



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 April 20, 2022
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 3/16/2022 Board Minutes

- D. Introduce New Staff:
 - Alicia Tschetter, Social Worker (CP), Marshall
 - Shaniya Mattison, Social Worker (CP), Pipestone
 - Stacy Kuehl, Office Support Specialist, Sr., Redwood Falls
 - Brittany Erickson, Social Worker (CP), Slayton

- E. Employee Recognition:
 - Taalyr Egeness, 1 year, Social Worker (CPS), Pipestone
 - Deann Holland, 1 year, Health Educator, Marshall
 - Jennifer Palmer, 1 year, Social Worker (CPS), Redwood Falls
 - Ashlee Zuehlsdorf, 1 year, Office Support Specialist Sr., Redwood Falls
 - Blake Nath, 5 years, Social Worker (AMH), Marshall
 - Kimberly Kratz, 10 years, Case Aide, Marshall
 - Jennifer Syverson, 20 years, Social Worker (MSW), Redwood Falls
 - William Caven, 30 years, Social Worker (MnCHOICES), Redwood Falls
 - Darin Donner, 30 years, Social Worker (LTC), Redwood Fall

HUMAN SERVICES (cont.)

F. Financial

G. Caseload

	<u>3/22</u>	<u>3/21</u>	<u>2/22</u>	<u>1/22</u>
Social Services	3,691	3,612	3,666	3,636
Licensing	402	416	399	403
Out-of-Home Placements	170	149	152	152
Income Maintenance	13,831	13,184	13,604	13,589
Child Support Cases	2,897	3,102	2,915	2,895
Child Support Collections	\$763,804	\$847,552	\$684,635	\$667,591
Non IV-D Collections	\$118,504	\$149,974	\$165,729	\$84,595

H. Discussion/Information

1. Child Protection Information
2. Committee/Board Member Updates

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 3/16/2022 Board Minutes

L. Financial

COMMUNITY HEALTH (cont.)

M. Caseload	<u>03/22</u>	<u>02/22</u>	<u>01/22</u>
WIC	N/A	1899	1892
Family Home Visiting	31	33	32
PCA Assessments	9	9	9
Managed Care	208	157	152
Dental Varnishing	0	0	0
Refugee Health	0	0	1
Latent TB Medication Distribution	27	27	26
Water Tests	77	75	109
FPL Inspections	38	36	33
Immunizations	49	59	22
COVID Vaccine Admin	5	4	36
Car Seats	12	12	9

- N. Discussion/Information
1. MNChoices - Stacy Strand and Chelsea Self

- O. Decision Items
1.

GOVERNING BOARD

- P. Call to Order

- Q. Consent Agenda
1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 3/16/22 Board Minutes

- R. Financial

GOVERNING BOARD (cont.)

S. Human Resources Statistics

	<u>03/22</u>	<u>03/21</u>	<u>02/22</u>	<u>01/22</u>
Number of Employees	224	228	219	223
Separations	4		3	6

T. Discussion/Information

1. COVID Response Unpaid Time
2. Board Per Diem

U. Decision Items

1. Shaniya Mattison, County Agency Social Worker (CPS), probationary appointment (12 months), \$24.36 hourly, effective 3/21/2022
2. Alicia Tschetter, County Agency Social Worker (CPS), probationary appointment (12 months), \$24.36 hourly, effective 3/28/2022
3. Jada Kokesch, Eligibility Worker, probationary appointment (12 months), \$18.88 hourly, effective 4/4/2022
4. Candya Griffin, Office Support Specialist, Sr., probationary appointment (12 months), \$16.16 hourly, effective 4/11/2022
5. Tristan Nelson, Fraud Prevention Specialist, probationary appointment (12 months), \$19.43 hourly, effective 4/11/2022
6. Josephine Schelhaas, Child Support Officer, probationary appointment (12 months), \$19.43 hourly, effective 4/25/2022
7. Leslie Erickson, County Agency Social Worker (DD), probationary appointment (12 months), \$28.00 hourly, effective 4/25/2022
8. Kaitlin Vos, County Agency Social Worker (AMH), probationary appointment (6 months), \$24.36 hourly, effective 4/11/2022
9. Megan Amundson, County Agency Social Worker (AMH), probationary appointment (6 months), no change in rate of pay, effective 4/11/2022
10. Request for Health Educator or Related Field
11. Administrative Policy 5 – Credit Card Policy
12. IT Request Printer Copier Leases for Luverne and Pipestone Expiring Soon
13. IT Updates on Multifactor Authentication and Docks Requested in 11/2021
14. Annual Meeting Date
15. Donations:
 - Lindsey Grunden donated clothing and miscellaneous items for foster care or children in need
 - Rock County Quilters donated 2 childrens quilts for anyone in need
 - St. Catherine's Mission Sewing donated 8 lap quilts for anyone in need
 - Anonymous donor of Girl headbands and infant clothing
 - Lori Goelz donated 1 large suitcase, 1 medium suitcase, 2 small travel bags, and 1 backpack diaper bag
16. Contracts

V. Adjournment

Next Meeting Dates:

- **Wednesday, May 18, 2022 – Marshall**
- **Wednesday, June 15, 2022 – Marshall**
- **Wednesday, July 20, 2022 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

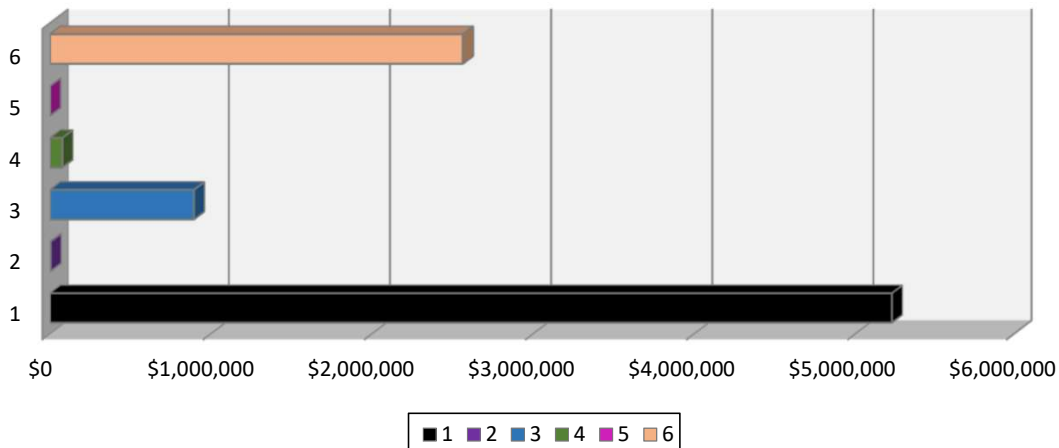
Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne Offices

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

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

Description	Month	Running Balance	
BEGINNING BALANCE		\$3,136,163	
RECEIPTS			
Monthly Receipts	4,637,378		
County Contribution	0		
Interest on Savings	1,153		
TOTAL MONTHLY RECEIPTS		4,638,531	
DISBURSEMENTS			
Monthly Disbursements	2,550,730		
TOTAL MONTHLY DISBURSEMENTS		2,550,730	
ENDING BALANCE		\$5,223,964	
REVENUE			
<i>Checking/Money Market</i>	<i>\$5,223,964</i>		
<i>SS Benefits Checking</i>	<i>\$3,000</i>		
<i>Bremer Savings</i>	<i>\$892,931</i>		
<i>Great Western Bank Savings</i>	<i>\$75,520</i>		
<i>Certificate of Deposit</i>	<i>\$0</i>		
<i>Investments - MAGIC Fund</i>	<i>\$2,561,618</i>		
ENDING BALANCE		\$8,757,033	Mar 2021 Ending Balance \$6,331,256
DESIGNATED/RESTRICTED FUNDS			Mar 2021 Ending Balance
Agency Health Insurance		\$1,020,096	\$1,012,037
LCTS Lyon Murray Collaborative		\$217,132	
LCTS Rock Pipestone Collaborative		\$59,967	
LCTS Redwood Collaborative		\$90,572	
Local Advisory Council		\$678	Mar 2021 Ending Balance
AVAILABLE CASH BALANCE		\$7,368,588	\$5,046,514

REVENUE DESIGNATION



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

MARCH 2022

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				3,136,163.39
03/02/22	10205	Disb		13,603.24	3,122,560.15
03/04/22	120473-120505	Disb		4,177.02	3,118,383.13
03/04/22	11456-11459 ACH	Disb		196.47	3,118,186.66
03/04/22	120506-120563	Disb		73,998.67	3,044,187.99
03/04/22	11460-11507 ACH	Disb		171,298.87	2,872,889.12
03/04/22	48595-48672	Dep	531,083.82		3,403,972.94
03/07/22	10206	Disb		58,275.99	3,345,696.95
03/07/22	10207	Disb		2,692.66	3,343,004.29
03/08/22	48673-48695	Dep	184,686.83		3,527,691.12
03/10/22	10208	Disb		52,905.85	3,474,785.27
03/11/22	120564-120598	Disb		16,327.20	3,458,458.07
03/11/22	11508-11520 ACH	Disb		1,060.83	3,457,397.24
03/11/22	120599-120674	Disb		118,656.09	3,338,741.15
03/11/22	11521-11550 ACH	Disb		40,754.15	3,297,987.00
03/11/22	10151 - 10170	Payroll		139,771.34	3,158,215.66
03/11/22	75051 - 75282 ACH	Payroll		524,139.49	2,634,076.17
03/11/22	48696-48739	Dep	189,215.27		2,823,291.44
03/14/22	10209	Disb		13,988.85	2,809,302.59
03/15/22	48740-48754, 48772-48775	Dep	12,335.66		2,821,638.25
03/16/22	10210	Disb		13,816.30	2,807,821.95
03/18/22	120675-120727	Disb		9,474.60	2,798,347.35
03/18/22	11551-11589 ACH	Disb		6,633.90	2,791,713.45
03/18/22	120728-120871	Disb		86,087.19	2,705,626.26
03/18/22	11590-11679 ACH	Disb		53,388.40	2,652,237.86
03/18/22	120872-120899	Disb		2,726.69	2,649,511.17
03/18/22	11680-11684 ACH	Disb		991.36	2,648,519.81
03/18/22	120900-120944	Disb		176,049.51	2,472,470.30
03/18/22	11685-11709 ACH	Disb		56,305.91	2,416,164.39
03/18/22	48755-48771, 48776-48833	Dep	92,443.00		2,508,607.39
03/21/22	10211	Disb		12,045.21	2,496,562.18
03/21/22	10212	Disb		757.50	2,495,804.68
03/21/22	10213	Disb		53,225.59	2,442,579.09
03/22/22	48834-48859	Dep	7,460.19		2,450,039.28
03/25/22	120945-120973	Disb		20,898.52	2,429,140.76
03/25/22	11710-11714 ACH	Disb		2,027.00	2,427,113.76
03/25/22	120974-121013	Disb		62,473.77	2,364,639.99
03/25/22	11715-11733 ACH	Disb		73,479.98	2,291,160.01
03/25/22	10171 - 10191	Payroll		138,308.25	2,152,851.76
03/25/22	75283 - 75522 ACH	Payroll		510,237.73	1,642,614.03
03/25/22	48860-48907	Dep	175,501.23		1,818,115.26
03/28/22	transfer from SS Acct	Transfer	10,503.60		1,828,618.86
03/28/22	10214	Disb		26,719.47	1,801,899.39
03/29/22	48908-48915,48934-48936,48942-48943	Dep	18,494.89		1,820,394.28
03/30/22	10215	Disb		13,615.79	1,806,778.49
03/30/22	10216	Dep	1,109.59		1,807,888.08
03/30/22	CD cashed	Dep	3,000,000.00		4,807,888.08
03/31/22	48916-48933, 48937-48941, 48944-48973	Dep	415,696.59		5,223,584.67
03/24/22	VOID 120696	Disb		(459.30)	5,224,043.97
03/18/22	10217	Disb		80.07	5,223,963.90
					5,223,963.90
					5,223,963.90
	balanced 4/1/22 js	TOTALS	4,638,530.67	2,550,730.16	

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

3,000.00
892,930.58
75,520.26
2,561,618.21

TOTAL CASH BALANCE

8,757,032.95

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

BREMER BANK					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/22	BEGINNING BALANCE				892,886.55
01/03/22	56387	Interest	15.16		892,901.71
02/01/22	56821	Interest	15.17		892,916.88
03/01/22	57254	Interest	13.70		892,930.58
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	ENDING BALANCE				892,930.58

GREAT WESTERN BANK					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/22	BEGINNING BALANCE				75,518.97
01/03/22	56388	Interest	0.65		75,519.62
02/01/22	56822	Interest	0.64		75,520.26
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	ENDING BALANCE				75,520.26

MAGIC FUND					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/22	BEGINNING BALANCE				2,561,518.29
01/03/22	56389	Interest	36.80		2,561,555.09
02/01/22	56823	Interest	33.27		2,561,588.36
03/01/22	57255	Interest	29.85		2,561,618.21
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	ENDING BALANCE				2,561,618.21

Southwest Health and Human Services



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TREASURER'S CASH TRIAL BALANCE

As of 03/2022

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<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		216,079.68	1,291,914.44	
Disbursements		38,419.89-	220,852.08-	
Payroll		210,434.41-	642,829.32-	
Journal Entries		480,000.00	480,000.00	
Fund Total		447,225.38	908,233.04	3,489,931.37
5 Human Services Fund		410 General Administration		
	452,414.25-			
Receipts		57,937.40	176,570.19	
Disbursements		70,189.79-	173,303.60-	
Payroll		8,411.96-	24,150.38-	
Journal Entries		0.00	1,146.73	
Dept Total		20,664.35-	19,737.06-	472,151.31-
5 Human Services Fund		420 Income Maintenance		
	1,513,160.78			
Receipts		179,848.67	1,344,968.98	
Disbursements		283,862.41-	905,819.08-	
Payroll		330,633.98-	976,760.35-	
Journal Entries		870,000.00	868,853.27	
Dept Total		435,352.28	331,242.82	1,844,403.60
5 Human Services Fund		431 Social Services		
	5,836,273.96			
Receipts		951,538.79	2,838,527.03	
Disbursements		63,476.62-	341,828.27-	
SSIS		575,608.99-	1,515,069.40-	
Payroll		740,245.35-	2,188,567.51-	
Journal Entries		1,650,000.00	1,650,000.00	
Dept Total		1,222,207.83	443,061.85	6,279,335.81
5 Human Services Fund		461 Information Systems		
	3,717,061.88-			
Receipts		3,311.00	10,499.50	

Southwest Health and Human Services



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TREASURER'S CASH TRIAL BALANCE

As of 03/2022

Page 3

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Disbursements		38.27-	47.04-	
Payroll		22,731.11-	66,321.59-	
Dept Total		19,458.38-	55,869.13-	3,772,931.01-
5 Human Services Fund	471	LCTS Collaborative Agency		
	0.00			
Receipts		0.00	77,927.00	
Disbursements		0.00	77,927.00-	
Dept Total		0.00	0.00	0.00
Fund Total	3,179,958.61	1,617,437.38	698,698.48	3,878,657.09
61 Agency Health Insurance				
	1,025,248.14			
Receipts		229,858.68	833,363.37	
Disbursements		206,677.38-	838,515.22-	
Fund Total		23,181.30	5,151.85-	1,020,096.29
71 LCTSLyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
	192,056.54			
Receipts		0.00	35,774.00	
Disbursements		0.00	10,699.00-	
Dept Total		0.00	25,075.00	217,131.54
Fund Total	192,056.54	0.00	25,075.00	217,131.54
73 LCTSRock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
	47,452.81			
Receipts		0.00	15,502.00	
Disbursements		0.00	2,988.00-	
Dept Total		0.00	12,514.00	59,966.81
Fund Total	47,452.81	0.00	12,514.00	59,966.81
75 Redwood LCTS Collaborative	471	LCTS Collaborative Agency		

Southwest Health and Human Services



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TREASURER'S CASH TRIAL BALANCE

As of 03/2022

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	63,370.51			
Receipts		0.00	27,201.00	
Dept Total		0.00	27,201.00	90,571.51
Fund Total	63,370.51	0.00	27,201.00	90,571.51
77 Local Advisory Council	477	Local Advisory Council		
	678.34			
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		1,638,574.22	6,652,247.51	
Disbursements		662,664.36-	2,571,979.29-	
SSIS		575,608.99-	1,515,069.40-	
Payroll		1,312,456.81-	3,898,629.15-	
Journal Entries		3,000,000.00	3,000,000.00	
Total		2,087,844.06	1,666,569.67	8,757,032.95

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 03/2022

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO- DATE	2022 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	0.00	270,108.75-	1,080,435.00-	25	25
INTERGOVERNMENTAL REVENUES	2,002.00-	142,447.00-	166,000.00-	86	25
STATE REVENUES	88,766.86-	236,081.20-	939,267.00-	25	25
FEDERAL REVENUES	75,771.10-	533,977.26-	1,119,614.00-	48	25
FEES	49,101.11-	108,608.67-	481,630.00-	23	25
EARNINGS ON INVESTMENTS	184.48-	200.76-	550.00-	37	25
MISCELLANEOUS REVENUES	254.13-	269.44-	6,750.00-	4	25
TOTAL REVENUES	216,079.68-	1,291,693.08-	3,794,246.00-	34	25 9% over
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	25
PAYROLL AND BENEFITS	210,434.41	642,829.32	3,088,224.00	21	25
OTHER EXPENDITURES	38,395.32	220,606.15	706,022.00	31	25
TOTAL EXPENDITURES	248,829.73	863,435.47	3,794,246.00	23	25 2% under

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 03/2022

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO- DATE	2022 BUDGET	% OF BUDG	% OF YEAR	
FUND 5 HUMAN SERVICES FUND						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	0.00	360,841.01-	11,954,362.00-	3	25	
INTERGOVERNMENTAL REVENUES	0.00	18,335.00-	95,971.00-	19	25	
STATE REVENUES	359,079.36-	1,003,823.66-	5,536,980.00-	18	25	
FEDERAL REVENUES	485,343.55-	1,976,768.31-	7,789,285.00-	25	25	
FEES	198,719.03-	587,680.31-	2,485,160.00-	24	25	
EARNINGS ON INVESTMENTS	968.66-	1,054.07-	2,200.00-	48	25	
MISCELLANEOUS REVENUES	90,375.48-	319,112.60-	1,510,451.00-	21	25	
TOTAL REVENUES	1,134,486.08-	4,267,614.96-	29,374,409.00-	15	25	10% under
EXPENDITURES						
PROGRAM EXPENDITURES	815,649.64	2,262,065.24	12,167,552.00	19	25	
PAYROLL AND BENEFITS	1,114,275.27	3,252,534.72	14,490,742.00	22	25	
OTHER EXPENDITURES	107,148.84	574,342.57	2,716,115.00	21	25	
TOTAL EXPENDITURES	2,037,073.75	6,088,942.53	29,374,409.00	21	25	4% 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				25
			Expend.	10,397.77	27,514.33	0.00	0
			Net	10,397.77	27,514.33	0.00	0
930 PROGRAM	Administration						
			Revenue	203.59 -	296,718.73 -	1,147,735.00 -	26
			Expend.	44,815.38	149,706.22	757,820.00	20
			Net	44,611.79	147,012.51 -	389,915.00 -	38
410 DEPT	General Administration	Totals:					
			Revenue	203.59 -	296,718.73 -	1,147,735.00 -	26
			Expend.	55,213.15	177,220.55	757,820.00	23
			Net	55,009.56	119,498.18 -	389,915.00 -	31
481 DEPT	Nursing						
100 PROGRAM	Family Health						
			Revenue	518.58 -	3,913.29 -	22,780.00 -	17
			Expend.	985.35	2,883.72	13,539.00	21
			Net	466.77	1,029.57 -	9,241.00 -	11
103 PROGRAM	Follow Along Program						
			Revenue	0.00	2,910.68 -	32,900.00 -	9
			Expend.	2,370.33	7,362.43	18,276.00	40
			Net	2,370.33	4,451.75	14,624.00 -	30 -
110 PROGRAM	TANF						
			Revenue	0.00	75,316.53 -	127,876.00 -	59
			Expend.	314.07	27,738.41	94,553.00	29
			Net	314.07	47,578.12 -	33,323.00 -	143
130 PROGRAM	WIC						
			Revenue	0.00	201,579.00 -	450,000.00 -	45
			Expend.	40,256.78	120,918.97	620,585.00	19
			Net	40,256.78	80,660.03 -	170,585.00	47 -
210 PROGRAM	CTC Outreach						
			Revenue	15,814.77 -	61,022.99 -	262,270.00 -	23
			Expend.	13,446.35	45,532.78	299,144.00	15
			Net	2,368.42 -	15,490.21 -	36,874.00	42 -
265 PROGRAM	Strong Foundations FHV						
			Revenue				25
			Expend.	1,793.88	1,793.88	0.00	0
			Net	1,793.88	1,793.88	0.00	0
270 PROGRAM	Maternal Child Health - Title V						
			Revenue	3,464.08 -	43,543.35 -	237,036.00 -	18
			Expend.	11,122.90	61,391.89	257,985.00	24
			Net	7,658.82	17,848.54	20,949.00	85

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>%of Bdg</u>	<u>%of Year</u>
280 PROGRAM	MCH Dental Health		Revenue	0.00	0.00	1,200.00 -	0	25
			Expend.	80.64	635.07	13,375.00	5	25
			Net	80.64	635.07	12,175.00	5	25
285 PROGRAM	MCH Blood Lead		Revenue					25
			Expend.	113.31	509.84	0.00	0	25
			Net	113.31	509.84	0.00	0	25
295 PROGRAM	MCH Car Seat Program		Revenue	527.76 -	1,137.12 -	35,500.00 -	3	25
			Expend.	1,637.65	7,636.72	45,158.00	17	25
			Net	1,109.89	6,499.60	9,658.00	67	25
300 PROGRAM	Case Management		Revenue	51,894.14 -	98,185.81 -	451,000.00 -	22	25
			Expend.	20,817.53	75,887.04	432,037.00	18	25
			Net	31,076.61 -	22,298.77 -	18,963.00 -	118	25
330 PROGRAM	MNChoices		Revenue	14,657.87 -	78,827.87 -	154,000.00 -	51	25
			Expend.	13,853.10	41,358.52	219,957.00	19	25
			Net	804.77 -	37,469.35 -	65,957.00	57 -	25
603 PROGRAM	Disease Prevention and Control		Revenue	12,477.91 -	35,037.94 -	162,301.00 -	22	25
			Expend.	13,812.67	42,815.84	219,137.00	20	25
			Net	1,334.76	7,777.90	56,836.00	14	25
660 PROGRAM	MIIC		Revenue					25
			Expend.	1.69	172.17	0.00	0	25
			Net	1.69	172.17	0.00	0	25
481 DEPT	Nursing	Totals:	Revenue	99,355.11 -	601,474.58 -	1,936,863.00 -	31	25
			Expend.	120,606.25	436,637.28	2,233,746.00	20	25
			Net	21,251.14	164,837.30 -	296,883.00	56 -	25
483 DEPT	Health Education		Revenue					
			Expend.					
			Net					
500 PROGRAM	Direct Client Services		Revenue	689.08 -	2,098.15 -	950.00 -	221	25
			Expend.	46.06	876.64	18,895.00	5	25
			Net	643.02 -	1,221.51 -	17,945.00	7 -	25
510 PROGRAM	SHIP		Revenue	38,842.83 -	53,333.12 -	224,631.00 -	24	25
			Expend.	17,347.34	78,159.35	224,541.00	35	25
			Net	21,495.49 -	24,826.23	90.00 -	27,585 -	25
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	438.45 -	438.45 -	10,155.00 -	4	25
			Expend.	99.33	709.45	10,155.00	7	25
			Net	339.12 -	271.00	0.00	0	25

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number		Current Month	Year- To- Date	Budget	%of Bdgt	%of Year
541 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	220.71 -	220.71 -	10,155.00 -	2	25
			Expend.	99.23	459.74	10,155.00	5	25
			Net	121.48 -	239.03	0.00	0	25
551 PROGRAM	Pipestone Drug Free Communities		Revenue	66,250.20 -	66,250.20 -	125,000.00 -	53	25
			Expend.	12,689.26	31,187.27	125,000.00	25	25
			Net	53,560.94 -	35,062.93 -	0.00	0	25
900 PROGRAM	Emergency Preparedness		Revenue	0.00	19,050.54 -	95,357.00 -	20	25
			Expend.	6,926.91	20,637.48	112,734.00	18	25
			Net	6,926.91	1,586.94	17,377.00	9	25
905 PROGRAM	COVID- 19 Pandemic		Revenue					25
			Expend.	8,144.73	31,740.07	0.00	0	25
			Net	8,144.73	31,740.07	0.00	0	25
906 PROGRAM	COVID- 19 Vaccination Planning Grant		Revenue	1,641.31 -	65,883.34 -	0.00	0	25
			Expend.	690.46	7,889.68	0.00	0	25
			Net	950.85 -	57,993.66 -	0.00	0	25
907 PROGRAM	Crisis Response Workforce Grant (CO)		Revenue					25
			Expend.	1,234.85	2,916.92	0.00	0	25
			Net	1,234.85	2,916.92	0.00	0	25
483 DEPT	Health Education	Totals:	Revenue	108,082.58 -	207,274.51 -	466,248.00 -	44	25
			Expend.	47,278.17	174,576.60	501,480.00	35	25
			Net	60,804.41 -	32,697.91 -	35,232.00	93 -	25
485 DEPT	Environmental Health		Revenue					
			Expend.					
			Net					
800 PROGRAM	Environmental		Revenue	2,326.00 -	169,888.52 -	216,400.00 -	79	25
			Expend.	17,054.15	53,722.14	247,237.00	22	25
			Net	14,728.15	116,166.38 -	30,837.00	377 -	25
809 PROGRAM	Environmental Water Lab		Revenue	6,112.40 -	16,336.74 -	27,000.00 -	61	25
			Expend.	8,678.01	21,278.90	53,963.00	39	25
			Net	2,565.61	4,942.16	26,963.00	18	25
485 DEPT	Environmental Health	Totals:	Revenue	8,438.40 -	186,225.26 -	243,400.00 -	77	25
			Expend.	25,732.16	75,001.04	301,200.00	25	25
			Net	17,293.76	111,224.22 -	57,800.00	192 -	25
1 FUND	Health Services Fund	Totals:	Revenue	216,079.68 -	1,291,693.08 -	3,794,246.00 -	34	25
			Expend.	248,829.73	863,435.47	3,794,246.00	23	25
			Net	32,750.05	428,257.61 -	0.00	0	25

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				25
			Expend.	20,664.83	19,738.54	105,344.00	19
			Net	20,664.83	19,738.54	105,344.00	19
410 DEPT	General Administration	Totals:	Revenue				25
			Expend.	20,664.83	19,738.54	105,344.00	19
			Net	20,664.83	19,738.54	105,344.00	19
420 DEPT	Income Maintenance						
0 PROGRAM	...		Revenue				25
			Expend.	106.06	318.18	0.00	0
			Net	106.06	318.18	0.00	0
600 PROGRAM	Income Maint Administrative/ Overhea		Revenue	4,216.94 -	151,136.12 -	3,758,977.00 -	4
			Expend.	86,164.91	324,348.86	1,551,896.00	21
			Net	81,947.97	173,212.74	2,207,081.00 -	8 -
601 PROGRAM	Income Maint/ Random Moment Payro		Revenue				25
			Expend.	204,262.53	593,575.75	2,645,029.00	22
			Net	204,262.53	593,575.75	2,645,029.00	22
602 PROGRAM	Income Maint FPI Investigator		Revenue	0.00	21,667.00 -	130,000.00 -	17
			Expend.	4,572.65	13,504.32	149,454.00	9
			Net	4,572.65	8,162.68 -	19,454.00	42 -
605 PROGRAM	MN Supplemental Aid (MSA)/ GRH		Revenue	2,704.49 -	8,119.13 -	65,400.00 -	12
			Expend.	8,758.68	8,758.68	65,000.00	13
			Net	6,054.19	639.55	400.00 -	160 -
610 PROGRAM	TANF(AFDC/ MFIP/ DWP)		Revenue	279.71 -	1,091.71 -	15,000.00 -	7
			Expend.	209.47	209.47	11,250.00	2
			Net	70.24 -	882.24 -	3,750.00 -	24
620 PROGRAM	General Asst (GA) / Burials		Revenue	1,285.55 -	6,488.60 -	51,500.00 -	13
			Expend.	27,863.00	101,365.52	401,125.00	25
			Net	26,577.45	94,876.92	349,625.00	27
630 PROGRAM	Food Support (FS)		Revenue	14,714.56 -	166,629.56 -	553,000.00 -	30
			Expend.	129.00	129.00	2,750.00	5
			Net	14,585.56 -	166,500.56 -	550,250.00 -	30

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>
640 PROGRAM	Child Support (IVD)		Revenue	41,486.09 -	279,402.53 -	1,631,525.00 -	17	25
			Expend.	72,509.88	238,696.63	1,235,062.00	19	25
			Net	31,023.79	40,705.90 -	396,463.00 -	10	25
650 PROGRAM	Medical Assistance (MA)		Revenue	433,915.20 -	1,027,808.30 -	3,970,000.00 -	26	25
			Expend.	209,928.81	602,503.45	2,875,000.00	21	25
			Net	223,986.39 -	425,304.85 -	1,095,000.00 -	39	25
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	0.00	1,055.00 -	0.00	0	25
			Expend.					25
			Net	0.00	1,055.00 -	0.00	0	25
420 DEPT	Income Maintenance	Totals:	Revenue	498,602.54 -	1,663,397.95 -	10,175,402.00 -	16	25
			Expend.	614,504.99	1,883,409.86	8,936,566.00	21	25
			Net	115,902.45	220,011.91	1,238,836.00 -	18 -	25
431 DEPT	Social Services							
700 PROGRAM	Social Service Administrative/ Overhea		Revenue	44,291.99 -	817,343.61 -	11,059,756.00 -	7	25
			Expend.	170,362.24	661,427.31	3,032,994.00	22	25
			Net	126,070.25	155,916.30 -	8,026,762.00 -	2	25
701 PROGRAM	Social Services/ SSTS		Revenue					25
			Expend.	631,365.71	1,854,983.82	7,908,093.00	23	25
			Net	631,365.71	1,854,983.82	7,908,093.00	23	25
710 PROGRAM	Children's Social Services Programs		Revenue	88,012.05 -	334,085.43 -	1,936,045.00 -	17	25
			Expend.	362,632.33	934,485.79	3,886,574.00	24	25
			Net	274,620.28	600,400.36	1,950,529.00	31	25
711 PROGRAM	YIP Grant (Circle)- Dept of Public Safet		Revenue	0.00	6,573.85 -	0.00	0	25
			Expend.	2,009.99	9,086.93	0.00	0	25
			Net	2,009.99	2,513.08	0.00	0	25
712 PROGRAM	CIRCLE Program		Revenue	0.00	5,000.00 -	0.00	0	25
			Expend.	1,023.65	2,108.68	16,000.00	13	25
			Net	1,023.65	2,891.32 -	16,000.00	18 -	25
713 PROGRAM	STAY Program Grant (formerly SELF)		Revenue	0.00	0.00	53,000.00 -	0	25
			Expend.	3,148.87	11,090.87	53,000.00	21	25
			Net	3,148.87	11,090.87	0.00	0	25
715 PROGRAM	Children Waivers		Revenue	10,026.31 -	30,832.68 -	220,000.00 -	14	25
			Expend.					25
			Net	10,026.31 -	30,832.68 -	220,000.00 -	14	25

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

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716 PROGRAM	FGDM/ Family Group Decision Making		Revenue	2,926.62 -	2,926.62 -	41,780.00 -	7	25
			Expend.	0.00	0.00	41,780.00	0	25
			Net	2,926.62 -	2,926.62 -	0.00	0	25
717 PROGRAM	Family Assmt Response Grant/ Discr F		Revenue	14,155.79 -	14,155.79 -	47,909.00 -	30	25
			Expend.	3,054.15	5,048.24	47,909.00	11	25
			Net	11,101.64 -	9,107.55 -	0.00	0	25
718 PROGRAM	PSOP/ Parent Support Outreach Progra		Revenue	10,230.72 -	10,230.72 -	30,853.00 -	33	25
			Expend.	434.45	1,048.41	30,853.00	3	25
			Net	9,796.27 -	9,182.31 -	0.00	0	25
720 PROGRAM	Child Care/ Child Protection		Revenue	1,200.00 -	4,400.00 -	18,600.00 -	24	25
			Expend.	0.00	0.00	4,600.00	0	25
			Net	1,200.00 -	4,400.00 -	14,000.00 -	31	25
721 PROGRAM	CC Basic Side Fee/ Cty Match to DHS		Revenue	4,491.89 -	5,757.89 -	42,594.00 -	14	25
			Expend.	0.00	0.00	43,365.00	0	25
			Net	4,491.89 -	5,757.89 -	771.00	747 -	25
726 PROGRAM	MFIP/ SW MN PIC		Revenue	1,394.00 -	2,084.00 -	12,000.00 -	17	25
			Expend.					25
			Net	1,394.00 -	2,084.00 -	12,000.00 -	17	25
730 PROGRAM	Chemical Dependency		Revenue	22,254.46 -	94,429.31 -	323,000.00 -	29	25
			Expend.	12,062.54	29,298.54	398,100.00	7	25
			Net	10,191.92 -	65,130.77 -	75,100.00	87 -	25
741 PROGRAM	Mental Health/ Adults Only		Revenue	115,217.96 -	361,027.99 -	1,317,814.00 -	27	25
			Expend.	126,628.39	267,038.47	2,023,955.00	13	25
			Net	11,410.43	93,989.52 -	706,141.00	13 -	25
742 PROGRAM	Mental Health/ Children Only		Revenue	75,315.00 -	186,272.60 -	881,694.00 -	21	25
			Expend.	25,035.79	149,899.00	1,937,363.00	8	25
			Net	50,279.21 -	36,373.60 -	1,055,669.00	3 -	25
750 PROGRAM	Developmental Disabilities		Revenue	69,077.09 -	158,688.06 -	853,928.00 -	19	25
			Expend.	27,042.52	70,245.64	330,428.00	21	25
			Net	42,034.57 -	88,442.42 -	523,500.00 -	17	25
760 PROGRAM	Adult Services		Revenue	101,511.77 -	281,891.13 -	1,425,284.00 -	20	25
			Expend.	4,815.15	15,069.04	89,500.00	17	25
			Net	96,696.62 -	266,822.09 -	1,335,784.00 -	20	25

Southwest Health and Human Services



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765 PROGRAM	Adult Waivers		Revenue	72,466.89 -	200,090.83 -	904,000.00 -	22	25
			Expend.	9,518.77	30,667.76	165,000.00	19	25
			Net	62,948.12 -	169,423.07 -	739,000.00 -	23	25
431 DEPT	Social Services	Totals:	Revenue	632,572.54 -	2,515,790.51 -	19,168,257.00 -	13	25
			Expend.	1,379,134.55	4,041,498.50	20,009,514.00	20	25
			Net	746,562.01	1,525,707.99	841,257.00	181	25
461 DEPT	Information Systems							
0 PROGRAM	...		Revenue	3,311.00 -	10,499.50 -	30,750.00 -	34	25
			Expend.	22,769.38	66,368.63	322,985.00	21	25
			Net	19,458.38	55,869.13	292,235.00	19	25
461 DEPT	Information Systems	Totals:	Revenue	3,311.00 -	10,499.50 -	30,750.00 -	34	25
			Expend.	22,769.38	66,368.63	322,985.00	21	25
			Net	19,458.38	55,869.13	292,235.00	19	25
471 DEPT	LCTS Collaborative Agency							
702 PROGRAM	LCTS		Revenue	0.00	77,927.00 -	0.00	0	25
			Expend.	0.00	77,927.00	0.00	0	25
			Net	0.00	0.00	0.00	0	25
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	0.00	77,927.00 -	0.00	0	25
			Expend.	0.00	77,927.00	0.00	0	25
			Net	0.00	0.00	0.00	0	25
5 FUND	Human Services Fund	Totals:	Revenue	1,134,486.08 -	4,267,614.96 -	29,374,409.00 -	15	25
			Expend.	2,037,073.75	6,088,942.53	29,374,409.00	21	25
			Net	902,587.67	1,821,327.57	0.00	0	25
FINAL TOTALS	990 Accounts		Revenue	1,350,565.76 -	5,559,308.04 -	33,168,655.00 -	17	25
			Expend.	2,285,903.48	6,952,378.00	33,168,655.00	21	25
			Net	935,337.72	1,393,069.96	0.00	0	25

Social Services Caseload:

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

2022	Adult Services	Children's Services	Total Programs
January	2655	578	3233
February	2676	591	3267
March	2682	607	3289
April			0
May			0
June			0
July			0
August			0
September			0
October			0
November			0
December			0
Average	2671	592	816

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)

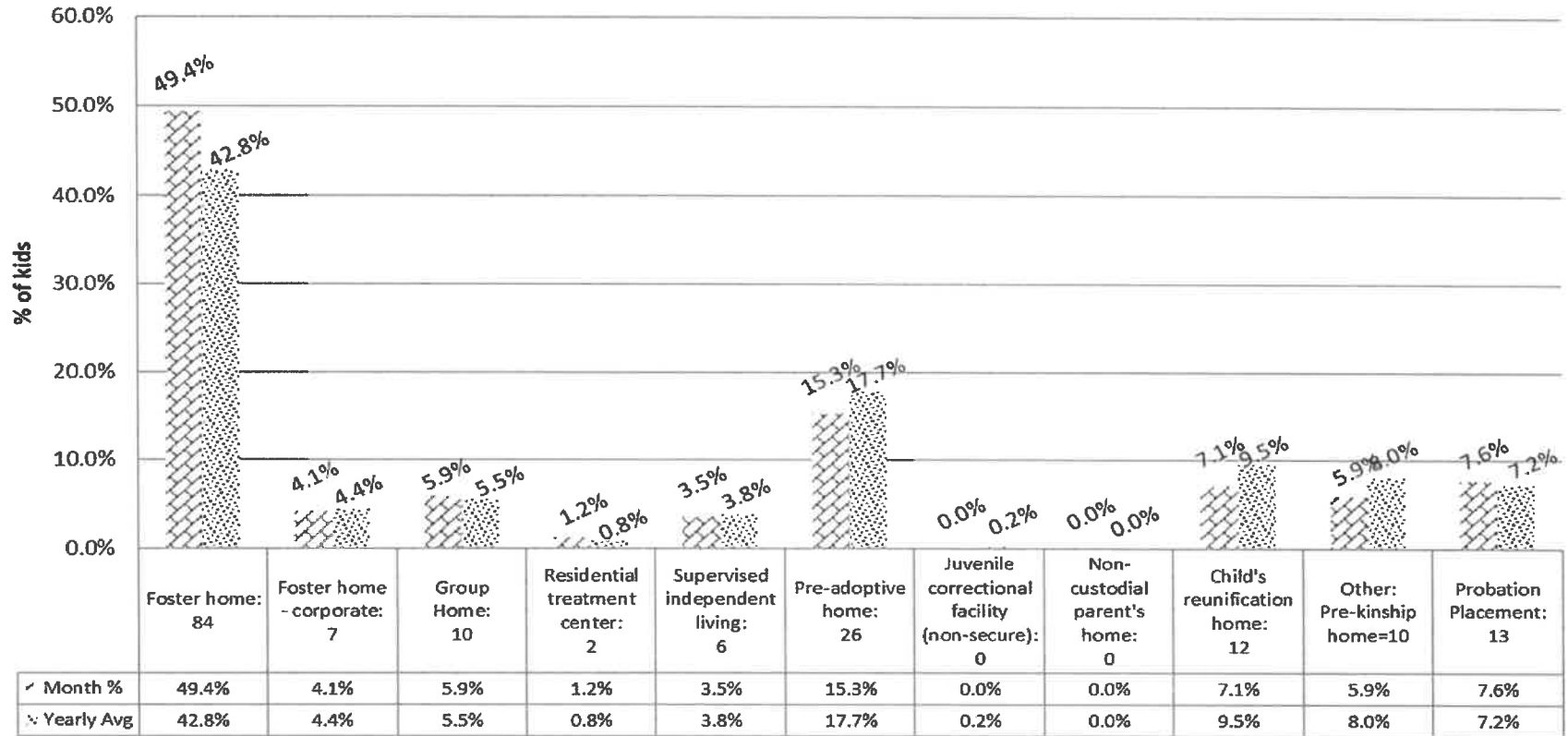
2022	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
January	9	375	13	0	270	48	955	13	235	447	290	2655
February	9	374	13	0	269	51	958	13	256	446	287	2676
March	8	373	12	0	266	54	980	13	239	444	293	2682
April												0
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	9	374	13	0	268	51	964	13	243	446	290	2671

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												

2022	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	21	29	0	13	64	187	160	84	0	0	33	591
March	22	27	0	13	64	203	161	77	0	0	40	607
April												0
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	22	29	0	13	64	191	158	81	0	0	35	592

March 2022 - Placements by Category
170 Kids in Placement



March 2022: Total kids in placement = 170

Total of 33 Children entered placement

8	Lyon	Foster Home
1	Lyon	Group Home
1	Lyon	Probation
1	Murray	Residential Treatment
1	Murray	Probation
4	Pipestone	Foster Home
14	Redwood	Foster Home
1	Redwood	Group Home
1	Rock	Foster Home
1	Rock	Probation

Total of 15 Children were discharged from placement (discharges from previous month)

6	Lyon	Child's Reunification Home
3	Lyon	Unauthorized Absence
1	Murray	Group Home
2	Pipestone	Pre-kinship Home
2	Redwood	ADOPTED
1	Redwood	Probation

NON IVD COLLECTIONS
MARCH 2022

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	2,596
TANF (MFIP/DWP/AFDC)	05-420-610.5803	280
GA	05-420-620.5803	1,988
FS	05-420-630.5803	272
CS (PI Fee, App Fee, etc)	05-420-640.5501	253
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	53,092
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	19,221
OOH/FC Recovery	05-431-710.5803	15,875
CHILDCARE		
Licensing	05-431-720.5502	1,000
Corp FC Licensing	05-431-720.5505	200
Over Payments	05-431-721&722.5803	1,528
CHEMICAL DEPENDENCY		
SUD Assessment Fee	05-431-730.5504	487
CD Assessments	05-431-730.5519	3,973
Detox Fees	05-431-730.5520	11,362
SUD Treatment	05-431-730.5523	3,021
Over Payments	05-431-730.5803	0
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	0
Over Payments	05-431-741 or 742.5803	0
DEVELOPMENTAL DISABILITIES		
Insurance Copay/Overpayments	05-431-750.5803	2,889
ADULT		
Court Visitor Fee	05-431-760.5515	0
Insurance Copay/Overpayments	05-431-760.5803	468
TOTAL NON-IVD COLLECTIONS		118,504



**DEPARTMENT OF
HUMAN SERVICES**

**Minnesota Department of Human Services
Elmer L. Andersen Building
Commissioner Jodi Harpstead
Post Office Box 64998
St. Paul, Minnesota 55164-0998**

April 4, 2022

Mr. Rick Anderson
Chair, South West Health & Human Services County Board of Commissioners
607 W Main Street
Marshall, MN 56258

Re: Calendar year 2021 financial reporting

Dear Commissioner Anderson:

It is my pleasure to commend you and your staff for perfect performance in meeting the Department of Human Services (DHS) financial reporting requirements for calendar year 2021. All key quarterly fiscal reports for programs your county participates in were submitted to our Financial Operations Division on or before the report deadlines and in perfect order. This effort required submission of 32 major reports covering the four calendar quarters of 2021. These reports are:

Local Collaborative Time Study (LCTS)*	Income Maintenance Expense
MFIP Consolidated Fund	Social Service Fund
Client Statistics	Title IV-E
SEAGR	BRASS-Based Grant Fiscal Report

*If your county participates in a "local collaborative," submission of this report may require the collection of multiple local partner reports for consolidated submission to DHS.

I know this accomplishment requires planning, an efficient operation, and teamwork within your county Human Services Department. The result is timely revenue for your county and compliance with federal reporting for us at the State. Please congratulate your management and staff on this superb effort.

Sincerely,

/s/

Jodi Harpstead
Commissioner

Cc: Beth Wilms, South West Health & Human Services County Director



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	1892	32	9	152	0	1	26	109	33	22	9	36
2/22	1899	33	9	157	0	0	27	75	36	59	12	4
3/22		31	9	208	0	0	27	77	38	49	12	5
4/22												
5/22												
6/22												
7/22												
8/22												
9/22												
10/22												
11/22												
12/22												

*Includes telehealth visits

COVID Response Unpaid Time

GUIDING POLICY: PERSONNEL POLICY #2:

Section 4 – Exempt and Non-Exempt Employees

- a. Employees are classified by the Federal Fair Labor Standards Act as either exempt or non-exempt.*
- b. Human Resources will determine which classifications are exempt or non-exempt.*

Exempt Employees

- 1. All exempt employees must complete an electronic timesheet for the purposes of public accountability. The timesheet must reflect actual hours worked and leave time taken each week. The timesheet must be submitted by the employee to their supervisor for review and approval at the end of each payroll period.*
- 2. All comp time earned and taken must have prior authorization by their supervisor. Exempt employees will not be paid for overtime unless authorized by Southwest Health and Human Services Governing Board action for unusual, infrequent situations.*

- **COVID-19 grant funds can be utilized to pay for COVID-19 community response.** SWHHS Community response included:
 - Planning meetings (morgue, livestock management, homeless, transportation, testing, vaccine clinics, medical surge)
 - Consultation regarding mitigation strategies, isolation/quarantine, changes in MDH guidelines, Executive Orders (schools, businesses, counties, cities, hospitals, daycares, other community partners)
 - Outbreak response (businesses, schools, community events)
 - Education/communication (emails, press releases, social media, conference calls, radio)
 - Coordinating and implementing partner calls for each county.
 - Data gathering and dissemination (case rates, clusters, trends/patterns)
 - Testing and vaccination clinics (planning and implementation)
 - MDH calls/webinars
 - Calls from partners needed to be addressed immediately due to the nature of the work (do I need to close my daycare tomorrow morning, which kids/families/classrooms need to isolate/quarantine, do I need to close the plant this week, etc.)
- **Non-exempt staff were made whole by either earning comp or overtime for all their hours worked.** All of their hours were compensated.

- **There was no opportunity to take time-off.** The work we did was such that our community partners required us to be available outside of regular business hours and on weekends/holiday. We had our computers and agency cell phones with us at all times and responded swiftly to calls/emails. The volume of work was unlike anything we've ever experienced in Public Health (we weren't here in 1918 to experience the last worldwide pandemic). The work needed to be done immediately and couldn't wait until the next day.
- **Emotional stress of the work:** We sacrificed time away from our families for well over a year. The emotional stress of implementing mitigation measures and the negative feedback from some in our community was extremely challenging. There were horribly disrespectful name calling and messages left on phones.
- **All COVID-19 work was done in addition to our other duties:** The programs supervised continued during the acute pandemic response and required additional management and planning to implement them. Temporary nurses were extremely helpful at vaccine clinics, but it was impossible to utilize them for planning clinics or many other community response duties.
- **There was no way to predict how long this pandemic would last or how it would affect our work long-term.**
- **MDH has paid out their salaried staff and many other businesses were able to use COVID funds to pay retention bonuses for their essential employees.** There are currently four exempt employees that have uncompensated time due to COVID-19 community response from March 2020 to August 2021.
- Staff affected:

Staff	Hours Lost	Compensation
Ann Orren	354	\$17,016
Carol Biren	365	\$26,519
Jason Kloss	55	\$2,684
Kristin Deacon	407	\$20,594
Marie Meyers	71	\$5,004
	TOTAL:	\$71,817



Position Request Form

SECTION 1: Process

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

SECTION 2: New Position Information

New Position Title: Health Educator

Division/Unit: Public Health

New Position Replacement Permanent Temporary Promotion

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

Desired hire date: immediate

FTE Requested: 1.0

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

PH has five open positions. Some of the work requires a PHN, RN or RD, but other work can be done by a Health Educator or other similar background. We will adjust the work based on need and required experience/license, depending on who is hired. We have needs in the following areas: WIC, SHIP, FHV, COVID response and MnChoices.

2. Why are you recommending this position be authorized?

In 2021 we budgeted for an additional nurse in Public Health in the 2022 budget. We currently have 5 open PHN positions which we have been unable to fill.

Funding will depend on the qualifications of the hired staff. If a Health Educator is hired, 80% will be funded through grants and other programs and 20% funded through admin (COVID funding through 2023).

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

Our PH Supervisor team is continually shifting program duties to where the greatest need is at the time based on staff skills and program requirements.

We have had very little luck hiring PHNs, RDs or RNs to fill positions. We have increased marketing efforts through radio ads, social media, employment websites and newspaper. Competition in the healthcare field is strong; the past 2 rounds of advertising we had zero applicants.

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

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

%Federal _____ % State __20__ % County _____ %Other ____ %Grant _80%_

Pay range \$62,676-\$92,248 (salary, PERA, FICA and insurance contribution)

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

This will not bring in any new dollars, but will be capturing revenue we've been leaving on the table and open up time for current staff to do other revenue generating work.

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

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

Several programs will be impacted by hiring new staff in Public Health. More work will be accomplished in SHIP and other health education programs, which opens up some time for current staff to do more work in WIC, FHV, MnChoices and other programs.

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

This position aligns with our Strategic Plan and SWHHS's Community Health Improvement Plan. These preventative services improve the health of our communities. Prevention work assists in keeping kids in school, adults at work and helps keep the elderly living independently longer.

SECTION 3: Signatures

Completed by: _____ Carol Biren _____ Date: _____

Division Director Signature: _____ **APPROVED**
By Carol Biren at 8:19 am, Apr 04, 2022 _____ Date: _____

Director Signature: _____ **APPROVED**
By Beth Wilms at 12:11 pm, Apr 11, 2022 _____ Date: _____

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

EFFECTIVE DATE: 01/01/11

REVISION DATE: 05/15/13; 02/15/17; 09/20/17; 10/17/18; 01/16/19; 09/18/19;07/21/21;
10/20/21;04/20/22

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

--CREDIT CARD POLICY--

Section 1 – Purpose

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

Section 2 - Authority to Establish

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

Section 3 – Authorization

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

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

- d. The Southwest Health and Human Services Governing Board may review credit card use randomly. If it is determined that credit card use is not in the best interest of Southwest Health and Human Services, they may at anytime, and without notice cancel credit card use privileges.

Section 4 – Controls

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

Section 5 - Eligible Uses of the Credit Card

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

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

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

Section 6 - Ineligible Uses of the Credit Card

- a. The credit card may not be used for:
 - Personal purchases. Absolutely no personal use of the card is allowed.
 - Gratuities and individual staff meals eligible for reimbursement. Use Form AG#100 or AG#101.
 - Gasoline for any personal vehicle.
 - Cash advances.
 - Alcoholic beverages.

- b. Any unallowable expenses charged on a card will be the responsibility of the employee making the purchase to payback to SWHHS. . Payment is expected to be made back to SWHHS, immediately following notification.

- c. If a staff person makes an ineligible purchase(s) or fails to provide the required documentation, the following will occur:
 1. First offense – Staff person’s immediate supervisor is notified.
 2. Second offense – Staff person’s card is suspended for 90 (ninety) days.
 3. Third offense – Staff person is removed as an authorized user of the agency’s credit card.

Section 7 - Monthly Reconciliation

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

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

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

Schedule A

Authorized Cardholders

Name	Title	Location
Beth Wilms	Director	Marshall – 1 st Floor
Ann Orren	Health Educator Supervisor	Marshall – 2 nd Floor
Cindy Nelson	SS Division Director	Marshall – 1 st Floor
Christine Versaevel	SS Supervisor – Children	Marshall – 1 st Floor
Kristin Malin	SS Supervisor – Children	Marshall – 1st Floor
Mariah Cleppe	SS Supervisor – Children	Marshall – 1st Floor
Sandy Isaackson	SS Supervisor – Adults	Marshall – 1st Floor
Craig Wilson	Social Worker – SELF Program	Marshall – 1 st Floor
Monica Christianson	Office Services Supervisor	Marshall – 1st Floor
Chris Cauwels	Network Systems Administrator / IT Director	Marshall – 1 st Floor
Michelle Buysse	SS Supervisor – Children’s	Marshall – 1 st Floor
Debra Werpy	Office Support Specialist, Senior	Marshall – 2 nd Floor
Dawn Hagen	Office Support Specialist, Senior	Redwood Falls
Stacy Strand	SS Supervisor – Adult	Redwood Falls
Emilie Potter	SS Supervisor – Children’s	Redwood Falls
Nicole Slegers	Office Support Supervisor	Pipestone
Stacy Jorgensen	SS Supervisor – Adults	Pipestone
Ashley Gustafson	Public Health Educator	Pipestone
Nancy Walker	Deputy Director	Luverne
Dawn Anderson	Case Aide – Children	Luverne
Erin Klumper	SS Supervisor – Children	Slayton
Jennifer Nelson	Public Health Educator	Slayton
Lisa Przymus	Eligibility Worker	Ivanhoe



Managed Print Services Solution for Southwest Health & Human Services

map	Device Name	Serial Number	IP Address	Location	Monthly B/W	Monthly Color	Optimized MPS Device
1	RICOH MP C6004	G736MC60150	10.0.7.23	Luverne	6,500	700	Toshiba 4515ac Staple, Punch, LCT, Card R
2	RICOH MP C5503	E183MC10343	10.0.7.22	Luverne	6,500	-	Toshina 4518a 2 Paper Trays, Cabinet, Card R
3	Konica Minolta Bizhub 454E	A61E011006829	10.0.4.200	Pipestone (Back Room)	7,000	-	Toshiba 4518a Staple, Punch, LCT, Card R
4	Konica Minolta Bizhub C458	A79M011011540	10.0.4.204	Pipestone (Front Desk)	8,000	300	Toshiba 4515ac Staple, Punch, LCT, Card R
5					-	-	
6					-	-	
7					-	-	
8					-	-	
9					-	-	
10					-	-	
11					-	-	
12					-	-	
13					-	-	
14					-	-	
15					-	-	
Total:					28,000	1,000	

Monthly Managed Print Services Investment:	\$ 711.46
B/W Pages Included:	28,000 Overages: \$0.008
CLR Pages Included:	1,000 Overages: \$0.046

One Invoice Per Month! One Pool of Prints!
4 UPGRADED DEVICES!
\$1,400 Reimbursement for Return Shipping and Papercut Licenses

A&B's Managed Print Services Includes New Equipment Listed, All Toner, Maintenance Kits, Fuser Units, Parts, Service & Labor,
 No Additional Freight and Fuel Charges. Pricing Based on a 63-Month Agreement.

April 8, 2022

PROPOSAL FOR

SOUTHWEST HEALTH & HUMAN SVC - PIPESTONE

CHRIS CAUWELS

Prepared by:

Erin VanderVeen
Technology Advisor
320.241.3505 or 800.847.3098
Erin.VanderVeen@marconet.com

 **MANAGED SERVICES**

 **AUDIO VISUAL**

 **COPIERS & PRINTERS**

 **BUSINESS IT SERVICES**

marco

taking technology further

800.847.3098 • MARCONET.COM

Executive Summary:

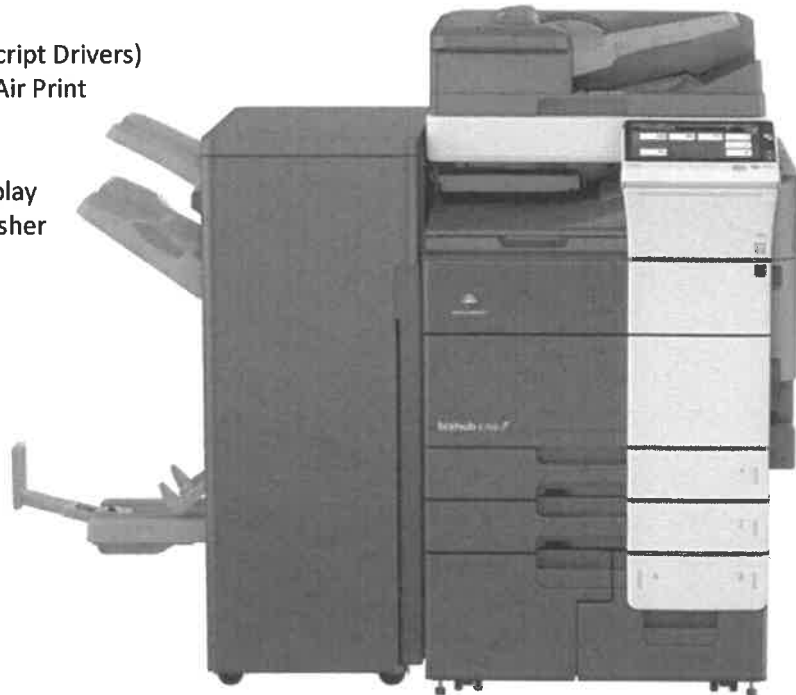
- The current devices at this location are listed below:
 - Konica Bizhub 454e with an average monthly volume of 7,528 black prints
 - Konica Bizhub C458 with an average monthly volume of 8,114 black & 284 color
 - Papercut

RECOMMENDED PRINT SOLUTION

Qty	Description
1	Konica Bizhub C450i

Specifications

- 45 Monochrome Pages Per Minute
- 45 Color Pages Per Minute
- 150 Sheet Bypass Tray
- (2) 500 Sheet Paper Tray's
- Large Capacity Cassette (2,500 Sheets)
- 300 Sheet Single Pass Document Feeder
 - Scans two sided documents in a single pass
- Network Scanning
 - Scan to E-Mail/Network Folder/USB
 - Connects to Microsoft Exchange and Gmail.
 - Blank page removal feature
 - Scan to Searchable PDF, Word, Excel, PowerPoint
 - Scan Preview and Edit from touchscreen
- Scan to E-Mail/Network Folder/USB
- Automatic Duplexing
- Network Printing (PCL & Postscript Drivers)
- Google Cloud Print and Apple Air Print
- Secure Print Options
- Mailbox/ User Box
- Customizable touchscreen display
- 50-Sheet External Stapling Finisher
- 2/3 Hole Punch
- Papercut Card Reader





RECOMMENDED PRINT SOLUTION

Qty	Description
1	Konica Bizhub 450i (Black Only)

Specifications

- 45 Monochrome Pages Per Minute
- 150 Sheet Bypass Tray
- (2) 500 Sheet Paper Tray's
- Large Capacity Cassette (2,500 Sheets)
- 300 Sheet Single Pass Document Feeder
 - Scans two sided documents in a single pass
- Network Scanning
 - Scan to E-Mail/Network Folder/USB
 - Connects to Microsoft Exchange and Gmail.
 - Blank page removal feature
 - Scan to Searchable PDF, Word, Excel, PowerPoint
 - Scan Preview and Edit from touchscreen
- Scan to E-Mail/Network Folder/USB
- Automatic Duplexing
- Network Printing (PCL & Postscript Drivers)
- Google Cloud Print and Apple Air Print
- Secure Print Options
- Mailbox/ User Box
- Customizable touchscreen display
- 50-Sheet External Stapling Finisher
- 2/3 Hole Punch
- Papercut Card Reader





MANAGED ACCOUNT PROGRAM (MAP)

Marco’s Managed Account Program includes the equipment, service, and supplies (except staples, paper, and network troubleshooting services). The result is a system with the capabilities and features you need—without the administrative headaches.

- **60 Month MAP** **\$318.10/Month**
- Monochrome Prints **included** per Month: 15,650
- Monochrome Print Overages: \$0.005/Print
- Color Prints **included** per Month: 284
- Color Print Overages: \$0.045/Print

DELIVERY, INSTALLATION, INITIAL SUPPLIES, AND INITIAL TRAINING

Delivery, Returning Current Devices, Installation, Initial Supplies & Initial Training Included

*The above pricing does not include applicable sales tax.
Prices quoted are subject to change and should be verified before placing your order.*

Accepted by: _____ Date: _____

By signing this proposal, you are authorizing Marco Technologies LLC to order, install and invoice the above listed equipment.

April 8, 2022

PROPOSAL FOR

**SOUTHWEST HEALTH &
HUMAN SVC - LUVERNE**
CHRIS CAUWELS

Prepared by:

Erin VanderVeen
Technology Advisor
320.241.3505 or 800.847.3098
Erin.VanderVeen@marconet.com

 **MANAGED SERVICES**

 **AUDIO VISUAL**

 **COPIERS & PRINTERS**

 **BUSINESS IT SERVICES**

marco

taking technology further

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Executive Summary:

- The current devices at this location are listed below:
 - Ricoh C5503 with an average monthly volume of 8,502 black & 665 color
 - Ricoh C6004 with an average monthly volume of 5,839 black & 261 color
 - Papercut

RECOMMENDED PRINT SOLUTION

Qty	Description
1	Konica Bizhub C550i

Specifications

- 55 Monochrome Pages Per Minute
- 55 Color Pages Per Minute
- 150 Sheet Bypass Tray
- (2) 500 Sheet Paper Tray's
- Large Capacity Cassette (2,500 Sheets)
- 300 Sheet Single Pass Document Feeder
 - Scans two sided documents in a single pass
- Network Scanning
 - Scan to E-Mail/Network Folder/USB
 - Connects to Microsoft Exchange and Gmail.
 - Blank page removal feature
 - Scan to Searchable PDF, Word, Excel, PowerPoint
 - Scan Preview and Edit from touchscreen
- Scan to E-Mail/Network Folder/USB
- Automatic Duplexing
- Network Printing (PCL & Postscript Drivers)
- Google Cloud Print and Apple Air Print
- Secure Print Options
- Mailbox/ User Box
- Customizable touchscreen display
- 50-Sheet External Stapling Finisher
- 2/3 Hole Punch
- Papercut Card Reader





RECOMMENDED PRINT SOLUTION

Qty	Description
1	Konica Bizhub 450i (Black Only)

Specifications

- 45 Monochrome Pages Per Minute
- 150 Sheet Bypass Tray
- (2) 500 Sheet Paper Tray's
- Large Capacity Cassette (2,500 Sheets)
- 300 Sheet Single Pass Document Feeder
 - Scans two sided documents in a single pass
- Network Scanning
 - Scan to E-Mail/Network Folder/USB
 - Connects to Microsoft Exchange and Gmail.
 - Blank page removal feature
 - Scan to Searchable PDF, Word, Excel, PowerPoint
 - Scan Preview and Edit from touchscreen
- Scan to E-Mail/Network Folder/USB
- Automatic Duplexing
- Network Printing (PCL & Postscript Drivers)
- Google Cloud Print and Apple Air Print
- Secure Print Options
- Mailbox/ User Box
- Customizable touchscreen display
- 50-Sheet External Stapling Finisher
- 2/3 Hole Punch
- Papercut Card Reader





MANAGED ACCOUNT PROGRAM (MAP)

Marco’s Managed Account Program includes the equipment, service, and supplies (except staples, paper, and network troubleshooting services). The result is a system with the capabilities and features you need—without the administrative headaches.

- **60 Month MAP** **\$361.52/Month**
- Monochrome Prints **included** per Month: 14,350
- Monochrome Print Overages: \$0.005/Print
- Color Prints **included** per Month: 930
- Color Print Overages: \$0.045/Print

DELIVERY, INSTALLATION, INITIAL SUPPLIES, AND INITIAL TRAINING

Delivery, Returning Current Devices, Installation, Initial Supplies & Initial Training Included

*The above pricing does not include applicable sales tax.
Prices quoted are subject to change and should be verified before placing your order.*

Accepted by: _____ Date: _____

By signing this proposal, you are authorizing Marco Technologies LLC to order, install and invoice the above listed equipment.

Planned Maintenance Schedule Show Details
Apr 3, 2022



Sign In

Home Search Data Bank Data Services Help

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

Showing 1 - 25 of 180 results

6515--36C25522Q00223 | Eye Lab equipment

Notice ID: 36C25522Q00223

I. OVERVIEW: EYE LAB EQUIPMENT AND INSTALLATION The Department of Veterans Affairs, Network Contracting Office (NCO) 15, The Veterans Health Adminis...

Department/Ind.Agency VETERANS AFFAIRS, DEPARTMENT OF	Subtier VETERANS AFFAIRS, DEPARTMENT OF	Office 255-NETWORK CONTRACT OFFICE 15 (36C255)
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Sort By

Date Modified/Updated

Contract Opportunities

Current Date Offers Due
Apr 18, 2022, 03:00 PM
CDT

Notice Type
Original Solicitation

Updated Date
Apr 12, 2022

Planned Maintenance Schedule Show Details
Apr 3, 2022



Sign In

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Search All Words e.g. 1606N020Q02

Select Domain
All Domains

Filter By

Showing 1 - 25 of 43,682 results

UPGRADE BUILDING COMPLEX HILO

Notice ID: W50SLF-22-R-0001

4/13/2022: Posting Questions and Answers sheet (13-Apr-2022) and Solicitation Amendment 0001. Extended Bid due date.

4/12/2022: Posti

Department/Ind.Agency DEPT OF DEFENSE	Subtier DEPT OF THE ARMY	Office W7M4 USPFO ACTIVITY
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Sort by

Date Modified/Updated

Contract Opportunities

Current Date Offers Due
May 05, 2022, 08:00 PM
CDT

Notice Type
Updated Solicitation

Updated Date
Apr 13, 2022 (4)
Published Date

APRIL 2022
GRANTS ~ AGREEMENTS ~ CONTRACTS
for Board review and approval



Top 20 Trainer (St Paul, MN) - 06/27/22; Consultant services to provide PH Response and Recovery training for PH staff and supervisors through the COVID-19 Workforce grant; \$3200 + mileage (NEW).

Fiscal Note:



Signatures None

Signatures Partial

Signatures Completed