



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 December 15, 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 11/17/2021 Board Minutes
- D. Introduce New Staff:
 - Jessie Stoufer-Mertens, Eligibility Worker, Redwood
- E. Employee Recognition:
 - Dani Ogren, 5 years, Social Worker (MnCHOICES), Marshall
- F. Financial

HUMAN SERVICES (cont.)

G.	Caseload	<u>11/21</u>	<u>11/20</u>	<u>10/21</u>	<u>09/21</u>
	Social Services	3,724	3,655	3,712	3,703
	Licensing	407	422	408	411
	Out-of-Home Placements	165	154	170	174
	Income Maintenance	13,431	12,834	13,472	13,409
	Child Support Cases	2,916	3,120	2,914	2,947
	Child Support Collections	\$687,471	\$693,520	\$722,512	\$736,333
	Non IV-D Collections	\$243,789	\$137,173	\$50,005	\$67,469

- H. Discussion/Information
1. County Opioid Resolution

- I. Decision Items
1.

COMMUNITY HEALTH

- K. Call to Order

- L. Consent Agenda
1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 11/17/2021 Board Minutes

- M. Financial

COMMUNITY HEALTH (cont.)

N.	Caseload	<u>11/21</u>	<u>10/21</u>	<u>09/21</u>
	WIC	N/A	1928	1887
	Family Home Visiting	31	32	27
	PCA Assessments	1	8	1
	Managed Care	175	194	153
	Dental Varnishing	0	0	0
	Refugee Health	1	0	5
	Latent TB Medication Distribution	8	6	0
	Water Tests	118	119	123
	FPL Inspections	40	57	47
	Immunizations	46	44	31
	COVID Vaccine Admin	17	2	9
	Car Seats	9	10	15

- O. Discussion/Information
1. Workforce Development Grant- Carol Biren

- P. Decision Items
1. Grow Shed- Ann Orren
2. PH Fee Schedule- Carol Biren
3. EH Fee Schedule- Carol Biren

GOVERNING BOARD

- Q. Call to Order

- R. Consent Agenda
1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 11/17/2021 Board Minutes

- S. Financial

GOVERNING BOARD (cont.)

T. Human Resources Statistics

	<u>11/21</u>	<u>11/20</u>	<u>10/21</u>	<u>09/21</u>
Number of Employees	231	230	232	235
Separations	3		2	5

U. Discussion/Information

1. 2020 Annual Report
2. Review of SWHHS Bylaws
3. 2022 Board Presentations

V. Decision Items

1. Dawn Hagen, Case Aide, probationary appointment (6 months), \$22.37 hourly, effective 11/22/2021
2. Wellness Challenge Request from Wellness Committee
3. Request to Hire Temporary Nurses
4. Personnel Policy 14 Wellbeing Policy
5. 2022 Accounting Policies and Procedures Handbook
6. 2022 Resolution of Signature Authority
7. 2022 Resolution of Designate Depositories
8. 2022 Board Member Per Diem and Mileage Reimbursement
9. Resolution for Human Resources to Refill Replacement Positions in 2022
10. 2022-2023 Union Contract
11. Amendment to Services Agreement with Preferred One
12. Donations:
 - a. Char Bode donated suitcases to anyone in need
 - b. Anonymous donor provided Christmas gifts for 2 adolescents
 - c. Avera donated gifts for 57 families in our 6 counties
 - d. Anonymous donation for 2 teens
 - e. Anonymous donation for family
 - f. Jan and Chris Miller donated a carseat for ages 4-10 for a child in need
 - g. Anonymous donation of 7 pillows and 15 quilts for tweens and teenagers within our 6 counties
 - h. \$500 donation from Dorrine and Russell Berg for Christmas needs
13. Contracts
14. Closed Session—Director's Annual Review

W. Adjournment

Next Meeting Dates:

- **Wednesday, January 19, 2022 – Marshall**
- **Wednesday, February 16, 2022 – Marshall**
- **Wednesday, March 16, 2022 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

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

SUMMARY OF FINANCIAL ACCOUNTS REPORT

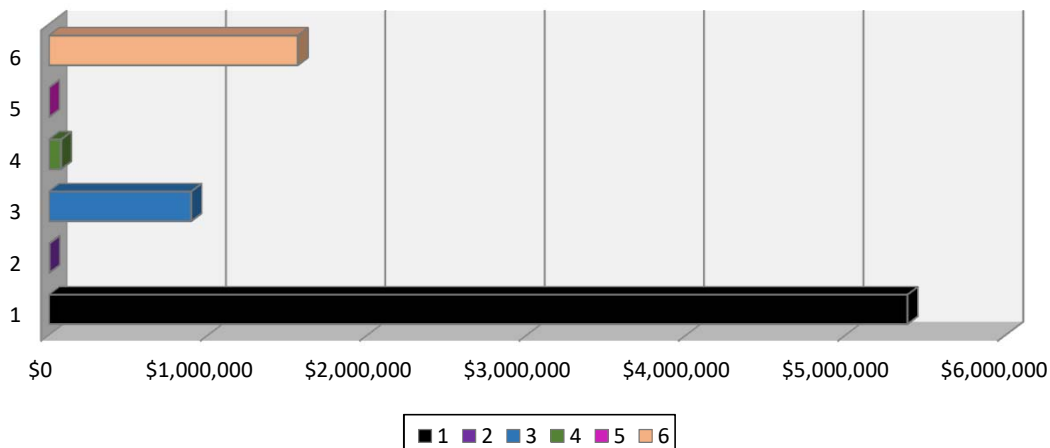
For the Month Ending:

November 30, 2021

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

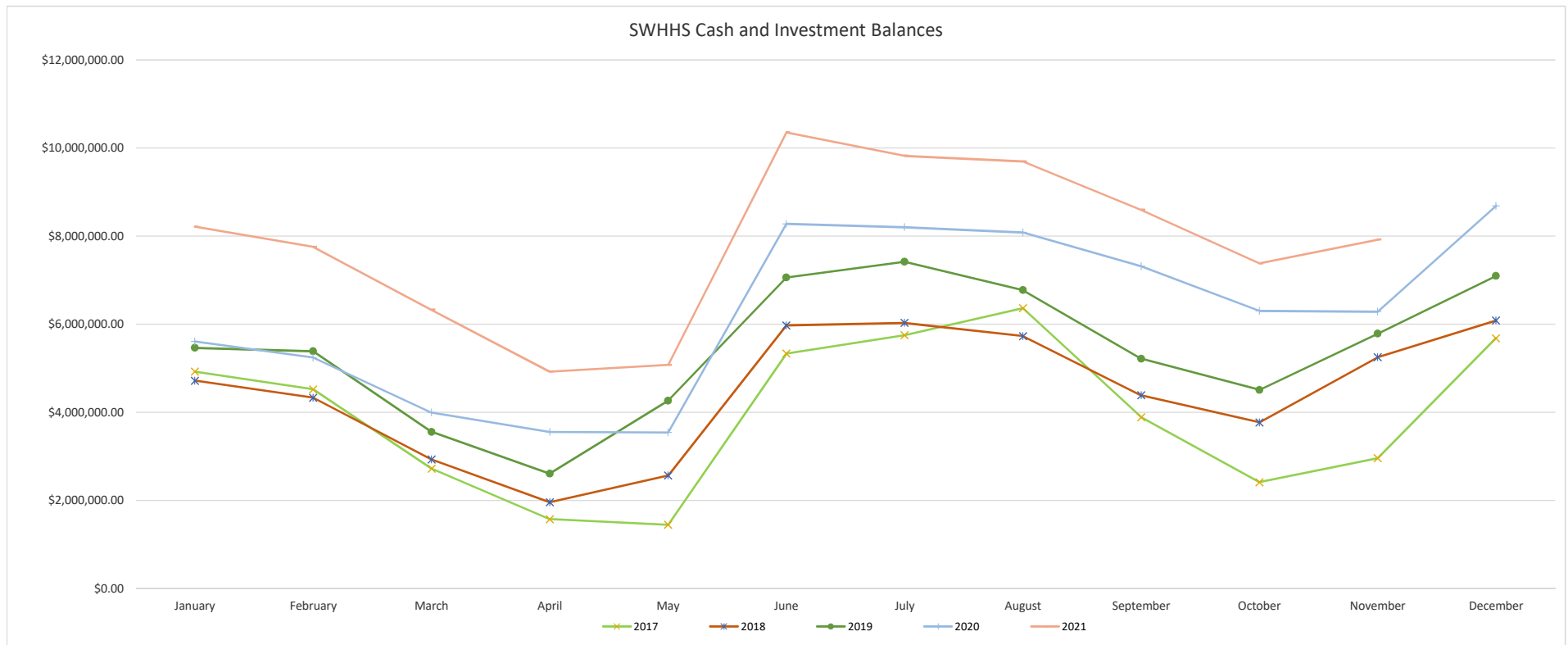
Description	Month	Running Balance	
BEGINNING BALANCE		\$4,846,648	
RECEIPTS			
Monthly Receipts	2,639,914		
County Contribution	589,898		
Interest on Savings	36		
TOTAL MONTHLY RECEIPTS		3,229,849	
DISBURSEMENTS			
Monthly Disbursements	2,690,480		
TOTAL MONTHLY DISBURSEMENTS		2,690,480	
ENDING BALANCE		\$5,386,018	
REVENUE			
Checking/Money Market	\$5,386,018		
SS Benefits Checking	\$3,000		
Bremer Savings	\$892,872		
Great Western Bank Savings	\$75,518		
Certificate of Deposit	\$0		
Investments - MAGIC Fund	\$1,561,497		
ENDING BALANCE		\$7,918,904	Nov 2020 Ending Balance \$6,288,111
DESIGNATED/RESTRICTED FUNDS			Nov 2020 Ending Balance
Agency Health Insurance		\$1,036,497	\$1,206,582
LCTS Lyon Murray Collaborative		\$179,899	
LCTS Rock Pipestone Collaborative		\$38,216	
LCTS Redwood Collaborative		\$43,655	
Local Advisory Council		\$678	Nov 2020 Ending Balance
AVAILABLE CASH BALANCE		\$6,619,961	\$4,869,578

REVENUE DESIGNATION



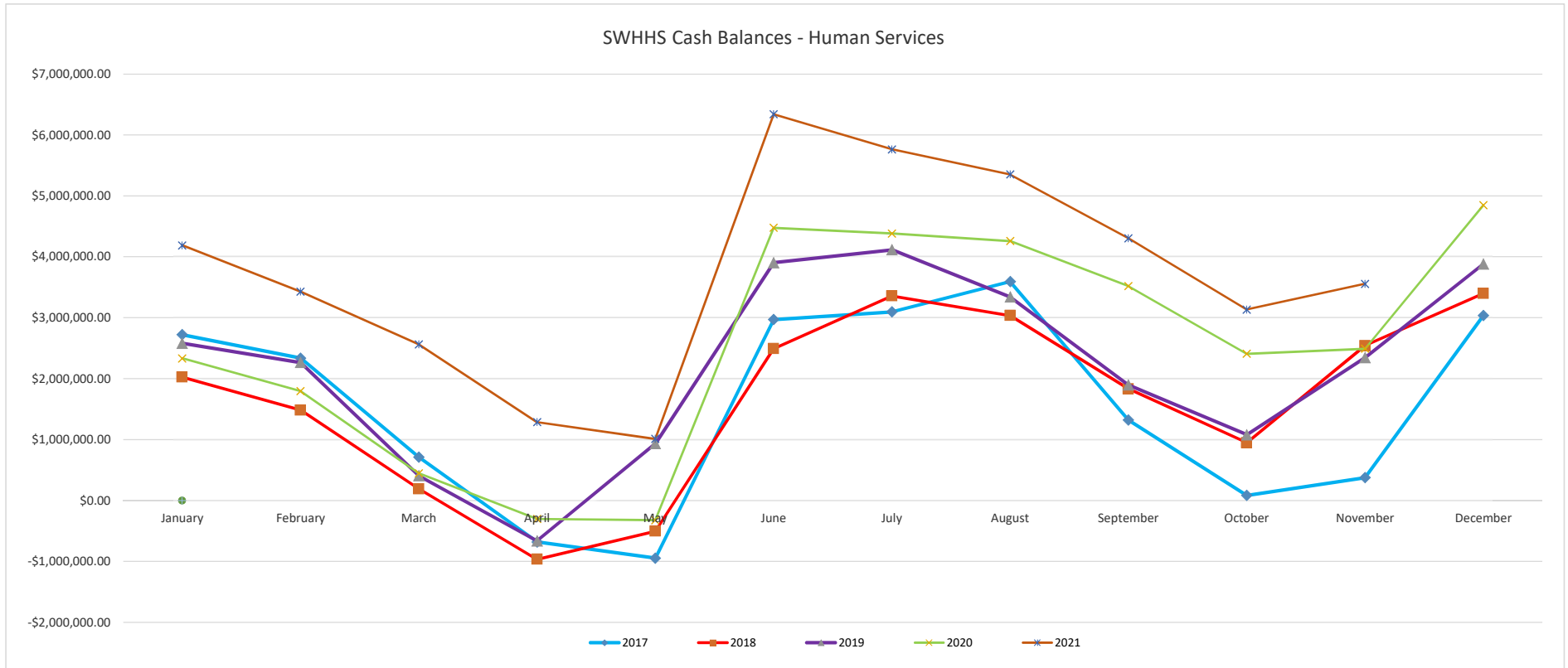
SWHHS
Total Cash and Investment Balance by Month - All Funds

	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	\$9,823,063.10	\$9,696,380.41	\$8,596,377.19	\$7,380,331.30	\$7,918,904.38		\$7,824,886.08



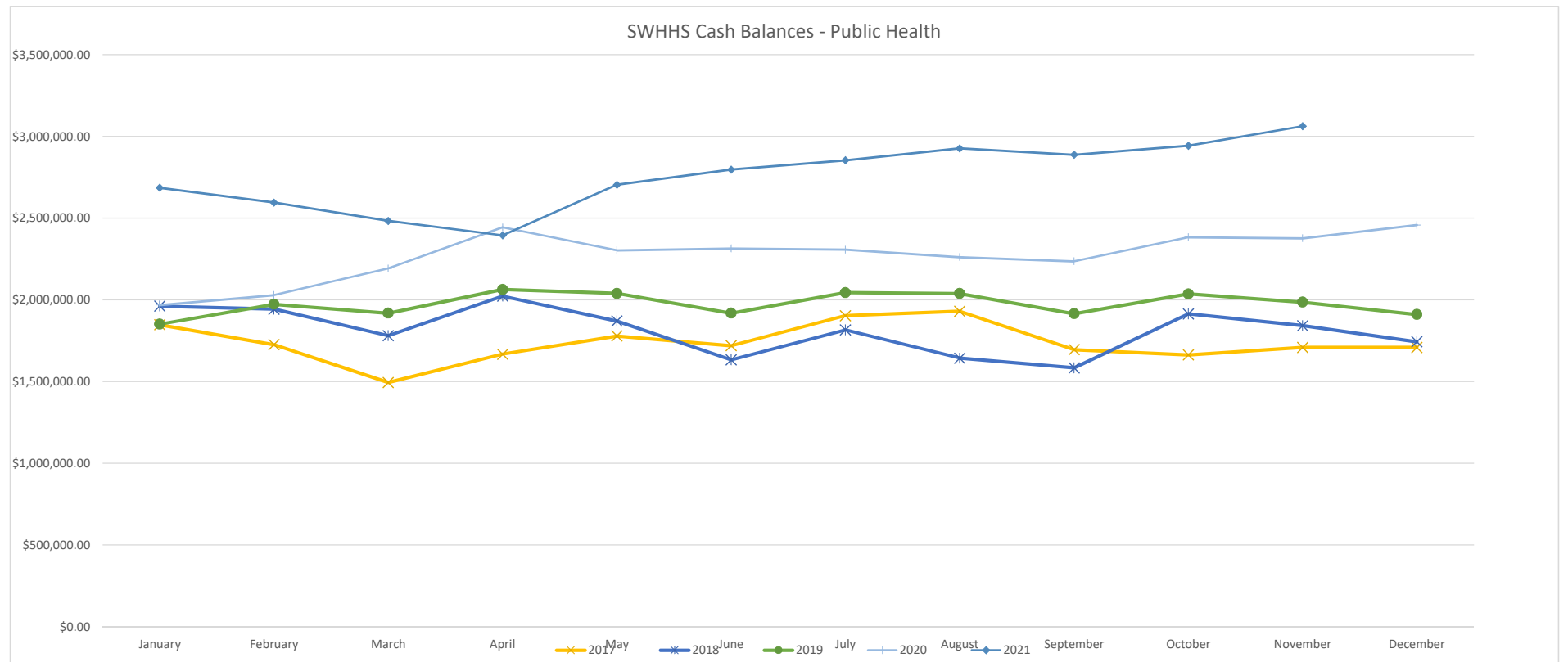
SWHHS
Total Cash and Investment Balance by Month - Human Services

	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	\$5,763,584.58	\$5,352,275.38	\$4,305,643.19	\$3,134,667.60	\$3,557,047.37		\$3,720,762.29



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

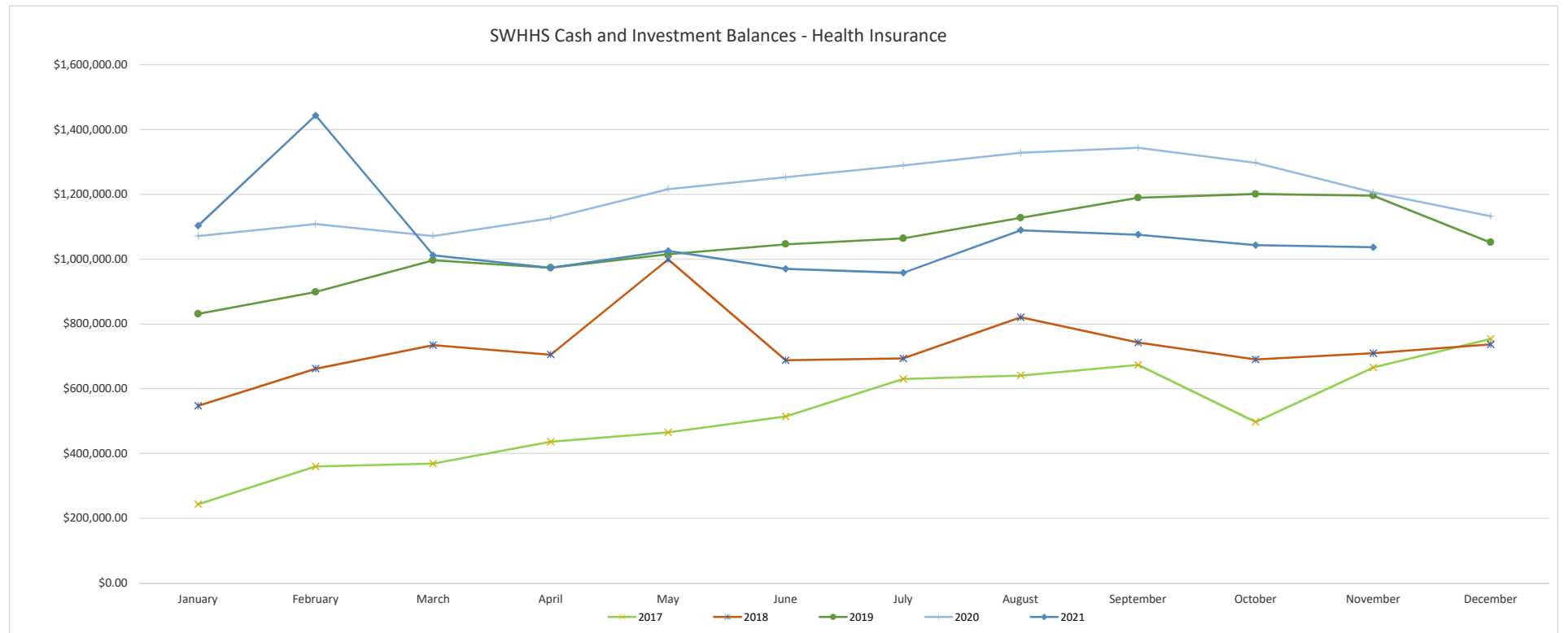
	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2017	\$1,847,930.47	\$1,726,463.73	\$1,494,923.91	\$1,667,703.90	\$1,778,696.76	\$1,720,044.88	\$1,903,354.71	\$1,930,710.27	\$1,695,805.50	\$1,663,861.45	\$1,709,269.13	\$1,709,425.15	\$1,737,349.16
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	\$2,854,166.91	\$2,927,270.22	\$2,887,651.14	\$2,943,305.87	\$3,062,913.28		\$2,757,889.19



SWHHS
Total Cash Balance by Month - Health Insurance

	January	February	March	April	May	June	July	August	September	October	November	December
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
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
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
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
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	1,075,654.66	1,043,092.63	1,036,496.53	

Average for Year
\$520,702.81
\$727,502.48
\$1,049,203.01
\$1,203,691.07
\$1,066,372.58



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

November 2021

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				4,846,648.47
11/01/21	10160	Disb		28,293.50	4,818,354.97
11/02/21	47023-47044	Dep	222,543.00		5,040,897.97
11/05/21	9987-10007	Payroll		138,023.95	4,902,874.02
11/05/21	72929 - 73168 ACH	Payroll		498,666.31	4,404,207.71
11/05/21	118266-118296	Disb		3,005.58	4,401,202.13
11/05/21	10412-10417 ACH	Disb		980.28	4,400,221.85
11/05/21	118297-118344	Disb		81,277.21	4,318,944.64
11/05/21	10418 -10476 ACH	Disb		53,297.27	4,265,647.37
11/05/21	47045-47113	Dep	516,917.04		4,782,564.41
11/08/21	10162	Disb		194,175.02	4,588,389.39
11/08/21	10163	Disb		2,368.70	4,586,020.69
11/09/21	47114-47117, 47124-47136	Dep	104,506.15		4,690,526.84
11/10/21	10164	Disb		12,836.29	4,677,690.55
11/12/21	118345- 118378	Disb		20,396.08	4,657,294.47
11/12/21	10477- 10485 ACH	Disb		1,365.93	4,655,928.54
11/12/21	118379 - 118426	Disb		142,650.28	4,513,278.26
11/12/21	10486 - 10511 ACH	Disb		92,164.47	4,421,113.79
11/12/21	10165	Disb		49,444.90	4,371,668.89
11/12/21	47118-47123, 47137-47181	Dep	116,372.62		4,488,041.51
11/15/21	10166	Disb		30,446.10	4,457,595.41
11/16/21	47182-47204	Dep	484,555.90		4,942,151.31
11/17/21	118427-118483	Disb		9,695.70	4,932,455.61
11/17/21	10512-10548 ACH	Disb		5,598.50	4,926,857.11
11/17/21	118484-118655	Disb		112,658.66	4,814,198.45
11/17/21	10549-10605 ACH	Disb		28,928.34	4,785,270.11
11/19/21	10008-10026	Payroll		138,603.23	4,646,666.88
11/19/21	73169 - 73403 ACH	Payroll		491,771.54	4,154,895.34
11/19/21	118656-118667	Disb		1,623.06	4,153,272.28
11/19/21	10606-10608 ACH	Disb		604.22	4,152,668.06
11/19/21	118668-118734	Disb		191,990.72	3,960,677.34
11/19/21	10609-10619 ACH	Disb		92,325.51	3,868,351.83
11/19/21	47205-47259	Dep	613,237.37		4,481,589.20
11/22/21	10167	Disb		27,898.58	4,453,690.62
11/23/21	10168	Disb		12,716.84	4,440,973.78
11/24/21	118735-118763	Disb		3,891.37	4,437,082.41
11/24/21	10620-10624 ACH	Disb		682.80	4,436,399.61
11/24/21	118764-118807	Disb		88,084.29	4,348,315.32
11/24/21	10625-10638 ACH	Disb		80,033.75	4,268,281.57
11/24/21	10169	Disb		13,573.48	4,254,708.09
11/24/21	VOID 118684	Disb		(5,380.00)	4,260,088.09
11/24/21	VOID 118248	Disb		(500.00)	4,260,588.09
11/24/21	VOID 118780	Disb		(470.00)	4,261,058.09
11/24/21	47260-47350	Dep	647,010.13		4,908,068.22
11/29/21	transfer from SS account	Transfer	12,428.60		4,920,496.82
11/29/21	10170	Disb		46,757.19	4,873,739.63
11/30/21	47351-47379	Dep	512,277.93		5,386,017.56
					5,386,017.56
	Balanced 12/01/21 LMD	TOTALS	3,229,848.74	2,690,479.65	

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

3,000.00
892,871.87
75,518.31
1,561,496.64

TOTAL CASH BALANCE

7,918,904.38

SOUTHWEST HEALTH AND HUMAN SERVICES SAVINGS & INVESTMENTS REGISTERS
2021

BREMER BANK					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/21	BEGINNING BALANCE				2,892,536.98
01/11/21	50510	Interest	71.76		2,892,608.74
02/04/21	50889	Interest	73.70		2,892,682.44
03/10/21	Transfer to Ckg	Withdrawal		1,000,000.00	1,892,682.44
03/02/21	51275	Interest	44.38		1,892,726.82
04/07/21	Transfer to Ckg	Withdrawal		1,000,000.00	892,726.82
04/02/21	51806	Interest	37.08		892,763.90
05/04/21	52369	Interest	17.96		892,781.86
06/02/21	52913	Interest	15.16		892,797.02
07/02/21	53460	Interest	14.68		892,811.70
08/02/21	53918	Interest	15.16		892,826.86
09/02/21	54431	Interest	15.17		892,842.03
10/01/21	54884	Interest	14.67		892,856.70
11/01/21	55421	Interest	15.17		892,871.87
					892,871.87
					892,871.87
					892,871.87
					892,871.87
					892,871.87
					892,871.87
					892,871.87
					892,871.87
					892,871.87
					892,871.87
					892,871.87
	ENDING BALANCE				892,871.87

GREAT WESTERN BANK					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/21	BEGINNING BALANCE				75,511.42
01/11/21	50512	Interest	0.64		75,512.06
02/04/21	50890	Interest	0.60		75,512.66
03/02/21	51276	Interest	0.58		75,513.24
04/02/21	51808	Interest	0.69		75,513.93
05/04/21	52371	Interest	0.62		75,514.55
06/02/21	52914	Interest	0.58		75,515.13
07/02/21	53461	Interest	0.68		75,515.81
08/02/21	53919	Interest	0.62		75,516.43
09/02/21	54432	Interest	0.66		75,517.09
10/11/21	55037	Interest	0.62		75,517.71
11/01/21	55422	Interest	0.60		75,518.31
					75,518.31
					75,518.31
					75,518.31
	ENDING BALANCE				75,518.31

MAGIC FUND					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/21	BEGINNING BALANCE				3,560,503.01
01/11/21	50511	Interest	93.54		3,560,596.55
02/04/21	50891	Interest	109.06		3,560,705.61
03/02/21	51277	Interest	71.77		3,560,777.38
04/02/21	51807	Interest	84.76		3,560,862.14
04/22/21	transfer to ckg	Withdrawal		2,000,000.00	1,560,862.14
05/10/21	52440	Interest	391.23		1,561,253.37
05/04/21	52372	Interest	62.33		1,561,315.70
06/02/21	52915	Interest	39.78		1,561,355.48
07/02/21	53462	Interest	38.59		1,561,394.07
08/02/21	53920	Interest	29.55		1,561,423.62
09/02/21	54433	Interest	27.70		1,561,451.32
10/01/21	54885	Interest	25.10		1,561,476.42
11/01/21	55423	Interest	20.22		1,561,496.64
					1,561,496.64
					1,561,496.64
					1,561,496.64
	ENDING BALANCE				1,561,496.64

Southwest Health and Human Services



LMD

12/1/21

10:41AM

TREASURER'S CASH TRIAL BALANCE

As of 11/2021

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		380,019.16	3,822,490.76	
Disbursements		45,523.60-	651,125.97-	
Payroll		214,888.15-	2,566,442.30-	
Fund Total		119,607.41	604,922.49	3,062,913.28
 5 Human Services Fund	 410	 General Administration		
	309,915.58-			
Receipts		61,956.12	663,211.22	
Disbursements		61,736.84-	659,636.60-	
Payroll		10,705.27-	134,550.45-	
Dept Total		10,485.99-	130,975.83-	440,891.41-
 5 Human Services Fund	 420	 Income Maintenance		
	744,487.98			
Receipts		911,574.61	8,371,738.35	
Disbursements		302,355.69-	4,038,662.13-	
Payroll		317,685.78-	3,804,247.60-	
Dept Total		291,533.14	528,828.62	1,273,316.60
 5 Human Services Fund	 431	 Social Services		
	7,886,764.87			
Receipts		1,492,726.92	15,020,288.33	
Disbursements		152,399.77-	1,293,754.73-	
SSIS		481,817.00-	7,152,050.60-	
Payroll		698,299.74-	8,043,870.20-	
Dept Total		160,210.41	1,469,387.20-	6,417,377.67
 5 Human Services Fund	 461	 Information Systems		
	3,474,762.68-			
Receipts		6,663.15	44,884.96	
Disbursements		54.85-	2,474.71-	
Payroll		25,486.09-	260,404.06-	
Dept Total		18,877.79-	217,993.81-	3,692,756.49-

Southwest Health and Human Services



LMD

12/1/21 10:41AM

TREASURER'S CASH TRIAL BALANCE

As of 11/2021

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<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	205,308.00	
Disbursements		0.00	205,307.00-	
Dept Total		0.00	1.00	1.00
Fund Total	4,846,574.59	422,379.77	1,289,527.22-	3,557,047.37
61 Agency Health Insurance				
	1,132,234.63			
Receipts		372,930.77	2,987,069.69	
Disbursements		379,526.87-	3,082,807.79-	
Fund Total		6,596.10-	95,738.10-	1,036,496.53
71 LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
	152,747.88			
Receipts		0.00	96,211.00	
Disbursements		0.00	69,060.34-	
Dept Total		0.00	27,150.66	179,898.54
Fund Total	152,747.88	0.00	27,150.66	179,898.54
73 LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
	43,882.53			
Receipts		266.00	37,453.00	
Disbursements		0.00	43,120.00-	
Dept Total		266.00	5,667.00-	38,215.53
Fund Total	43,882.53	266.00	5,667.00-	38,215.53
75 Redwood LCTS Collaborative	471	LCTS Collaborative Agency		
	54,493.79			
Receipts		2,916.00	76,661.00	
Disbursements		0.00	87,500.00-	

Southwest Health and Human Services



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10:41AM

TREASURER'S CASH TRIAL BALANCE

As of 11/2021

Page 4

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		2,916.00	10,839.00-	43,654.79
Fund Total	54,493.79	2,916.00	10,839.00-	43,654.79
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		3,229,052.73	31,325,316.31	
Disbursements		941,597.62-	10,133,509.27-	
SSIS		481,817.00-	7,152,050.60-	
Payroll		1,267,065.03-	14,809,514.61-	
Total		538,573.08	769,758.17-	7,918,904.38

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

Page 2

As Of 11/2021

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2021 BUDGET	% OF BUDG	% OF YEAR	
FUND 1 HEALTH SERVICES FUND						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	177,993.25 -	1,080,435.00 -	1,080,435.00 -	100	92	
INTERGOVERNMENTAL REVENUES	867.50 -	127,144.50 -	166,000.00 -	77	92	
STATE REVENUES	8,822.46 -	797,619.31 -	809,158.00 -	99	92	
FEDERAL REVENUES	131,759.96 -	1,243,561.92 -	1,219,989.00 -	102	92	
FEES	53,945.96 -	563,765.70 -	492,480.00 -	114	92	
EARNINGS ON INVESTMENTS	5.75 -	254.01 -	9,000.00 -	3	92	
MISCELLANEOUS REVENUES	6,624.28 -	7,995.92 -	6,600.00 -	121	92	
TOTAL REVENUES	380,019.16 -	3,820,776.36 -	3,783,662.00 -	101	92	9% over
EXPENDITURES						
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	92	
PAYROLL AND BENEFITS	214,888.15	2,566,400.00	2,907,923.00	88	92	
OTHER EXPENDITURES	45,523.60	649,453.87	875,739.00	74	92	
TOTAL EXPENDITURES	260,411.75	3,215,853.87	3,783,662.00	85	92	7% under

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 11/2021

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2021 BUDGET	% OF BUDG	% OF YEAR	
FUND 5 HUMAN SERVICES FUND						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	411,905.01 -	7,597,913.71 -	11,606,176.00 -	65	92	
INTERGOVERNMENTAL REVENUES	0.00	48,088.50 -	79,045.00 -	61	92	
STATE REVENUES	368,416.99 -	4,815,905.73 -	5,583,843.00 -	86	92	
FEDERAL REVENUES	893,219.32 -	7,095,604.50 -	7,631,653.00 -	93	92	
FEES	97,508.34 -	2,051,828.02 -	2,502,600.00 -	82	92	
EARNINGS ON INVESTMENTS	30.24 -	1,883.46 -	35,700.00 -	5	92	
MISCELLANEOUS REVENUES	633,914.18 -	1,957,101.61 -	1,217,400.00 -	161	92	
TOTAL REVENUES	2,404,994.08 -	23,568,325.53 -	28,656,417.00 -	82	92	10% under
EXPENDITURES						
PROGRAM EXPENDITURES	692,156.52	10,326,288.16	11,778,488.00	88	92	
PAYROLL AND BENEFITS	1,051,957.60	12,238,641.79	14,121,360.00	87	92	
OTHER EXPENDITURES	238,500.19	2,292,211.85	2,756,569.00	83	92	
TOTAL EXPENDITURES	1,982,614.31	24,857,141.80	28,656,417.00	87	92	5% 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					92
			Expend.	1,539.14	35,110.16	0.00	0	92
			Net	1,539.14	35,110.16	0.00	0	92
930 PROGRAM	Administration		Revenue	184,643.29 -	1,136,974.37 -	1,137,835.00 -	100	92
			Expend.	53,998.74	442,795.30	749,494.00	59	92
			Net	130,644.55 -	694,179.07 -	388,341.00 -	179	92
410 DEPT	General Administration	Totals:	Revenue	184,643.29 -	1,136,974.37 -	1,137,835.00 -	100	92
			Expend.	55,537.88	477,905.46	749,494.00	64	92
			Net	129,105.41 -	659,068.91 -	388,341.00 -	170	92
481 DEPT	Nursing							
100 PROGRAM	Family Health		Revenue	885.00 -	11,776.91 -	19,680.00 -	60	92
			Expend.	1,280.60	13,094.60	16,932.00	77	92
			Net	395.60	1,317.69	2,748.00 -	48 -	92
103 PROGRAM	Follow Along Program		Revenue	0.00	21,995.14 -	27,324.00 -	80	92
			Expend.	1,735.43	23,060.55	31,786.00	73	92
			Net	1,735.43	1,065.41	4,462.00	24	92
110 PROGRAM	TANF		Revenue	29,371.82 -	157,247.82 -	127,876.00 -	123	92
			Expend.	107.69	119,073.69	127,911.00	93	92
			Net	29,264.13 -	38,174.13 -	35.00	109,069 -	92
130 PROGRAM	WIC		Revenue	0.00	428,242.00 -	450,000.00 -	95	92
			Expend.	40,468.32	428,216.70	565,284.00	76	92
			Net	40,468.32	25.30 -	115,284.00	0 -	92
140 PROGRAM	Peer Breastfeeding Support Program		Revenue	0.00	15,467.00 -	38,088.00 -	41	92
			Expend.	0.00	13,730.35	38,088.00	36	92
			Net	0.00	1,736.65 -	0.00	0	92
210 PROGRAM	CTC Outreach		Revenue	16,198.07 -	169,181.71 -	262,270.00 -	65	92
			Expend.	13,892.03	166,367.73	271,515.00	61	92
			Net	2,306.04 -	2,813.98 -	9,245.00	30 -	92
270 PROGRAM	Maternal Child Health - Title V		Revenue	2,351.87 -	159,387.26 -	240,000.00 -	66	92
			Expend.	12,868.30	120,415.32	249,833.00	48	92
			Net	10,516.43	38,971.94 -	9,833.00	396 -	92

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	92
			Expend.	50.37	612.63	16,171.00	4	92
			Net	50.37	612.63	14,571.00	4	92
285 PROGRAM	MCH Blood Lead		Revenue					92
			Expend.	110.57	2,613.37	0.00	0	92
			Net	110.57	2,613.37	0.00	0	92
295 PROGRAM	MCH Car Seat Program		Revenue	661.60 -	4,998.44 -	30,000.00 -	17	92
			Expend.	3,407.56	34,765.41	33,832.00	103	92
			Net	2,745.96	29,766.97	3,832.00	777	92
300 PROGRAM	Case Management		Revenue	34,392.61 -	357,657.18 -	428,000.00 -	84	92
			Expend.	21,022.25	255,387.16	392,306.00	65	92
			Net	13,370.36 -	102,270.02 -	35,694.00 -	287	92
330 PROGRAM	MNChoices		Revenue	0.00	127,257.43 -	134,000.00 -	95	92
			Expend.	16,279.83	149,948.20	173,361.00	86	92
			Net	16,279.83	22,690.77	39,361.00	58	92
603 PROGRAM	Disease Prevention and Control		Revenue	1,988.04 -	125,682.29 -	130,742.00 -	96	92
			Expend.	15,857.36	147,534.05	240,078.00	61	92
			Net	13,869.32	21,851.76	109,336.00	20	92
660 PROGRAM	MIIC		Revenue	0.00	1,277.50 -	0.00	0	92
			Expend.	71.94	2,884.42	0.00	0	92
			Net	71.94	1,606.92	0.00	0	92
481 DEPT	Nursing	Totals:	Revenue	85,849.01 -	1,580,170.68 -	1,889,580.00 -	84	92
			Expend.	127,152.25	1,477,704.18	2,157,097.00	69	92
			Net	41,303.24	102,466.50 -	267,517.00	38 -	92
483 DEPT	Health Education							
500 PROGRAM	Direct Client Services		Revenue	0.00	2,005.59 -	500.00 -	401	92
			Expend.	1,074.40	3,157.88	24,110.00	13	92
			Net	1,074.40	1,152.29	23,610.00	5	92
510 PROGRAM	SHIP		Revenue	0.00	118,120.89 -	224,631.00 -	53	92
			Expend.	19,452.38	164,274.53	224,631.00	73	92
			Net	19,452.38	46,153.64	0.00	0	92
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	818.24 -	2,907.50 -	10,155.00 -	29	92
			Expend.	805.31	2,952.47	10,155.00	29	92
			Net	12.93 -	44.97	0.00	0	92

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

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Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
541 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	632.70 -	2,554.70 -	10,155.00 -	25	92
			Expend.	597.07	2,281.68	10,155.00	22	92
			Net	35.63 -	273.02 -	0.00	0	92
550 PROGRAM	P&I Grant		Revenue	0.00	132,073.48 -	189,326.00 -	70	92
			Expend.	0.00	105,739.61	189,326.00	56	92
			Net	0.00	26,333.87 -	0.00	0	92
551 PROGRAM	Pipestone Drug Free Communities		Revenue					92
			Expend.	8,101.79	50,142.64	0.00	0	92
			Net	8,101.79	50,142.64	0.00	0	92
900 PROGRAM	Emergency Preparedness		Revenue	92,639.73 -	123,995.21 -	92,580.00 -	134	92
			Expend.	5,996.09	124,180.13	112,634.00	110	92
			Net	86,643.64 -	184.92	20,054.00	1	92
905 PROGRAM	COVID-19 Pandemic		Revenue	0.00	32,879.86 -	0.00	0	92
			Expend.	13,530.45	152,596.96	0.00	0	92
			Net	13,530.45	119,717.10	0.00	0	92
906 PROGRAM	COVID-19 Vaccination Planning Grant		Revenue	12,532.69 -	480,248.03 -	0.00	0	92
			Expend.	4,392.12	418,225.52	0.00	0	92
			Net	8,140.57 -	62,022.51 -	0.00	0	92
483 DEPT	Health Education	Totals:	Revenue	106,623.36 -	894,785.26 -	527,347.00 -	170	92
			Expend.	53,949.61	1,023,551.42	571,011.00	179	92
			Net	52,673.75 -	128,766.16	43,664.00	295	92
485 DEPT	Environmental Health							
800 PROGRAM	Environmental		Revenue	867.50 -	137,885.08 -	201,900.00 -	68	92
			Expend.	16,668.05	164,218.04	247,925.00	66	92
			Net	15,800.55	26,332.96	46,025.00	57	92
809 PROGRAM	Environmental Water Lab		Revenue	2,036.00 -	67,960.97 -	27,000.00 -	252	92
			Expend.	7,092.44	68,526.64	58,135.00	118	92
			Net	5,056.44	565.67	31,135.00	2	92
830 PROGRAM	FDA Standardization Grant		Revenue	0.00	3,000.00 -	0.00	0	92
			Expend.	11.52	3,948.13	0.00	0	92
			Net	11.52	948.13	0.00	0	92
485 DEPT	Environmental Health	Totals:	Revenue	2,903.50 -	208,846.05 -	228,900.00 -	91	92
			Expend.	23,772.01	236,692.81	306,060.00	77	92
			Net	20,868.51	27,846.76	77,160.00	36	92

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund



Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of</u> <u>Bdgt</u>	<u>% of</u> <u>Year</u>
1 FUND	Health Services Fund	Totals:	Revenue	380,019.16 -	3,820,776.36 -	3,783,662.00 -	101	92
			Expend.	260,411.75	3,215,853.87	3,783,662.00	85	92
			Net	119,607.41 -	604,922.49 -	0.00	0	92

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					92
			Expend.	10,485.99	130,264.88	67,663.00	193	92
			Net	10,485.99	130,264.88	67,663.00	193	92
410 DEPT	General Administration	Totals:	Revenue					92
			Expend.	10,485.99	130,264.88	67,663.00	193	92
			Net	10,485.99	130,264.88	67,663.00	193	92
420 DEPT	Income Maintenance							
0 PROGRAM	...		Revenue					92
			Expend.	96.55	193.10	0.00	0	92
			Net	96.55	193.10	0.00	0	92
600 PROGRAM	Income Maint Administrative/Overhea		Revenue	160,610.56 -	2,448,973.31 -	3,696,370.00 -	66	92
			Expend.	120,364.02	1,230,381.22	1,511,007.00	81	92
			Net	40,246.54 -	1,218,592.09 -	2,185,363.00 -	56	92
601 PROGRAM	Income Maint/Random Moment Payro		Revenue					92
			Expend.	194,098.23	2,295,193.50	2,627,726.00	87	92
			Net	194,098.23	2,295,193.50	2,627,726.00	87	92
602 PROGRAM	Income Maint FPI Investigator		Revenue	18,354.00 -	69,976.00 -	130,000.00 -	54	92
			Expend.	4,018.47	110,020.89	130,000.00	85	92
			Net	14,335.53 -	40,044.89	0.00	0	92
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		Revenue	4,035.88 -	53,279.53 -	65,200.00 -	82	92
			Expend.	0.00	48,914.66	65,000.00	75	92
			Net	4,035.88 -	4,364.87 -	200.00 -	2,182	92
610 PROGRAM	TANF(AFDC/MFIP/DWP)		Revenue	133.00 -	6,475.98 -	15,000.00 -	43	92
			Expend.	0.00	1,238.90	11,250.00	11	92
			Net	133.00 -	5,237.08 -	3,750.00 -	140	92
620 PROGRAM	General Asst (GA) / Burials		Revenue	4,224.56 -	32,664.55 -	22,500.00 -	145	92
			Expend.	21,379.00	305,365.47	351,000.00	87	92
			Net	17,154.44	272,700.92	328,500.00	83	92
630 PROGRAM	Food Support (FS)		Revenue	143,677.00 -	564,806.98 -	524,000.00 -	108	92
			Expend.	41.00	1,424.39	4,500.00	32	92
			Net	143,636.00 -	563,382.59 -	519,500.00 -	108	92

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

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Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
640 PROGRAM	Child Support (IVD)		Revenue	209,782.96 -	1,322,833.86 -	1,633,247.00 -	81	92
			Expend.	85,607.59	1,006,153.65	1,208,445.00	83	92
			Net	124,175.37 -	316,680.21 -	424,802.00 -	75	92
650 PROGRAM	Medical Assistance (MA)		Revenue	370,756.65 -	3,868,366.32 -	3,307,000.00 -	117	92
			Expend.	194,436.61	2,839,838.13	2,335,000.00	122	92
			Net	176,320.04 -	1,028,528.19 -	972,000.00 -	106	92
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	0.00	176.00 -	0.00	0	92
			Expend.					92
			Net	0.00	176.00 -	0.00	0	92
420 DEPT	Income Maintenance	Totals:	Revenue	911,574.61 -	8,367,552.53 -	9,393,317.00 -	89	92
			Expend.	620,041.47	7,838,723.91	8,243,928.00	95	92
			Net	291,533.14 -	528,828.62 -	1,149,389.00 -	46	92
431 DEPT	Social Services							
0 PROGRAM	...		Revenue	367,360.89 -	367,360.89 -	0.00	0	92
			Expend.					92
			Net	367,360.89 -	367,360.89 -	0.00	0	92
700 PROGRAM	Social Service Administrative/Overhea		Revenue	736,680.57 -	8,021,573.61 -	11,070,414.00 -	72	92
			Expend.	254,095.26	2,464,344.56	3,012,985.00	82	92
			Net	482,585.31 -	5,557,229.05 -	8,057,429.00 -	69	92
701 PROGRAM	Social Services/SSTS		Revenue					92
			Expend.	589,015.75	6,771,882.19	7,683,444.00	88	92
			Net	589,015.75	6,771,882.19	7,683,444.00	88	92
710 PROGRAM	Children's Social Services Programs		Revenue	69,365.61 -	1,675,179.46 -	1,844,998.00 -	91	92
			Expend.	287,461.12	3,349,131.01	3,916,675.00	86	92
			Net	218,095.51	1,673,951.55	2,071,677.00	81	92
711 PROGRAM	YIP Grant (Circle)-Dept of Public Safet		Revenue	5,792.61 -	23,676.84 -	28,404.00 -	83	92
			Expend.	1,402.90	19,377.72	28,404.00	68	92
			Net	4,389.71 -	4,299.12 -	0.00	0	92
712 PROGRAM	CIRCLE Program		Revenue	0.00	5,000.00 -	5,000.00 -	100	92
			Expend.	590.07	10,206.98	28,000.00	36	92
			Net	590.07	5,206.98	23,000.00	23	92
713 PROGRAM	STAY Program Grant (formerly SELF)		Revenue	0.00	29,157.54 -	54,100.00 -	54	92
			Expend.	3,087.72	31,356.75	54,100.00	58	92
			Net	3,087.72	2,199.21	0.00	0	92

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of</u> <u>Bdgt</u>	<u>% of</u> <u>Year</u>
715 PROGRAM	Children Waivers		Revenue	0.00	161,952.63 -	170,000.00 -	95	92
			Expend.					92
			Net	0.00	161,952.63 -	170,000.00 -	95	92
716 PROGRAM	FGDM/Family Group Decision Making		Revenue	0.00	10,273.34 -	41,780.00 -	25	92
			Expend.	0.00	571.25	41,780.00	1	92
			Net	0.00	9,702.09 -	0.00	0	92
717 PROGRAM	Family Assmt Response Grant/Discr F		Revenue	0.00	43,315.00 -	46,796.00 -	93	92
			Expend.	2,175.34	16,805.68	46,796.00	36	92
			Net	2,175.34	26,509.32 -	0.00	0	92
718 PROGRAM	PSOP/Parent Support Outreach Progra		Revenue	1,871.00 -	20,565.00 -	32,125.00 -	64	92
			Expend.	591.82	10,292.27	32,125.00	32	92
			Net	1,279.18 -	10,272.73 -	0.00	0	92
720 PROGRAM	Child Care/Child Protection		Revenue	1,450.00 -	19,900.00 -	22,000.00 -	90	92
			Expend.	0.00	3,177.00	42,600.00	7	92
			Net	1,450.00 -	16,723.00 -	20,600.00	81 -	92
721 PROGRAM	CC Basic Slide Fee/Cty Match to DHS		Revenue	1,119.00 -	23,997.58 -	37,325.00 -	64	92
			Expend.	0.00	38,867.43	43,365.00	90	92
			Net	1,119.00 -	14,869.85	6,040.00	246	92
722 PROGRAM	Child Care/MFIP		Revenue	177.01 -	248.01 -	0.00	0	92
			Expend.					92
			Net	177.01 -	248.01 -	0.00	0	92
726 PROGRAM	MFIP/SW MN PIC		Revenue	579.00 -	11,456.00 -	12,000.00 -	95	92
			Expend.					92
			Net	579.00 -	11,456.00 -	12,000.00 -	95	92
730 PROGRAM	Chemical Dependency		Revenue	34,459.50 -	268,963.78 -	358,500.00 -	75	92
			Expend.	29,260.35	275,211.06	546,500.00	50	92
			Net	5,199.15 -	6,247.28	188,000.00	3	92
740 PROGRAM	Mental Health (Both Adults & Childrer		Revenue	0.00	93.95 -	0.00	0	92
			Expend.					92
			Net	0.00	93.95 -	0.00	0	92
741 PROGRAM	Mental Health/Adults Only		Revenue	154,180.02 -	993,221.50 -	1,353,885.00 -	73	92
			Expend.	52,091.90	1,780,963.76	1,775,024.00	100	92
			Net	102,088.12 -	787,742.26	421,139.00	187	92

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
742 PROGRAM	Mental Health/Children Only		Revenue	60,136.00 -	721,532.83 -	939,138.00 -	77	92
			Expend.	49,302.57	1,220,305.29	2,177,722.00	56	92
			Net	10,833.43 -	498,772.46	1,238,584.00	40	92
750 PROGRAM	Developmental Disabilities		Revenue	14,303.00 -	652,397.94 -	908,351.00 -	72	92
			Expend.	22,019.14	219,542.59	368,851.00	60	92
			Net	7,716.14	432,855.35 -	539,500.00 -	80	92
760 PROGRAM	Adult Services		Revenue	39,282.11 -	1,161,396.79 -	1,421,284.00 -	82	92
			Expend.	3,569.64	64,025.21	85,700.00	75	92
			Net	35,712.47 -	1,097,371.58 -	1,335,584.00 -	82	92
765 PROGRAM	Adult Waivers		Revenue	0.00	739,317.35 -	885,000.00 -	84	92
			Expend.	31,882.33	143,906.49	148,000.00	97	92
			Net	31,882.33	595,410.86 -	737,000.00 -	81	92
431 DEPT	Social Services	Totals:	Revenue	1,486,756.32 -	14,950,580.04 -	19,231,100.00 -	78	92
			Expend.	1,326,545.91	16,419,967.24	20,032,071.00	82	92
			Net	160,210.41 -	1,469,387.20	800,971.00	183	92
461 DEPT	Information Systems							
0 PROGRAM	...		Revenue	6,663.15 -	44,884.96 -	32,000.00 -	140	92
			Expend.	25,540.94	262,878.77	312,755.00	84	92
			Net	18,877.79	217,993.81	280,755.00	78	92
461 DEPT	Information Systems	Totals:	Revenue	6,663.15 -	44,884.96 -	32,000.00 -	140	92
			Expend.	25,540.94	262,878.77	312,755.00	84	92
			Net	18,877.79	217,993.81	280,755.00	78	92
471 DEPT	LCTS Collaborative Agency							
702 PROGRAM	LCTS		Revenue	0.00	205,308.00 -	0.00	0	92
			Expend.	0.00	205,307.00	0.00	0	92
			Net	0.00	1.00 -	0.00	0	92
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	0.00	205,308.00 -	0.00	0	92
			Expend.	0.00	205,307.00	0.00	0	92
			Net	0.00	1.00 -	0.00	0	92
5 FUND	Human Services Fund	Totals:	Revenue	2,404,994.08 -	23,568,325.53 -	28,656,417.00 -	82	92
			Expend.	1,982,614.31	24,857,141.80	28,656,417.00	87	92
			Net	422,379.77 -	1,288,816.27	0.00	0	92

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund



Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of</u> <u>Bdgt</u>	<u>% of</u> <u>Year</u>
FINAL TOTALS	1,099 Accounts		Revenue	2,785,013.24 -	27,389,101.89 -	32,440,079.00 -	84	92
			Expend.	2,243,026.06	28,072,995.67	32,440,079.00	87	92
			Net	541,987.18 -	683,893.78	0.00	0	92

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	2741	551	3292
October	2750	554	3304
November	2746	571	3317
December			
Average	2690	559	3249

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	8	368	14	0	274	58	937	12	321	447	302	2741
October	8	371	13	0	272	55	951	12	322	448	298	2750
November	9	368	13	0	279	58	939	12	326	449	293	2746
December												0
	9	360	13	0	272	50	924	14	298	446	304	2609

Children's - Social Services Caseload

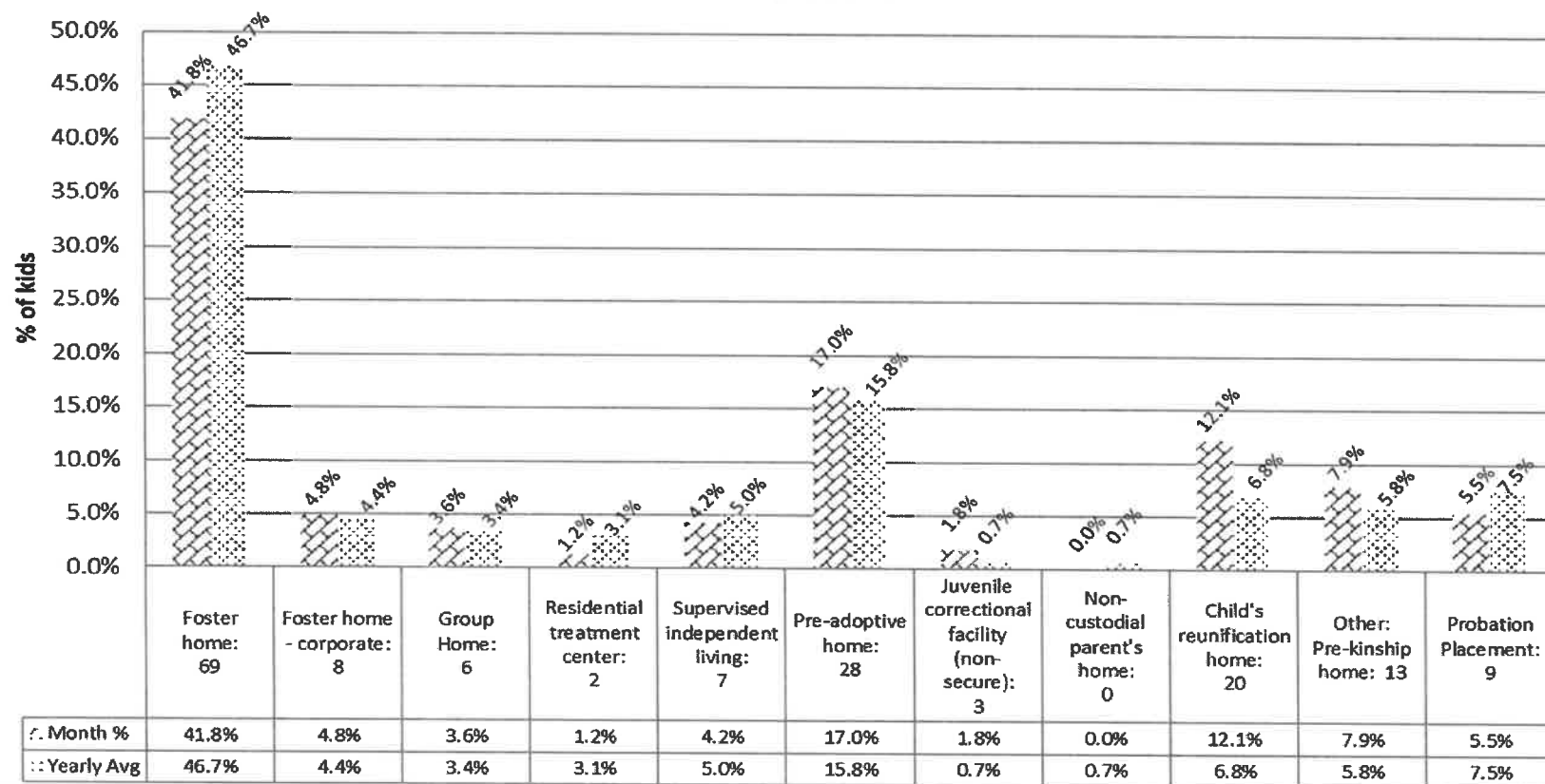
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	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	24	34	0	13	61	160	145	81	0	0	33	551
October	22	31	0	13	61	155	154	83	0	0	35	554
November	22	28	0	13	62	164	164	84	0	0	34	571
December												0
	21	34	0	13	59	164	155	85	0	0	30	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	9	8	6		6	4
Lyon	41	42	44	52	54	54	54	51	57	52	51		50	43
Murray	10	10	10	10	10	11	16	16	16	16	16		13	8
Pipestone	19	18	17	18	18	21	21	21	22	21	20		20	24
Redwood	66	65	61	68	65	64	65	60	60	65	64		64	67
Rock	16	16	13	14	14	15	15	15	10	8	8		13	16
Monthly Totals	156	155	149	167	167	171	179	172	174	170	165	0		

November 2021 - Placement by Category
165 Kids in Placement



November 2021: Total kids in placement = 165

Total of 6 Children entered placement

3	Lyon	Foster Home
2	Pipestone	Foster Home
1	Pipestone	Group Home

Total of 11 Children were discharged from placement (discharges from previous month)

1	Lincoln	Probation
1	Lincoln	Supervised Independent Living
2	Lyon	ADOPTED
2	Lyon	Foster Home
3	Pipestone	Child's Reunification Home
1	Pipestone	ADOPTED
1	Redwood	Child's Reunification Home

NON IVD COLLECTIONS

NOVEMBER 2021

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	4,036
TANF (MFIP/DWP/AFDC)	05-420-610.5803	133
GA	05-420-620.5803	0
FS	05-420-630.5803	402
CS (PI Fee, App Fee, etc)	05-420-640.5501	613
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	198,362
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	5,991
OOH/FC Recovery	05-431-710.5803	12,269
CHILDCARE		
Licensing	05-431-720.5502	1,050
Corp FC Licensing	05-431-720.5505	400
Over Payments	05-431-721&722.5803	177
CHEMICAL DEPENDENCY		
SUD Assessment Fee	05-431-730.5504	811
CD Assessments	05-431-730.5519	3,318
Detox Fees	05-431-730.5520	4,256
SUD Treatment	05-431-730.5523	3,524
Over Payments	05-431-730.5803	0
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	0
Over Payments	05-431-741 or 742.5803	7,970
DEVELOPMENTAL DISABILITIES		
Insurance Copay/Overpayments	05-431-750.5803	0
ADULT		
Court Visitor Fee	05-431-760.5515	475
Insurance Copay/Overpayments	05-431-760.5803	0
TOTAL NON-IVD COLLECTIONS		243,789



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	1901	21*	14	173*	0	0	1	198	48	20	7	13
9/21	1887	27*	1	153	0	5	0	123	47	31	15	9
10/21	1928	32	8	194	0	0	6	119	57	44	10	2
11/21		31	1	175	0	1	8	118	40	46	9	17
12/21												

*Includes telehealth visits

GroShed

8 x 12 building, delivered.

Turnkey-includes complete hydroponic system, custom aluminum racking, LED lighting, NFT trays, dutch buckets, electrical and automation components.

Requires 15 amp outlet and water source (fill every 6-8 weeks).

Walls have a R21 value and floor and ceiling have R33-41. Heated entirely by the LED grow lights.

About 2-4 hours per week- volunteer time.

Approved by SHIP grant manager.



GroShed, LLC

36910 MN-6
Emily, MN 56447 US
info@groshed.org
groshedmn.com



Estimate

ADDRESS
Jennifer Nelson

ESTIMATE 1024
DATE 11/22/2021
EXPIRATION DATE 12/06/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Sales	8'x12' GroShed Classic	96	175.00	16,800.00T

If you have any questions please call 218-251-3539		SUBTOTAL			16,800.00
		TAX			1,298.00
		SHIPPING			800.00

		TOTAL			\$18,898.00

Accepted By

Accepted Date



Southwest Health and Human Services
Public Health Fees
Effective ~~April~~ January 1, 2022~~1~~

Dental Varnish	\$25/Visit
Refugee Health/Green Card	\$20
Immunizations	\$20/immunization administration
COVID-19 1 st Dose Administration	\$40/immunization administration
COVID-19 2 nd Dose Administration	\$40/immunization administration
COVID-19 3 rd Dose Administration	\$40/immunization administration
Mantoux Testing	\$25/test
Sharps Containers	2 gal \$12, 1 gal \$9, 1 qt \$7 - includes disposal fee
Public Health Nursing Clinic and Family Home Visits	
Home	\$200.00
Office Visit	\$120/visit
New Day Care Inspections	\$150.00
Education/Wellness/Car Seat Presentations	\$75/hour/staff with minimum of one-hour charge
Radon Kits-Short Term	\$6.00/kit (fee includes tax)
Blood Lead Education (per 15 min)	\$31
Blood Lead Education (per 30 min)	\$50.00
Blood Lead Screening	\$15
Depression Screening	\$25
ASQ or ASQ-SE (staff administered)	\$25
Car Seat Install and Educations	\$100
Urine Analysis (Drug Screening)	\$40
Personal Care Assessment	\$300/visit
Fit Testing	\$30/test plus mileage at federal rate

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



SOUTHWEST
HEALTH & HUMAN
SERVICES

Environmental Health Department 2022 Fees

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

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

Youth Camp

Youth Camp Fee	\$140.00
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Fees for MHP/RCA

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

Special Event Food Stand:

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

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

Fees for Plan Review:

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

FBL Plan Fee:

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

MHP/RCA Plan Fee:

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

Radon

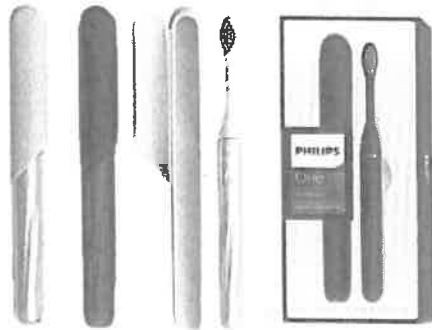
Radon Kits-Short Term	\$6.00/kit (fee includes tax)
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Water Testing Fees:

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

Philips One by Sonicare Rechargeable Toothbrushes

Reach an all new consumer by merging convenience & stunning design



CONSUMER BENEFIT

- Philips One by Sonicare is an ultra-portable rechargeable toothbrush that keeps your smile bright whenever, wherever you need it.

RETAIL BENEFIT

- Recruits all new Sonicare consumer, younger millennials
- Retail availability serves as traffic driver
- High Sonicare loyalty will lead to trade-up to more premium proposition
- Incremental purchase from existing Sonicare users who seek a travel alternative to their premium Sonicare (40%+ do not travel with their existing Sonicare)

PRODUCT DETAILS

- USB port charger for convenient charging
- Micro vibrations and tapered bristles polish teeth & brighten your smile
- 2 Minute Timer with 30 second notifications
- Sleek travel case & matching brush heads
- Box is stand able and peggable

FEATURE ADVANTAGE VS. COMPETITION

- Stunning design, including matching brush head
- From a brand consumers know AND trust

Description	MODEL	MSRP = MAP	Invoice Cost
Philips One Champagne Starter Kit	HY1200/05	\$39.99	\$26.51
Philips One Black Starter Kit	HY1200/06	\$39.99	\$26.51
Philips One White Starter Kit	HY1200/07	\$39.99	\$26.51



Justine Heinis

CAC/CADI/BI Social Worker

Southwest Health and Human Services

607 West Main St.

Marshall, MN 56258

justine.heinis@swmhhs.com

Office: 507-532-1279

Fax: 507-537-6088

Quantity	Cost	Extended
180	26.51	4771.8

OR

Quantity	Cost	Extended
183	26.51	4851.33

Freight is prepaid to one location for either order except for any accessorial cha

Beth Wilms

From: Justine Heinis
Sent: Thursday, November 18, 2021 12:57 PM
To: Beth Wilms

Sorry, with that burst one, they are normally \$70, we would be getting it half off.

With the 182, then it would be \$6,370.



Justine Heinis
CAC/CADI/BI Social Worker
Southwest Health and Human Services
607 West Main St.
Marshall, MN 56258
justine.heinis@swmhhs.com
Office: 507-532-1279
Fax: 507-537-6088



Please consider the environment before printing this email

Southwest Health & Human Services cares about the health and wellbeing of our clients, staff and community. Due to COVID-19, we are encouraging phone calls rather than personal contact in our offices. Please call before coming in. For vaccine locations, go to the Minnesota COVID-19 Vaccine Connector:

<https://mn.gov/covid19/vaccine/connector/connector.jsp>.

For other questions, contact the Minnesota Department of Health COVID-19 Hotline: 833-431-2053 Mon.-Fri.: 9am-7pm and Sat.: 10am-6pm

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Stop Phishing Attacks: Keep Calm and Don't Click on Suspicious Links

Hi Justine,

Sure thing- The cost per black and white brush is \$35 per unit.

182 brushes @ \$35 would be \$6370 pre tax.

Is there anything else I can help with?

Thanks,

Joshua Vintner-Jackson
Director of Partnerships and Strategy

+14244039270
josh@burstoralcare.com

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Sent with *Shift*

On Tue, Nov 30, 2021 at 11:21 AM Justine Heinis <Justine.Heinis@swmhhs.com> wrote:

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 14**

EFFECTIVE DATE: 12/17/14

REVISION DATE: 09/19/18; 06/17/20; 12/15/2021

AUTHORITY: Southwest Health and Human Services Joint Governing Board
Minnesota Statue, Section 181.939

--- WELLBEING POLICY ---

Section 1 - Purpose

- a. It is the policy of Southwest Health and Human Services (SWHHS) to promote health and wellness for all employees through leadership support, peer involvement, resources, education, awareness, environment, and activities. Because employees' health can affect job satisfaction, productivity, healthcare costs, morale, motivation, and overall performance of work, SWHHS encourages employees to make positive lifestyle changes or maintain a healthy lifestyle. As a bonus, their successes can be contagious, inspiring coworkers to take steps toward improving their own health.

Section 2 - Mission

- a. It is the mission of SWHHS to educate, empower, and support employees and their families to strengthen their overall wellbeing.

Section 3 – Vision

- a. It is the vision of SWHHS to create and sustain a healthy culture that supports the personal, physical, and mental wellbeing of employees and their families.

SWHHS is dedicated to creating a healthy work environment that supports employee and workplace health. SWHHS feels it is important to provide employees with healthy physical and mental activity opportunities to support our efforts to prevent disease and attain optimum overall health. SWHHS supports the five (5) keys areas of overall wellbeing: career, social, financial, physical, and community wellbeing.

Section 4 – Wellbeing Committee

- a. Employee involvement is vital to the success of any health and wellbeing program. The Wellbeing Committee will be comprised of SWHHS staff. The goal of the Committee is to encourage employee participation, and to assure that the initiatives are responsive to the needs of all potential participants.

**SOUTHWEST HEALTH AND HUMAN SERVICES
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Section 5 – Supporting Employee Participation in Wellbeing Activities

- a. SWHHS provides health and wellness benefits to all employees of the agency. These benefits have been created to provide a healthier work environment for all employees of SWHHS.

Current benefits include:

- Medical Leave for Fitness Reimbursement (MLFR) is an opportunity for staff to receive reimbursement for approved fitness items via medical leave balance. Refer to MLFR policy Personnel Policy 19.
- Employee Wellbeing Challenges

Section 6 – Career Wellbeing

- a. Career wellbeing is focused on how you occupy your time or what you like to do every day. We will work with you to find your niche or talent so you can thrive and feel good about working in our passionate environment.

- Support for Professional Development
- Board Briefings with Staff
- Opportunities to serve on agency committees.

Section 7 – Social Wellbeing (Work-Life Integration)

- a. SWHHS encourages staff to employ work-life balance/integration. Work-life integration is an outcome of people exercising control and choice in their life to meet life's challenges. This can be in terms of managing work responsibilities alongside their personal and family needs. SWHHS is cognizant of this struggle and supports a conducive work environment for achieving a work-life integration outcome, knowing it is likely to motivate its employees to work more efficiently and productively. SWHHS is committed to providing a work environment and culture that fosters personal and professional success and satisfaction.

We do this by offering:

- Competitive Benefits Program (Medical and Vacation Time)
- Leave policies that help employees cope with personal and family crises

**SOUTHWEST HEALTH AND HUMAN SERVICES
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- Flexible Schedules and Telecommuting Options
- Agency Support for Employee Recognition Events and Outings
- Highlight New Employees and Years of Service
- Sand Creek Employee Assistance Program (EAP) – A confidential third-party-administered employee assistance program through Sand Creek. Professionals help with life's most difficult problems, from counseling referrals to finding day care. Support is available 24/7.

Section 8 – Financial Wellbeing

- a. Effectively managing your economic life is part of your financial wellbeing. We help you plan for the future so you can focus on the present.
- Financial Benefit – Besides health insurance (health and dental coverage), eligible colleagues can contribute to the Public Employees Retirement Association (PERA) which includes an employer-match and deferred compensation options through a 457(b) retirement savings plan.
 - Insurance Broker – Marsh & McLennan Agency (MMA) partners with SWHHS to help colleagues and their families navigate the health care system, from researching conditions to reviewing bills.

Section 9 – Physical Wellbeing

a. **Supporting Physical Activity in the Workplace**

Exercising and physical activity are key to weight management and a strong and healthy body that's less prone to injury and illness. Studies show that physical fitness among employees leads to fewer sick days, better attitudes, reduce stress, improved goal setting and achievement, and sustained energy and ability to focus on the task at hand.

SWHHS offers the following options for staff to engage in physical activity throughout the 37.5 hour work week:

- Active Paid Breaks (walking, biking, stretching, lifting weights). The agency has made available various walking routes through the Wellness SharePoint page.

**SOUTHWEST HEALTH AND HUMAN SERVICES
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- Active meetings (walking or biking) are limited to 30 minutes. Three or fewer individuals can be involved and the topic doesn't require handouts or note taking. Place "active meeting" on Outlook Calendar.
- Standing meetings are limited to less than 60 minutes. Attendees are welcome to stand or sit as needed. Reasonable accommodations should be considered when hosting a meeting.
- Active transportation, such as biking or walking, to work destinations (reasonable time approximately 15 minutes)
- Flexible workday which accommodates physical activity before, during, or after work hours
- Call outs for standing work stations and anti-fatigue mats are done routinely.

b. Improving Access to Healthier Food in the Workplace

SWHHS encourages healthy food choices for employees and visitors of the agency. These guidelines support a healthy food environment that encourages healthy eating. A healthy food environment includes vending machines, healthy snack stations, work areas and break rooms, as well as meetings, events and celebrations where food and beverages are served.

These guidelines include:

- Examples of healthy food and beverages choices such as vegetables, fresh fruit, whole grain foods, and water as an option for any meeting, event or gathering if offered or provided. SWHHS will prepare a guideline for suggested healthy food options.
- Offer a healthy snack station, low cost honor system, at each county site choosing to participate.
- Food Storage and Preparation: SWHHS provides environmental accommodations for food preparation and storage (e.g. sinks, refrigerators, microwaves) and encourages employees to bring healthy lunches and snacks to work.

**SOUTHWEST HEALTH AND HUMAN SERVICES
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c. Breastfeeding Support in the Workplace

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, SWHHS provides a supportive environment to enable breastfeeding employees to express their milk during work hours.

- **Pumping Session During Work** – SWHHS encourages new moms to continue expressing milk for their infant after returning from FMLA. SWHHS will provide a private space for milk expression. Modern hands-free pumping equipment allows for moms to pump while they work in private. ~~SWHHS will allow up to three paid pumping sessions per agency work day. If a mother chooses to pump while working, she is still eligible for her two paid 15 minute breaks per day.~~ SWHHS will provide reasonable break times each day to an employee who needs to express breast milk for her infant child during the twelve months following the birth of the child. The break times must, if possible, run concurrently with any break times already provided to the employee.
- **A Place to Express Milk** – A private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pumps parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private office, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored in a designated refrigerator.
- **Breastfeeding Equipment** – SWHHS provides electric breast pumps to assist breastfeeding employees with milk expression during work hours at a lactation site. Moms purchase personal attachment kits for individual use. Thermoelectric coolers are available for use during extended work stays such as conferences or workshops.
- **Staff Support** – Supervisors are responsible for alerting pregnant and breastfeeding employees about SWHHS' worksite lactation support program and for negotiating policies and practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding moms.

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Section 10 – Community Wellbeing

- a. Community wellbeing is about your sense of engagement within your community. We give you the chance to give back while at work, which gives you time to find balance in another area in your life.
- Payroll Deduction for Charity – Employees can elect to have dollars directly deducted from their paycheck to contribute to select charities.
 - Community Volunteer Policy – Volunteer for an approved community service for up to 7.5 hours per year on work time. Refer to Personnel Policy 10.
 - Emergency Volunteer Policy - Volunteer emergency service up to **6 hours per month** of agency time (as per the employee's approved schedule) when called to perform assigned duties. Refer to Personnel Policy 10.

Southwest Health and Human Services

Accounting Policies and Procedures Handbook

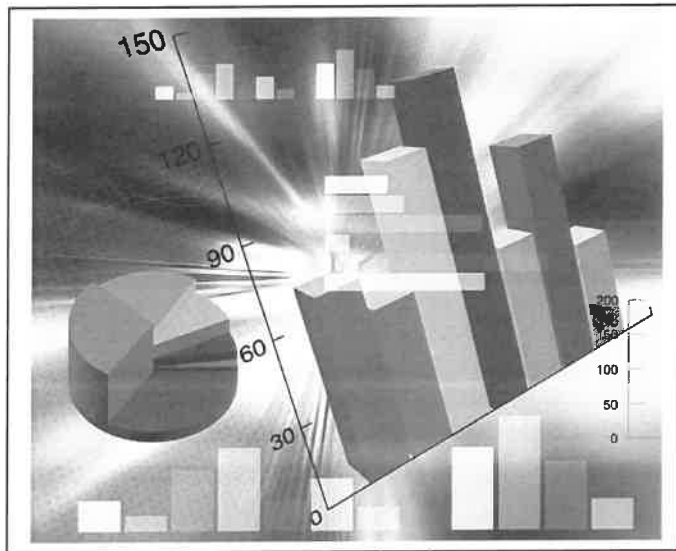


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Adopted November 16, 2011.....

Revised December 19, 2012.....

Revised December 18, 2013.....

Revised December 17, 2014.....

Revised December 16, 2015.....

Revised December 21, 2016.....

Revised December 20, 2017.....

Revised December 19, 2018.....

Revised December 18, 2019.....

Revised February 19, 2020.....

Revised December 16, 2020

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The County's financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (statements and interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB), (when applicable) that do not conflict with or contradict GASB pronouncements.

Financial Reporting Entity

Southwest Health and Human Services was formed pursuant to Minn. Stat. § 393.01, subd. 7, (joint powers agreement), by Lincoln, Lyon, Murray, and Pipestone Counties. Southwest Health and Human Services began official operation on January 1, 2011, and performs Board, Welfare, and Public Health functions. Rock County joined Southwest Health and Human Services 1/1/12. Pipestone County Human Services and Redwood County Human Services and Public Health joined Southwest Health and Human Services on 1/1/13. Local financing is provided by the six member counties for Public Health and Human Services. The county contribution for financing is based on a per capita cost for public health. The county contribution for financing is based on a formula considering population, tax capacity, and three year average of SEAGR expenditures. The joint powers are governed by a Human Services Board, a Community Health Board, and a Governing Board. (See JPA for specifics).

Southwest Health and Human Services is governed by a twelve-member Board. In addition, there are two program boards, Human Services and Community Health. Each Board is organized with a chair, vice chair, and secretary elected at the January meeting of each year.

Basic Financial Statements

Basic financial statements include information on the Human Services' non-fiduciary activities, Nursing Services, Agency Insurance, and information on the Special Fund of Public Health and General Fund of Human Services. These statements report general activities of the General Fund and reconcile it to "Governmental Activities". Governmental activities are reported on the full accrual, economic resources basis, which recognizes all long-term assets and receivables, as well as long term-debt and obligations. Southwest Health and Human Services net position is reported in two: (1) invested in capital assets and (2) unrestricted.

The Statement of Activities demonstrates the degree to which the direct expenses of each function of the County's governmental activities are offset by program revenues.

The Balance Sheet and Statement of Revenue, Expenditures, and Changes in Fund Balance for the General Fund are presented on the modified accrual basis and report current financial resources.

Assets, Liabilities, and Net Position

Deposits and Investments

Under the direction of the Investment Committee and the Board, most cash transactions are administered by the Lyon County Auditor/Treasurer.

Receivables and Payables

The financial statements for Southwest Health and Human Services contain allowances for uncollectible accounts. The allowances are estimated based on historical collection information. Uncollectible amounts due for receivables are recognized as bad debts at the time information becomes available that indicates the collectability of a particular receivable.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets are reported in the governmental activities column in the government-wide financial statements. Depreciation is required to be recorded as an expense at the government-wide level in the Statement of Activities. Capital assets are defined by the government as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

See Capital Assets section of Administrative Policy 2.

Compensated Absences

The liability for compensated absences reported in financial statements consists of unpaid, accumulated annual vacation and sick leave balances. The liability has been calculated using the vesting method, in which leave amounts for both employees who currently are eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included. Compensated absences are accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

See Compensated Absences section of Administrative Policy 2.

Deferred Revenue

All County funds and the government-wide financial statements defer revenue for resources that have been received, but not yet earned. Governmental funds also report deferred revenue in connection with receivables for revenues not considered to be available to liquidate liabilities of the current period.

Long-Term Obligations

Long term liabilities are not reported in the fund. The General Fund reports only the liabilities expected to be financed with available, spendable financial resources. The statement of Net Position reports long term liabilities of the governmental activities.

Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

FINANCIAL REPORTING

Monthly Working Trial Balance

Each month the "Treasurer's Cash Trial Balance" is printed from the IFSpi system. This report is presented to the governing Boards each month to show the financial status of the agency on a cash basis. The report properly breaks out each fund and department within the fund.

See Monthly Working Trial Balance Narrative for detailed procedures.

Chart of Accounts

The County follows COFARS (County Financial Accounting and Reporting Standards) with their chart of accounts. The chart of accounts are utilized to track revenue and expense in the appropriate fund, department and program. The accounts are also mapped to the proper line item in the working trial balance.

See Chart of Accounts Narrative for detailed procedures.

PUBLIC PURPOSE DOCTRINE

Public Funds

According to the interpretation and understanding of state law described as the “public purpose doctrine”, public funds may be spent only if the purpose is a public one for which tax money (and all funds) may be used, there is authority to make sure the expenditure, and the use is genuine.

There is not a precise definition of what constitutes a “public purpose”. However, the courts have interpreted it to mean “such an activity as will serve as a benefit to the community as a body and, at the same time, is directly related to the functions of government.”

A declaration must be signed by vendors or other claimants, and employees and elected officials for reimbursable expenses, as included on the claim forms or on the check endorsement, which states:

On claim form:

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.

(Signature of Claimant)

Check Endorsement:

The undersigned payee, in endorsing this warrant check declares that the same is received in payment of a just and correct claim against Southwest Health and Human Services.

County Expenditures

Commentary by State Auditor Patricia Anderson

County officers and employees often ask the State Auditor’s Office whether certain expenditures are allowed by law. In order to assist you in addressing such questions, this article will present some of the basic standards to consider when you are faced with an expenditure request.

First, consider the nature of a county’s authority to expend funds. As a public entity, a county must have statutory or charter authority to make an expenditure. Such authority may be either expressly enumerated in a statute or in the county’s charter, or “implied as necessary in aid of those powers which have been expressly conferred.” *Mangold Midwest Co. v. Village of Richfield*, 143 N.W.2d 813, 820 (Minn. 1966). This is a county’s main limitation in spending money. Counties can always ask for more authority from the legislature.

Second, make sure each expenditure is for a public purpose. The public purpose requirement originates in the Minnesota Constitution, which states that “taxes.....shall be levied and collected for public purposes.” The Minnesota Supreme Court has explained that “public purpose” generally means “such an activity as will serve as a benefit to the community as a body and which, at the same time, is directly related to the functions of government” *Visina v. Freeman*, 89 N.W.2d 635

(1958). It has also stated that public funds may be used by a public entity if the purpose is a public one for which tax money may be used, there is authority to make the expenditure, and the use is genuine. *Tousley v. Leach*, 180 Minn. 293, 230 N.W. 788 (1930). Generally, the main point is that a county's expenditure must ultimately benefit the county's citizens as a whole, although various citizens may benefit more or less directly.

Many of the specific questions we receive involve requests for donations by individuals, non-profit entities, charities, etc. Such donations are not permitted unless they are based on express statutory authority. The assumption is that a gift of public funds to an individual or private entity necessarily serves a private, rather than a public purpose. Attorney General opinions have stated that public entities have no authority to donate funds, even to groups like 4-H clubs, the Red Cross and the Boy Scouts. If a group is going to perform a function that the county has authority to perform, the county should set out the arrangement in a properly executed contract.

Counties, unlike private employers, must remember that public funds cannot be given away to public employees or officials as gifts. Public funds should not be used to purchase plants, flowers, birthday cakes, etc. for officers, employees or others. Likewise, unless express authority provides otherwise, employee social functions may not be paid for with public funds. Of course employees can informally pool their own money to purchase such things for each other. The Attorney General has stated that municipal corporations may not imply authority to appropriate public revenue for celebrations, entertainments, etc., or fund a Christmas party for employees. However, counties are expressly authorized to establish and expend funds for preventive health and employee recognition services. M.S. § 15.46 (2002).

The State Auditor's Office hopes that the information in this article helps you as you make decisions regarding county expenditures. If you have questions, feel free to contact the State Auditor's Legal Division at (651) 296-2551.

PAYMENT OF CLAIMS AND OTHER OBLIGATIONS

County Disbursement

Claims for payment are entered into the IFSpi System with the assigned budget line item code. The accounting staff enter the dollar amount, description, vendor account number, and invoice number in IFS based on invoices and information from supervisors if they are not sure of something on the claim. The warrant register is reviewed and signed off by the Director, Deputy Director, Social Services Division Director, or Public Health Division Director. Warrants are processed weekly and are approved at the board meetings. The Board reviews monthly, all transactions issued from the previous Board meeting through the current Board meeting. There will not be any warrants paid that are under \$1.00, as it is not cost effective for the agency to do so.

See Check Processing Narratives for detailed procedures.

Accounts Payable

Payables are only recorded at year end. Invoices paid in January and February are reviewed and coded with an accrual code of AP (Accounts Payable) or DTG (Due to other Governments) in SSIS and IFSpi indicating the transaction as a payable.

See Accrual Codes Narratives for detailed procedures.

Retention Policy

Original claims with invoices, receipts, and other attachments are kept according to the General Record Retention Schedule (See current DHS Bulletin for Record Retention Schedule). SWHHS keeps current year plus 6 audited years in storage and/or imaging system.

W-9 Forms Required

A W-9 form is required to be completed by each new vendor whose payment qualifies for a 1099, where the Tax ID number or Social Security Number is required. See example of W-9 form located on the IRS website.

See Vendors Narratives for detailed procedures.

Replacement of Lost, Stolen or Destroyed Checks

~~If a request is received for replacement of a lost, stolen or destroyed check, the payee or vendor must complete and sign the "Lost/Stolen Warrant Affidavit" form. The signature must be notarized. There is a 10 calendar day required waiting period. The on-line banking system is checked for verification that the original check has not been cashed. A replacement check is then issued. If the check is a minimal amount in relation to the stop payment charge, a stop payment may not be requested. Fiscal Manager makes this decision.~~ If a request is received for replacement of lost, stolen or destroyed check, the payee or vendor will be provided Form Ac#019 Affidavit for Replacement Check. The form can be mailed, emailed, faxed or picked up in person, but needs to be returned with original signatures. Before the replacement check is printed 10 calendar days must pass for the original check date and has not cleared our bank. A scan of the affidavit will be attached to the print voucher for the original check with void stamped on the print voucher.

Unclaimed Warrants / Funds

Routinely, the Lyon County Auditor/Treasurer's office will advise SWHHS of the outstanding checks that have not been cashed within a minimum of 6 months from the date of issuance. The "Lost/Stolen Warrant Affidavit" form is sent out to all vendors. Minnesota Statute 345.31 is followed for the unclaimed funds procedures. The Lyon County Auditor/Treasurer cancels the warrant(s) through Board action. Funds are then transferred to the MN Dept. of Commerce, Unclaimed Property Program each October.

GASB 34 Compliance Related and Procurement Policies

The following policies are presented and adopted in response to the accounting and reporting requirements of the Governmental Accounting Standards Board (GASB) Pronouncement 34 and later pronouncements. These policies provide the foundation for the collection and reporting of County financial information in accordance with these pronouncements.

“Fund Statements” refers to the individual fund year-end financial statements. These are essentially the same as previously published statements.

“Government Wide Statements” refers to the new Statement of Net Position, Statement of Activities, and the reconciliation required under GASB 34 reporting standards.

Budget

The SWHHS Budget is adopted annually by the SWHHS Joint Governing Board. The contribution by counties is determined at the August Board meeting and the final budget is approved at the November or December Board meeting.

Budget Level for Legal Control

Budget control is designated at the department level and administrative level. The use of budget dollars across line items within a department are at the discretion of the department management/administration, as long as federal, state, or other funding source use and reporting requirements are met.

See Budget Policy section of Administrative Policy 2.

See Budget Process Narrative for detailed procedures.

Use of Restricted Assets

Unassigned resources will only be used to pay restricted liabilities after appropriate restricted resources have been depleted, or the SWHHS Joint Governing Board takes specific action to appropriate those unassigned resources.

Identifying Special or Extraordinary Items

Items reported as Extraordinary Items are transactions that are both unusual in nature and infrequent in occurrence and are the result of events that may be beyond the control of SWHHS management.

Special Items are either unusual in nature or infrequent in occurrence and are under the control of SWHHS management.

Revenue Recognition in Governmental Fund Statements

Governmental Fund Statements, including the General Fund, are presented using modified accrual accounting. In order for a receivable to be recognized as a revenue within these statements, it must be considered available. The county considers a revenue available if it is collectable within 60 days of the date of the financial statement.

Procurement

Southwest Health and Human Services will procure the goods and services requested to meet its needs and fulfill its mission. The agency will procure goods and services as economically as feasible, in a manner that is efficient, straightforward, and equitable and which complies with all federal, state, and local laws and regulations and all other agency policies.

Anything purchased over \$3,000 requires approval from the Board, anything purchased under \$3,000 can be approved by the Director or Director Designee.

See Procurement Policy section 9 of Administrative Policy 2.

GASB 68

In June 2012, the Governmental Accounting Standards Board (GASB) issued new pension accounting and financial reporting requirements. GASB Statement No. 68 is effective for financial statements for fiscal periods beginning after June 15, 2014. The GASB is the authoritative standard-setting body for governmental accounting principles. The new requirements fundamentally change the way state and local governments and school districts account for public pension liabilities and expenses.

Governments will now report their proportionate share of PERA's unfunded pension liability, referred to as the net pension liability or NPL, on their government-wide financial statements. The NPL is the difference between the present value of future pensions benefit payments to employees and the amount of plan assets currently available to pay the future pension benefits. PERA will allocate the NPL to participating employers. PERA will calculate each employer's proportionate share of the NPL based on the employer's contributions to the pension plan as a percentage of the total of all employer's contributions to the plan.

Pension expenses will be equal to the change in the NPL from the prior year to the current year (with some adjustments for deferred amounts). Pension expense will be calculate by PERA's actuary, and similar to the allocation of the NPL, PERA will allocate pension expense and deferred amounts to participating employers each year.

Employers will include fairly extensive pension footnote disclosures and pension-related schedules as Required Supplementary Information. The GASB believes the additional pension information will better inform financial statement users how the pension liability changes over time and what economic events and assumptions impacted the changes in the liability.

It is important to note the NPL will not impact the fund balance of governmental operating funds. The new accounting standards require that the NPL only be reported on the government-wide financial statements, which are prepared on the accrual basis.

Governments will continue to pay off the unfunded pension liabilities in the same way that they always have. The timing of when pension plans will be funded does not change as a result of the new accounting and financial reporting requirements. They will not be solely responsible for paying off those liabilities. Employers, employees, and retirees all share the responsibility to pay off unfunded pension liabilities. Investment earnings on contributions fund the majority of pension benefits in Minnesota.

Investment Policy

It is the intent of this policy to define and standardize procedures to be used in the investment of Southwest Health and Human Services funds. This policy shall apply to all financial assets of the agency. Any new funds created by the Southwest Health and Human Services Joint Governing Board shall be bound by this policy unless specifically exempted by the Southwest Health and Human Services Joint Governing Board through resolution. These funds are accounted for in the agency's annual financial report and include General Revenue Funds.

All investments by SWHHS will take into consideration investment objectives, ethics and conflict of interest, standards of prudence, delegation of authority and internal controls, reporting, authorized investment institutions and dealers, competitive selection of investment instruments and authorized investments and portfolio composition.

See Administrative Policy 7.

ELECTRONIC FUNDS TRANSFER POLICY

Minnesota Statute 385.071 states "...the county board shall establish policies and procedures for investment and expenditure transactions via electronic funds transfer."

To ensure the safety of county funds through controlling the electronic flow of these funds. The SWHHS Board of Commissioners delegates the authority to make electronic fund transfers to the Lyon County Auditor/Treasurer as SWHHS's fiscal agent.

Minnesota Statute 471.38 states "A local government may make an electronic funds transfer..."

In order for employee reimbursements to be paid via EFT the employees are to complete the AG #026 form and submit it to accounting along with a copy of a voided check.

Other vendors are also encouraged, but not required to complete and submit to accounting a direct deposit authorization form along with a voided check.

All EFT's are signed off on by the authorized signors which are designated annually. EFT's are authorized along with the warrants weekly and can be identified on the reports provided to the board at the monthly meetings. See check processing narrative.

REVENUES

According to M.S. §385.05 Receipt and Payment of Money, "The county treasurer shall receive all money directed by law to be paid to the treasurer and pay them out only on the order of the proper authority."

The Lyon County Auditor/Treasurer is the custodian of all receipts and revenue. SWHHS prepares all receipts. Actual income should be credited to budgeted revenue line items. Accounts and budget line items are setup according to COFARS (State Auditor "County Financial Accounting and Reporting Standards") requirements and GASB34 Reporting. See the COFARS manual for a more detailed explanation.

Reimbursements for current year expenses should be credited to an expenditure line item in a budget. If the reimbursement is received in a new fiscal year, it will be credited to an income line item. There may be exceptions according to State rules and regulations.

See General Receipting and Recording Narrative for detailed procedures.

Classification of Program Revenues

Program revenues are revenues that apply directly to a program from revenue sources, not including tax collections. Program revenues include charges for services applicable to the program, specific grants, allocations and contributions to the program, and earnings of endowments or investments specifically restricted to that program. Those revenues not designated by rule, statute, or policy to a program, are considered General Revenues to SWHHS.

Other Acquisitions

Donations of property and goods to SWHHS must first be approved by the SWHHS Joint Governing Board as per the MN Statute 465.03. "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full."

Accounts Receivable

Billing customers for services provided is performed by the accounting or collections department depending on the service. Second notices or reminders are sent if payments are not received within a reasonable period.

During January and February, any payments received for those outstanding invoices must be marked as Accounts Receivable.

Receivables are set up for year-end accrual entries. Receivables are set up just like regular cash receipts, but with an added step.

Receipts received in January and February for any prior year are coded in IFSpi with an accrual code of AR (Accounts Receivable) or DFG (Due from other Governments) in IFSpi indicating the transaction as a receivable. It is the Accounting Technicians' responsibility to flag receivables. The Fiscal Manager Director of Business Management and Fiscal Officer reviews all receivables.

See Accrual Codes Narrative for detailed procedures.

Grants Accounting

All grant applications must be approved by the SWHHS Governing Board. Accounts are setup using COFARS for the correct Local, State or Federal grant category for income and expenses. The necessary information needed for financial reporting is included.

NSF Checks

The banks automatically return NSF checks to SWHHS after 2 attempts. The Lyon County Auditor/Treasurer is advised by SWHHS when documentation is received from the bank and has been verified via the online banking system. Once notified, SWHHS will contact the payer directly when possible, to make the check good.

Uniform Grant Reporting

According to M.S. §200.331 Requirements for pass-through entities, all pass-through entities of federal funds must ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:

1. Federal Award Identification.
2. All requirements imposed by the pass-through entity on the subrecipient so that federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award.
3. Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports.
4. An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the pass-through entity and the subrecipient (in compliance with this part), or a de minimis indirect cost rate as defined in §200.414 Indirect (F&A) costs, paragraph (f).
5. A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of this part.
6. Appropriate terms and conditions concerning closeout of the subaward.

Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring.

Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in §200.207 Specific conditions.

Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

Verify that every subrecipient is audited as required when it is expected that the subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in §200.501 Audit requirements.

Consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records.

Consider taking enforcement action against noncompliant subrecipients as described in §200.338 Remedies for noncompliance of this part and in program regulations.

~~Although these are the new rules and regulations, Southwest Health and Human Services will be utilizing the extension on the grace period for the implementation of the new procurement standards of up to 2 years (2015 and 2016) as granted by the new federal guidance.~~

TRAVEL AND MEAL POLICY

MILEAGE AND PER DIEM EXPENSE

This policy shall be for employees incurring work related expenses.

Travel: When there are no agency vehicles available for use, the agency will pay the current IRS rate which is determined annually. The rate of reimbursement, when an agency vehicle is available, when using your personal vehicle, will be the agency rate of \$0.23 per mile.

See Personnel Policy 5.

Meals: Meal expenditures are eligible for reimbursement when the situation meets public purpose criteria. Employees are encouraged to consider whether the same result can be obtained without the expenditure. Employees are not eligible to claim meals for agency business or training within counties covered by SWHHS.

See Personnel Policy 6.

If reimbursement is made after 60 days of original receipts, all reimbursable expenses become taxable, per IRS Regulations.

FRAUD POLICY

In broad terms, fraud refers generally to any intentional act committed to secure an unfair or unlawful gain. For the purposes of Southwest Health and Human Services' Fraud Policy, it is defined as an intentional act to deprive Southwest Health and Human Services, or any individual or entity related to Southwest Health and Human Services' business, of something of value, or to gain an unfair advantage through the use of deception, false suggestions, suppression of the truth, or some other unfair means, which are believed and relied upon.

All employees of Southwest Health and Human Services who have a reasonable basis for believing fraud or other wrongful acts have occurred have a responsibility to report such incidents to their immediate supervisor. If notifying the supervisor is not possible because of absence or because you believe your supervisor may be involved, you should notify the Director. All supervisory personnel informed of suspected fraud or other wrongful acts must immediately notify the Director. All information will be treated confidentially.

Minnesota Statute 609.456 Subd. 1, requires any employee or official, upon discovery of evidence of theft, embezzlement or unlawful use of public funds, to report it to law enforcement and in writing to the State Auditor a detailed description of the alleged incident or incidents.

See Administrative Policy 3.

MONTH END ACCOUNTING AND REPORTING

After all receipts and checks have been processed in the IFSpi System, the Treasurer's Cash Trial Balance is prepared and Funds are balanced. Monthly department budget reports are then emailed to Department Supervisor. This work is completed no later than the tenth day of each month, however, there may be extenuating circumstances which may cause a delay.

Southwest Health and Human Services has adopted Integrated Financial System pi (IFS) as our general ledger package.

CONFLICT OF INTEREST

Board members and administration/supervision have an obligation to act in the best interests of SWHHS. Outside financial interests and/or legal commitments should not be permitted to create conflicts of interest that interfere with the performance of such duties. A conflict of interest exists when a Board member or administration/supervision has an external financial interest or other legal obligation that reasonably could be seen as creating an incentive for the individual to modify the conduct of his or her duties or to influence the conduct of others.

Conflicts of interest can arise from stock ownership, board memberships, consulting relationships, and any activity from which an individual derives legal obligations or expects to receive remuneration from an entity outside of SWHHS. Conflicts can arise from many ordinary and appropriate activities; the existence of a conflict does not imply wrong doing on anyone's part.

When a conflict arises the individual must recognize and disclose it. Some relations may create an appearance of conflict; which shall also be disclosed so public confidence is maintained.

A Conflict of Interest Disclosure Questionnaire will be filed annually, by each Board member, Administrator, and Supervisor of SWHHS.

See Administrative Policy 12.

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APPENDIX

General Agency Information

The agency is separated into the following units/programs: Social Services; Income Maintenance; Child Support/Fraud; Accounting/Collections; Office Support; Information Technology; Nursing; Health Education; and Environmental Health. The agency keeps staff well informed and has a system in place to communicate all information. The Director, Deputy Director, Public Health Division Director, Social Services Division Director, and ~~Fiscal Manager~~Director of Business Management meet bi-weekly to discuss overall agency business and future topics for the supervisors meeting. The Director, the Deputy Director, Public Health Division Director, and Social Services Division Director meet monthly with the supervisors. Each unit supervisor holds meetings with their staff, but the frequency of those meetings are set by the unit supervisor and are determined by need. Staff meetings are held in each location following each monthly Board meeting and are recorded.

The Minnesota Department of Human Services (DHS) sends bulletins and other publications to the SWHHS. Most of these are sent electronically and are available through the Department of Human Service's website. Supervisors forward bulletins to staff and they are also discussed at individual unit meetings. Also, there are state-wide conferences that staff members have the opportunity to attend.

Monthly Working Trial Balance Process

On a rotating basis each month, the Fiscal Officers prints a "Treasurer's Cash Trial Balance" from the IFSpi system. This report is compared to the check registers to ensure receipts and disbursements balance for the month. If there are any differences, they are investigated and corrections are made.

The Governing Board is given a copy of the "Treasurer's Cash Trial Balance" and check register monthly. ~~Fiscal Manager~~Director of Business Management balances this amount with the Lyon County Auditor/Treasurer's office. If there is a discrepancy, both offices work together to balance. In addition, the Governing Board is given the IFSpi report "statement of Revenues and Expenditures". This way the Governing Board is seeing figures directly from IFSpi and is directly approving the financial report.

General Fund Balance (Cash Basis)

The general fund balance fluctuates throughout the year based on the timing of the receipt of revenues. SWHHS receives more revenues in the third and fourth quarter, compared to the first and second quarter. This is directly reflected on the timing of payments from the six counties for tax levy monies. The general fund balance (cash basis) is monitored monthly and reported at each Board meeting. If the balance is below two million dollars the amount of expenses is closely monitored by the ~~Fiscal Manager~~Director of Business Management. If at any time the ~~Fiscal Manager~~Director of Business Management feels that the balance will become \$500,000 or less, bills are held until the next check run. Before this happens, a couple of other things happen prior.

All Accounting Technicians report an approximate amount of bills owing in their possession. The payroll date and amount is taken into consideration. The check register balance is reviewed. Then the Fiscal Manager~~Director of Business Management~~ discusses the issue with the Director and Deputy Director and they make a joint decision.

If bills are held, only bills that will not become past due or create fees or interest are held. All bills that are due within that check run time will be paid. This procedure will continue as long as the general fund in cash basis is low.

Chart of Accounts

Occasionally during the year, a new chart of account will need to be added to the IFSpi system. When an account is added, the Fiscal Manager~~Director of Business Management~~ or a Fiscal Officer will check the COFARS manual to determine what the code should be and then will check the chart of accounts to make sure that number is available. The Fiscal Manager~~Director of Business Management~~ or Fiscal Officer will add accounts to IFSpi and SSIS where appropriate. The Accounting Technicians use form AC#004 to request the element and chart of accounts title when they feel the need for an additional account or change to an existing account. Any Agency Supervisor may request a change or addition to the chart of accounts. The Fiscal Manager~~Director of Business Management~~ will either approve or disapprove all requests. The account will then be added by the Fiscal Manager~~Director of Business Management~~ or Fiscal Officer.

After the accounts are entered, they have to be mapped to the proper line item in the working trial balance. The Fiscal Manager~~Director of Business Management~~ and Fiscal Officer work together to ensure correct mapping for all accounts are completed. All accounts are reviewed through printing of the GASB 34 audit list from IFSpi on an annual basis or more frequently as needed.

Office Supplies/Administrative Expenses

When regular office supplies are needed the employees will notify the Office Services Supervisor. All purchases are made by the Office Services Supervisor. Major purchases (\$200.00 or over) go through the Office Services Supervisor and the Director. Supplies are ordered when needed.

The items are received from the vendor, along with an invoice. The invoice and the items received are compared to each other to verify that the department received all items. The supplies are then either placed in the supply cabinet, or they are distributed to the requesting party. The Office Services Supervisor approves all of these invoices and sends them to accounting for payment with the purchase order attached.

The supervisors, Director, Public Health Division Director, Social Services Division Director and the Deputy Director can also sign off approving the invoices for payment.

Administrative claims are received and examined for correctness by the Executive Committee, Fiscal Manager~~Director of Business Management~~, Office Services Supervisor, or Fiscal Officers, dated and signed off on and sent to accounting for payment. If there is a carry forward balance on

a bill, the issue is investigated by Accounting Technician, ~~Fiscal Manager~~ Director of Business Management or Fiscal Officer who verifies possible previous payments. Travel requests are signed when approved. They are not attached to the bills but are consulted when the bills come through. Agency cars are available for use and Microsoft Outlook is used to track the applicable information. For only the use of the Wright Express cards located in the agency vehicles, an itemized receipt is not needed. This information is available and retrievable via the website for the vendor, WEX. The appropriate Supervisor and Accounting Technician verifies information on the employee's requests for reimbursements with the information in Outlook. Fiscal Officers may sign off on routine bills at their respective office locations, such as monthly copier maintenance (bills that are consistent in amounts and do not vary). All other claims must be approved by a supervisor (indicated by initials, employee number and date.)

The Accounting Technician ensures mathematical accuracy of all claims. Any material changes to the employee reimbursement forms are sent back to the appropriate supervisor to be discussed with the employee. Approved claims are coded by an Accounting Technician or Fiscal Officer and then entered by another Accounting Technician into IFSpi. Batch tape totals of the bills are compared to IFSpi totals for data entry accuracy.

It is the practice at year end to not prepay payables. If a bill comes in at year end for the next year it is held, and paid in the first check run for the next year.

The signature needed on any bill may be executed through the process of e-signature. This is equivalent to an original document.

See Administrative Policy 21.

Social Services Expenses

For the Social Services program payments, a need is first determined by a social worker; a service arrangement is prepared for most Social Service costs and entered into Social Service Information System (SSIS) by the social worker or case aide. A service arrangement is created in SSIS by the social worker or case aide, approved by a Social Services Supervisor, and forwarded to the Accounting Department to be approved for payment. For the time frame of services on the service arrangement, pre-coded vouchers/invoices are printed and mailed to the vendor.

When the vendor is requesting payment, they complete the SSIS voucher/invoice, sign & date it and return it to the accounting department. Some vendors also include a detailed bill from their own billing system. The accounting technician reviews it for accuracy and contacts the social worker or social service supervisor if the bill does not match the service arrangement or if the service arrangement does not have enough units to pay the entire bill. The service arrangement would either be corrected or amended. The supervisor can sign the voucher if it is decided to not use the service arrangement as the source of authorization or if the vendor filled in the blue form incorrectly. When a voucher/bill has service dates of more than the most recent month of services, SSIS payment history is checked for potential duplication. There also is an edit report in SSIS that is done before submitting a batch to IFSpi. That report also shows potential duplicate payments for the same dates of service, same vendor, and/or same

client. If there actually is a duplicated payment, then the current voucher/bill is pulled from the batch and not paid, and totals are adjusted accordingly.

In the case of social service bills from businesses that do not have a service arrangement authorizing payment, a supervisor can review, sign & date it, and list the proper chart of accounts number. If it is more than \$3000, a SSIS service arrangement must be created & the voucher/invoice must be signed by the vendor in addition to providing their detailed bill. In the case of receiving receipts from individuals requesting reimbursement, a SS 009 form is available to use for documentation. Both the individual & supervisor need to sign it, unless the individual signed each receipt. Some payments do not have SSIS service arrangements because they are for state "mandated services". Examples of these are for chemical dependent detoxification services, state-operated facilities or medical hospitals for mental health hold orders or Poor Relief services for inpatient clients, and various bills paid on behalf of clients. These bills are signed & dated by a Social Services Supervisor for payment approval, along with listing a chart of accounts number.

After entry of vouchers/bills, an Accounting Technician reviews the keyed-in vouchers and balances the computer control total to the total of the vouchers/bills. The payments are approved by the Accounting Technician, the batch is submitted and will wait for the SSIS process of interfacing with IFSpi. In IFSpi, the SSIS batches are merged with other administrative batches and will be a part of the check registers and the checks will be printed.

MA Transportation/Insurance Payments

The Accounting Technician receives the MA reimbursement requests from the Transportation Coordinator. They review the reimbursement form for proper approvals, and ~~proof the math calculations~~ calculate the payment, recording corrections as is needed. The Accounting Technicians prepare payments for Medicare and Cost Effective Insurance reimbursements. Transportation is paid every Friday with the regular weekly check run and the monthly insurance premium reimbursements are paid the Friday following SWHHS's Board meeting. Claiming is billed per line and submitted through MN-IT's for claim reimbursement. This is done for each client for MA transportation and related expenses that are claimable. All claims are tracked to ensure SWHHS receives all funds due.

Credit Card

The agency has credit cards held by certain employees of SWHHS, per policy. These credit cards are utilized to make approved purchases. An itemized receipt is collected and given to accounting. Each month when the bill is received, the receipts are matched up to the bill and paid from the appropriate chart of account.

See Administrative Policy 5.

Check Processing

Accounting Technician prints the checks after processing is complete. The check stock is kept in

the Marshall office, separate from the printer (the office is always locked when no one is present.) After each check run, the checks and warrant register are reviewed by another Accounting Technician or Fiscal Manager/Director of Business Management to ensure that ~~the correct bank account has been selected~~ the check numbers are printed on the warrants. The reviewing individual puts the date and their name on the bottom of the first page of the warrant register using their electronic signature. The warrant register is emailed to the Agency Director, Deputy Director, Social Services Division Director, or Public Health Division Director for electronic signature and they email the register back to the accounting technician. The warrant register is scanned into imaging after appropriate signatures.

The abbreviated register is emailed to the Lyon County Auditor/Treasurer's office, ~~along with the~~ checks are dropped off to obtain the signature on each check of the Lyon County Auditor/Treasurer.

The checks are mailed to the vendors via USPS by the Accounting Technician. If a check/warrant is to be held a proper form is required (AC#003 Request to Pull Check/Warrant). The person scheduled for PP (positive pay) that week is required to submit the ACH through the Bremer Bank Online Banking. The transfer is completed, the confirmation page is printed and scanned to the back of the signed warrant register. An email is then sent to the accounting department stating that the check run is complete. The Accounting Technician marks "reviewed by" on the appropriate print voucher after verifying all necessary documents have been scanned in through the imaging program. The print vouchers are scanned in through the imaging program by check date. ~~If a warrant/check is to be picked up, a proper form is required (AC#003). The warrant/check is only given to the requesting staff.~~ The Fiscal Manager/Director of Business Management or Fiscal Officer transmits the check batch file to the Bremer Bank positive pay file.

The Audit List for Board is given to the Office Services Supervisor to provide to the Governing Board. The Governing Board reviews the report and if there is a concern, the claims are available for review in the accounting department. The listings are not signed by anyone.

Positive Pay

Positive pay is operated through the agency banking system (Bremer). The Positive Pay system allows users to create a file to upload to their bank for use with the bank's Positive Pay programs. Every check run is uploaded into the SWHHS Bremer account.

This is a Fraud Management service. With Positive Pay Management, SWHHS provides Bremer a list of checks issued. As checks are presented for payment, the dollar amount and check number fields are compared to our list of issued checks and an exception report is produced for any unmatched items. The following business day, we are able to view any exceptions or Paid Not Issued items and make "Pay" or "Return" decisions through the Positive Pay Management System.

This process is monitored via e-mails received from Bremer bank by the ~~Deputy Director, Fiscal Manager~~ Director of Business Management, Fiscal Officers and the Lyon County Auditor/Treasurer.

Vendors

An Accounting Technician requests a new/change vendor be added/changed to IFSpi vendor file as needed, using form AC#002. All requests will be entered immediately by the assigned Fiscal Officer. If the assigned Fiscal Officer is unavailable the Accounting Technician will then direct their request to another Fiscal Officer or the ~~Fiscal Manager~~Director of Business Management. The vendor request form is sent via e-mail. All vendor forms are ~~printed~~, signed and dated when vendors are entered/changed. The vendor information is then transferred into the vendor request log and saved in the accounting folder ~~forms are scanned into imaging to be indexed appropriately.~~

When appropriate the Accounting Technician will send the new vendor a W-9 form to be completed and returned to SWHHS. A reminder is placed out 60 days on their Outlook calendar for tracking purposes. If the W-9 is not received from the vendor an additional notice is sent to that vendor. When the W-9 is received, the form AC#002 is completed by the Accounting Technician to have that vendor information updated in IFSpi by the Fiscal Officer or ~~Fiscal Manager~~Director of Business Management.

The ~~Fiscal Manager~~Director of Business Management will complete periodic monthly reviews of the vendor added/changed listing. The Deputy Director runs the "Vendor Added/Change Report" from IFSpi quarterly. It is reviewed and any questions or concerns are addressed with the Accounting Technician and Fiscal Officer or ~~Fiscal Manager~~Director of Business Management who added the vendor. When completely reviewed it is initialed and dated in the upper right hand corner.

Vendor Rebate or Reward Tracking

In the rare occurrence that a vendor offers a rebate or reward in response to a particular purchase or purchases, an employee must not gain personally from it. If the application to receive the award does not prohibit businesses from participating, forward the application and information to the ~~Fiscal Manager~~Director of Business Management or Fiscal Officers for completion, along with any required proofs of purchase. The paperwork will be forwarded to the accounting department.

If the rebate is in the form of a check, it will be made payable to SWHHS. It will be receipted into the account that the expense was paid. If the rebate is in the form of a debit card, the bearer of the card will be determined by the Division Director of that program. The card must be used only for allowed business expenses and the receipts saved, which will be filed in the accounting department along with the application paperwork. In the case of a hotel which may offer a free night's stay or a restaurant which may offer a free meal, that reward must be used for an approved trip or meal during the course of business, not for personal gain.

Capital Assets

Additions to capital assets are normally initiated by the department heads involved and authorized by the Director to present for Board approval. For equipment valued over \$50,000, sealed bids are

solicited per Minnesota Statute. It is the primary responsibility of the Fiscal ManagerDirector of Business Management to document depreciation of capital assets.

Additions are supported with the vendor invoice, purchase order, and payment in IFSpi. The Fiscal ManagerDirector of Business Management keeps a spreadsheet updated with additions and removals of capital assets \$5,000 or greater. Funds are listed separately for Human Services and Health Services. This is updated normally when the change happens and at the end of the year.

A Capital Asset expense report is run from the IFSpi system, all appropriate warrant vouchers and supporting documentation is copied and then added to the Capital Asset report by the Fiscal ManagerDirector of Business Management. The Fiscal ManagerDirector of Business Management Works with the IT Department to determine depreciation for equipment purchases. A physical inventory will be completed annually by comparing the capital assets to the asset listing.

Budget Process

The budget process for the year begins with submission from department heads to the Director usually by the end of May. IFSpi budget sheets with figures for the last 2 years, plus current based on revenue and expenditure accounts and the Allocation Bulletin are used to determine amounts for the proposed budget. Beginning in January and until the August Board meeting, the Director, Deputy Director, Public Health Division Director, Social Services Division Director, and the Supervisors analyze and prepare the proposed budget. During the August board meeting, the Board is presented with a proposed budget. The Board will normally approve the preliminary levy amounts in the budget at the August board meeting. In turn, this information is passed on to the respective County Boards for approval by mid-September. The process is completed within this timeframe to ensure the tax levy will be on the tax rolls for the proper year. The final budget is approved at the November or December Board. Once approved by the Board, the Fiscal ManagerDirector of Business Management approves the budget in IFSpi on the first working day in January, activating it to the working budget for the year.

Expenditure budgets are based on actual projected costs of operations. Inflating projected expenditures to provide a cushion for expenditures that may occur is strongly discouraged. Southwest Health and Human Services continually works to reduce expenditures and increase revenues during the year.

There have not been budget amendments in the past. Any overages in budget have been absorbed through the use of reserves.

The Fiscal ManagerDirector of Business Management enters the proposed and approved budget into SWHHS's system, Integrated Financial System (IFSpi). The department supervisors, Deputy Director, Public Health Division Director, Social Services Division Director and the Director review the information entered. Only the Fiscal ManagerDirector of Business Management or Fiscal Officer has security to update the budgetary information. The Director and Deputy Director have inquiry access to the budgetary information.

The Director, Deputy Director, Public Health Division Director, Social Services Division Director and ~~Fiscal Manager~~ Director of Business Management regularly compare budget to expense and revenue throughout the year. In addition, all Department Supervisors review their related program expenditures on a monthly basis. Any discrepancies are reported to the accounting department and any necessary adjustments/corrections are completed. The Governing Board is given monthly updates at the regularly scheduled Board meetings.

General Receipting and Recording

SWHHS receives money at all six locations (Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock) through various sources such as over the counter, US postal mail, and EFT.

All money received has a written receipt including whom the money was received from, the amount, a description, whether cash or check, and the GL account number it should be recorded to if known by an Office Support Specialist. A receipt copy is given to the client if received over the counter or attached to the money if received via USPS. An EFT report is pulled from the on-line banking system on a daily basis and given to the Accounting Technicians. The ~~collections receipt amounts~~ on the manual receipts are verified with what was received and are recorded directly into our cash register receipting program by an Accounting Technician or Fiscal Officer individually. A miscellaneous receipt is printed and signed by the Accounting Technician or Fiscal Officer as an indication of review.

Money received in Lincoln and Redwood County is transported to Lyon County for receipting into cash register. Money receipted into the cash register in Murray, Pipestone, or Rock County is transported weekly to Lyon County. The cash register batch for that location is closed and the money prepared for transportation to Lyon County using form Ac#022.

When transporting money to Lyon County all money must be accounted for. Form Ac#022 is completed by the Office Support Specialist, Accounting Technician, or Fiscal Officer in that location. The staff that transports the money, verifies the amount on the form AC#022, then signs for it. The money is transported to Lyon County in an interoffice envelope. The money is then counted by the Office Support Specialist or Office Support Supervisor in Lyon County and again signed for. The money goes directly into a zipper envelope where it is locked up and the Accounting Technician will pick it up on a daily basis. The original Form Ac#022 is directed to the Accounting Department and scanned into the imaging system.

On Tuesday, Friday, and the last working day of the month, all batches with money in Lyon County are closed out and deposited into the SWHHS's bank account. The Accounting Technician prints a Bank Deposit/Cash reconciliation report from the cash register and verifies that amount with the actual money being deposited. The money/EFT and the report are taken to the Lyon County Auditor/Treasurer's office for them to receipt and transport to the bank for deposit. The Bank Deposit/Cash reconciliation report is given back to the Accounting Technician by the Lyon County Auditor/Treasurer's office with a receipt showing the dollars deposited. The amount is verified with the amount SWHHS's records show as being deposited. The amount is recorded in SWHHS's manual, electronic check register. All receipts, the receipt registers, and the report are uploaded or scanned into the imaging system.

Reimbursement for Services Monitoring

After monthly and quarterly reports have been submitted to DHS for reimbursement purposes, the EFT's are monitored to make sure reimbursements are received for all submissions processed.

Identifying State and Federal Dollars

All dollars received from DHS via EFT are receipted in based on the invoice code provided. All dollars that come into SWHHS from DHS are coded per the DHS Bulletin, "DHS Publishes Standard Invoice Field Codes for Calendar Year 20__". This bulletin is updated annually. It indicates all intergovernmental, state, and federal dollars associated with Human Services.

All dollars that come into SWHHS from MDH are receipted into the appropriate grant. There is no document from MDH or coding on check to indicate monies as intergovernmental, state, or federal dollars. At this time SWHHS accounting department is working on their own to determine what each of the dollars received are. Some have been determined and a proper chart of account(s) has been set up, while some monies still remain unidentified at this time. MDH does not have one department to contact for these questions as each is coming out of a different unit. SWHHS will continue to work toward all monies being identified and properly coded.

MA Recoveries

When a payment is determined to be a MA recovery, it is receipted into the cash register with a copy of the CL#033 form attached to the receipt and is deposited into the bank account. The Collections Officer ~~Accounting Technician~~ makes a copy of the form CL#033 and gives the copy and a copy of the check to the Fiscal Officer or Accounting Technician to process the MA recovery.

The ~~Fiscal Officer~~ Accounting Technician logs onto the "Medicaid Management Information System" (MMIS) using the assigned sign on and secure password. The appropriate county's sign on needs to be used according to the county of financial responsibility of the recovery. The Fiscal Officer reports receipt of funds 30 days from receiving the funds to allow for payment of all approved final expenses. The Fiscal Officer will also enter the payment portion of the form CL#033 into the MMIS System against MA Recovery monies as a negative amount.

The types of MA Recoveries are:

EA	-	Estate Affidavit
IV	-	Ineligible Voluntary
EP	-	Estate Probate

The ~~Fiscal Manager~~ Director of Business Management or the Fiscal Officer monitors monthly the Health Care Invoice to ensure we are being billed regularly for the state's share of the recoveries. This is also monitored monthly through the budget spreadsheets.

Claiming Process:

Accounting Technicians process and claim for maintain the following state programs; Waivers/AC and TCM/case management (TCM programs include MH-Adult, MH-Child, child welfare, relocation, VA/DD), Rule 5 and care coordination mainly for reimbursement of purchased items and direct time of case managers. Claims are processed through SSIS (clients on MA); Availity; Nightingale Notes and MN-IT's. The following programs are submitted by the following: MA Access Transportation (MN-IT's) TCM – CW, MH, VA/DD, DD-Screenings (SSIS); Care Coordination (Nightingale Notes) & TCM (Nightingale Notes & SSIS); and CD Assessments (Nightingale Notes).

Nightingale Notes claims are submitted to Accounting by case workers and pulled from SSIS, Social Services Supervisors, and Health Services for billing purposes. Claims submitted through Nightingale Notes have remittance advances from the Managed Care Organizations, available through Availity. These advices are saved showing reimbursements and denials.

Those claims submitted through SSIS and MN-IT's, have remittance advices from DHS. ~~Claims submitted through Nightingale Notes, have remittance advices from the Managed Care Organizations, available through Availity. These advices are saved showing reimbursements and denials.~~ - RA's (rejects/denials) are reviewed in SSIS. Supervisors and/or Social Workers are contacted to make appropriate adjustments in MMIS, so claim can be re-submitted to DHS for reimbursement. Resubmission is done in SSIS or through MN-IT's. For claims that are denied through MN-IT's IGI and Availity, they are reviewed and corrected appropriately for resubmission for payment.

The Accounting Technician processes Public Health claims produced through Nightingale Notes. Claims are then submitted through DHS MN-IT's and Availity and some statements are mailed to payers. Once payments are received, they are posted in Nightingale Notes to the appropriate client's account for the corresponding date(s) of service. For claims that are denied, they are reviewed and corrected for resubmission to the appropriate payer or written off when uncollectable.

Revenue regenerated through this reporting, is receipted into each program where appropriate.

Manual Journal Entries:

A manual journal entry is only used when an alternative method through IFSpi is not possible; ~~such as "nega such astive receipt" or "manual warrant/void/correction".~~ Manual journal entries are tracked through an electronic tracking form and are entered and posted by the Fiscal ~~Manager~~Director of Business Management or Fiscal Officer.

All manual journal entries completed by the Fiscal ~~Manager~~Director of Business Management are reviewed and signed off on by a Fiscal Officer. All manual journal entries completed by the Fiscal Officer are reviewed and signed off on by the Fiscal ~~Manager~~Director of Business Management. The originals are scanned into the imaging system to be indexed appropriately.

When a check needs to be voided, an email is sent to the Fiscal Officer with a copy of the check and the reason for the action. The proper entry is completed and an email goes out to the

accounting unit. If the check was created in SSIS, someone needs to do the proper reversal in SSIS. The check does not need to be receipted in, but if it is, the receipt should be voided. The account tech sends the Lyon County Auditor's office an email explaining the void.

Receipt/Disbursement Adjustments

After balancing for the month is completed, the Fiscal Officer(s) and Public Health Program Specialist review the Accounting Activity Report for that month and notes any corrections that need to be made. The Fiscal Officer(s) or Public Health Program Specialist signs off on the changes and sends the corrections to be made to the Accounting Technician or Fiscal Officer on an Account Activity Report with the changes highlighted and the account information showing account numbers. The Accounting Technician or Fiscal Officer enters the corrections into IFSpi using the "Receipt Batches" or M/V/C Batches". The J/E Data Entry Listing report is printed. The completed corrections and documentation are scanned into imaging to be indexed appropriately.

On occasion there are changes needed per the request of a supervisor. The supervisor requesting the change or moving of receipts or expenses puts the request in writing, indicating what and the amount that is to be moved. This will also indicate where those funds are to be moved to. The supervisor signs off on the documentation and the Accounting Technician or Fiscal Officer makes the needed change to funds. Once completed, the documents are scanned into imaging to be indexed appropriately.

Accrual Codes

SSIS interfaces with IFSpi, accrual codes are added to social services payments in the IFSpi system. Accounting Technicians are responsible for the accrual codes. Accrual codes will be used January and February of each year.

When a payment is made that has a service date from the previous year the payment is marked with one of the following accrual codes:

AP = Accounts payable
DTG = Due to other governments

When receipt money into the IFSpi system that is from the previous year the receipt is marked with one of the following accrual codes:

AR = Accounts receivable
DFG = Due from other governments

The Fiscal ManagerDirector of Business Management or Fiscal Officers will review all transactions (receipts/disbursements) to ensure they are properly coded. The IFSpi report "Account Activity with service dates" will be used. This report is signed and dated by the Fiscal ManagerDirector of Business Management or Fiscal Officer once completely reviewed and appropriate changes made as needed. All changes will be completed by the Fiscal ManagerDirector of Business Management or a Fiscal Officer.

Contracts with Providers

Our in-house contracts with providers are open ended with standard opt out language. Changes to the contracts are made through addendums or amendments. As of January 2014, model contracts for Home Community Based Services or waived services (CAC, CADI, MRRC, BI) will be administered and maintained at the State level. EW and AC programs utilize our in-house contract that is renewed yearly. Rates for all the above programs are set by the State.

All contracts include HIPPA, EEOC, Fair hearing/grievance, and safeguard of data language. Liability limits for general and professional liability insurance policy are set as per Minn. Stat. 466.04.

Payroll

The SWHHS Joint Governing Board approves all starting rates of pay for all new employees. Southwest Health and Human Services payroll processing is performed at different levels. Upon board approval, for each new employee, the HR Specialist enters all employee information into the HR System and then interfaces that into the Payroll System. The Accounting Technician or Fiscal Officer proofs the information provided by the employee and employee's supervisor which determines the taxes to be withheld, his/her position, work comp code, PERA eligibility, and appropriate department based on the information on the Payroll Enrollment Form and Benefit Cafeteria Enrollment Form. The Accounting Technician or Fiscal Officer provides the IFSpi formula distribution when applicable for new staff (health services employees formula distribution is determined through an interface process), under the direction of the Deputy Director or Human Resource Specialist. This formula is used to interface the payroll PayLib system to the IFSpi System when the payroll is processed at the end of each pay period. The HR Specialist prepares a report containing any payroll changes and it is reviewed and entered into the payroll system by the Accounting Technician or Fiscal Officer. Any payroll changes must be into payroll by Monday noon the week of payroll.

Payroll deductions for insurances are entered directly from a copy of the employee's Benefit Cafeteria Enrollment Form completed before the beginning of each year or as new employees become eligible. These forms are generated from a web-based human resource program with employee personnel insurance information listed on it.

Before a payroll is run, the Deputy Director or Human Resource Specialist and the Accounting Technician or Fiscal Officer review and make necessary adjustments to the billings from the providers of insurance for health care, dental, life and disability. Note adjustments for medical/dental insurance cannot be made on the bill. They normally occur after the fact as an adjustment on a later bill. Real time adjustments can be made on the life insurance bill. Other deductions (such as garnishments and child support) are processed by the Accounting Technician or Fiscal Officer from official orders. The Deputy Director and Fiscal Manager Director of Business Management are the agency representatives served those orders normally via US postal mail.

All employees are paid bi-weekly. The Southwest Health and Human Services Governing Board members are paid bi-weekly following the receipt of their voucher. The Governing Board Per Diem

pay is paid through payroll. All Governing Board mileage and other costs are paid through the administrative bill process.

At the end of each pay period, web based timesheets are created by each human services employee, by signing into the web based timesheet program created by Counties Providing Technology (CPT). The web based timesheets for all health services employees are created by an interface program pulling the data from Nightingale Notes Dailies into the web based timesheets. The interfacing program was created by CPT. The web based timesheet is accessed by the employee signing in by using their unique ID and password. This web based timesheet is approved by the employee and also by the employee's supervisor. Payroll Disclaimers appear on the screen when being approved. Any errors that are found are relayed back to the employee by the supervisor. The Human Resource Specialist and Accounting Technician audits all Vacation, Sick, and Comp Time Balances. The Balances are shown on the Employee's pay stub.

Any overtime pay is prior authorized and requires supervisory and Director approval. Any concerns regarding payroll are referred to the HR Specialist, Deputy Director and/or Director.

At the end of the year, a report is generated that lists year-end balances in vacation, sick, and comp time banks and year-end rates of pay, which are used in calculating Compensated Absences Liability. The Accounting Technician maintains a spreadsheet that calculates the compensated time absence liability based on the total accrued time to date and what has been paid out over the past few years.

A transaction edit is run on the computer in batches, which is then compared to the time sheets prepared by each employee. If incorrect, the errors are located and reconciled. The HR Specialist performs these tasks.

After the transaction edit has been deemed correct, the Accounting Technician or Fiscal Officer runs the payroll journal and then another Accounting Technician checks it for errors and signs off approval. (This register does not have any warrant numbers yet.) It also includes taxes, cafeteria contributions and recurring deductions, which are reconciled.

If no errors are located on the payroll journal, the Accounting Technician or Fiscal Officer runs the check process which produces the files that print employee direct deposit stubs and vendor checks using direct deposit or electronic funds transfer (EFT). An EFT edit is printed and checked against the payroll journal and also against any new participant's authorization forms. If correct, the file is transferred to Bremer Bank via internet file transfer.

An Accounting Technician or Fiscal Officer prints the checks, direct deposit stubs, and the final payroll journal and all necessary reports. The final journal prints the check number and direct deposit number by each employee's net pay. The check stock is ~~always locked in the Marshall accounting department~~ stored in a locked room. All Payroll reports are then uploaded to the Payroll imaging system for storage.

SWHHS uses a service from CPT, the office that provides support for the Payroll Paylib system, for accessing Payroll Pay stubs (web based timesheets) instead of printing individual pay stubs and

sending them directly to the employee. The Accounting Technician or Fiscal Officer still prints out vendor checks and commissioner's checks when necessary. For any employees who are on extended leaves, their direct deposit stub is printed and mailed to each employee via US Postal mail at their home address. The Lyon County Auditor/Treasurer receives a check register listing all check and direct deposits. The Lyon County Auditor/Treasurer stamps the checks with the Auditor/Treasurer's signature. The Lyon County Auditor/Treasurer is the only authorized signatory and maintains custody of the signature plates. The Auditor/Treasurer's Office then emails the Marshall Office Accounting Technicians to come to pick up the signed checks. These checks are either mailed via USPS with proper itemized check remittances or receipted into the IFSpI system and reissued when vendor invoice is received.

With each payroll, the Accounting Technician or Fiscal Officer runs certain reports. These include a Check Register, Payroll Journal, a summary total by employee, a PERA summary, deductions report by vendor, EFT listing showing trace numbers for the Employee Direct Deposit and various reports that are sent in with vendor checks. Some vendors also require other forms to be completed. A comprehensive checklist is used to assure that all vendors have been paid and all reports run in a timely manner. One of the reports, the PERA salary deduction report, requires routine maintenance and the production of a file transmitted electronically via the intranet into their computer system.

Federal and State withholding figures as shown on the grand total page of the payroll journal are transferred to the IRS and MN Dept. of Revenue, respectively. The State and Federal tax payment is transferred using an ACH debit, which becomes part of the file that includes the employees' pay, Nationwide Retirement Deferred Comp, Valic Deferred Comp, Investors Choice Deferred Comp and PERA. The file also includes the required addendums for the vendors.

A payroll distribution summary report is generated during the next step called "updating the master files". This process distributes wages and benefits for many employees to different funds and/or departments. All the figures are automatically posted to IFSpI as printed on the Payroll Distribution Account Summary. Using this report, the Accounting Technician or Fiscal Officer posts total payroll costs to the manual warrant register.

Authorizations for deductions are filed by the vendor for which the deduction is paid. The Deputy Director or Human Resource Specialist maintains files with all insurance changes and Flexible Benefits. Payroll advances are prohibited. The Accounting Technician or Fiscal Officer reports all Quarterly Federal, State and Unemployment insurance withholding and wage reports. The Accounting Technician or Fiscal Officer is also responsible for all year end payroll reporting and to process the end of the year W-2 forms. The 1099's are processed by a different Accounting Technician.

Due to unforeseen problems that may arise, it is always the goal to reach the step in the payroll process that prints the checks and direct deposits stubs and transmits the direct deposit information to Bremer Bank, one or two days before the payroll date. However, the payroll process must be completed by 5:00 pm Thursday of the payroll week to ensure that the EFT processes correctly and the employees receive their pay in a timely manner.

The Fiscal Manager Director of Business Management or Fiscal Officers transmits the check batch file to the Bremer Bank positive pay file on the day the payroll checks are mailed.

Agency Self-Insurance

January 1, 2014, Southwest Health and Human Services began offering employee health insurance through a self-funded account. All premiums are collected by SWHHS and claims are paid to the insurance company upon billing. This fund is monitored by the Deputy Director and reported on to the Governing Board on a monthly basis. A brief overview is provided to the Governing Board each month at the regularly scheduled meetings. A Health Insurance Benefits committee has been formed to review and make recommendations to the Governing Board annually in regards to the plans, benefits, and premiums. Any reserves in the fund are addressed on an annual basis.

See Administrative Policy 22.

Child Care Payments

Child Care payments are entered in the MEC2 State Centralized Payment System by an Accounting Technician. Paper vouchers are scanned and emailed, by the Office Support staff, to specific Eligibility Workers to approve. The paper payments are entered after the Eligibility Worker emails the Accounting Technician with approval to pay. The electronic payments are approved daily. The State approves payments nightly. If the provider added notes as to why they added more hours than authorized the Accounting Technician will forward that information to the Eligibility Worker and wait for an answer before approving the voucher. A Child Care Eligibility Worker approves eligibility, and then enters service authorizations into the State System for all clients, which authorizes payment. A Child Care Eligibility Worker must also note specific case notes regarding authorized days as well as the number of hours authorized each day (example: 8 hrs M, T, Th and 6 hrs W, F). This information will go out with the letter to the provider when eligibility is approved by the Elig Worker. Billing forms are generated by the State System and mailed out to the provider. The provider completes the billing form and mails the form to SWHHS for entry in the State System or the provider will enter their information into MECpro and submit electronically for payment. All applications and verifications are filed in the case file in the case worker's office. Once the billing forms are entered in the State System, the System compares the billing form to the service authorization and then at this point it can accept or reject the payment request. Rejected billing forms are put on hold for review by caseworker. The State then makes the payment directly to the provider and the Income Maintenance Supervisor can access this information. All manual payment requests are approved by an Income Maintenance worker prior to the Accounting Technician processing the payment.

Once the paper voucher payments or any manual payments have been made the Accounting Technician will scan the forms into the imaging system.

County Collections Billing

The Collections Officer enters corrections and new accounts on monthly credit and debit spreadsheets. The Accounting Technician will enter these spreadsheets along with the recurring

spreadsheet. These services are for daycare centers, cobra or retiree insurance premiums, out of home placement fees, waiver obligations (spenddowns) for waived services paid only, -and courtesy care into the County Collections System (CCS).

Statements are prepared, printed and mailed once a month by the sixth tenth of each month. Two Accounting Technicians work on preparing these statements. When statements are printed all statements for an entity, that have a credit balance, zero balance or have an administrative charge -are reviewed by the Fiscal Manager/Director of Business Management and/or Collections Officer. After the statements are mailed the Accounting Technicians prepare trial balances or activity reports that are given to the appropriate Department Supervisors to monitor their programs/Collections Officer to review.

Nightingale Notes Billing

Public Health Claiming– The accounts receivable/claiming system for Public Health is one part of a larger time tracking system known as Nightingale Notes. Everyone in the Public Health Department is required to fill out an electronic service form. This form tracks all of their hours (worked, sick, vacation, etc.) along with what they worked on and/or what patients they saw that day. Nightingale Notes is used for billing nursing services to the appropriate insurance companies.

Once all the services are entered for the previous month and communicated to various employees, the Accounting Technician generates the billing cycle in Nightingale Notes. The Accounting Technician then reviews the claims for inconsistencies or errors. Some pay sources are reviewed for data entry error by generating a report built in Nightingale Note report system i.e. "BluePlus Services that should be Bridgeview". Any questions are emailed to the staff person who entered the activity. Once reviewed and corrected, the Accounting Technician generates the claim file, handles those error messages and submits the batch through Availity for most pay sources and through MN-ITS for the Medical Assistance pay source. Availity will then send back three to four edit reports per batch submitted. MN-ITS posts a report which shows acceptance or rejection. The claim file is stored on the shared drive for record retention.

The first edit report is the acknowledgement report which shows if the entire file was accepted or rejected. Accounting staff assigned to that task depending on insurance company and/or type of claim researches the reason for rejection to see if something can be corrected at our end. If it is more complicated, the insurance company and/or Nightingale Notes Support is contacted to troubleshoot the issue. Once corrected the batch file is generated again and submitted through Availity.

The Accounting Technician must also view other edit reports found in Availity that are posted within 24 hours of the upload. These reports are the Immediate Batch Text Response (IBT), Electronic Batch Report (EBT), and the Delayed Payer Report (DPR). These reports will list some detail for each claim in the batch and state if it was accepted or if it was rejected, along with the reason for the rejection.

Rejected claims shown in these edits are reviewed by the Accounting Technician who uploaded the claim file. The Accounting Technician determines the corrective action, makes the correction

and resubmits the claim promptly. If Availity rejects a claim or batch, the insurance company has not received it from Availity. At this point, the Accounting Technician must not mark the claims as paid, remove the pay source or write it off.

Staff need to be aware of deadlines for submitting claims, which vary between insurance companies. A timely filing chart is available for reference and is updated as needed.

Once a claim has been processed by the insurance company, an Electronic Remittance Advice (ERA) or Explanation of Payment (EOP) is sent to the clearinghouse (MN-ITS, MN E Connect, or Availity). Some insurance companies mail these reports. These reports show the details of the payments made, partial payments or denial of the claim. The ERAs and EOPs are uploaded onto the share drive as they are only available on Availity for 30 days. These reports are saved for reference and proof. Once the payment has been coded for the person doing the receipts the ERA is uploaded to Nightingale Notes, so the detail of the payment or non-payment is linked to the corresponding claim. Each payment is posted in Nightingale Notes to show the claim was paid or the next subscriber should be billed if necessary. Claims that were not paid are researched to determine if they can be corrected and rebilled. The NN system allows payments to be applied over claim line so that if only one line was paid and another was rejected, the rejected line can be resubmitted rather than adjusting it off. The Accounting Technician may call the insurance company for assistance and explanations.

Radon & Water Testing Kits Procedures

When the general public purchases either a short-term or long-term radon testing kit or a water testing kit at the front counter, they pay a nominal fee for any type of kit to the Office Support staff. The fee is charged to discourage misuse by customers, to recover part of the cost of offering the kits, and to encourage customers to actually use the kits. Office Support staff receipts the payment into the receipt book & gives the customer the yellow ~~white~~ copy. The ~~white~~ yellow ~~copy~~ goes with the cash or check and is given to the accounting unit.

Water testing bottles are supplied to regular customers, such as city and rural water systems and construction companies, at no charge.

The charge for the water test itself is based on which test or tests are performed with the prices listed on the test request form. The general public makes their payment when dropping off their request form and sample. When the water testing is performed for a regular customer as described previously, a bill will be sent to them by the sanitarian on a monthly basis. The sanitarian monitors the receipt of payments by referencing a list provided by the Fiscal Manager/Director of Business Management on a monthly basis.

QUICK REFERENCES GUIDE

Policies

- Administrative Policy 2
- Administrative Policy 3
- Administrative Policy 4
- Administrative Policy 5
- Administrative Policy 7
- Administrative Policy 12
- Administrative Policy 21
- Administrative Policy 22
- Personnel Policy 5
- Personnel Policy 6

Forms

- Ac#002
- Ac#003
- Ac#022
- Ac#043
- Ag#100
- Ag#101
- Cl#033

DHS Bulletins (available on DHS website)
<http://mn.gov/dhs/>

COFARS Manual

SOUTHWEST HEALTH AND HUMAN SERVICES
Resolution of Signature Authority

The Governing Board, the Human Services Board and the Community Health Board (by virtue of its authority under Minnesota Statutes, Chapter 145A) of Southwest Health and Human Services authorizes the following people to sign all necessary contracts and forms needed to carry on the business of the agency.

Name	Beth Wilms	Name	Nancy Walker	Name	Carol Biren	Name	Cindy Nelson
Title	Director	Title	Deputy Director	Title	PH Division Director	Title	SS Division Director
Address	607 W Main Street, Suite 100 Marshall MN 56258	Address	2 Roundwind Road Luverne MN 56156	Address	607 W Main Street, Suite 200 Marshall MN 56258	Address	607 W Main Street, Suite 100 Marshall MN 56258
Phone	(507)532-1248 - W (507)706-2198 - C	Phone	(507)532-1256 - W (507)706-2200 - C	Phone	(507)532-4136 - W (507)706-2202 - C	Phone	(507)532-1260 - W (507)706-2201 - C

Resolution Adopted on December 15th, 2021

Southwest Health and Human Services - Governing Board

Signature: _____

Title: Chairperson

Date: _____

Southwest Health and Human Services - Human Services Board

Signature: _____

Title: Chairperson

Date: _____

Southwest Health and Human Services - Community Health Board

Signature: _____

Title: Chairperson

Date: _____

**RESOLUTION TO DESIGNATE DEPOSITORIES AND AUTHORIZE LYON
COUNTY AUDITOR/TREASURER TO MAKE INVESTMENTS**

WHEREAS, Minnesota Statute § 118A.02, subdivision 1 (a) states “The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions”;

WHEREAS, Minn. Stat. § 118A.02, subdivision. 1. (b) (2) allows the governing body to authorize the treasurer or chief financial officer to make investments of funds under Minn. Stat. § 118A.01 to 118A.06 or other applicable law;

THEREFORE, BE IT RESOLVED, that the Southwest Health and Human Services Governing Board designates as depositories the following financial institutions and designates the following as brokers and authorized investment holders:

- Bank of the West
- BNP Paribas
- Bremer Bank
- Bremer Investment Management and Trust
- Great Western Bank
- MAGIC Fund, management by PFM Asset Management
- Multi-Bank Securities
- State Farm Bank
- Wells Fargo
- Wells Fargo Advisors

BE IT FURTHER RESOLVED, that the Governing Board authorizes the Lyon County Auditor/Treasurer to make investments of funds under Minn. Stat. § 118A.01 to 118A.06 or other applicable law at any one or more of the above based on direction provided by the Executive Committee;

BE IT FURTHER RESOLVED, the Lyon County Auditor/Treasurer is hereby authorized to act and serve as agent on any Southwest Health and Human Services accounts set up or active at any of the above financial institutions, brokers, or investment holders; and

BE IT FURTHER RESOLVED, the above designations and authority conferred shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the financial institution, broker, or investment holder at each location where an account is maintained and the financial institution, broker, or investment holder shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution.

Passed and adopted by the Southwest Health and Human Services Governing Board this 15th day of December, 2021.

Rick Anderson, Chair
Southwest Health and Human Services

Beth Wilms
Director

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 4**

EFFECTIVE DATE: 01/01/11

REVISION DATE: 03/18/15; 12/21/16; 2/15/17; 12/20/17

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- ADMINISTRATIVE GENERAL POLICIES ---

Section 1 – Board Member Per Diem and Mileage Reimbursement

Board members of the Southwest Health and Human Services Governing Board, Community Health Board, and Human Services Board will be reimbursed per diem plus the current IRS mileage rate and expenses. Each year the Board will set the per diem rates. These amounts will be documented in the Board minutes.

- a. Per Diem
 - Board members shall be paid \$50 for attending a single or multiple meetings per day.
- b. Mileage
 - Board members shall be reimbursed for mileage at the current IRS standard mileage rate for business.
- c. Documentation
 - Administrative Voucher AG#121 must be completed for all claims. All administrative vouchers must be signed by the claimant as well as the chairperson or another member of the Executive Committee indicating the date of all meetings, purpose, number of miles and dollar amount claimed. After completion, the administrative voucher is to be submitted to the Accounting Department for payment.

Section 2 – Advocacy or Lobbying

- a. Any and all legislative advocacy or lobbying on behalf of Southwest Health and Human Services must be presented to the Southwest Health and Human Services Governing Board for approval. Southwest Health and Human Services Governing Board approval is required before the Board or the Director of Southwest Health and Human Services can act on behalf of the agency.

Member Commissioner _____ introduced the following Resolution and moved its adoption:

AUTHORIZATION FOR HUMAN RESOURCES TO FILL REPLACEMENT POSITIONS

WHEREAS, throughout the year there will be positions vacated at Southwest Health and Human Services,

and

WHEREAS, the Executive Team thoroughly vets each vacancy prior to recommending replacement.

NOW, THEREFORE, BE IT RESOLVED, the Southwest Health and Human Services Joint Governing Board appoints the authority to the Executive Team to refill replacement positions when a vacancy occurs in 2022 without additional approval from the Southwest Health and Human Services Joint Governing Board providing that the position is vetted by the Executive Team, is in the current year's budget and is not a new position.

BE IT FURTHER RESOLVED, this is an annual appointment to come before the Southwest Health and Human Services Joint Governing Board.

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

and the following voted against the same:

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

LABOR AGREEMENT

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

HUMAN SERVICES & PUBLIC HEALTH

January 1, 2022 to December 31, 2023

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ARTICLE 1 – PURPOSE OF AGREEMENT

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

The intent and purpose of this AGREEMENT IS TO:

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

ARTICLE 2 – RECOGNITION

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

ARTICLE 3 – DEFINITIONS

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

3.6 SENIORITY

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

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

C. SENIORITY CREDIT FROM PRIOR EMPLOYERS:

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

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

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

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

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

ARTICLE 4 – UNION SECURITY

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

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

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

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

ARTICLE 5 – EMPLOYER AUTHORITY

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

ARTICLE 6 – EMPLOYEE RIGHTS- GRIEVANCE PROCEDURE

6.1 DEFINITION OF A GRIEVANCE

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

6.2 UNION REPRESENTATIVES

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

6.3 PROCESSING OF A GRIEVANCE

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

6.4 PROCEDURE

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

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

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

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

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

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

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

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

6.5 ARBITRATOR'S AUTHORITY

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

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

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

6.6 WAIVER

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

6.7 CHOICE OF REMEDY

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

ARTICLE 7 – SAVINGS CLAUSE

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

ARTICLE 8 – WORK SCHEDULES

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

ARTICLE 9 – OVERTIME PAY AND COMPENSATORY TIME

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

- 9.6 Compensatory time will be earned and taken in 30 minute increments at a minimum. Once earned, employees shall not be required to use compensatory time until they have reached 17.5 hours at which time they may be asked to work adjust to insure they do not exceed 22.5 hours. In the event an employee may go into overtime status for the week they may also be asked to work adjust. The balance of compensatory time at the end of the payroll period shall never be more than 22.5 hours. Time in excess of 22.5 hours at the end of a payroll period will be lost to exempt employees. For non-exempt employees, the time in excess of 22.5 hours at the end of a payroll period shall be paid out to the employee at the employee's regular rate of pay.

ARTICLE 10 – DISCIPLINE

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

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

ARTICLE 11 – PROBATIONARY PERIODS

- 11.1 All newly hired or rehired employees will serve an initial one-year probationary period. During the initial probationary period, an employee who is promoted or reassigned to another job classification shall serve the secondary probation concurrently with the initial probation.
- 11.2 At any time during the initial probationary period a newly hired or rehired employee may be terminated at the sole discretion of the EMPLOYER. Such terminations shall not be subject to the grievance procedure.
- 11.3 All employees will serve a six (6) months' bargaining unit probationary period in any job classification within the bargaining unit in which the employee has not served a probationary period. During the initial ninety (90) calendar day trial period, the employee may return to their prior position at their request and shall retain the job classification seniority upon reinstatement to the position previously held.
- 11.4 At any time during the six month bargaining unit probationary period, an employee promoted or reassigned may be demoted or reassigned to the employee's previous position at the sole discretion of the EMPLOYER. If an employee is returned to his or her prior position by the EMPLOYER during their bargaining unit probationary period, that employee shall retain the job classification seniority upon reinstatement to the position previously held.

- 11.5 An employee who accepts a position outside of the bargaining unit shall retain his/her job classification seniority within the unit for a trial period of ninety (90) calendar days during which either the employee or the EMPLOYER may return the employee to the employee's previous job classification. At the conclusion of the trial period, the employee's seniority rights under this agreement shall terminate. Nothing in this provision shall be construed as modifying or impacting any probationary or trial period that is or may be required in the position outside of the bargaining unit.
- 11.6 Newly hired probationary employees may use accrued sick leave as it is earned. They may use accrued vacation leave after three (3) months of employment. Employees serving probationary periods in new job classifications shall be entitled to use all accrued paid leave time consistent with the terms of Article 15.

ARTICLE 12 – SENIORITY

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

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

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

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

- 12.3 Seniority lists: The EMPLOYER shall establish seniority lists by EMPLOYER and job classification seniority and will provide such lists to the UNION upon request. The UNION shall be notified of new hires within the bargaining unit, including job classification and rate of pay.
- 12.4 Seniority: Newly hired employees shall be placed on the seniority lists upon completion of their probationary periods.
- 12.5 EMPLOYER seniority shall be used for the purpose of determining benefits.

ARTICLE 13 – JOB VACANCIES

- 13.1 Job vacancies within the agency will be posted within the agency for five (5) work days prior to being advertised publicly. Interested employees may submit application for a position after the Board approves the position to be filled, prior to the posting date. The EMPLOYER shall have the discretion to determine whether or not to seek outside applicants.
- 13.2 Employees selected to fill a position in a higher job classification shall be subject to the conditions of ARTICLE 11 (PROBATIONARY PERIOD).
- 13.3 The EMPLOYER has the right of final decision in the selection from all applicants (internal and external) to fill jobs based on qualifications, abilities and experience and to set initial salary. In the event that an initial salary is higher than the lowest paid employee in the job classification, the Union shall be notified in advance of the recommendation to the Board. The EMPLOYER shall meet and confer with the UNION upon request within 10 calendar days and provide information regarding the experience and qualifications of the successful applicant and the reason for the wages/salary.
- 13.4 The employer will be allowed to pursue trainees for hard to fill positions. Trainee positions will only be sought after the position has been posted internally as per the contract and the current register has been exhausted. Trainees will serve a 1 year trainee period prior to being eligible for a probationary period, which is governed by the union contract. Trainees will not establish seniority. If a trainee meets the minimum qualifications of a classification, then the trainee can be appointed as a probationary appointment during the training period. Trainees can be removed from service at any time during the trainee period. Trainees will be paid 90% of the minimum salary of the classification they are training for, however, when appointed to a probationary period they will be paid at the minimum salary.

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

Hereinafter called the Cafeteria Plan

14.1

Current Plans					
	Low Plan	Mid Plan	High Plan - VEBA	High Plan - HSA	HSA Option
Deductible					
Employee Only	\$1200	\$2600	\$5000	\$5000	\$6550
Family	\$2400	\$5200	\$10000	\$10000	\$13100
ER Contribution					
VEBA/HSA – (anul)			(VEBA)	(HSA)	(HSA)
Employee Only	\$300	\$780	\$600	\$0	\$0
EE + Spouse	\$450	\$1002	\$900	\$0	\$0
EE + Child(ren)	\$450	\$1002	\$900	\$0	\$0
Family	\$450	\$1002	\$900	\$0	\$0
ER Cont. (monthly)					
Premium					
Employee Only	\$584.64	\$535.33	\$542.90	\$592.90	\$575.14
EE + Spouse	\$1193.70	\$1134.29	\$1119.39	\$1194.39	\$1182.78
EE + Child(ren)	\$999.84	\$943.09	\$932.22	\$1007.22	\$997.73
Family	\$1446.40	\$1402.13	\$1378.71	\$1453.71	\$1437.88
VEBA					
Employee Only	\$25	\$65	\$50	\$0	\$0
EE + Spouse	\$37.50	\$83.50	\$75	\$0	\$0
EE + Child(ren)	\$37.50	\$83.50	\$75	\$0	\$0
Family	\$37.50	\$83.50	\$75	\$0	\$0
Full Rates (monthly)					
Employee Only	\$911.57	\$815.22	\$655.80	\$655.80	\$575.14
EE +Spouse	\$2005.44	\$1800.56	\$1442.76	\$1442.76	\$1265.30
EE +Child(ren)	\$1640.81	\$1476.40	\$1180.43	\$1180.43	\$1035.25
Family	\$2734.68	\$2455.31	\$1967.40	\$1967.40	\$1725.41
EE Cost (monthly)					
Employee Only	\$326.93	\$279.89	\$112.90	\$62.90	\$0.00
EE +Spouse	\$811.74	\$666.27	\$323.37	\$248.37	\$82.52
EE +Child(ren)	\$640.97	\$533.31	\$248.21	\$173.21	\$37.52
Family	\$1268.28	\$1053.18	\$588.69	\$513.69	\$287.53

Employees are required to carry single or dependent health care coverage using the maximum employer contributions stated above. Basic LTD (long-term disability) coverage, and life insurance will be provided by the EMPLOYER. Labor and Management agree to meet and confer if requested by Labor to discuss changes to the health insurance premium for 2022 and/or 2023. Any premium increases or decreases for 2022 or 2023 shall be paid by the EMPLOYER.

14.2 Retiring employees who:

a) were employed by Lincoln, Lyon, and Murray Human Services (LLMHS) and were employed by that agency prior to August 22, 2005 and worked continuously for LLMHS through December 31, 2010 with no break in service; and

b) were hired by the EMPLOYER effective January 1, 2011 with no break in service and are employed on a full-time basis with the EMPLOYER; and

c) are receiving a disability benefit or PERA annuity, or have met age and service requirements necessary to receive a PERA annuity;

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

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

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

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

ARTICLE 15 – LEAVES

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

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

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

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

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

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

Vacation leave can accumulate to 244 hours. No time is accumulated after reaching the maximum. In lieu of earning biweekly vacation, new employees will be fronted 6 biweekly vacation accruals at the time of hire (a total of 22.2 hours) which new

employees will have access to upon hire. New staff will then start earning biweekly vacation as per this contract at the end of the 7th biweekly pay period and thereafter. When taking vacation leave, the minimum increment that can be used is one-half hour. Vacation leave cannot be used until it is earned.

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

Requests for vacation leave must be made to the employee's supervisor in writing and must be authorized in advance by the supervisor in writing. In the absence of the employee's supervisor, the request may be made to another supervisor in Human Services.

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

15.2 MEDICAL LEAVE

- a. Each permanent, trainee, or probationary employee shall earn paid medical leave at the rate of 3.7 hours, on the last working day of each payroll period but this paid medical leave cannot be used until the first working day of the following payroll period.
- b. Paid medical leave will be prorated for part-time employees.
- c. Paid medical leave can be accumulated to a maximum of 450 working hours. No time is accumulated after reaching this maximum.
- d. Paid medical leave may not be used in the payroll period it is earned.
- e. When taking paid medical leave, the minimum increment that can be used is one-half hour.
- f. Employees shall use paid medical leave for FMLA leave purposes.
- g. Paid medical leave may be used for illness (self and immediate family), injury, medical and dental appointments. (Immediate family shall be spouse, children, parents, grandparents and legal wards) as prescribed by MN Statute 181.9413.
- h. The employer may require medical documentation when three days of leave is used within a thirty (30) day period. Such documentation may consist of verification of doctor's or dental appointments without disclosure of diagnosis.

The employer reserves the right to require additional information, including medical information, in the event that there is a pattern indicating the possible abuse of sick leave.

- i. If any employee receives a compensable injury and has benefits accrued under sick leave, the employee may at his/her option, request and receive sick leave to supplement the difference between his/her regular pay and Worker's Compensation. The total amount paid to the employee will not exceed his/her regular earnings.

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

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

15.3 PAID MEDICAL LEAVE DURING VACATION LEAVE

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

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

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

15.6 BEREAVEMENT LEAVE

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

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

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

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

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

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

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

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

ARTICLE 16 – HOLIDAYS

16.1 Employees shall receive the following eleven holidays:

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

16.2 Non-exempt employees required to work on holidays shall be paid one and one-half (1-1/2) times the employee's base pay rate for hours worked. This is in addition to the employee's base pay. In all cases where a non-exempt employee is required to work

on a holiday and such hours worked are in excess of forty (40) hours per week, ARTICLE 9.1 shall apply.

- 16.3 In the event that a holiday falls on a Sunday, the following Monday shall be paid holiday, and if any of these fall on a Saturday, the preceding Friday shall be a paid holiday.
- 16.4 Employees shall be required to work their last regularly scheduled work day prior to the holiday and their next regularly scheduled work day after the holiday to qualify for holiday pay, unless the employee is absent due to illness, accident, is on vacation or due to the death in the employee's immediate family. Holiday pay for part-time employees or employees who are in leave without pay status will be prorated.

ARTICLE 17 – LEAVES OF ABSENCE

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

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

ARTICLE 18 – PART-TIME EMPLOYEES

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

ARTICLE 19 - COMPENSATION

- 19.1 On call social workers will bill the agency monthly at \$25 per day. On-call social workers will bill the agency \$50 per day for actual holidays.
- 19.2 Professional Licensure: the EMPLOYER will pay for one-half of any professional licensing fees when the license is required for the job. This does not include application or late fees.
- 19.3 Employees shall be paid in accordance with Appendix A
- 19.4 Notwithstanding any provision for the continuation of the agreement following the expiration of the term pursuant to P.E.L.R.A., steps on any wage schedule shall not be automatic, The EMPLOYER reserves the right to deny or withhold steps following the expiration of the term of this AGREEMENT. After an evaluation is completed, the employee will be given a copy and provided an opportunity to respond to the evaluation in writing and have that response permanently attached to the evaluation. No changes may be made in the evaluation after the employee has

received and signed his/her copy. The employee's signature on any performance review is considered a signature of receipt only and not an indication of agreement.

19.41 An Employee may request review of the performance review score by their immediate supervisor or his/her designee. Such request must be made to the immediate supervisor within twenty-four (24) calendar days from the date the employee receives the evaluation. If the decision of the appointing authority immediate supervisor does not resolve the matter within thirty (30) calendar days following the employee's request for review, the matter may be referred to Human Resources, for review by the Director or his/her designee. Such time limits may be waived by agreement of the parties.

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

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

ARTICLE 20 – SAFETY

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

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

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

ARTICLE 21 – GENERAL PROVISIONS

SWHHS policies regarding the general terms and conditions of employment shall be applied, including but not limited to such matters as, expense reimbursement, flex schedule,

telecommuting, inclement weather, community service participation and use of agency vehicles.

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

ARTICLE 22 – WAIVER

22.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this AGREEMENT, are hereby superseded.

22.2 The parties mutually acknowledge that during the negotiations which resulted in this AGREEMENT, each had the unlimited right and opportunity to make demands and proposals with respect to any terms or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this AGREEMENT for the stipulated duration of this AGREEMENT.

ARTICLE 23 – DURATION

This AGREEMENT shall be effective as of January 1, 2022 and shall remain in full force and effect until the 31st day December 2023. It shall be automatically renewed from year to year thereafter, unless either party shall notify the other party in writing prior to date of expiration that it desires to modify this agreement. This Contract shall remain in full force and effect during the period of such negotiations.

FOR SOUTHWEST HEALTH AND HUMAN
SERVICES

Beth Wilms, Director

Dated _____

FOR AMERICAN FEDERATION OF STATE
COUNTY & MUNICIPAL EMPLOYEES

Nicole Longtin, Union President

Dated _____

Board Chairperson

Dated _____

Eric Austin , AFSCME Representative

Dated _____

APPENDIX A Compensation

2022 – Up to 3.50% Pay for Performance increases (can be adjusted higher by the board as budget allows) Modification of minimum shall be increased by 1% in 2022. Employees at or below the new minimum shall receive whichever is greater of the 1% minimum increase or pay for performance increase. Modification of maximum shall be increased by 1% in 2022.

Employees hired after October 1, 2021 shall not receive a pay for performance increase until the following year.

2023 – Up to 4.50% Pay for Performance increases (can be adjusted higher by the board as budget allows). Modification of minimum shall be increased by 1% in 2023. Employees at or below the new minimum shall receive whichever is greater of the 1% minimum increase or pay for performance increase. Modification of maximum shall be increased by 1% in 2023.

Employees hired after October 1, 2022 shall not receive a pay for performance increase until the following year.

Social Worker/CPS	Minimum: \$24.36	Maximum: \$40.16
Social Worker MSW	Minimum: \$51,827	Maximum: \$78,297
Social Work Team Lead	Minimum: \$27.67	Maximum: \$40.16
Chemical Dep Counselor	Minimum: \$18.88	Maximum: \$32.25
Lead Eligibility Worker	Minimum: \$21.59	Maximum: \$33.40
Eligibility Worker	Minimum: \$18.88	Maximum: \$32.25
Fraud Prevention Investigator	Minimum: \$19.43	Maximum: \$33.40
Circle Coordinator	Minimum: \$26.58	Maximum: \$40.16
Circle Specialist	Minimum: \$18.88	Maximum: \$32.25
Collections Officer	Minimum: \$18.35	Maximum: \$31.08
Child Support Officer	Minimum: \$19.43	Maximum: \$34.55
Support Enf Aide	Minimum: \$16.19	Maximum: \$24.19
Office Support Specialist	Minimum: \$15.12	Maximum: \$23.03
Office Support Specialist Senior	Minimum: \$16.16	Maximum: \$24.19
Case Aide	Minimum: \$18.35	Maximum: \$30.50
Health & Human Services Administrative Aide	Minimum: \$18.88	Maximum: \$32.25
PH Nurse	Minimum: \$27.00	Maximum: \$40.30
Registered Nurse	Minimum: \$23.61	Maximum: \$35.70
Public Health Educator	Minimum: \$24.84	Maximum: \$38.01
Sanitarian	Minimum: \$24.84	Maximum: \$38.01
Nutrition Coordinator	Minimum: \$24.84	Maximum: \$38.01
Registered Dietician	Minimum: \$24.84	Maximum: \$38.01
Health Services Program Aide	Minimum: \$17.28	Maximum: \$26.48
County Program Specialist	Minimum: \$26.29	Maximum: \$35.70

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

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

**AMENDMENT December 15, 2021
TO THE
SERVICES AGREEMENT WITH PREFERREDONE**

WHEREAS, Southwest Health and Human Services (the "Agency") is an Affiliate of the Minnesota Public Sector Collaborative (the "Collaborative"), a joint powers entity organized and operating under Section 471.59, subdivision 1 of the Minnesota Statutes.

WHEREAS, the Agency provides medical coverage to certain of its employees and their families through the Agency's participation as an Affiliate in the Collaborative;

WHEREAS, the Collaborative has negotiated the services agreements with PreferredOne Administrative Services, Inc. ("P1") to administer the medical coverage program of the Agency;

WHEREAS, the Collaborative has negotiated a Prescription Rebate beginning January 1, 2022 that benefits each Affiliate in the Collaborative;

WHEREAS, there will be a delay in finalizing the services agreements between the Affiliates of the Collaborative and P1 that take effect January 1, 2022;

THEREFORE, through this written instrument, the Agency seeks to amend the current services agreement with P1, and further provided that all other Affiliates of the Collaborative desiring to participate in the Prescription Rebate also amend their respective services agreements with P1, the services agreement with the Agency shall be amended to provide the following treatment of prescription rebates due to the Agency.

**Treatment of Prescription Drug Rebates
Effective 12/15/2021**

Pursuant to the general authority to amend the services agreement with P1, once signed by the Agency and P1, and further provided that all other participating Affiliates of the Collaborative in which the Agency participates also amend their respective services agreements with P1 in the same way, P1 shall handle prescription rebates due under the services agreements as follows:

Beginning with prescription rebates due under the administrative services agreement with respect to prescription drugs provided on and after January 1, 2022:

1. P1 shall aggregate the prescription rebates due to Affiliates of the Collaborative.
2. P1 shall distribute the aggregated amount to the Collaborative.
3. The Collaborative shall be solely responsible for the use of the aggregated amount of prescription rebates provided to it by P1.
4. This Amendment shall continue through December 31, 2022, unless incorporated in its entirety into the services agreement applicable to the 2022 calendar year.

_____ (Agency),
as a participating Affiliate of the Collaborative

PreferredOne Administrative Services, Inc.,
as Third Party Administrator

Agency Representative

Company Representative

Title

Title

Date

Date

2022 BOARD MEETINGS SWHHS
All board meetings will be held in the Commissioners Room 2nd Floor of Government Center
Wednesday, January 19, 2022 Marshall 607 West Main Street (Government Center)
Wednesday, February 16, 2022 Marshall 607 West Main Street (Government Center)
Wednesday, March 16, 2022 Marshall 607 West Main Street (Government Center)
Wednesday, April 20, 2022 Marshall 607 West Main Street (Government Center)
Wednesday, May 18, 2022 Marshall 607 West Main Street (Government Center)
Wednesday, June 15, 2022 Marshall 607 West Main Street (Government Center)
Wednesday, July 20, 2022 Marshall 607 West Main Street (Government Center)
Wednesday, August 17, 2022 Marshall 607 West Main Street (Government Center)
Wednesday, September 21, 2022 Marshall 607 West Main Street (Government Center)
Wednesday, October 19, 2022 Marshall 607 West Main Street (Government Center)
Wednesday, November 16, 2022 Marshall 607 West Main Street (Government Center)
Wednesday, December 21, 2022 Marshall 607 West Main Street (Government Center)

DECEMBER 2021

GRANTS ~ AGREEMENTS ~ CONTRACTS

for Board review and approval

- ☒ **Brown County Evaluation Center Inc. (New Ulm, MN)** – 01/01/22 to 12/31/22; Detoxification and evaluation services, \$447/day (1% increase) or according to client's insurance plan plus a 12% service fee of total per diem cost for insurance processing (renewal).
Fiscal Note: 2021 \$115,149; 2020 \$100,588; 2019 \$58,406; 2018 \$67,973; 2017 \$55,395
- ☐ **Bud's Bus Service (Reading, MN)** – 01/01/22 – 12/31/22; Transportation for DD clients, \$21.20 per one way trip (no change) (renewal).
Fiscal Note: 2021 \$22,430; 2020 \$19,780; 2019 \$25,715; 2018 \$30,370; 2017 \$31,955
- ☐ **Jean Callens (Tauton, MN)** – 01/01/22 to 12/31/22; Client guardianship services, \$20/hour plus expenses (no increase) (renewal).
Fiscal Note: 2021 \$2,990; 2020 \$1,335; 2019 \$2,747; 2018 \$1,806; 2017 \$4,047
- ☒ **Central MN Mental Health Center (St Cloud, MN)** – 01/01/22 to 12/31/22; an agreement to provide detoxification services at \$500/day plus additional charges for agreed upon medical care, transport services (when provided) at \$1.50/mile/trip, and commitment holds at \$560/day beyond the 72-hour maximum stay (2% increase) (renewal).
Fiscal Note: 2021 \$1,470
- ☐ **DHS Child Welfare/Juvenile Justice Screening Grant** – 01/01/22 to 12/31/22; Provide funds to support children's mental health screening, assessment, and services in child welfare (\$108,959) and juvenile justice populations (\$7,904); \$116,863 (30% increase)(renewal).
Fiscal Grant Award: 2021 \$89,831; 2020 \$87,909; 2019 \$102,998; 2018 \$102,199
- ☒ **DHS STAY (Successful Transition to Adulthood for Youth) Grant** – 01/01/22 to 12/31/23; an annual grant award to provide services to youth for a successful transition to adulthood, formerly the SELF program; \$51,500 each year for 2020 and 2021 (renewal).
Fiscal Note: grant funded
- ☐ **Hunter's Place (Marshall, MN)** – 01/01/22 to 12/31/22; Contract to provide residential children's mental health treatment and care at new facility in Marshall; \$300/day or estimated unit cost of \$9,300/month plus any transportation costs (no increase) (renewal).
Fiscal Note: 2021 \$129,485
- ☐ **Hutchinson Leader (Savage, MN)** – 01/01/22 – 12/31/22; A contract for digital advertising and marketing for the Child and Teen Check Up (CTC) program; Social Media and Native Advertising \$771.68/month (no increase) (renewal).
Fiscal Note: 2021 \$7,740; 2020 \$8,000
- ☐ **Paulette Koch (Walnut Grove, MN)** – 01/01/22 to 12/31/22; Client guardianship services, \$85/mo (no increase) (renewal).
Fiscal Note: 2021 \$6,076; 2020 \$7,095; 2019 \$8,224; 2018 \$8,481; 2017 \$10,440

- ☐ **Lincoln County (IT Services)** - 01/01/22 to 12/31/22; Information technology services, \$65/hour plus travel and \$97.50/hour emergency purposes (no increase) (renewal).
Fiscal Note: IT Revenue 2021 \$20,981; 2020 \$22,556; 2019 \$20,091; 2018 \$24,621
- ☐ **Lincoln County (Ivanhoe, MN)** – 01/01/22 to 12/31/22; Office lease agreement of \$24,544 annually or \$6,136/qtr, utilities included plus \$400/year postage meter share and 20% attorney budget expense (renewal).
Fiscal Note: 2021 \$24,544; 2020 \$24,544; 2019, \$24,544; 2018 \$24,544
- ☐ **Lutheran Social Services of MN (St Paul, MN)** – 01/01/22 to 12/31/22; Client guardianship services, \$55.50/hour (no increase) (renewal).
Fiscal Note: 2021 \$4,623; 2020 \$5,640; 2019 \$5,908; 2018 \$6,511; 2017 \$6,969
- ☒ **MN Dept of Public Safety – Office of Justice Programs Resolution** – 01/01/22 to 12/31/23; a grant agreement for the Restorative Justice - Youth Intervention Program providing services for at risk youth; \$60,518 (renewal).
- ☒ **MDH COVID-19 Vaccine Administration Grant** – 04/01/21 to 12/30/23; An amendment for an extension and additional funding to the pandemic response (COVID-19) and vaccination implementation which includes measures related to prevention as well as administrative costs, supplies, etc; \$857,831 additional with original funding \$942,095 (renewal).
- ☒ **MDH Early Hearing Detection Intervention/Birth Defects (EHD/BD)** – 01/01/22 to 12/31/26; Public Health grant for early hearing detection in children as well as use the Birth Defects Information System to target intervention, prevention, and services (renewal).
- ☒ **MDH Public Health Emergency Preparedness (PHEP)** – 11/15/21 to 06/30/24; A new Workforce Development grant for a cooperative agreement for emergency response – PH crisis response; \$62,000 (NEW).
Fiscal Note:
- ☐ **New Horizons Crisis Center (Marshall, Slayton, Redwood locations)** – 01/01/22 to 12/31/22; Block grant payment for supervised parenting time services, \$100,000 (no change) (renewal).
Fiscal Note: 2021 \$73,525; 2020 \$91,330; 2019 \$101,802; 2018 \$107,649
- ☐ **New Life Treatment Center (Woodstock, MN)** - 01/01/22 – 12/31/22; CCDTF services, \$400/day plus \$.61 Detox mileage (no increase) (renewal).
Fiscal Note: 2021 \$57,200; 2020 \$49,075; 2019 \$45,420; 2018 \$43,078; 2017 \$51,977
- ☐ **Nobles County Community Services (Worthington, MN)** – 01/01/22 to 12/31/22; SWHHS STAY (Successful Transition to Adulthood for Youth) social worker will provide program related service sessions to out-of-home placement youth; \$25/hour individual sessions and \$50/hour group sessions plus mileage (renewal).
Fiscal Note: contract revenue
- ☐ **Jana Piotter (Jeffers, MN)** – 01/01/22 to 12/31/22; Client guardianship services, \$25/hour plus expenses (\$5/hour increase) (renewal).
Fiscal Note: 2021 \$836; 2020 \$2,237; 2019 \$4,773; 2018 \$4,895; 2017 \$4,392

- ☐ **Prairie Support Services (Walnut Grove, MN)** – 01/01/22 to 12/31/22; client guardianship services, \$25/hour plus mileage (no increase) (renewal).
Fiscal Note: 2021 \$19,159; 2020 \$19,326; 2019 \$16,300; 2018 \$5,776; 2017 - \$8,849
- ☒ **Rock County Opportunities Inc (Luverne, MN)** – 12/01/21 to 11/30/22; Shredding services contract, \$0.50/lb, billable monthly (increase)(renewal).
- ☐ **Southwestern Mental Health Center Inc (Pipestone & Luverne locations)** – 01/01/22 to 12/31/22; Mental health services (block grant) to provide adult and children's outpatient treatment, crisis treatment, medication management, diagnostic assessment, and consultation, \$350,667 (no increase) (renewal).
Fiscal Note: 2021 \$396,817; 2020 \$480,061; 2019 \$505,310; 2018 \$499,041; 2017 \$459,955
- ☐ **Southwestern Mental Health Center Inc (Pipestone & Luverne locations)** – 01/01/22 to 12/31/22; Community Support Services for crisis lines, crisis beds, adult day treatment and other community support, \$78,790 (no increase) (renewal).
- ☐ **Southwestern Youth Services (Magnolia, MN)** - 01/01/22 – 12/31/22 – Non-secure Residential and Detention Services, \$180/day residential and \$190/day detention (no increase) (renewal).
Fiscal Note: 2021 \$42,940; 2020 \$10,640; 2019 \$167,010; 2018 \$98,260; 2017 \$78,579
- ☒ **Western Mental Health Center Inc (various locations)** – 01/01/22 to 12/31/22; Mental health services (block grant) to provide adult and children's outpatient treatment, crisis treatment, medication management, diagnostic assessment, and consultation, \$611,908 (no increase) (renewal).
Fiscal Note: all programs – 2021 \$1,110,995 \$1,156,866; 2019 \$1,175,979; 2018 \$1,297,836
- ☒ **Western Mental Health Center Inc (various locations)** – 01/01/22 to 12/31/22; In Home Family Therapy services, \$50,000 or \$12,500/qtr (50% increase, same as 2020)(renewal).
- ☒ **Western Mental Health (Marshall, MN)** – 01/01/22 to 12/31/22; Contract for parenting classes (\$3,000/qtr for Parenting 101 Group – no change) and individual parent education (\$88.50/hr with a \$60,000 cap – 18.5% increase) (renewal).
- ☒ **Western Mental Health Center Inc (various locations)** – 01/01/22 to 12/31/22; Family Community Support Program, CCBMHS grant \$33,300 and FCSP \$5,000 – contractor agrees to provide up to 2 hours/week for 52 weeks of clinical supervision (no increase) (renewal).
- ☒ **Western Mental Health Center Inc (various locations)** – 01/01/22 to 12/31/22; Adult Community Support Program, MH Practitioner \$88.50/hr (18.5% increase), Community Support Aide \$43.75/hr (22.3% increase), ARMHS Individual Service \$88.50/hr (18.5% increase), ARMHS group service \$44.25/hr (22% increase), Certified Peer Specialist \$88.50/hr (18.5% increase); \$180,000 cap – additional dollars require approval (no increase) (renewal).
- ☒ **Western Mental Health Center Inc (various locations)** – 01/01/21 to 12/31/21; Amendment to increase hourly rate services - Adult Community Support Program, MH Practitioner \$88.50/hr (18.5% increase), Community Support Aide \$43.75/hr (22.3% increase), ARMHS Individual Service \$88.50/hr (18.5% increase), ARMHS group service \$44.25/hr (22% increase), Certified Peer Specialist \$88.50/hr (18.5% increase); \$180,000 cap – additional dollars require approval (no increase) (renewal).



Western Mental Health Center Inc (Marshall, MN) – 07/01/21 to 06/30/22; Adult and children targeted case management (TCM) for public assistance programs; DHS sets SFY rate of reimbursement: adult rate \$416 (\$96 decrease) and children's rate \$706 (\$46 increase) (renewal).



Woodland Centers (various locations) – 01/01/22 to 12/31/22; Crisis stabilization services, adult per diem at \$395 (7.0% increase), youth per diem at \$595 (6.5% increase), and detoxification \$595 (2.5% increase) and \$3000 annual administrative fee (NEW) (renewal).
Fiscal Note: 2021 \$33,767; 2020 \$78,590; 2019 \$53,574; 2018 \$23,466; 2017 \$17,540



Signatures None

Signatures Partial

Signatures Completed