

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?

1. The care coordination services provided by the nurse for clients residing in the nursing home is a contracted service by Blue Plus and UCare. The role of the care coordinator for nursing home residents is to assure adequate care for the client and assist client/family to access needed services.
2. WIC services provides nutrition education for eligible clients. This education has an improved health impact on women, infants and children that are using the services.
3. Immunization administration for clients is the best means of prevention for the spread of vaccine preventable diseases.
4. COVID vaccinations are needed to prevent further spread of the disease as well as assist in ending the pandemic.

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

PrimeWest care coordination is a contractual service and the completion of the contracted services would be in jeopardy without the replacement of this position. The ability to fulfill the WIC services for eligible clients would also be in jeopardy, especially as we are limited on the number of PHNS we have that are able to provide these services.

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: Marie Meyers and Carol Biren Date: 08/31/2021

Division Director Signature:  Date: _____

Director Signature: _____ Date: _____



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: Director of Business Management

Division/Unit: Fiscal

New Position Replacement Permanent Temporary Promotion

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

Desired hire date: October 1, 2021 (Immediate Recruitment)

FTE Requested: One Full-Time Staff

*Attached additional sheets if necessary.

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

• Monitors and forecasts budget, revenue and resource trends. • Recommends corrective action alternatives to projected budget problems. • Develops fiscal goals, objectives and controls to assure the provision of administration/support services within the approved budget. • Collaborates with program managers, auditors and state departments on fiscal activities to assure timely and accurate budget data and reports. • Prepares and analyzes cost studies. • Provides fiscal assistance and guidance to the agency director on a continuing basis to ensure efficient and effective fiscal management. • Formulates and recommends policies and procedures to increase the effectiveness of the agency's fiscal management practices and the effectiveness and coordination of all assigned programs and services. • Develops and maintains accounting and statistical procedures which satisfy county, state and federal auditing and reporting requirements, and assure appropriate distribution of revenues and expenditures. • Explains any major changes in service and policy to agency managers. • Organizes, assigns and establishes work objectives of the fiscal section and supervises and evaluates section staff to assure workload continuity. • Supervises Clerical Supervisor and provides administrative oversight of the Clerical Unit. • Participates in both agency and community committees as appropriate.

2. Why are you recommending this position be authorized?

Under administrative direction, directs all business management activities involving a multi-county agency; responsible for budget, audit and financial management; directs agency-wide inventory, purchasing, collections and clerical support activities; participates in senior management decisions; provides leadership and supervisory functions necessary to implement policies and programs of the human services board; and performs related work as assigned.

This position is the backbone of the Fiscal Unit and it is imperative that this position be hired to continue the work goals of both the SWHHS Board and the Executive Team.

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

The position could remain a Fiscal Manager; however, after careful consideration and reviewing the work completed by the previous staff in this position, it is clear that there were many other duties being completed. Filling it as a Director of Business Management better aligns the position for expected work product, organizational structure and inclusion on the Executive Team.

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.](#)

Salary range \$63,072.02- \$107,193.28
\$79,227.03 - \$130,032.28 (salary, FICA, PERA and insurance contribution)

5. What new or additional funding would support this position? N/A

What is the ROI? Unknown

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

Not filling this position would place an undue burden and hardship on the current Fiscal Unit Staff. It is imperative and tantamount to the directive of the SWHHS Board to continue to have a dedicated administrative staff and content expert in this unit to provide financial oversight, accountability and expertise for not only the staff providing services in this arena, but also the organization as a whole.

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

This position is the backbone of the Fiscal Unit as well as an integral part of the Executive Team; it is imperative that this position be hired to continue the work goals of both the SWHHS Board and the Executive Team.

SECTION 3: Signatures

Completed by: Beth M. Wilms Date: August 31, 2021

Division Director Signature: _____ Date: _____

Director Signature: Beth M. Wilms Date: August 31, 2021

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 10**

EFFECTIVE DATE: 01/19/11

REVISION DATE: 12/17/14; 06/15/16; 12/20/17; 08/15/18; 12/18/19; 05/20/20; 09/08/21

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- LAN, E-MAIL, INTERNET ACCESS, AND PERSONAL COMPUTING EQUIPMENT ---

Section 1 - Introduction

- a. This policy has been prepared to serve as a guide for the effective and efficient use and operation of Southwest Health and Human Service Local Area Network (LAN). Hereinafter, Southwest Health and Human Services will be referred to as Agency. It is also to provide guidance on use of e-mail and Internet access associated with the Agency LAN.
- b. The LAN is to be used for conducting Agency business. Any information created or stored on the Agency LAN is the property of the Agency. The Agency reserves the right to ~~monitor~~ track LAN usage to determine compliance with this policy.
- c. Any deviation from the established policy of operation and use will be recognized only on the authority of the Southwest Health and Human Services Governing Board or its designee.

Section 2 - Definitions

- a. Local Area Network (LAN): That system comprised of all equipment associated with a computer network including, but not ~~necessarily~~ limited to, Agency provided computer, monitor, keyboard, mouse, printer/s, servers, cell phones, tablets and software.
- b. Electronic Mail (e-mail): Text based, electronic communications distributed via a communications network. This can include documents, memos, data, or other electronically transmitted communications. It is Agency property and intended for Agency business. All data and other electronic messages within this system are the property of the Agency.
- c. Internet Access: Access via Agency network connection to the Internet.

Section 3 - System Security

- a. Password Protection - Access to the LAN system will be password protected. Do not share your password with other employees and especially non-Agency personnel. If non-Agency personnel need access to the LAN, the department head should contact the IT department.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 10**

- b. Software - As viruses and security are of major concern, the only software to be used on the LAN system is that which is provided by the Agency. Employees will not be allowed to add software to their PC or introduce information or data from outside the Agency without permission from their supervisor and the IT department.

Only Agency standard software is allowed. Any other software must be approved by IT ~~prior to~~ before purchasing and installation on any PC or the LAN.

It is understood that there may be occasions when it is necessary to introduce data from outside the Agency LAN. All data must be screened for viruses ~~prior to~~ before ~~iprior~~ introduction into the LAN system. This includes but is not limited to USB devices, cell phones or cameras.

- c. Screen Lock – All screens will be locked after 5 minutes of inactivity. ~~However, a~~ All staff must lock their screen when leaving their office and/or workstation. This is will prevent unauthorized access, as employees are responsible for all activity on their assigned PC or laptop.
- d. Computer Shutoff – Employees are required to shutoff computers at night and on weekends or anytime when they are not accessing them for a prolonged period of time. This limits the window of opportunity for hackers and secures our information.

Section 4 - Hardware/Personal Computing Equipment

- a. Only Agency supplied computer hardware and associated peripherals are allowed to be used. Personally supplied devices such as jump drives, USB devices, keyboards or mice may not be connected to Agency equipment, unless required and authorized by IT for specific business reasons.
- b. Staff are not to ~~utilize~~ use cloud storage such as dropbox or google docs for the storage of data or documents.
- c. Staff may not bring your own device (i.e. cell phone, tablet) and connect to any of the agency systems including email/calendars. ~~In addition, p~~ Personal cell phones cannot be used as a hotspot on any agency equipment. Using your personal device without approval for agency business is strictly prohibited and may result in corrective or disciplinary action. Staff may not use email, texting, photos, or video options on a personal device to capture any information that could be considered agency data. Staff may not connect their personal cell phones to their agency issued PC or laptop for any reason including charging the device.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 10**

- d. Staff may not connect personal computing devices, cellular phones or home entertainment equipment to agency owned MIFIs.

Section 5 - Electronic Mail

- a. Purpose - The Agency supports utilizing e-mail to increase timely and effective business communications throughout the Agency. The purpose of this policy is to encourage appropriate use of e-mail as an effective and efficient business communications tool.
- b. Access - All employees of the Agency will have access to e-mail.
- c. Security and Administration - Individual e-mail access will be password protected. While this security measure is beyond the usual measure taken to protect access to paper records and telephones, it should be recognized that no system of communication is completely secure, including e-mail.

An employee's e-mail address is owned by the Agency. When an individual's employment with the Agency is terminated, the e-mail administrator may either remove that individual's e-mail address or redirect their e-mail to another employee.

Problems or issues regarding e-mail should be ~~directed~~ sent to the IT unit. Guest e-mail accounts for individuals not employed by the Agency may be allowed in appropriate circumstances and will always be password protected.

- d. Appropriate E-mail Usage and Guidelines - The e-mail system is provided by the Agency for your use as an employee of the Agency. Access to e-mail is a privilege not a prerogative and certain responsibilities ~~accompany~~ go with that privilege. Users of e-mail are expected to be ethical and responsible in their use. E-mail is subject to all of the same laws, policies, and practices that apply to the use of other forms of communications such as telephones and paper records. Incidental or occasional personal use may be permitted subject to the limitations of this policy and provided such personal use: (1) does not interfere with the employee's or any other employee's job duties or routine business activities; (2) does not result in ~~additional~~ extra expense to the agency; (3) does not ~~require~~ need modification to software or other system components; (4) is not for political, religious, unlawful or illegal practices, personal financial profit, or other promotional activities; (5) does not result in the consumption of Agency resources; (6) does not contain or imply threatening, obscene, or abusive language; and (7) does not contain or imply harassing, demeaning, or sexually explicit statements or materials.

Employees are not permitted to use or access pop up or chat mail unless authorized or pre-installed by IT. The only e-mail that may be used on agency computers is Microsoft Outlook, which is on the Agency LAN.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 10**

- e. Inappropriate Uses of Agency Computer Systems - It is a violation of policy for any employee, including supervisors, to use the computer systems for the purposes of satisfying idle curiosity about the affairs of others, with no work related purpose for obtaining access to the files, data, or communications of others.

It is also a violation for employees to intentionally intercept, eavesdrop, record, alter, read, or receive other employee's e-mail without proper authorization.

Other violations of this e-mail policy that WILL NOT be tolerated include, but are not limited to:

- illegal activities
- wagering or betting activities
- harassment of any kind
- solicitation, except for Agency-sanctioned activities
- commercial activities
- promotion of political or religious positions or activities
- other unethical activities

- f. E-mail Review - The Agency, at its discretion, may also use computer programs that ~~monitor~~ track e-mail messages electronically, checking for particular words or patterns of activity, for purposes of assuring system security and compliance with policies.

Supervisors have the right to review the contents of employees' e-mail communications. Even though staff are allowed to use agency email for incidental or occasional personal use, the agency retains the right to review all email communication. ~~Therefore,~~ There is no assurance of privacy.

- g. Retention of E-mail - Generally, e-mail messages are temporary communications which are non-vital and may be discarded on a routine basis. ~~However,~~ Depending on the content of the e-mail message, it may be considered a more formal record and should be printed and retained or saved to the appropriate systems pursuant to a department's record retention schedules. Examples of messages of this nature are: policy, decision making connected to specific case files, contract related or otherwise an essential part of a larger record, or other memorandum of significant public business. As such, e-mail messages are similar like to printed communication and should be written with the same care.

Employees should be aware that when they have deleted a message from their mailbox it may not have been deleted from the e-mail system. The message may be residing in the recipient's mailbox or forwarded to other recipients. Furthermore, the message may be stored on the archiver or backup system.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 10**

Email will be retained on the Exchange Server, local computers and Archiver for 36 months. After that time, email will be deleted from the above named systems.

When an employee separates from employment, their email account will remain open ~~for a maximum of~~ no longer than six (6) months. After six (6) months, the account will be deleted from the system. If a former employee returns to the agency, they will be issued a new email account. Extenuating circumstances will be considered through a request to the Director.

Section 6 - Internet Access/WIFI/MIFI

- a. Purpose - Internet access provides the Agency with significant access and dissemination of information to individuals outside the Agency. The use of the Internet access is intended to serve Agency business. Like all e-mail messages, messages sent through the Internet are capable of being forwarded without the express permission of the original author. ~~Therefore,~~ Users must use caution in the transmission and dissemination of messages outside of the Agency LAN, and must comply with all state and federal laws.

The use of Internet access is intended to serve Agency business. Incidental or occasional personal use may be permitted subject to the limitations of this policy and specifically, subject to the same limitations stated in this policy's section on the personal use of e-mail. The Agency, at its discretion, under the direction of the LAN Administrator, may use computer programs to ~~monitor~~ track Internet use electronically ~~for the purpose of~~ to assure ~~assuring~~ system security and compliance with policies.

- b. Web Radio - Internet Web sites that use streaming video or audio, such as radio stations, are not allowed, except for training or specific business purposes!
- c. **Caution!!** Computer viruses can enter our computer system through the Internet. To prevent this **do not** download any software, files, or screen savers from the Internet without authorization from your supervisor and assistance from IT.
- d. Staff may not connect to the agency WIFI or agency MIFIs with any personal devices.
- e. Staff may not check out agency owned MIFIs over the weekend unless preapproved with their supervisor and IT.

Section 7 - Applicability

- a. This policy applies to all individuals who are provided access to the LAN, Internet, and e-mail systems.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 10**

Section 8- Agency Issued Cell phones

- a. Please see Personnel Policy # 27 Cell Phone Policy.

Section 8- Agency Owned MIFI

- a. Staff are to report any lost, damaged or stolen MIFI devices to IT immediately.



FLEET MANAGEMENT

Vehicle	Driver**	VIN	Year	Make	Model	Lease Term	Months In Service*	Full Maint Rate/Mo	Total Rent/Mo	TTL/Downpayment	Calculated Mileage
			2022	Chevrolet	Malibu	60	0	\$ 67.77	\$ 261.04	1735.00	0
			2022	Chevrolet	Malibu	60	0	\$ 67.77	\$ 261.04	1735.00	0
			2022	Chevrolet	Malibu	60	0	\$ 67.77	\$ 261.04	1735.00	0
			2022	Chevrolet	Malibu	60	0	\$ 67.77	\$ 261.04	1735.00	0
			2022	Chevrolet	Malibu	60	0	\$ 67.77	\$ 261.04	1735.00	0
			2022	Chevrolet	Malibu	60	0	\$ 67.77	\$ 261.04	1735.00	0
23V75M			2021	Ford	EcoSport	60	0	\$ 61.65	\$ 291.64	4923.00	0
23V763			2021	Ford	EcoSport	60	0	\$ 61.65	\$ 291.64	4923.00	0
23V75P			2021	Ford	EcoSport	60	0	\$ 61.65	\$ 291.64	4923.00	0
23V75S			2021	Ford	EcoSport	60	0	\$ 61.65	\$ 291.64	4923.00	0
23V75V			2021	Ford	EcoSport	60	0	\$ 61.65	\$ 291.64	4923.00	0
23V75X			2021	Ford	EcoSport	60	0	\$ 61.65	\$ 291.64	4923.00	0
23HSZP 2		3GNAX5EV5LS678460	2020	Chevrolet	Equinox	60	12	\$ 51.92	\$ 326.31		1884
23GNTV 70		2C4RDGBG3LR185654	2020	Dodge	Grand Caravan	60	16	\$ 54.87	\$ 355.70		5294
23GPDN 71		1G1ZC5ST6LF111049	2020	Chevrolet	Malibu	60	16	\$ 53.57	\$ 260.97		5636
23GPHR 73		1G1ZC5STXLF127559	2020	Chevrolet	Malibu	60	12	\$ 53.57	\$ 262.04		6638
23HSXD 74		3GNAX5EV7LS678461	2020	Chevrolet	Equinox	60	12	\$ 51.92	\$ 326.31		7155
23GNT2 17		2C4RDGBG9LR185657	2020	Dodge	Grand Caravan	60	16	\$ 54.87	\$ 355.70		9415
23GNTX 10		2C4RDGBG5LR185655	2020	Dodge	Grand Caravan	60	16	\$ 54.87	\$ 355.70		17833
23GPBT 15		1G1ZC5ST6LF121967	2020	Chevrolet	Malibu	60	15	\$ 53.57	\$ 260.79		8199
23GPC8 14		1G1ZC5ST9LF123695	2020	Chevrolet	Malibu	60	15	\$ 53.57	\$ 260.79		10579
23GPCK 13		1G1ZC5ST8LF124305	2020	Chevrolet	Malibu	60	13	\$ 53.57	\$ 257.09		5081
23GPCS 12		1G1ZC5ST5LF124729	2020	Chevrolet	Malibu	60	13	\$ 53.57	\$ 258.59		4885
23GPHL 16		1G1ZC5ST5LF129137	2020	Chevrolet	Malibu	60	12	\$ 53.57	\$ 262.06		4616
23HSXL 18		3GNAX5EV9LS678462	2020	Chevrolet	Equinox	60	12	\$ 51.92	\$ 326.31		15548
23HSXN 20		3GNAX5EV0LS678463	2020	Chevrolet	Equinox	60	12	\$ 51.92	\$ 326.31		16225
23HSZH 19		3GNAX5EV6LS678452	2020	Chevrolet	Equinox	60	12	\$ 51.92	\$ 326.31		15718
23GNVC 50		2C4RDGBG7LR185656	2020	Dodge	Grand Caravan	60	15	\$ 54.87	\$ 346.46		6184
23GPHC 55		1G1ZC5ST9LF129044	2020	Chevrolet	Malibu	60	12	\$ 53.57	\$ 262.04		7426
23HSXT 56		3GNAX5EV4LS678448	2020	Chevrolet	Equinox	60	12	\$ 51.92	\$ 326.31		13224
23GNVR 40		2C4RDGBG0LR185658	2020	Dodge	Grand Caravan	60	15	\$ 54.87	\$ 355.70		4557
23GP9S 42		1G1ZC5ST3LF121716	2020	Chevrolet	Malibu	60	13	\$ 53.57	\$ 264.54		5462
23HSZ4 43		3GNAX5EV2LS678450	2020	Chevrolet	Equinox	60	12	\$ 51.92	\$ 326.31		11538
23GPFQ 33		1G1ZC5ST9LF124930	2020	Chevrolet	Malibu	60	13	\$ 53.57	\$ 264.72		4857
23HSZF 34		3GNAX5EV4LS678451	2020	Chevrolet	Equinox	60	12	\$ 51.92	\$ 326.51		11921
								\$ 24,023.16	\$ 123,715.80	\$ 39,948.00	

Yearly Total \$ 187,686.96



FLEET MANAGEMENT

Current vehicles

<u>Unit #</u>	<u>Model Year</u>	<u>Make</u>	<u>Model</u>	<u>Series</u>
225VHD	2016	Chevrolet	Malibu	LS w/1FL 4dr Sedan
225VFZ	2016	Chevrolet	Malibu	LS w/1FL 4dr Sedan
225VGM	2016	Chevrolet	Malibu	LS w/1FL 4dr Sedan
225VH2	2016	Chevrolet	Malibu	LS w/1FL 4dr Sedan
225VHT	2016	Chevrolet	Malibu	LS w/1FL 4dr Sedan
225VHP	2016	Chevrolet	Malibu	LS w/1FL 4dr Sedan

Sum of Monthly Payments

\$1,942.78

Annual cash flow & interest savings

\$4,521.36

Cash flow & interest savings over the lease term

\$27,128.16

Proposed replacement vehicles

<u>Current Payment</u>	<u>Model Year</u>	<u>Make</u>	<u>Model</u>	<u>Series</u>	<u>New Payment</u>
\$ 323	2022	Chevrolet	Malibu	LS w/1FL 4dr Sedan	\$ 261
\$ 324	2022	Chevrolet	Malibu	LS w/1FL 4dr Sedan	\$ 261
\$ 324	2022	Chevrolet	Malibu	LS w/1FL 4dr Sedan	\$ 261
\$ 324	2022	Chevrolet	Malibu	LS w/1FL 4dr Sedan	\$ 261
\$ 324	2022	Chevrolet	Malibu	LS w/1FL 4dr Sedan	\$ 261
\$ 324	2022	Chevrolet	Malibu	LS w/1FL 4dr Sedan	\$ 261

\$1,566

MN Fleet Services Quotes - 2022 model pricing and contracts are not out yet. Add 3% for estimating

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

Through the SHIP grant, we would like to offer a Breastfeeding tent to a partner in each of our counties. SHIP purchased one this year and it was extremely popular, with several events/partners requesting it for the same dates. It's quite heavy, which makes it difficult to transport and would be better utilized if it was located locally.

We will ask each host to offer the tent at NO cost for community events and include everything needed (chair, side table, rug, etc.)

We would like approval for the cost of up to 6 tents from Mastertent. The cost is a little more, but they offer replacement parts on the entire unit, which may be useful due to winds and multiple users.

Ann Orren

QUOTE

DO34191



Bill To:
Southwest Health & Human Services
3001 Maple Road
Slayton MN 56172

Ship To:
Southwest Health & Human Services
3001 Maple Road
Slayton MN 56172
Contact: Jennifer Nelson
Phone: 507 532 1243
Email: jennifer.nelson@swmhhs.com

Date: 8/4/2021
Reference: DO34191
Sales Person: Robert Snell
Due Date:
Delivery Via:
Customer PO:

Qty	Description	Unit Price	Total Price
1	X6 Velocity Heavy Duty Aluminum 1.75in (45mm) 600D PU Coated Printed Polyester Frame - 5 Year Manufacturer's Warranty Fabric - 1 Year Manufacturer's Warranty		
1	Frame - 8ft x 8ft - X6 Velocity Heavy Duty Aluminum 1.75in (45mm)	\$396.00	\$396.00
1	Custom Roof 8ft x 8ft Polyester - Print Package 4 - 4x Valance Panel Print - 4x Roof Panel Print	\$488.00	\$488.00
3	Custom Printed Side Wall 8ft Polyester - Single Sided Print	\$225.00	\$675.00
1	Side Wall with Roll-Up Door 8ft Polyester - Custom Printed		\$275.00
1	Protective Cover 8ft x8ft	\$54.00	\$54.00
4	Steel Stakes 11.81 in	\$0.50	\$2.00
4	Standard Tie Down Strap	\$1.25	\$5.00
1	BRONZE ARTWORK PACKAGE - Complimentary		
1	FREE SHIPPING		
1	FREE MOCK UP		

Terms & Conditions: . We'll beat any competitors written quotation by 10% for any same specification product. Quotations are valid for 30 days unless otherwise arranged. Please be advised that all pricing on this invoice is \$USD. When using any of the below methods of payment please ensure the invoice number is used as the reference number. This invoice number is **DO34191**

By proceeding with this quote you attest that you have read and agree to Extreme Canopy terms and conditions located at:

<https://www.extremecanopy.com/pdf/Extreme/Extreme-Canopy-Terms-and-Conditions.pdf>

SUBTOTAL	\$1,895.00
SHIPPING	\$0.00
TAX	\$0.00
TOTAL	\$1,895.00
PAID	\$0.00
BALANCE DUE	\$1,895.00



Credit Card

Call 888-201-1968 or email admin@extremecanopy.com
Visa, MasterCard, Discover & American Express accepted.



Direct Wire

Direct deposit payments are available.
Please call 888-201-1968 for information.



Pay Pal

Send payment to accounts@extremecanopy.com
*Please ensure above email is entered correctly.

PAYMENT SLIP

INVOICE NUMBER	DO34191
AMOUNT DUE	\$ 1,895.00

Building up moments.



South West Health & Human Services
 Jennifer Nelson
 3001 Maple Road
 Marshall, MN 56258
 e-mail: jennifer.nelson@swmhhs.com
 Tel.: 5075321243

Customer Code
 10931

UZ - 2021 - 5189

Charlotte, 08/05/2021

SALES QUOTE - MASTERTENT

Jennifer Nelson,

Thank you for your request and interest in our MASTERTENT products. Since 1948, we have focused on manufacturing highquality mobile outdoor equipment. We are proudly designed and built between our highly skilled in-house Europe and USA facilities. Beyond next-level quality, we stand behind our great products with industry leading warranties and certifications.

We are pleased to provide you with the following sales quote. Please contact us with any questions.

Code	Description	Quantity	Unit price	Disc. %	Net amount
314020	MASTERTENT S2 Frame 5x5ft (1.5x1.5m) / Silver	1 PC	699.00	30,00	489.30
314124	MASTERTENT S2 Roof 5x5ft (1.5x1.5m) *Ready for Full Print*	1 PC	249.00	30,00	174.30
302970S	MASTERTENT Full Print Service - Roof 5x5ft (1.5x1.5m)	1 PC	299.00	30,00	209.30
302987	MASTERTENT S1 Sidewall 5ft (1.5m) / Closed *Ready for Full Print: 1 Side*	3 PC	169.00	30,00	354.90
302987S	MASTERTENT Full Print Service: 1 Side - Sidewall 5ft (1.5m)	3 PC	199.00	30,00	417.90
603118	MASTERTENT S1 Sidewall 5ft (1.5m) / Roll-up Door *Ready for Full Print: 1 Side*	1 PC	239.00	30,00	167.30
302987S	MASTERTENT Full Print Service: 1 Side - Sidewall 5ft (1.5m)	1 PC	199.00	30,00	139.30
300618	MASTERTENT Ground Anchors / 4-Set	1 PC	129.00		Material discount
Subtotal					\$ 1,952.30
Total before Sales Tax					\$ 1,952.30
+ Shipping					\$ 49.00

As a supplement to your chosen product we would like to offer you the following accessories :

Code	Description	Quantity	Unit price	Disc. %	Net amount
309163	MASTERTENT Base Weight 60lbs. (28kg)	4 PC	199.00	30,00	557.20
309813	MASTERTENT LED Light Kit / 60W 4-Bars: Dimmable Floodlights / Truss Mount	1 PC	399.00	30,00	279.30

Building up moments.



UZ - 2021 - 5189

Delivery time: approx.
Payment term: Prepayment
Valid until: 09/04/2021
Shipping: Carriage Paid transport calculated

Terms and Conditions of Sale: <https://www.mastertent.com/en-us/terms-and-conditions>

If you need further information or have any questions, please don't hesitate to contact us. We look forward to hearing from you.

Best regards,

Shane Booth
Tel. 704.312.1877
Fax. 704.312.1610
E-mail shane.booth@mastertent.com

Sales Quote Acceptance

This Sales Quote can be accepted by email response or returning a signed copy.

Accepting signature

Printed Name

Date



September 2021

GRANTS ~ AGREEMENTS ~ CONTRACTS

for Board review and approval

- Greater MN Family Services (Willmar, MN)** – 01/01/22 to 12/31/22; MH Family Based Services and Counseling, provide 4,578 service hours at \$69.80/hour and diagnostic assessments at \$98.60/unit, \$319,544 max for 3.5 FTE (no increase) (renewal).
Fiscal Note: 2021 \$31,257 to date; 2020 \$67,742; 2019 \$61,105; 2018 \$87,619;

- Pipestone Publishing (Pipestone, MN)** – 09/30/21 to 09/29/22; 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 \$11,760 (renewal).
Fiscal Note: expenses reimbursed through grant

- United Community Action Partnership – Head Start (Marshall, MN)** – 09/01/21 to 8/31/26; Memorandum of Understanding identifying the collaboration and coordination of services for children and families that qualify for the Federal Head Start grant program (NEW).
Fiscal Note: none

- Western Mental Health (Marshall, MN)** – 10/01/21 to 12/31/22; Contract for opioid support group sessions for family members who have a loved one suffering with an addiction, services will be paid through the Opioid grant; \$2,065/qtr (NEW).

- Signatures None**
- Signatures Partial**
- Signatures Completed**