



**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 February 16, 2022  
Commissioners Room  
Government Center, 2<sup>nd</sup> Floor  
Marshall  
9:00 a.m.

**HUMAN SERVICES**

- A. Call to Order
  
- B. Pledge of Allegiance
  
- C. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 1/19/2022 Board Minutes
  
- D. Introduce New Staff:
  - Victoria Skorczewski, Registered Nurse, Marshall
  - Saul Ibarra, Social Worker CPS, Redwood Falls
  - Tracie Balsley, Child Support Officer, Marshall
  - Maleah Roiger, Social Worker DD, Redwood Falls
  - Melissa St Aubin Eligibility Worker, Marshall
  
- E. Employee Recognition:
  - Toni Lecy, 1 year, Office Support Specialist, Sr., Marshall
  
- F. Financial

**HUMAN SERVICES (cont.)**

G. Caseload	<u>1/22</u>	<u>1/21</u>	<u>12/21</u>	<u>11/21</u>
Social Services	3,636	3,586	3,717	3,724
Licensing	403	419	405	407
Out-of-Home Placements	152	156	157	165
Income Maintenance	13,589	12,955	13,466	13,431
Child Support Cases	2,895	3,117	2,908	2,916
Child Support Collections	\$667,591	\$667,610	\$707,773	\$687,471
Non IV-D Collections	\$84,595	\$113,843	\$231,478	\$243,789

- H. Discussion/Information  
1. County Burials – Kathy Herding

- I. Decision Items  
1.

**COMMUNITY HEALTH**

- J. Call to Order

- K. Consent Agenda  
1. Amend/Approval of Agenda  
2. Identification of Conflict of Interest  
3. Approval of 1/19/2022 Board Minutes

- L. Financial

**COMMUNITY HEALTH (cont.)**

M. Caseload	<u>01/22</u>	<u>12/21</u>	<u>11/21</u>
WIC	N/A	1901	1915
Family Home Visiting	32	31	31
PCA Assessments	9	10	1
Managed Care	152	239	175
Dental Varnishing	0	0	0
Refugee Health	1	1	1
Latent TB Medication Distribution	26	19	8
Water Tests	109	76	118
FPL Inspections	33	32	40
Immunizations	22	12	46
COVID Vaccine Admin	36	33	17
Car Seats	9	8	9

- N. Discussion/Information
1. Medical Consultant – Carol Biren
  2. Statewide Health Improvement Partnership (SHIP) – Jen Nelson & Ann Orren
- O. Decision Items
1. Purchase of an additional Grow Shed- Ann Orren

**GOVERNING BOARD**

- P. Call to Order
- Q. Consent Agenda
1. Amend/Approval of Agenda
  2. Identification of Conflict of Interest
  3. Approval of 1/19/22 Board Minutes
- R. Financial

**GOVERNING BOARD (cont.)**

S. Human Resources Statistics

	<u>01/22</u>	<u>01/21</u>	<u>12/21</u>	<u>11/21</u>
Number of Employees	223	231	230	231
Separations	6		7	3

T. Discussion/Information

1.

U. Decision Items

1. Maleah Roiger, Social Worker, probationary appointment (12 months), \$25.00 hourly, effective 1/31/2022
2. Melissa St, Aubin, Eligibility Worker, probationary appointment (12 months), \$18.88 hourly, effective 1/31/2022
3. Kelly Joyce, Office Support Specialist Senior, probationary appointment (12 months), \$16.16 hourly, effective 1/31/2022
4. Lacey Sanow, Child Support Officer, probationary appointment (6 months), \$20.88 hourly, effective 1/31/2022
5. Kaitlyn Roberts, Social Worker LADC, probationary appointment (12 months), \$24.36 hourly, effective 2/7/2022
6. Valarie Anderson, Eligibility Worker, probationary appointment (12 months), \$18.88 hourly, effective 2/14/2022
7. Amanda Lanners, Eligibility Worker, probationary appointment (6 months), \$18.88 hourly, effective 2/14/2022
8. Angela Schreifels, Office Support Specialist Senior, probationary appointment (12 months), \$16.16 hourly, effective 2/14/2022
9. Monica Christianson, Human Resources Specialist, probationary appointment (6 months), no change in pay, effective 2/28/2022
10. Kate Legler, Eligibility Worker, probationary appointment (12 months), \$18.88 per hour, effective 2/28/2022
11. Dallis Henrichs, Eligibility Worker, probationary appointment (12 months), \$18.88 hourly, effective 2/28/2022
12. Brittany Erickson, Social Worker CPS, probationary appointment (12 months), \$24.36 per hour, effective 3/07/2022
13. Pay Equity Report
14. IT Request for Multi-Factor Authentication
15. IT Request for Cybersecurity Phishing Training Software Subscription and HR Compliance Training
16. Admin Policy 10 LAN Email Internet Access and Personal Computing Equipment
17. IT Staffing

**GOVERNING BOARD (cont.)**

18. Donations:

- a. Ladies of the First Presbyterian Church in Luverne donated 6 boxes of Huggies diapers for Rock County WIC families
- b. Connie Einck donated a high chair for someone in need
- c. Family Community Careers Leaders of America (Lakeview FCCLA) donated new socks to families in need

19. Contracts

V. Adjournment

**Next Meeting Dates:**

- **Wednesday, March 16, 2022 – Marshall**
- **Wednesday, April 20, 2022 – Marshall**
- **Wednesday, May 18, 2022 – Marshall**

# SOUTHWEST HEALTH & HUMAN SERVICES

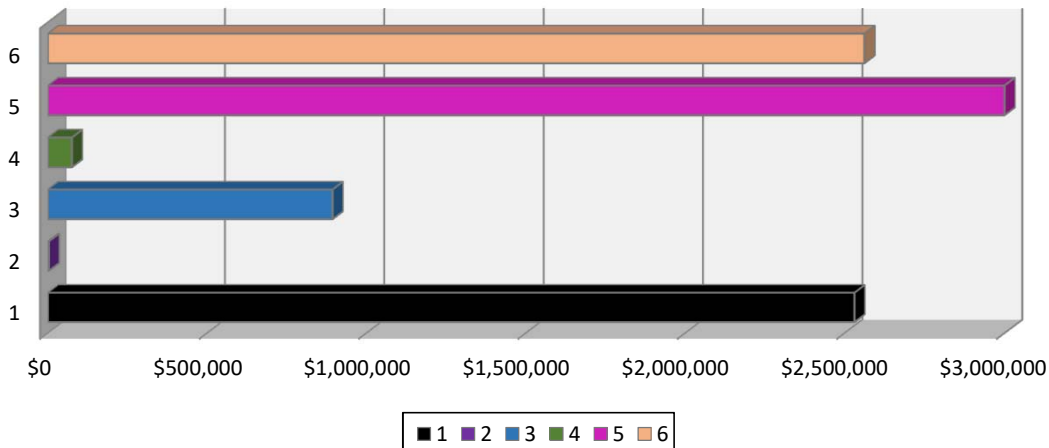
Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne Offices

**SUMMARY OF FINANCIAL ACCOUNTS REPORT** For the Month Ending: **January 31, 2022**

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

Description	Month	Running Balance	
<b>BEGINNING BALANCE</b>		<b>\$3,555,857</b>	
<b>RECEIPTS</b>			
Monthly Receipts	1,353,022		
County Contribution	510,167		
Interest on Savings	53		
<b>TOTAL MONTHLY RECEIPTS</b>		<b>1,863,242</b>	
<b>DISBURSEMENTS</b>			
Monthly Disbursements	2,888,843		
<b>TOTAL MONTHLY DISBURSEMENTS</b>		<b>2,888,843</b>	
<b>ENDING BALANCE</b>		<b>\$2,530,256</b>	
<b>REVENUE</b>			
<i>Checking/Money Market</i>	<i>\$2,530,256</i>		
<i>SS Benefits Checking</i>	<i>\$3,000</i>		
<i>Bremer Savings</i>	<i>\$892,902</i>		
<i>Great Western Bank Savings</i>	<i>\$75,520</i>		
<i>Certificate of Deposit</i>	<i>\$3,000,000</i>		
<i>Investments - MAGIC Fund</i>	<i>\$2,561,555</i>		
<b>ENDING BALANCE</b>		<b>\$9,063,232</b>	Jan 2021 Ending Balance <b>\$8,213,251</b>
<b>DESIGNATED/RESTRICTED FUNDS</b>			
Agency Health Insurance		<b>\$954,095</b>	Jan 2021 Ending Balance <b>\$1,103,508</b>
LCTS Lyon Murray Collaborative		<b>\$192,057</b>	
LCTS Rock Pipestone Collaborative		<b>\$44,465</b>	
LCTS Redwood Collaborative		<b>\$63,371</b>	
Local Advisory Council		<b>\$678</b>	Jan 2021 Ending Balance
<b>AVAILABLE CASH BALANCE</b>		<b>\$7,808,567</b>	<b>\$6,873,507</b>

## REVENUE DESIGNATION













**SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER**  
**JANUARY 2022**

DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
	<b>BALANCE FORWARD</b>				<b>3,555,857.47</b>
01/04/22	10180	Disb		45,198.88	3,510,658.59
01/04/22	47677-47885	Dep	354,499.63		3,865,158.22
01/06/22	10181	Disb		2,376.94	3,862,781.28
01/07/22	<b>119432-119471</b>	Disb		4,419.33	3,858,361.95
01/07/22	<b>10933-10937 ACH</b>	Disb		672.94	3,857,689.01
01/07/22	<b>119472-119539</b>	Disb		134,637.59	3,723,051.42
01/07/22	<b>10938-10979 ACH</b>	Disb		55,593.14	3,667,458.28
01/07/22	47886-48035	Dep	191,216.51		3,858,674.79
01/10/22	10182	Disb		221,824.25	3,636,850.54
01/11/22	48036-48049, 48051, 48053, 48056	Dep	76,048.74		3,712,899.28
01/14/22	<b>119540-119553</b>	Disb		1,466.18	3,711,433.10
01/14/22	<b>10980-10987 ACH</b>	Disb		651.58	3,710,781.52
01/14/22	<b>119554-119624</b>	Disb		210,600.55	3,500,180.97
01/14/22	<b>10988-11021 ACH</b>	Disb		106,437.22	3,393,743.75
01/14/22	<b>10071 - 10088</b>	Payroll		143,252.31	3,250,491.44
01/14/22	<b>74115 - 74344 ACH</b>	Payroll		499,658.61	2,750,832.83
01/14/22	10184	Disb		64,320.82	2,686,512.01
01/14/22	10185	Disb		229.00	2,686,283.01
01/14/22	10186	Disb		9.00	2,686,274.01
01/18/22	10183	Disb		43,309.59	2,642,964.42
01/18/22	48050, 48052, 48054-48055, 48057-48109	Dep	295,228.07		2,938,192.49
01/19/22	10187	Disb		14,213.67	2,923,978.82
01/20/22	10188	Disb		39,069.68	2,884,909.14
01/20/22	10189	Disb		761.25	2,884,147.89
01/21/22	<b>119625-119677</b>	Disb		9,185.40	2,874,962.49
01/21/22	<b>11022-11060 ACH</b>	Disb		6,753.00	2,868,209.49
01/21/22	<b>119678-119820</b>	Disb		87,333.18	2,780,876.31
01/21/22	<b>11061-11143 ACH</b>	Disb		46,693.57	2,734,182.74
01/21/22	<b>119821-119853</b>	Disb		3,157.17	2,731,025.57
01/21/22	<b>11144-11151 ACH</b>	Disb		910.36	2,730,115.21
01/21/22	<b>119854-119888</b>	Disb		198,183.28	2,531,931.93
01/21/22	<b>11152-11166 ACH</b>	Disb		82,178.19	2,449,753.74
01/21/22	VOID 119494	Disb		(6,625.00)	2,456,378.74
01/21/22	VOID 119739	Disb		(1,073.70)	2,457,452.44
01/21/22	48110-48165	Dep	358,179.55		2,815,631.99
01/24/22	10190	Disb		44,521.51	2,771,110.48
01/24/22	10192	Disb		1,897.16	2,769,213.32
01/25/22	48166-48192	Dep	378,766.92		3,147,980.24
01/28/22	<b>119889-119912</b>	Disb		16,279.25	3,131,700.99
01/28/22	<b>11167- 11177 ACH</b>	Disb		2,410.98	3,129,290.01
01/28/22	<b>119913 -119964</b>	Disb		100,371.42	3,028,918.59
01/28/22	<b>11178-11195 ACH</b>	Disb		20,618.86	3,008,299.73
01/28/22	<b>10089 - 10109</b>	Payroll		143,120.51	2,865,179.22
01/28/22	<b>74345 - 74581 ACH</b>	Payroll		514,327.53	2,350,851.69
01/28/22	transfer from SS account	Transfer	10,544.00		2,361,395.69
01/28/22	48193-48239	Dep	198,758.33		2,560,154.02
01/28/22	VOID 119599	Disb		(30.00)	2,560,184.02
01/28/22	VOID ach 11149	Disb		(46.20)	2,560,230.22
01/31/22	10191	Disb		29,974.47	2,530,255.75
					2,530,255.75
					<b>2,530,255.75</b>
	<b>balanced JS 2/1/22</b>	<b>TOTALS</b>	<b>1,863,241.75</b>	<b>2,888,843.47</b>	

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

3,000.00
892,901.71
75,519.62
2,561,555.09

**TOTAL CASH BALANCE**

**6,063,232.17**

**SOUTHWEST HEALTH AND HUMAN SERVICES SAVINGS & INVESTMENTS REGISTERS  
2022**

<b>BREMER BANK</b>					
<b>DATE</b>	<b>RECEIPT or CHECK #</b>	<b>DESCRIPTION</b>	<b>DEPOSITS</b>	<b>DISBURSEMENTS</b>	<b>BALANCE</b>
01/01/22	<b>BEGINNING BALANCE</b>				892,886.55
01/03/22	56387	Interest	15.16		892,901.71
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	<b>ENDING BALANCE</b>				892,901.71

<b>GREAT WESTERN BANK</b>					
<b>DATE</b>	<b>RECEIPT or CHECK #</b>	<b>DESCRIPTION</b>	<b>DEPOSITS</b>	<b>DISBURSEMENTS</b>	<b>BALANCE</b>
01/01/22	<b>BEGINNING BALANCE</b>				75,518.97
01/03/22	56388	Interest	0.65		75,519.62
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	<b>ENDING BALANCE</b>				75,519.62

<b>MAGIC FUND</b>					
<b>DATE</b>	<b>RECEIPT or CHECK #</b>	<b>DESCRIPTION</b>	<b>DEPOSITS</b>	<b>DISBURSEMENTS</b>	<b>BALANCE</b>
01/01/22	<b>BEGINNING BALANCE</b>				2,561,518.29
01/03/22	56389	Interest	36.80		2,561,555.09
					2,561,555.09
					2,561,555.09
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	<b>ENDING BALANCE</b>				2,561,555.09

# Southwest Health and Human Services



LMD  
2/2/22 3:53PM

## TREASURER'S CASH TRIAL BALANCE

As of 01/2022

Page 2

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1				
Health Services Fund	2,581,698.33			
Receipts		462,491.50	462,491.50	
Disbursements		123,617.06-	123,617.06-	
Payroll		212,429.07-	212,429.07-	
Fund Total . . . . .		126,445.37	126,445.37	2,708,143.70
5				
Human Services Fund	410	General Administration		
	452,414.25-			
Receipts		60,542.80	60,542.80	
Disbursements		36,280.27-	36,280.27-	
Payroll		7,978.14-	7,978.14-	
Dept Total . . . . .		16,284.39	16,284.39	436,129.86-
5				
Human Services Fund	420	Income Maintenance		
	1,513,160.78			
Receipts		300,737.11	300,737.11	
Disbursements		348,559.22-	348,559.22-	
Payroll		328,622.37-	328,622.37-	
Dept Total . . . . .		376,444.48-	376,444.48-	1,136,716.30
5				
Human Services Fund	431	Social Services		
	5,836,273.96			
Receipts		658,630.71	658,630.71	
Disbursements		200,709.96-	200,709.96-	
SSIS		426,853.59-	426,853.59-	
Payroll		729,826.14-	729,826.14-	
Dept Total . . . . .		698,758.98-	698,758.98-	5,137,514.98
5				
Human Services Fund	461	Information Systems		
	3,717,061.88-			
Receipts		896.00	896.00	
Disbursements		8.77-	8.77-	
Payroll		21,503.24-	21,503.24-	
Dept Total . . . . .		20,616.01-	20,616.01-	3,737,677.89-

# Southwest Health and Human Services



LMD  
2/2/22 3:53PM

## TREASURER'S CASH TRIAL BALANCE

As of 01/2022

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
5				
<b>Human Services Fund</b>	471	LCTS Collaborative Agency		
	0.00			
Dept Total . . . . .		0.00	0.00	0.00
Fund Total . . . . .	3,179,958.61	1,079,535.08-	1,079,535.08-	2,100,423.53
61				
<b>Agency Health Insurance</b>				
	1,025,248.14			
Receipts		378,314.24	378,314.24	
Disbursements		449,467.64-	449,467.64-	
Fund Total . . . . .		71,153.40-	71,153.40-	954,094.74
71				
LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
	192,056.54			
Dept Total . . . . .		0.00	0.00	192,056.54
Fund Total . . . . .	192,056.54	0.00	0.00	192,056.54
73				
LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
	47,452.81			
Disbursements		2,988.00-	2,988.00-	
Dept Total . . . . .		2,988.00-	2,988.00-	44,464.81
Fund Total . . . . .	47,452.81	2,988.00-	2,988.00-	44,464.81
75				
Redwood LCTS Collaborative	471	LCTS Collaborative Agency		
	63,370.51			
Dept Total . . . . .		0.00	0.00	63,370.51
Fund Total . . . . .	63,370.51	0.00	0.00	63,370.51
77				
Local Advisory Council	477	Local Advisory Council		
	678.34			

# Southwest Health and Human Services



LMD  
2/2/22 3:53PM

## TREASURER'S CASH TRIAL BALANCE

As of 01/2022

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total . . . . .		0.00	0.00	678.34
Fund Total . . . . .	678.34	0.00	0.00	678.34
All Funds .....	7,090,463.28			
Receipts		1,861,612.36	1,861,612.36	
Disbursements		1,161,630.92-	1,161,630.92-	
SSIS		426,853.59-	426,853.59-	
Payroll		1,300,358.96-	1,300,358.96-	
Total .....		1,027,231.11-	1,027,231.11-	6,063,232.17

# Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 01/2022

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2022 BUDGET	% OF BUDG	% OF YEAR
<b>FUND 1 HEALTH SERVICES FUND</b>					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	149,325.75 -	149,325.75 -	1,080,435.00 -	14	8
INTERGOVERNMENTAL REVENUES	129,246.00 -	129,246.00 -	166,000.00 -	78	8
STATE REVENUES	29,208.42 -	29,208.42 -	939,267.00 -	3	8
FEDERAL REVENUES	120,166.16 -	120,166.16 -	1,119,614.00 -	11	8
FEES	34,481.91 -	34,481.91 -	481,630.00 -	7	8
EARNINGS ON INVESTMENTS	8.42 -	8.42 -	550.00 -	2	8
MISCELLANEOUS REVENUES	5.84 -	5.84 -	6,750.00 -	0	8
<b>TOTAL REVENUES</b>	<b>462,442.50 -</b>	<b>462,442.50 -</b>	<b>3,794,246.00 -</b>	<b>12</b>	<b>8 4% over</b>
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	8
PAYROLL AND BENEFITS	212,429.07	212,429.07	3,088,224.00	7	8
OTHER EXPENDITURES	123,568.06	123,568.06	706,022.00	18	8
<b>TOTAL EXPENDITURES</b>	<b>335,997.13</b>	<b>335,997.13</b>	<b>3,794,246.00</b>	<b>9</b>	<b>8 1% over</b>



# Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 01/2022

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2022 BUDGET	% OF BUDG	% OF YEAR	
<b>FUND 5 HUMAN SERVICES FUND</b>						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	360,841.01 -	360,841.01 -	11,954,362.00 -	3	8	
INTERGOVERNMENTAL REVENUES	13,335.00 -	13,335.00 -	95,971.00 -	14	8	
STATE REVENUES	125,754.58 -	125,754.58 -	5,536,980.00 -	2	8	
FEDERAL REVENUES	232,612.47 -	232,612.47 -	7,789,285.00 -	3	8	
FEES	118,801.40 -	118,801.40 -	2,485,160.00 -	5	8	
EARNINGS ON INVESTMENTS	44.19 -	44.19 -	2,200.00 -	2	8	
MISCELLANEOUS REVENUES	106,625.57 -	106,625.57 -	1,510,451.00 -	7	8	
<b>TOTAL REVENUES</b>	<b>958,014.22 -</b>	<b>958,014.22 -</b>	<b>29,374,409.00 -</b>	<b>3</b>	<b>8</b>	<b>5% under</b>
EXPENDITURES						
PROGRAM EXPENDITURES	641,546.63	641,546.63	12,167,552.00	5	8	
PAYROLL AND BENEFITS	1,063,667.86	1,063,667.86	14,490,742.00	7	8	
OTHER EXPENDITURES	332,335.31	332,335.31	2,716,115.00	12	8	
<b>TOTAL EXPENDITURES</b>	<b>2,037,549.80</b>	<b>2,037,549.80</b>	<b>29,374,409.00</b>	<b>7</b>	<b>8</b>	<b>1% under</b>

# 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					8
			Expend.	5,789.05	5,789.05	0.00	0	8
			Net	5,789.05	5,789.05	0.00	0	8
930 PROGRAM	Administration		Revenue	149,347.98 -	149,347.98 -	1,147,735.00 -	13	8
			Expend.	57,116.05	57,116.05	757,820.00	8	8
			Net	92,231.93 -	92,231.93 -	389,915.00 -	24	8
410 DEPT	General Administration	Totals:	Revenue	149,347.98 -	149,347.98 -	1,147,735.00 -	13	8
			Expend.	62,905.10	62,905.10	757,820.00	8	8
			Net	86,442.88 -	86,442.88 -	389,915.00 -	22	8
481 DEPT	Nursing							
100 PROGRAM	Family Health		Revenue	830.00 -	830.00 -	22,780.00 -	4	8
			Expend.	1,108.58	1,108.58	13,539.00	8	8
			Net	278.58	278.58	9,241.00 -	3 -	8
103 PROGRAM	Follow Along Program		Revenue	0.00	0.00	32,900.00 -	0	8
			Expend.	2,910.68	2,910.68	18,276.00	16	8
			Net	2,910.68	2,910.68	14,624.00 -	20 -	8
110 PROGRAM	TANF		Revenue	0.00	0.00	127,876.00 -	0	8
			Expend.	24,852.93	24,852.93	94,553.00	26	8
			Net	24,852.93	24,852.93	33,323.00 -	75 -	8
130 PROGRAM	WIC		Revenue	102,648.00 -	102,648.00 -	450,000.00 -	23	8
			Expend.	42,769.98	42,769.98	620,585.00	7	8
			Net	59,878.02 -	59,878.02 -	170,585.00	35 -	8
210 PROGRAM	CTC Outreach		Revenue	28,936.56 -	28,936.56 -	262,270.00 -	11	8
			Expend.	16,271.66	16,271.66	299,144.00	5	8
			Net	12,664.90 -	12,664.90 -	36,874.00	34 -	8
270 PROGRAM	Maternal Child Health - Title V		Revenue	4,523.08 -	4,523.08 -	237,036.00 -	2	8
			Expend.	36,957.93	36,957.93	257,985.00	14	8
			Net	32,434.85	32,434.85	20,949.00	155	8
280 PROGRAM	MCH Dental Health		Revenue	0.00	0.00	1,200.00 -	0	8
			Expend.	517.29	517.29	13,375.00	4	8
			Net	517.29	517.29	12,175.00	4	8

# Southwest Health and Human Services



## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
285 PROGRAM	MCH Blood Lead		Revenue					8
			Expend.	307.17	307.17	0.00	0	8
			Net	307.17	307.17	0.00	0	8
295 PROGRAM	MCH Car Seat Program		Revenue	609.36-	609.36-	35,500.00-	2	8
			Expend.	2,626.36	2,626.36	45,158.00	6	8
			Net	2,017.00	2,017.00	9,658.00	21	8
300 PROGRAM	Case Management		Revenue	24,690.30-	24,690.30-	451,000.00-	5	8
			Expend.	33,902.13	33,902.13	432,037.00	8	8
			Net	9,211.83	9,211.83	18,963.00-	49-	8
330 PROGRAM	MNChoices		Revenue	0.00	0.00	154,000.00-	0	8
			Expend.	14,657.87	14,657.87	219,957.00	7	8
			Net	14,657.87	14,657.87	65,957.00	22	8
603 PROGRAM	Disease Prevention and Control		Revenue	4,382.48-	4,382.48-	162,301.00-	3	8
			Expend.	15,834.05	15,834.05	219,137.00	7	8
			Net	11,451.57	11,451.57	56,836.00	20	8
660 PROGRAM	MIIC		Revenue					8
			Expend.	38.72	38.72	0.00	0	8
			Net	38.72	38.72	0.00	0	8
481 DEPT	Nursing	Totals:	Revenue	166,619.78-	166,619.78-	1,936,863.00-	9	8
			Expend.	192,755.35	192,755.35	2,233,746.00	9	8
			Net	26,135.57	26,135.57	296,883.00	9	8
483 DEPT	Health Education							
500 PROGRAM	Direct Client Services		Revenue	0.00	0.00	950.00-	0	8
			Expend.	689.08	689.08	18,895.00	4	8
			Net	689.08	689.08	17,945.00	4	8
510 PROGRAM	SHIP		Revenue	14,490.29-	14,490.29-	224,631.00-	6	8
			Expend.	15,739.36	15,739.36	224,541.00	7	8
			Net	1,249.07	1,249.07	90.00-	1,388-	8
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	0.00	10,155.00-	0	8
			Expend.	437.65	437.65	10,155.00	4	8
			Net	437.65	437.65	0.00	0	8
541 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	0.00	10,155.00-	0	8
			Expend.	257.41	257.41	10,155.00	3	8
			Net	257.41	257.41	0.00	0	8

# 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		
551 PROGRAM	Pipestone Drug Free Communities		Revenue	0.00	0.00	125,000.00 -	0	8		
			Expend.	10,778.47	10,778.47	125,000.00	9	8		
			Net	10,778.47	10,778.47	0.00	0	8		
900 PROGRAM	Emergency Preparedness		Revenue	0.00	0.00	95,357.00 -	0	8		
			Expend.	7,569.89	7,569.89	112,734.00	7	8		
			Net	7,569.89	7,569.89	17,377.00	44	8		
905 PROGRAM	COVID-19 Pandemic		Revenue					8		
			Expend.	11,022.42	11,022.42	0.00	0	8		
			Net	11,022.42	11,022.42	0.00	0	8		
906 PROGRAM	COVID-19 Vaccination Planning Grant		Revenue	573.18 -	573.18 -	0.00	0	8		
			Expend.	6,336.28	6,336.28	0.00	0	8		
			Net	5,763.10	5,763.10	0.00	0	8		
907 PROGRAM	Crisis Response Workforce Grant (CO)		Revenue					8		
			Expend.	1,682.07	1,682.07	0.00	0	8		
			Net	1,682.07	1,682.07	0.00	0	8		
483 DEPT	Health Education	Totals:	Revenue	15,063.47 -	15,063.47 -	466,248.00 -	3	8		
			Expend.	54,512.63	54,512.63	501,480.00	11	8		
			Net	39,449.16	39,449.16	35,232.00	112	8		
485 DEPT	Environmental Health		Revenue							
			800 PROGRAM	Environmental	Revenue	129,270.00 -	129,270.00 -	216,400.00 -	60	8
				Expend.	18,909.38	18,909.38	247,237.00	8	8	
		Net	110,360.62 -	110,360.62 -	30,837.00	358 -	8			
809 PROGRAM	Environmental Water Lab		Revenue	2,141.27 -	2,141.27 -	27,000.00 -	8	8		
			Expend.	6,914.67	6,914.67	53,963.00	13	8		
			Net	4,773.40	4,773.40	26,963.00	18	8		
485 DEPT	Environmental Health	Totals:	Revenue	131,411.27 -	131,411.27 -	243,400.00 -	54	8		
			Expend.	25,824.05	25,824.05	301,200.00	9	8		
			Net	105,587.22 -	105,587.22 -	57,800.00	183 -	8		
1 FUND	Health Services Fund	Totals:	Revenue	462,442.50 -	462,442.50 -	3,794,246.00 -	12	8		
			Expend.	335,997.13	335,997.13	3,794,246.00	9	8		
			Net	126,445.37 -	126,445.37 -	0.00	0	8		

# Southwest Health and Human Services



## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
5 FUND	Human Services Fund							
410 DEPT	General Administration							
0 PROGRAM	...		Revenue					8
			Expend.	16,283.89-	16,283.89-	105,344.00	15-	8
			Net	16,283.89-	16,283.89-	105,344.00	15-	8
410 DEPT	General Administration	Totals:	Revenue					8
			Expend.	16,283.89-	16,283.89-	105,344.00	15-	8
			Net	16,283.89-	16,283.89-	105,344.00	15-	8
420 DEPT	Income Maintenance							
0 PROGRAM	...		Revenue					8
			Expend.	106.06	106.06	0.00	0	8
			Net	106.06	106.06	0.00	0	8
600 PROGRAM	Income Maint Administrative/Overhea		Revenue	110,110.44-	110,110.44-	3,758,977.00-	3	8
			Expend.	144,371.16	144,371.16	1,551,896.00	9	8
			Net	34,260.72	34,260.72	2,207,081.00-	2-	8
601 PROGRAM	Income Maint/Random Moment Payro		Revenue					8
			Expend.	195,129.30	195,129.30	2,645,029.00	7	8
			Net	195,129.30	195,129.30	2,645,029.00	7	8
602 PROGRAM	Income Maint FPI Investigator		Revenue	0.00	0.00	130,000.00-	0	8
			Expend.	4,434.90	4,434.90	149,454.00	3	8
			Net	4,434.90	4,434.90	19,454.00	23	8
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		Revenue	1,046.00-	1,046.00-	65,400.00-	2	8
			Expend.	0.00	0.00	65,000.00	0	8
			Net	1,046.00-	1,046.00-	400.00-	262	8
610 PROGRAM	TANF(AFDC/MFIP/DWP)		Revenue	251.00-	251.00-	15,000.00-	2	8
			Expend.	0.00	0.00	11,250.00	0	8
			Net	251.00-	251.00-	3,750.00-	7	8
620 PROGRAM	General Asst (GA) / Burials		Revenue	203.00-	203.00-	51,500.00-	0	8
			Expend.	35,910.00	35,910.00	401,125.00	9	8
			Net	35,707.00	35,707.00	349,625.00	10	8
630 PROGRAM	Food Support (FS)		Revenue	681.00-	681.00-	553,000.00-	0	8
			Expend.	0.00	0.00	2,750.00	0	8
			Net	681.00-	681.00-	550,250.00-	0	8

# Southwest Health and Human Services



## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
640 PROGRAM	Child Support (IVD)		Revenue	15,083.78-	15,083.78-	1,631,525.00-	1	8
			Expend.	93,314.61	93,314.61	1,235,062.00	8	8
			Net	78,230.83	78,230.83	396,463.00-	20-	8
650 PROGRAM	Medical Assistance (MA)		Revenue	173,171.89-	173,171.89-	3,970,000.00-	4	8
			Expend.	203,915.56	203,915.56	2,875,000.00	7	8
			Net	30,743.67	30,743.67	1,095,000.00-	3-	8
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	190.00-	190.00-	0.00	0	8
			Expend.					8
			Net	190.00-	190.00-	0.00	0	8
420 DEPT	Income Maintenance	Totals:	Revenue	300,737.11-	300,737.11-	10,175,402.00-	3	8
			Expend.	677,181.59	677,181.59	8,936,566.00	8	8
			Net	376,444.48	376,444.48	1,238,836.00-	30-	8
431 DEPT	Social Services							
700 PROGRAM	Social Service Administrative/Overhea		Revenue	281,424.70-	281,424.70-	11,059,756.00-	3	8
			Expend.	309,248.22	309,248.22	3,032,994.00	10	8
			Net	27,823.52	27,823.52	8,026,762.00-	0-	8
701 PROGRAM	Social Services/SSTS		Revenue					8
			Expend.	615,404.58	615,404.58	7,908,093.00	8	8
			Net	615,404.58	615,404.58	7,908,093.00	8	8
710 PROGRAM	Children's Social Services Programs		Revenue	107,135.90-	107,135.90-	1,936,045.00-	6	8
			Expend.	327,786.88	327,786.88	3,886,574.00	8	8
			Net	220,650.98	220,650.98	1,950,529.00	11	8
711 PROGRAM	YIP Grant (Circle)-Dept of Public Safet		Revenue					8
			Expend.	3,543.70	3,543.70	0.00	0	8
			Net	3,543.70	3,543.70	0.00	0	8
712 PROGRAM	CIRCLE Program		Revenue					8
			Expend.	227.40	227.40	16,000.00	1	8
			Net	227.40	227.40	16,000.00	1	8
713 PROGRAM	STAY Program Grant (formerly SELF)		Revenue	0.00	0.00	53,000.00-	0	8
			Expend.	3,364.03	3,364.03	53,000.00	6	8
			Net	3,364.03	3,364.03	0.00	0	8
715 PROGRAM	Children Waivers		Revenue	9,038.99-	9,038.99-	220,000.00-	4	8
			Expend.					8
			Net	9,038.99-	9,038.99-	220,000.00-	4	8

# Southwest Health and Human Services



## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdg</u>	<u>% of Year</u>
716 PROGRAM	FGDM/Family Group Decision Making		Revenue	0.00	0.00	41,780.00 -	0	8
			Expend.	0.00	0.00	41,780.00	0	8
			Net	0.00	0.00	0.00	0	8
717 PROGRAM	Family Assmt Response Grant/Discr F		Revenue	0.00	0.00	47,909.00 -	0	8
			Expend.	1,182.03	1,182.03	47,909.00	2	8
			Net	1,182.03	1,182.03	0.00	0	8
718 PROGRAM	PSOP/Parent Support Outreach Progra		Revenue	0.00	0.00	30,853.00 -	0	8
			Expend.	106.00	106.00	30,853.00	0	8
			Net	106.00	106.00	0.00	0	8
720 PROGRAM	Child Care/Child Protection		Revenue	1,500.00 -	1,500.00 -	18,600.00 -	8	8
			Expend.	0.00	0.00	4,600.00	0	8
			Net	1,500.00 -	1,500.00 -	14,000.00 -	11	8
721 PROGRAM	CC Basic Slide Fee/Cty Match to DHS		Revenue	1,266.00 -	1,266.00 -	42,594.00 -	3	8
			Expend.	0.00	0.00	43,365.00	0	8
			Net	1,266.00 -	1,266.00 -	771.00	164 -	8
726 PROGRAM	MFIP/SW MN PIC		Revenue	690.00 -	690.00 -	12,000.00 -	6	8
			Expend.					8
			Net	690.00 -	690.00 -	12,000.00 -	6	8
730 PROGRAM	Chemical Dependency		Revenue	8,755.73 -	8,755.73 -	323,000.00 -	3	8
			Expend.	14,214.00	14,214.00	398,100.00	4	8
			Net	5,458.27	5,458.27	75,100.00	7	8
741 PROGRAM	Mental Health/Adults Only		Revenue	39,612.63 -	39,612.63 -	1,317,814.00 -	3	8
			Expend.	16,463.40	16,463.40	2,023,955.00	1	8
			Net	23,149.23 -	23,149.23 -	706,141.00	3 -	8
742 PROGRAM	Mental Health/Children Only		Revenue	21,925.71 -	21,925.71 -	881,694.00 -	2	8
			Expend.	25,942.94	25,942.94	1,937,363.00	1	8
			Net	4,017.23	4,017.23	1,055,669.00	0	8
750 PROGRAM	Developmental Disabilities		Revenue	38,660.80 -	38,660.80 -	853,928.00 -	5	8
			Expend.	23,083.96	23,083.96	330,428.00	7	8
			Net	15,576.84 -	15,576.84 -	523,500.00 -	3	8
760 PROGRAM	Adult Services		Revenue	83,323.26 -	83,323.26 -	1,425,284.00 -	6	8
			Expend.	6,726.48	6,726.48	89,500.00	8	8
			Net	76,596.78 -	76,596.78 -	1,335,784.00 -	6	8

# Southwest Health and Human Services



## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
765 PROGRAM	Adult Waivers		Revenue	63,047.39-	63,047.39-	904,000.00-	7	8
			Expend.	7,846.47	7,846.47	165,000.00	5	8
			Net	55,200.92-	55,200.92-	739,000.00-	7	8
431 DEPT	Social Services	Totals:	Revenue	656,381.11-	656,381.11-	19,168,257.00-	3	8
			Expend.	1,355,140.09	1,355,140.09	20,009,514.00	7	8
			Net	698,758.98	698,758.98	841,257.00	83	8
461 DEPT	Information Systems		Revenue	896.00-	896.00-	30,750.00-	3	8
0 PROGRAM	...		Expend.	21,512.01	21,512.01	322,985.00	7	8
			Net	20,616.01	20,616.01	292,235.00	7	8
461 DEPT	Information Systems	Totals:	Revenue	896.00-	896.00-	30,750.00-	3	8
			Expend.	21,512.01	21,512.01	322,985.00	7	8
			Net	20,616.01	20,616.01	292,235.00	7	8
5 FUND	Human Services Fund	Totals:	Revenue	958,014.22-	958,014.22-	29,374,409.00-	3	8
			Expend.	2,037,549.80	2,037,549.80	29,374,409.00	7	8
			Net	1,079,535.58	1,079,535.58	0.00	0	8
FINAL TOTALS	921 Accounts		Revenue	1,420,456.72-	1,420,456.72-	33,168,655.00-	4	8
			Expend.	2,373,546.93	2,373,546.93	33,168,655.00	7	8
			Net	953,090.21	953,090.21	0.00	0	8



# Social Services Caseload:

<b>Yearly Averages</b>	<b>Adult Services</b>	<b>Children's Services</b>	<b>Total Programs</b>
2018	2683	617	3299
2019	2651	589	3241
2020	2623	572	3195
2021	2694	560	3254
2022			

<b>2022</b>	<b>Adult Services</b>	<b>Children's Services</b>	<b>Total Programs</b>
January	2655	578	3233
February			0
March			0
April			0
May			0
June			0
July			0
August			0
September			0
October			0
November			0
December			0
<b>Average</b>	<b>2655</b>	<b>578</b>	<b>269</b>

# 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	9	362	13	0	272	50	926	14	299	446	303	2609
2022												

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

2022	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
January	9	375	13	0	270	48	955	13	235	447	290	2655
February												0
March												0
April												0
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	9	375	13	0	270	48	955	13	235	447	290	885

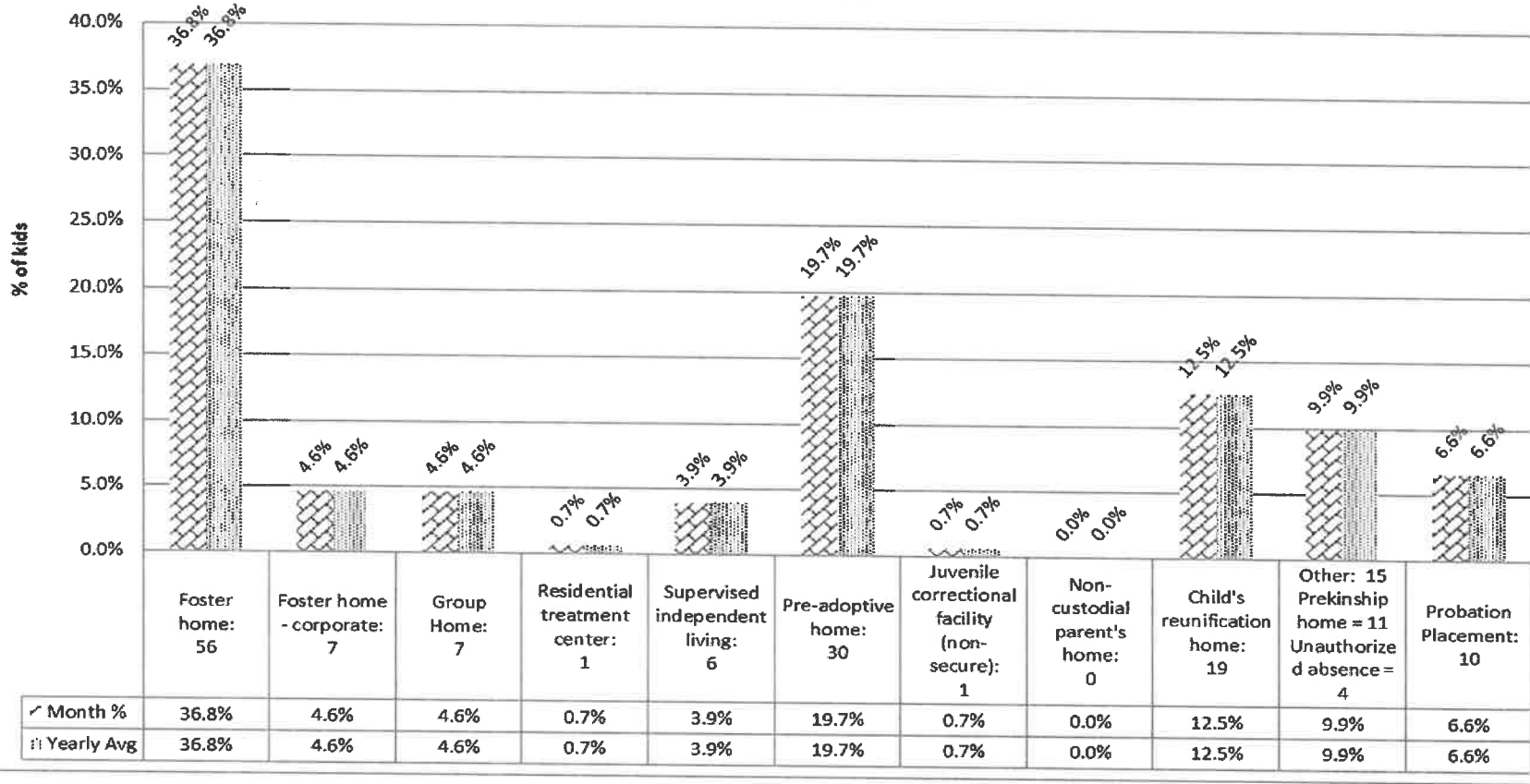
# Children's - Social Services Caseload

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	21	33	0	13	59	165	155	85	0	0	31	591
2022												

<b>2022</b>	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	22	30	0	13	63	182	154	83	0	0	31	578
February												0
March												0
April												0
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	22	30	0	13	63	182	154	83	0	0	31	193



**January 2022 - Placement by Category**  
**152 Kids in Placement**



**January 2022:** Total kids in placement = 152

**Total of 6 Children entered placement**

1	Lyon	Unauthorized absence
1	Lyon	Probation
3	Pipestone	Foster Home
1	Redwood	Foster Home

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

8	Redwood	Child's Reunification Home
3	Rock	Foster Home

## NON IVD COLLECTIONS

JANUARY 2022

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	1,046
TANF (MFIP/DWP/AFDC)	05-420-610.5803	251
GA	05-420-620.5803	203
FS	05-420-630.5803	681
CS (PI Fee, App Fee, etc)	05-420-640.5501	643
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	59,726
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	275
OOH/FC Recovery	05-431-710.5803	11,465
CHILDCARE		
Licensing	05-431-720.5502	500
Corp FC Licensing	05-431-720.5505	1,000
Over Payments	05-431-721&722.5803	0
CHEMICAL DEPENDENCY		
SUD Assessment Fee	05-431-730.5504	811
CD Assessments	05-431-730.5519	3,172
Detox Fees	05-431-730.5520	149
SUD Treatment	05-431-730.5523	3,495
Over Payments	05-431-730.5803	0
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	0
Over Payments	05-431-741 or 742.5803	1,179
DEVELOPMENTAL DISABILITIES		
Insurance Copay/Overpayments	05-431-750.5803	0
ADULT		
Court Visitor Fee	05-431-760.5515	0
Insurance Copay/Overpayments	05-431-760.5803	0
<b>TOTAL NON-IVD COLLECTIONS</b>		<b>84,595</b>



## 2022 Public Health Statistics

	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
'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	
'21 Avg	1921	19	8	195	-	1	4	132	41	24	9	633

	WIC	Family Home Visiting*	MnChoices Assessments*	Managed Care*	Dental Varnish	Refugee Health	LTBI/DOT Medication Distribution	Water Tests	FPL Inspections	Imm	Car Seats	COVID Vaccine Admin
11/21	1915	31	1	175	0	1	8	118	40	46	9	17
12/21	1901	31	10	239	0	1	19	76	32	12	8	33
1/22		32	9	152	0	1	26	109	33	22	9	36
2/22												
3/22												
4/22												
5/22												
6/22												
7/22												
8/22												
9/22												
10/22												
11/22												
12/22												

\*Includes telehealth visits





## SHIP Settings

- Schools
- Businesses
- Communities
- Healthcare

## SHIP Strategies

- Healthy Eating
- Physical Activity
- Improving Well-Being
- Encouraging Breastfeeding
- Reducing Tobacco Use and Exposure

## Mini-Grants Awarded 2018-2021

- Lactation Room/Equipment
- Lactation Tent
- SRTS/Pedestrian Signage
- Classroom Flexible Seating
- Biking Signage/Equipment
- Healthy Snack Stations
- Tobacco Signage/Resources
- Grant Writing TA
- Farmers Market TA/Grants
- Gardening Equipment
- Farm2School Training
- Snap-Ed Cooking Classes
- Park Benches/Picnic Tables
- Dementia Kits/Signage
- Hydration Stations
- Sit/Stand Workstations
- School Cafeteria Equipment/Signage
- Food Shelf Equipment/Signage
- School Active Phy. Ed
- GroShed Partnerships
- Dental Health Education
- School Active Classroom Trainings
- WW Well-Being Equipment
- WW Physical Activity Equipment
- School Adaptive Outdoor Swings
- Certified Lactation Counselor Training

## Mini-Grant Amounts by County 2018-2021



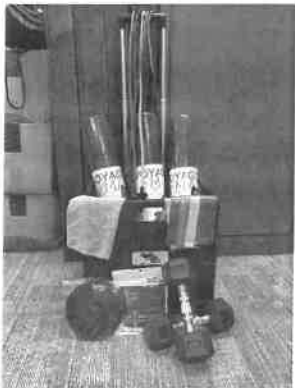
# Murray County Central Elementary School Flex Seating in the Classroom



# City of Marshall Bike Share Program



# Pipestone Worksite Wellness Collaborative



# Thank You

For more information on SHIP Contact:

Jen Nelson

[Jennifer.nelson@swmhhs.com](mailto:Jennifer.nelson@swmhhs.com)

Ann Orren

[Ann.orren@swmhhs.com](mailto:Ann.orren@swmhhs.com)



**GroShed, LLC**

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



Estimate

ADDRESS  
Ann Orren  
South West Health Human Services

SHIP DATE 09/15/2022

ESTIMATE 1027  
DATE 02/08/2022  
EXPIRATION 02/18/2022  
DATE

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
02/08/2022	Sales	8'x12' GroShed Classic	96	175.00	16,800.00

-----  
Here is an estimate. I think the other one added tax but its not on this one.

SUBTOTAL	16,800.00
TAX	0.00
SHIPPING	800.00
-----	
TOTAL	<b>\$17,600.00</b>

Accepted By

Accepted Date

## Pay Equity Implementation Report

### Part A: Jurisdiction Identification

Jurisdiction: Southwest Health and Human Services  
607 West Main Street

Jurisdiction Type: Other

Marshall, MN 56258

Contact: Nancy Walker

Phone: (507) 532-1256

E-Mail: nancy.walker@swmhhs.com

### Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used:

Description:

MN Merit system model

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:  
Bulletin Board @ agency (6 locations) and Sharepoint

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Southwest Health and Human Services

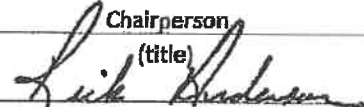
(governing body)

Rick Anderson

(chief elected official)

Chairperson

(title)



### Part C: Total Payroll

\$17029283.00

Is the annual payroll for the calendar year just ended December 31.

- Checking this box indicates the following:

- signature of chief elected official

- approval by governing body

- all information is complete and accurate, and

- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 1/27/2022

## Compliance Report

Jurisdiction: Southwest Health and Human Services  
607 West Main Street

Report Year: 2022  
Case: 1 - 2021 Data (Private (Jur  
Only))

Marshall, MN 56258

Contact: Nancy Walker

Phone: (507) 532-1256

E-Mail: nancy.walker@swmhhs.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

### I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	3	32	1	36
# Employees	4	217	2	223
Avg. Max Monthly Pay per employee	6629.25	6116.23		6118.77

### II. STATISTICAL ANALYSIS TEST

#### A. Underpayment Ratio = 0 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	3	32
b. # Below Predicted Pay	0	0
c. TOTAL	3	32
d. % Below Predicted Pay (b divided by c = d)	0.00	0.00

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

#### B. T-test Results

Degrees of Freedom (DF) = 219	Value of T = 0.000
-------------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = 0

b. Avg. diff. in pay from predicted pay for female jobs = 0

### III. SALARY RANGE TEST = 0.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 0.00

B. Avg. # of years to max salary for female jobs = 0.00

### IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 \*

B. % of female classes receiving ESP = 0.00

\*(If 20% or less, test result will be 0.00)



**Minnesota Pay Equity Management System - Southwest Health and Human Services(22-No Submission)**[Home](#)[Utilities](#)[Go To](#)[Log Out](#)[<--Jobs Page](#)[Reports-->](#)

***Your jurisdiction has three or fewer male classes or no female classes. In these cases, the alternative analysis test, NOT the statistical analysis test is used to compare salaries. Data must still be submitted using this software application. Click on the button below to complete and submit all the required information in the pay equity report.***

[Go To Implementation Form](#)[View Another Case](#)

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us) so that we can follow up. Thank you.

## Job Class Data Entry Verification List

Case: 2021 Data

Southwest Health and Human Services

LGID: 187

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service
2	Office Support Specialist Seni	0	10	0	F	169	2600.00	3892.00	0.00	0.00	
26	Health Services Program Aide	0	2	0	F	169	2780.00	4261.00	0.00	0.00	
36	Support Enforcement Aide	0	1	0	F	199	2604.00	3891.00	0.00	0.00	
3	Account Technician	1	5	0	F	199	2780.00	4839.00	0.00	0.00	
5	Case Aide	0	10	0	F	203	2953.00	4967.00	0.00	0.00	
7	Collections Officer	0	1	0	F	208	2953.00	5000.00	0.00	0.00	
8	Office Services Supervisor	0	1	0	F	233	4229.00	5773.00	0.00	0.00	
6	Eligibility Worker	1	31	0	F	233	3037.00	5189.00	0.00	0.00	
41	Circle Specialist	0	1	0	F	233	3037.00	5189.00	0.00	0.00	
9	Fraud Prevention Spec	1	1	0	B	236	3127.00	5374.00	0.00	0.00	
40	Health and Human Services Aide	0	1	0	F	245	3037.00	5189.00	0.00	0.00	
10	Child Support Officer	0	12	0	F	259	3127.00	5559.00	0.00	0.00	
49	Registered Nurse	0	1	0	F	275	3995.00	5744.00	0.00	0.00	
35	County Program Specialist	0	2	0	F	275	4229.00	5744.00	0.00	0.00	
34	Info Tech Specialist	1	0	0	M	282	3339.00	5681.00	0.00	0.00	
27	Dietician	0	1	0	F	282	3996.00	6115.00	0.00	0.00	
11	Lead Eligibility Worker	1	6	0	F	282	3474.00	5374.00	0.00	0.00	
28	Sanitarian	2	0	0	M	284	3996.00	6115.00	0.00	0.00	
24	Public Health Nurse	0	14	0	F	289	4342.00	6484.00	0.00	0.00	
47	Fiscal Officer	0	1	0	F	291	4229.00	5680.00	0.00	0.00	
39	Child Support Supervisor I	0	1	0	F	308	4229.00	7315.00	0.00	0.00	
12	Social Worker	7	61	0	F	314	3920.00	6461.00	0.00	0.00	
13	Info Technology Spec Sr	0	1	0	F	314	4229.00	6460.00	0.00	0.00	
14	Social Worker CPS	0	16	0	F	332	3920.00	6461.00	0.00	0.00	
25	Health Educator	0	3	0	F	332	3996.00	6115.00	0.00	0.00	
15	Social Worker MSW	0	1	0	F	349	4276.00	6460.00	0.00	0.00	
16	Financial Asst Supervisor I	0	3	0	F	353	4229.00	7315.00	0.00	0.00	
23	Circle Coordinator	0	1	0	F	393	4277.00	6461.00	0.00	0.00	
30	Environmental Health Manager	1	0	0	M	393	4336.00	8606.00	0.00	0.00	
33	Public Health Nursing Supervis	0	2	0	F	393	5015.00	8050.00	0.00	0.00	
43	Social Work Team Lead	0	3	0	F	393	4453.00	6461.00	0.00	0.00	
50	Health Educator Supervisor	0	1	0	F	393	4722.00	6461.00	0.00	0.00	

## Job Class Data Entry Verification List

Case: 2021 Data

Southwest Health and Human Services

LGID: 187

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service
19	Social Services Supervisor	0	10	0	F	551	5256.00	8933.00	0.00	0.00	
22	Division Director	0	2	0	F	805	7021.00	10165.00	0.00	0.00	
20	Deputy Director	0	1	0	F	1142	7572.00	11020.00	0.00	0.00	
21	Executive Director	0	1	0	F	1198	9768.00	13522.00	0.00	0.00	
<b>Job Number Count: 36</b>											



This email was sent to you from: Chris Cauwels. |

Hardware Software Services IT Solutions Brands Research Hub

## CDW-G For Review

This email was sent to you from: Chris Cauwels [chris.cauwels@swmhhs.com](mailto:chris.cauwels@swmhhs.com)

[View Cart Online](#)

	Item	Qty	CDW #	Unit Price	Ext. Price
--	------	-----	-------	------------	------------



	<b>RSA SECURID AM8</b> <b>INTEL APPL 130 HW</b> Mfg. Part#: RSA-80010500INT UNSPSC: 43222501	1	3499440	<b>\$2,576.12</b>	
--	---	---	---------	-------------------	--

	<b>RSA SID ACC BASE SUB</b> <b>1MO 10-500U</b> Mfg. Part#: SIDACCBASE-S-T1	5760	4461109	<b>\$2.82</b>	
--	--	------	---------	---------------	--



	<b>RSA SID MFA SUB 1MO</b> <b>10-250U</b> Mfg. Part#: SIDMFA-S-T1	1800	4484012	<b>\$1.89</b>	
--	---	------	---------	---------------	--

RSA SID700 60SEC 2YR 2 1051966 **\$4,945.28**  
100 PACK  
Mfg. Part#: SID700-6-60-24-100



RSA SID700 60SEC 2YR 5 1 1132809 **\$247.80**  
PACK  
Mfg. Part#: SID700-6-60-24-5



---

**Subtotal** \$32,359.68

**Grand Total** **\$32,359.68**




NO IMAGE AVAILABLE

### Sales Contact Info

**John O'connell** | (312) 547-2791 | [jack.oconnell@cdw.com](mailto:jack.oconnell@cdw.com)

### Need Help?

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 [Call 800.800.4239](tel:800.800.4239)

\* Pricing is reflective of items only. Shipping, tax, and any related fees will be calculated at checkout.

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Exact Phrase (i)

e.g. 1606N020Q02  
"Morris Electronics"

Federal Organizations  
Enter Code or Name

Status

Showing 1 - 25 of 60,464 results

**Sole Source to General Dynamics for TACDS**

Notice ID: N61331-22-T-OF01

&nb

Department/Ind.Agency	Subtier	Office
DEPT OF DEFENSE	DEPT OF THE NAVY	NAVAL SURFACE WARFARE CENTER

Sort by

Date Modified/Updated

**Contract Opportunities**

Current Date Offers Due  
February 17, 2022, 11:00 AM CST

Notice Type  
Original Combined Synopsis/Solicitation

Updated Date  
Feb 10, 2022

Published Date  
Feb 10, 2022

**STARLite - Systems Support**

Notice ID: W56KGY-22-S-0022

Sources Sought W56KGY-22-S-0022:

**Small Tactical Radar - Lightweight Synthetic Aperture Radar**

Department/Ind.Agency	Subtier	Office
DEPT OF DEFENSE	DEPT OF THE ARMY	WGQK ACC-APG

**Contract Opportunities**

Current Response Date  
February 17, 2022, 04:00 PM CST

Notice Type  
Original Sources Sought

Updated Date  
Feb 10, 2022

Published Date  
Feb 10, 2022

Search All Words e.g. 1606N020Q02

Select Domain All Domains

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Filter By

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For more information on how to use our keyword search, visit our help guide.

Any Words (i)  
All Words (i)  
Exact Phrase (i)

e.g. 1606N020Q02  
"CDW-G"

Federal Organizations  
Enter Code or Name

Status

Showing 1 - 25 of 337 results

**Safety and Mission Assurance (SMA) Engineering and Technical Services (SETS) Draft RFP**

Notice ID: 80GRC021R0011

**S&MA Engineering and Technical Services (SETS) Draft Request for Proposal (RFP)**

*Amendment 2: Nov*

Department/Ind.Agency	Subtier	Office
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	NASA GLENN RESEARCH CENTER

Sort by

Date Modified/Updated

Inactive

**Contract Opportunities**

Current Response Date  
December 03, 2021, 03:30 PM CST

Notice Type  
Updated Presolicitation

Updated Date  
Dec 4, 2021 (3)

Published Date  
Nov 19, 2021

**Information Technology Enterprise Solutions - 3 Hardware (ITES-3H)**

Notice ID: W52P1J16D0005

A class Justification and Approval for Information Technology Enterprise Solutions - 3 Hardware (ITES-3H) was approved on 20 OCT 2021.

Department/Ind.Agency	Subtier
DEPT OF DEFENSE	DEPT OF THE ARMY

Inactive

**Contract Opportunities**

Current Response Date  
December 02, 2021, 10:00 AM CST

Notice Type  
Original Special Notice

Updated Date  
Dec 2, 2021

Published Date

# QUOTE CONFIRMATION



**DEAR CHRIS CAUWELS,**

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MPQP525	2/7/2022	BARRA RNWL	11383670	\$20,850.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<b>Barracuda E-Mail Protection Security Awareness Training - subscription lice</b> Mfg. Part#: EP-SAT-USR-1M Electronic distribution - NO MEDIA Contract: Sourcewell 081419-CDW Tech Catalog - Software (081419-CDW)	3000	6801747	\$0.93	\$2,790.00
<b>Barracuda E-Mail Protection Security Awareness Training - subscription lice</b> Mfg. Part#: EP-SAT-USR-1M Electronic distribution - NO MEDIA Contract: Sourcewell 081419-CDW Tech Catalog - Software (081419-CDW)	9000	6801747	\$0.79	\$7,110.00
<b>Barracuda E-Mail Protection Security Awareness Training - subscription lice</b> Mfg. Part#: EP-SAT-USR-1M Electronic distribution - NO MEDIA Contract: Sourcewell 081419-CDW Tech Catalog - Software (081419-CDW)	15000	6801747	\$0.73	\$10,950.00

PURCHASER BILLING INFO		SUBTOTAL	\$20,850.00
<b>Billing Address:</b> SOUTHWEST HEALTH AND HUMAN SERVICES ACCTS PAYABLE 607 W MAIN ST STE 200 MARSHALL, MN 56258-3171 <b>Phone:</b> (507) 537-7280 <b>Payment Terms:</b> VISA		<b>SHIPPING</b>	\$0.00
		<b>SALES TAX</b>	\$0.00
		<b>GRAND TOTAL</b>	<b>\$20,850.00</b>
		<b>DELIVER TO</b> <b>Shipping Address:</b> SOUTHWEST HEALTH AND HUMAN SERVICES CHRIS CAUWELS 607 W MAIN ST STE 200 MARSHALL, MN 56258-3171 <b>Phone:</b> (507) 537-7280 <b>Shipping Method:</b> ELECTRONIC DISTRIBUTION	

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION



Jack O'Connell

(877) 693-4690

jack.oconnell@cdw.com

## LEASE OPTIONS

# The Computer Man, Inc.



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

2/10/2022

Quote # 620928

## Quote

business partner



**Microsoft** Partner

Silver Midmarket Solution Provider



Prepared For

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

Description	Qty	Price	Extended Price	PO Number	Terms	Rep
					Net 10 Days	MWT
KnowBe4 Security Awareness Training Subscription Diamond 3 Year KMSATD-N-C36-G	240	24.8375	5,961.00			
KnowBe4 Compliance Plus Subscription 3 Year Must have current KMSAT Subscription to use product. CMP-N-C36-G	240	12.95833	3,110.00			
Thank you for your business.				<b>Subtotal</b>		\$9,071.00
				<b>Sales Tax (6.875%)</b>		\$0.00
				<b>Total</b>		\$9,071.00



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**Federal Organizations**

Status ^

Sort by  
Date Modified/Updated ▼

Showing 1 - 25 of 222,359 results

**Broad Agency Announcement for Advanced Battle Management Systems (ABMS)**

**Notice ID: BAA-AFLCMC\_CAIO-2020-001**

10 February 2022 *Call 001 / Call 002 Amendment 5* As of this date, the Government is no longer accepting new

Department/Ind.Agency DEPT OF DEFENSE	Subtier DEPT OF THE AIR FORCE	Office FA8612 AFLCMC CAIO
--	----------------------------------	------------------------------

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**HDT Equipment Upgrade**

**Notice ID:**

HDT GLOBAL TACTICAL CHAIR 40C2CH4001 -  
- 35 sets of four (4) chairs  
- 40"x20"x7"  
- 11.5 lbs each

Department/Ind.Agency DEPT OF DEFENSE	Subtier DEPT OF THE AIR FORCE	Office FA4484 87 CONS LGC
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**INDUSTRIAL COOLER FLUID**

**Notice ID: 70Z08522Q40148B00**

Search All Words e.g. 1606N020Q02

**Select Domain**  
All Domains +

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**Filter By** -

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**Keyword Search**  
For more information on how to use our keyword search, visit our help guide [?](#)

Any Words [?](#)  
 All Words [?](#)  
 Exact Phrase [?](#)

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**Federal Organizations**

Status ^

Sort by  
Date Modified/Updated ▼

Showing 1 - 25 of 921 results

**58--CCTV Camera**

**Notice ID: BENNING316THFKB22-02**

AMENDMENT NOTICE: This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6, as supplem...

Department/Ind.Agency DEPT OF DEFENSE	Subtier DEPT OF THE ARMY	Office W6QM MICC-FT DRUM
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**Notice of Intent to Sole Source Microsoft Enterprise Follow On**

**Notice ID: ITC2200039**

**THIS IS NOT A REQUEST FOR PROPOSAL, AN INVITATION FOR BIDS, OR A REQUEST FOR QUOTATIONS. FURTHER, IT DOES NOT REPRESENT A COMMITMENT BY THE**

Department/Ind.Agency FEDERAL COMMUNICATIONS COMMISSION	Subtier FEDERAL COMMUNICATIONS COMMISSION	Office FCC
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### Special IT Supplemental Contract

Morris Electronics is offering Southwest Minnesota Health and Human Services (SWMHHS), special supplemental IT services as per Chris Cauwels request. Morris Electronics will perform updates on 18 servers and provide 7.5 hours of remote work at a rate of \$828.75 per week. If accepted, this contract will be in effect from February 28, 2022 through May 20, 2022 (a period of 12 weeks). Morris Electronics will bill SWMHHS for these services' monthly.

**MANAGED IT EXECUTIVE SUMMARY FOR**  
**SOUTHWEST HEALTH & HUMAN SERVICES**

January 27<sup>th</sup>, 2022

Prepared by:

**Erin VanderVeen**  
Technology Advisor  
320.241.3505  
Erin.Nelson@marconet.com

 **MANAGED SERVICES**

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 **BUSINESS IT SERVICES**

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## **CURRENT SITUATION**

We appreciate the opportunity to present this summary that outlines our Cyber-Security Focused Managed IT Solution for your organization. Marco is the largest independently owned technology services provider in the country, servicing over 28,500 customers throughout the upper Midwest, East Coast and nationally. If chosen for this strategic partnership, our commitment is to be your trusted IT partner, helping you reduce risk against cyber-threats and streamline business operations through centralized support to maximize your technology.

As an integral part of your organization's critical support team, we will be serving as subject matter experts, working with your core team members through involvement, collaboration, development, and refinement of the following:

- Maintaining the confidentiality, integrity, and availability of your company's critical data infrastructure through our Managed IT Services.
- Providing ongoing assistance to you and your team through our dedicated support teams.
- Maintaining the security of your network and key systems from unauthorized access and unscheduled downtime through our unique detection/response security services.
- Provide recommendations on technology decisions that align with the National Institute of Standards and Technology (NIST) framework.
- Help you save money by maximizing automation and efficiency through better utilization of your technology.

## **BUSINESS VALUE TO YOUR ORGANIZATION**

The value of creating this partnership is as follows:

- Allows you to focus on your business, not getting bogged down with technology issues, research, or end-user problems.
- An ongoing management program such as this reduces downtime and technical failures, as well as minimizing operator errors that lead to data loss and business interruption.
- Providing intelligence that will allow you to respond to cyber-attacks and disruptions with minimal business impact.
- Access to our large bench of technical experts without having to hire and maintain this costly expertise in-house.
- 24x7 access to high-level technical and security expertise in the event of an emergency or unexpected outage/disruption.

## **MEASUREMENTS OF SUCCESS**

Success will be determined by:

- Improvements in internal end-user experience.
- Improved customer experience through a series of proactive measures and on-going business reviews.
- Cost reductions utilizing more efficient technology solutions.
- Improved response times resulting in minimal downtime.
- Allowing your team to focus on revenue generating activities vs IT.



## METHODOLOGY

The following components will be used to achieve the desired outcomes:

- **IT Infrastructure Management & Monitoring:** Your network, servers, workstations, mobile devices and applications require ongoing support. Through our offering, we've included a mix of software, people and processes to maintain network and system stability, data integrity and uptime. Our Operations Center will be monitoring your systems 24x7x365, helping you maintain a stable computing environment that will allow you to service your customers with minimal interruption.
- **Remote Support:** As your team encounters technology related issues, your dedicated remote Support Desk team will be available to help. Your organization will be assigned a helpdesk team of roughly six to ten IT experts. This allows our organizations to best understand company culture, build strong personal relationships and increase efficiency as our teams work more fluently together. You'll have the comfort of a small company feel with the peace of mind knowing Marco has over 650 certified systems engineers and technical representatives on staff to support you. When calling Marco's Support Desk, your employees will get a live person 95% of the time. Other options of gaining support are via email, online chat and through our self-service portal. In addition, Marco will collaborate with your third-party providers (software companies, internet providers, etc.) to quarterback issues and avoid finger pointing.
- **On-Site Support:** Included in our offering is the on-site support component in the event of an IT issue requiring on-site service. In the event of a system failure, connectivity issue or security incident, which cannot be handled remotely, our team will respond with on-site service, helping you get your business back online as soon as possible.
- **Managed Security Program:** The most important aspect of your IT environment is your data. Security issues that involve a loss of privacy or confidentiality, integrity or access will be handled upon any alert. Through this program, our team of highly trained security experts will be monitoring all data coming and going from your company. In the event that any attempted breach or malware is detected, our team will respond promptly. Real-time detection and response are the key to strong security.
- **IT Environment Reviews:** We are confident in the tools we will be deploying but as an added layer of checks/balances, on a regularly scheduled basis your assigned Client Service Associate will be conducting a review of your IT environment. The review is based upon an extensive checklist and upon the review, the technical resource will conduct a scheduled video call to review findings and address any areas of concern.
- **Business Reviews:** Every strategic decision made by company leaders today hinges on the right technology decisions. Most small businesses are not able to maintain highly qualified Chief Information Officers (CIO) or Chief Information Security Officers (CISO). As an added service, we will meet with you on a regular basis to provide key performance metrics, intelligence into what is happening inside your network, what types of threats we are seeing and blocking and areas where we believe you can gain efficiencies or competitive advantage by changing how you use and interact with technology.

We appreciate the opportunity to work with you to make this a successful partnership. Please let me know if there are any questions or things, I can be doing to make this a success.

Thank you,

Erin VanderVeen



Managed IT Investment Overview	
Procurement	<ul style="list-style-type: none"> <li>▪ Proposal is Based Upon 279 Total Technology Users - Unlimited Use (No Overage Billing)               <ul style="list-style-type: none"> <li>○ 232 Users for SWHHS &amp; 47 Users for Lincoln County</li> </ul> </li> <li>▪ Additional Users Will Incur a \$84 Per User/Month Uplift</li> </ul>
Support Teams	<ul style="list-style-type: none"> <li>▪ Rapid Resolution (Initial Triage and Remediation)</li> <li>▪ Assigned (CARE) Helpdesk Team of 6-12 Remote Technicians</li> <li>▪ Field Engineering Team</li> <li>▪ Advanced Security Team</li> </ul>
Proactive System Administration	<ul style="list-style-type: none"> <li>▪ Monthly IT Environment Reviews &amp; Health Checks</li> <li>▪ Monthly Video Calls to Review Findings and Go Over Reports/Analytics</li> </ul>
Onsite Support	<ul style="list-style-type: none"> <li>▪ Escalation to Field Services for Issues That Cannot Be Remotely Resolved</li> </ul>
Data Backups	<ul style="list-style-type: none"> <li>▪ If the Organization is Leveraging Office 365, a Managed Office 365 (Email, Teams, SharePoint, OneDrive) Cloud-Based Data Backup Solution is Available as an Uplift</li> <li>▪ Server Based Managed Backup Solutions are Available as an Uplift – Additional Scoping Required</li> </ul>
Monitoring	<ul style="list-style-type: none"> <li>▪ 24x7x365 Enhanced Network Management &amp; Monitoring</li> <li>▪ 24x7x365 End-User Device Management &amp; Monitoring</li> <li>▪ 24x7x365 Server Management &amp; Monitoring</li> </ul>
Patch Management	<ul style="list-style-type: none"> <li>▪ Microsoft Windows (Server + End User Devices) Patches &amp; Updates</li> <li>▪ Third-Party Application Patching (ex. Adobe, Java, Chrome, etc.)</li> </ul>
Managed Tools Services Included	<ul style="list-style-type: none"> <li>▪ IT Hardware/Software Lifecycle Management + Reporting</li> <li>▪ Remote Management &amp; Monitoring Tools for Your IT Environment (Servers, Desktop/Laptops/Network Infrastructure)</li> </ul> <p>Optional Uplifts (Some SWHSS Has in Place Today):</p> <ul style="list-style-type: none"> <li>▪ 24x7x365 Security Operations Center (SOC)               <ul style="list-style-type: none"> <li>○ Threat Detection/Management/Intelligence + 30-Days Data Logging (SIEM)</li> <li>○ Network Threat Sensors Installed at Each Main Physical Location Next Generation End-Point Protection (Threat Detection + Threat Hunting + Response)</li> </ul> </li> <li>▪ Web (Internet) Security to Protect Users from Clicking on Malicious Links</li> <li>▪ Email Security with Advanced Threat Protection &amp; Archiving (Requires O365)</li> <li>▪ Email Security Spear-Phishing Protection with Built-In Artificial Intelligence (Requires O365)</li> <li>▪ Vulnerability Scanning and Management</li> <li>▪ End-User Security Training Curriculum + Content</li> <li>▪ Email (Security) Phishing Campaigns</li> </ul>
On-Boarding	<ul style="list-style-type: none"> <li>▪ Installation of Management Tools</li> <li>▪ On-Site Capturing &amp; Documenting of IT Environment and Processes</li> <li>▪ Completion of a Full Technology Assessment and Roadmap</li> </ul>
Monthly Investment	<p>\$19,269.13/Month for 60-Months with No Upfront Fees</p> <ul style="list-style-type: none"> <li>▪ Proposal is Valid Through 2-28-22</li> </ul>

**\*\*On Average, There Are 720 Hours in a Month. Based Upon an Operational Investment of \$19,269.13/Month, Your Investment to Reduce Risk & Streamline Support with Managed IT is Roughly \$26.77 Per Hour\*\***

Search All Words e.g. 1606N020Q02

Select Domain All Domains

Filter By

Keyword Search  
For more information on how to use our keyword search, visit our help guide

Any Words  
All Words  
Exact Phrase

e.g. 1606N020Q02  
"Morris Electronics"

Federal Organizations  
Enter Code or Name  
Status

Showing 1 - 25 of 60,464 results

Sole Source to General Dynamics for TACDS

Notice ID: N61331-22-T-0F01

Department/Ind.Agency: DEPT OF DEFENSE  
 Subtier: DEPT OF THE NAVY  
 Office: NAVAL SURFACE WARFARE CENTER

Sort by Date Modified/Updated

Contract Opportunities

Current Date Offers Due February 17, 2022, 11:00 AM CST

Notice Type Original Combined Synopsis/Solicitation

Updated Date Feb 10, 2022  
Published Date Feb 10, 2022

STARLite - Systems Support

Notice ID: W56KGY-22-S-0022

Sources Sought W56KGY-22-S-0022:

Small Tactical Radar - Lightweight Synthetic Aperture Radar

Department/Ind.Agency: DEPT OF DEFENSE  
 Subtier: DEPT OF THE ARMY  
 Office: W6QK ACC-APG

Contract Opportunities

Current Response Date February 17, 2022, 04:00 PM CST

Notice Type Original Sources Sought

Updated Date Feb 10, 2022  
Published Date Feb 10, 2022

Search All Words e.g. 1606N020Q02

Select Domain All Domains

Filter By

Keyword Search  
For more information on how to use our keyword search, visit our help guide

Any Words  
All Words  
Exact Phrase

e.g. 1606N020Q02  
marco

Federal Organizations  
Enter Code or Name

Showing 1 - 25 of 3,328 results

Jacksonville Harbor Maintenance Dredging, 40-Foot Project, Cut-50 to Lower Terminal Channel, Duval County, Florida

Notice ID: GROUP1-18-R-J025

SUBJECT: Jacksonville Harbor Maintenance Dredging 40-Foot Project, Cut-50 to Lower Terminal Channel, Duval County, Florida</p></div>

Department/Ind.Agency: DEPT OF DEFENSE  
 Subtier: DEPT OF THE ARMY  
 Office: US ARMY ENGINEER DISTRICT JACKSONVI

Sort by Date Modified/Updated

Inactive

Contract Opportunities

Current Response Date January 25, 2022, 01:00 PM CST

Notice Type Updated Presolicitation

Updated Date Feb 9, 2022 (1)  
Published Date Jan 6, 2022

Maintenance Dredging, U.S. Naval Station Mayport, 50-Foot Project and Navy Fuel Pier 111, 38-Foot Project, Duval County, Florida

Notice ID: W912EP2220004

Maintenance Dredging, U.S. Naval Station Mayport, 50-Foot Project and Navy Fuel Pier 111, 38-Foot Project, Duval County, Florida</p></div>

Department/Ind.Agency: DEPT OF DEFENSE  
 Subtier: DEPT OF THE ARMY  
 Office: US ARMY ENGINEER DISTRICT JACKSONVI

Contract Opportunities

Current Response Date March 03, 2022, 11:00 AM CST

Notice Type Updated Sources Sought

Updated Date Feb 9, 2022 (2)  
Published Date

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

EFFECTIVE DATE: 01/19/11

REVISION DATE: 12/17/14; 06/15/16; 12/20/17; 08/15/18; 12/18/19; 05/20/20; 09/08/21;  
2/16/2022

AUTHORITY: Southwest Health and Human Services Joint Governing Board

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

**Section 1 - Introduction**

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

**Section 2 - Definitions**

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

**Section 3 - System Security**

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



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

- b. Multi-Factor Authentication (MFA) – Access to all agency owned computers and the LAN system will require using MFA . This requires that in order to access the system the employee will need to enter a username and password as form of authentication in addition to entering a code. The code is generated by either a cell phone application on an agency phone or a token that is issued to the employee. The employee will not be able to access the system unless both are used and verified. This is in order to protect our systems from bad actors should the employee’s password be compromised in a phishing attack or other method. Employees will need to safeguard the token and not share the token or codes with others including other staff and especially non-employees.
- c. Software - As viruses and security are of major concern, the only software to be used on the LAN system is that which is provided by the Agency. Employees will not be allowed to add software to their PC or introduce information or data from outside the Agency without permission from their supervisor and the IT department.

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

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

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

**Section 4 - Hardware/Personal Computing Equipment**

- a. Only Agency-supplied computer hardware and associated peripherals are allowed to be used. Personally supplied devices such as jump drives, USB devices, keyboards or mice may not be connected to Agency equipment, unless required and authorized by IT for specific business reasons. When working from a home office per the Remote Access Agreement (AG 19) staff may use a personally owned mouse, keyboard, headset

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

and/or one monitor for the purpose of working more efficiently. Staff are advised that they must be technologically savvy and able to use, install and troubleshoot this equipment without the assistance of the IT department as IT does not support personally owned devices.

- b. Staff may not take agency owned equipment including keyboards and monitors home with the exception of an agency owned designated laptop, laptop bag/backpack, power supply and wireless mouse. This is to ensure our asset inventory remains up to date and that each office in our agency space has at least two monitors. The exception would be for those who have been approved for telecommuting per Personel Policy 04 Telecommuting Policy.
- c. Staff may not use personally owned printers, smart speakers, storage devices, recording devices or connect personal cell phones to any agency owned equipment at any time or for any reason. This is to comply with our paperless workplace and our data privacy requirements and policies.
- a-d. Staff may use a personally owned mouse, keyboard and/or headset while in office with the understanding that IT does not support personally owned devices. Staff are responsible for ensuring that the mouse, keyboard and/or headset will work with the agency equipment without the assistance of the IT department. IT does not advise on the purchase of employee owned devices.

b.e. Staff are not to use cloud storage such as dropbox or google docs for the storage of data or documents.

e.f. Staff may not bring your own device (i.e. cell phone, tablet) and connect to any of the agency systems including email/calendars. Personal cell phones cannot be used as a hotspot on any agency equipment. Using your personal device without approval for agency business is strictly prohibited and may result in corrective or disciplinary action. Staff may not use email, texting, photos, or video options on a personal device to capture any information that could be considered agency data. Staff may not connect their personal cell phones to their agency issued PC or laptop for any reason including charging the device.

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

**Section 5 - Electronic Mail**

- a. Purpose - The Agency supports utilizing e-mail to increase timely and effective business communications throughout the Agency. The purpose of this policy is to encourage appropriate use of e-mail as an effective and efficient business communications tool.

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

- b. Access - All employees of the Agency will have access to e-mail.
- c. Security and Administration - Individual e-mail access will be password protected. While this security measure is beyond the usual measure taken to protect access to paper records and telephones, it should be recognized that no system of communication is completely secure, including e-mail.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Section 6 - Internet Access/WIFI/MIFI**

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

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

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

**Section 7 - Applicability**

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

**Section 8- Agency Issued Cell phones**

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

**Section 8- Agency Owned MIFI**

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

# FEBRUARY 2022

## GRANTS ~ AGREEMENTS ~ CONTRACTS

### for Board review and approval

- DHS IV-D Cooperative Agreement (DHS)** – 01/01/22 to 12/31/23; Agreement with all 6 counties and DHS; County Attorney contract reimbursement amount will be \$80,749 per year and County Sheriff Process Service fee amount will be \$7,400 per year across the six counties (no change) (renewal).  
*Fiscal Note: child support reimbursement*
  
- Dr. Joshua Friese & Community Health Board (Marshall, MN)** - 01/01/22 – 12/31/22; medical consultant contract, \$2,000 annually at \$500/qtr and \$150/hr during a public health emergency when deemed necessary by agency director (no increase) (NEW).  
*Fiscal Note: 2021 \$2,000; 2020 \$2,000; 2019 \$2,000; 2018 \$2,000*
  
- Hunter’s Place (Marshall, MN)** – 01/01/22 to 12/31/22; Contract to provide residential children’s mental health treatment and care at facility in Marshall; \$300/day for group home (no increase) and \$250/day for shelter care (NEW) plus any transportation costs (renewal).  
*Fiscal Note: 2021 \$112,671; 2020 \$25,813*
  
- Lamar Companies (Sioux Falls, SD)** – 03/14/22 to 03/12/23; advertising agreement for billboard posters promoting alcohol and drug prevention, Drug Free Communities grant monies of \$4,797 (renewal).  
*Fiscal Note: 2021 \$5,733; 2020 \$5,560; 2019 \$8,300; 2018 \$2,600; 2017 \$9,640*



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