



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 May 18, 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 4/20/2022 Board Minutes

- D. Introduce New Staff:
 - Jada Kokesch, Eligibility Worker, Redwood Falls
 - Michelle Giannelli, Eligibility Worker, Marshall
 - Candya Griffin, Office Support Specialist, Sr., Pipestone
 - Tristan Nelson, Fraud Prevention Investigator, Luverne
 - Josephine Schelhaas, Child Support Officer, Pipestone
 - Leslie Erickson, Social Worker (DD), Luverne
 - D'Ajah Tye, Social Worker (CP), Marshall

- E. Employee Recognition:
 - Megan Amundson, 1 year, Social Worker (AMH), Marshall
 - Marissa Brown, 1 year, Social Worker (Adult Services), Redwood Falls
 - Sara McCabe, 1 year, Social Worker (CMH), Pipestone
 - Loni Eilers, 5 years, Social Worker (AMH), Marshall
 - Brittney Meyer, 5 years, Eligibility Worker, Marshall
 - Stacey Longtin, 25 years, Social Services Supervisor, Marshall

HUMAN SERVICES (cont.)

F. Financial

G. Caseload

	<u>4/22</u>	<u>4/21</u>	<u>3/22</u>	<u>2/22</u>
Social Services	3,703	3,645	3,691	3,666
Licensing	403	419	402	399
Out-of-Home Placements	174	167	170	152
Income Maintenance	13,852	13,274	13,831	13,604
Child Support Cases	2,900	3,076	2,897	2,915
Child Support Collections	\$788,231	\$826,290	\$763,804	\$684,635
Non IV-D Collections	\$81,245	\$111,862	\$118,504	\$165,729

H. Discussion/Information

1.

I. Decision Items

1. Income Maintenance Policy 3 – Burial and Cremation Policy

COMMUNITY HEALTH

J. Call to Order

K. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 4/20/2022 Board Minutes

L. Financial

COMMUNITY HEALTH (cont.)

M. Caseload	<u>04/22</u>	<u>03/22</u>	<u>0/22</u>
WIC	N/A	1899	1899
Family Home Visiting	24	31	33
PCA Assessments	7	9	9
Managed Care	191	208	157
Dental Varnishing	0	0	0
Refugee Health	0	0	0
Latent TB Medication Distribution	33	27	27
Water Tests	166	77	75
FPL Inspections	30	38	36
Immunizations	12	49	59
COVID Vaccine Admin	3	5	4
Car Seats	18	12	12

- N. Discussion/Information
1. Farmers Market Initiatives with SHIP and WIC – Janet Bush and Cody Rofshus

- 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 4/20/2022 Board Minutes

- R. Financial

GOVERNING BOARD (cont.)

S. Human Resources Statistics

	<u>04/22</u>	<u>04/21</u>	<u>03/22</u>	<u>02/22</u>
Number of Employees	225	228	224	219
Separations	2		4	3

T. Discussion/Information

1. Personnel Committee Update
- 2.

U. Decision Items

1. Emily Baumgarn, Office Support Specialist, Sr., probationary appointment (12 months), \$16.16 hourly, effective 4/25/2022
2. Leslie Anderson, Office Support Specialist, Sr., probationary appointment (12 months), \$16.16 hourly, effective 5/23/2022
3. D’Ajah Tye, County Agency Social Worker (CPS), probationary appointment (12 months), \$24.36 hourly, effective 4/25/2022
4. Jada Griffin, County Agency Social Worker (CMH), probationary appointment (12 months), \$24.36 hourly, effective 5/9/2022
5. Bridget Fitzgerald, County Agency Social Worker (CPS), probationary appointment (12 months), \$24.36 hourly, effective 5/9/2022
6. Andrea Gorter, Office Support Specialist, Sr., probationary appointment (12 months), \$16.16 hourly, effective 5/16/2022
7. Joshua Kirchner, Collections Officer, probationary appointment (6 months), \$20.49 hourly, effective 4/11/2022
8. Taalyr Egeness, Social Services Supervisor (Children’s), probationary appointment (12 months), \$65,000 annual, effective 4/18/2022
9. Request for Social Services Case Aide
10. Administrative Policy 5 – Credit Card Policy
11. Managed Care Services Resolution (SNBC & Family and Children’s)
12. Donations:
 - Karla Adams donated Love Bears for kids who are in temporary foster homes
 - Good Shepherd Lutheran Church donated toiletry items/kits for foster children
 - Katrina Stoltzfus donated 8 baby layettes for WIC families with newborns in need
13. Contracts

V. Adjournment

Next Meeting Dates:

- **Wednesday, June 15, 2022 – Marshall**
- **Wednesday, July 20, 2022 – Marshall**
- **Wednesday, August 17, 2022 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

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

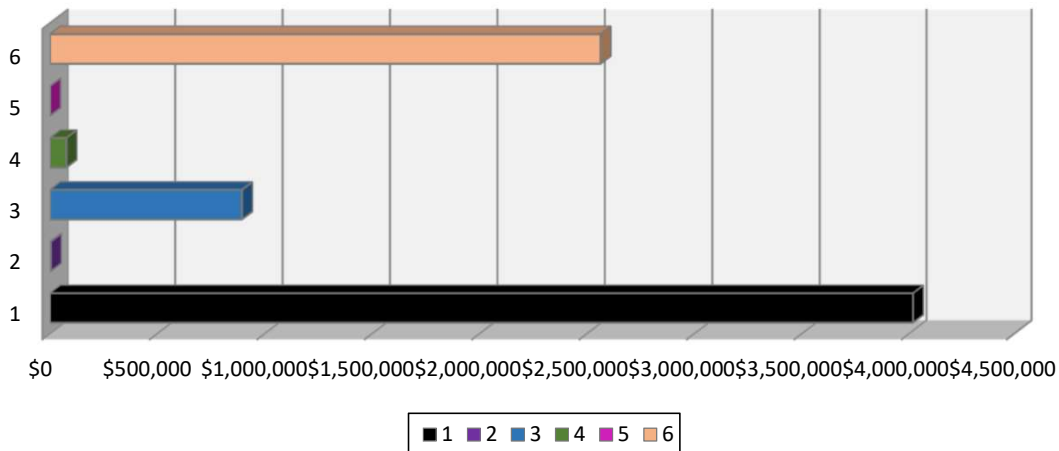
SUMMARY OF FINANCIAL ACCOUNTS REPORT For the Month Ending: **April 30, 2022**

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

Description	Month	Running Balance
BEGINNING BALANCE		\$5,223,964
RECEIPTS		
Monthly Receipts	1,480,798	
County Contribution	180,409	
Interest on Savings	248	
TOTAL MONTHLY RECEIPTS		1,661,454
DISBURSEMENTS		
Monthly Disbursements	2,867,467	
TOTAL MONTHLY DISBURSEMENTS		2,867,467
ENDING BALANCE		\$4,017,951

REVENUE		
<i>Checking/Money Market</i>	\$4,017,951	
<i>SS Benefits Checking</i>	\$3,000	
<i>Bremer Savings</i>	\$892,946	
<i>Great Western Bank Savings</i>	\$75,521	
<i>Certificate of Deposit</i>	\$0	
<i>Investments - MAGIC Fund</i>	\$2,561,849	
ENDING BALANCE	\$7,551,268	Apr 2021 Ending Balance \$4,926,907
DESIGNATED/RESTRICTED FUNDS		
Agency Health Insurance	\$1,046,275	Apr 2021 Ending Balance \$973,311
LCTS Lyon Murray Collaborative	\$199,182	
LCTS Rock Pipestone Collaborative	\$60,017	
LCTS Redwood Collaborative	\$90,572	
Local Advisory Council	\$678	Apr 2021 Ending Balance
AVAILABLE CASH BALANCE	\$6,154,545	\$3,680,901

REVENUE DESIGNATION



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

APRIL 2022

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				5,223,963.90
04/01/22	121014-121043	Disb		2,375.16	5,221,588.74
04/01/22	11734-11742 ACH	Disb		2,468.53	5,219,120.21
04/01/22	121044-121082	Disb		81,922.45	5,137,197.76
04/01/22	11743-11762 ACH	Disb		72,291.33	5,064,906.43
04/04/22	VOID 11739	Disb		(16.72)	5,064,923.15
04/04/22	10218	Disb		32,085.27	5,032,837.88
04/05/22	48974-49021	Dep	193,062.97		5,225,900.85
04/06/22	10219	Disb		3,958.78	5,221,942.07
04/08/22	121083-121097	Disb		1,356.58	5,220,585.49
04/08/22	11763-11768 ACH	Disb		877.58	5,219,707.91
04/08/22	121098-121167	Disb		157,605.54	5,062,102.37
04/08/22	11769-11830 ACH	Disb		88,035.50	4,974,066.87
04/08/22	10192 - 10210	Payroll		138,095.66	4,835,971.21
04/08/22	75523 - 75755 ACH	Payroll		503,197.28	4,332,773.93
04/08/22	49022-49070	Dep	267,550.07		4,600,324.00
04/11/22	10220	Disb		33,259.02	4,567,064.98
04/12/22	49071-49098	Dep	19,830.73		4,586,895.71
04/13/22	10221	Disb		13,546.19	4,573,349.52
04/14/22	10222	Disb		52,901.91	4,520,447.61
04/15/22	121168-121204	Disb		3,520.52	4,516,927.09
04/15/22	11831-11838 ACH	Disb		817.55	4,516,109.54
04/15/22	121205-121252	Disb		119,283.95	4,396,825.59
04/15/22	11839-11878 ACH	Disb		97,355.20	4,299,470.39
04/15/22	10223	Disb		24.00	4,299,446.39
04/15/22	10224	Disb		168.00	4,299,278.39
04/15/22	49099-49133	Dep	116,372.18		4,415,650.57
04/18/22	10225	Disb		33,080.35	4,382,570.22
04/19/22	49134-49157	Dep	106,707.38		4,489,277.60
04/20/22	10226	Disb		772.50	4,488,505.10
04/20/22	10227	Disb		12,737.12	4,475,767.98
04/22/22	121253-121296	Disb		7,994.70	4,467,773.28
04/22/22	11879-11925 ACH	Disb		8,283.90	4,459,489.38
04/22/22	121297-121435	Disb		87,641.31	4,371,848.07
04/22/22	11926-12043 ACH	Disb		60,421.59	4,311,426.48
04/22/22	121436-121465	Disb		2,407.83	4,309,018.65
04/22/22	12044-12052 ACH	Disb		975.74	4,308,042.91
04/22/22	121466-121499	Disb		151,496.84	4,156,546.07
04/22/22	12053-12070 ACH	Disb		183,732.85	3,972,813.22
04/22/22	10211 - 10229	Payroll		138,004.52	3,834,808.70
04/22/22	75756 - 75987 ACH	Payroll		508,380.57	3,326,428.13
04/22/22	49158-49207	Dep	346,473.04		3,672,901.17
04/25/22	10228	Disb		36,075.47	3,636,825.70
04/26/22	49208-49241	Dep	79,515.97		3,716,341.67
04/27/22	10229	Disb		13,533.19	3,702,808.48
04/29/22	121500-121517	Disb		4,476.43	3,698,332.05
04/29/22	12071-12077 ACH	Disb		2,084.12	3,696,247.93
04/29/22	121518-121576	Disb		87,997.76	3,608,250.17
04/29/22	12078-12098 ACH	Disb		124,067.50	3,484,182.67
04/29/22	VOID 121233	Disb		(1,120.66)	3,485,303.33
04/29/22	VOID 121279	Disb		(340.20)	3,485,643.53
04/29/22	49290, 49306-49333	Dep	520,846.66		4,006,490.19
04/29/22	transfer from ss account	transfer	11,095.00		4,017,585.19
04/29/22	VOID 121271			(340.20)	4,017,925.39
04/29/22	VOID 121561			(26.00)	4,017,951.39
					4,017,951.39
					4,017,951.39
					4,017,951.39
	Balanced LMD 05/02/22	TOTALS	1,661,454.00	2,867,466.51	

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

3,000.00
892,945.74
75,521.48
2,561,849.35

TOTAL CASH BALANCE

7,551,267.96

**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
04/01/22	57793	Interest	15.16		892,945.74
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	ENDING BALANCE				892,945.74

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
04/18/22	58012	Interest	0.58		75,520.84
04/18/22	58013	Interest	0.64		75,521.48
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	ENDING BALANCE				75,521.48

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
04/01/22	57794	Interest	231.14		2,561,849.35
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					2,561,849.35
	ENDING BALANCE				2,561,849.35

Southwest Health and Human Services



LMD
5/2/22 9:56PM

TREASURER'S CASH TRIAL BALANCE

As of 04/2022

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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		533,956.18	1,825,870.62	
Disbursements		68,301.20-	289,128.71-	
Payroll		204,901.74-	847,731.06-	
Journal Entries		0.00	480,000.00	
Fund Total		260,753.24	1,169,010.85	3,750,709.18
5				
Human Services Fund		410	General Administration	
	452,414.25-			
Receipts		57,260.32	233,830.51	
Disbursements		57,407.95-	230,711.55-	
Payroll		9,896.44-	34,046.82-	
Journal Entries		0.00	1,146.73	
Dept Total		10,044.07-	29,781.13-	482,195.38-
5				
Human Services Fund		420	Income Maintenance	
	1,513,160.78			
Receipts		125,601.75	1,789,324.60	
Disbursements		280,703.83-	1,186,531.51-	
Payroll		333,700.67-	1,310,461.02-	
Journal Entries		0.00	868,853.27	
Dept Total		488,802.75-	161,185.34	1,674,346.12
5				
Human Services Fund		431	Social Services	
	5,836,273.96			
Receipts		729,935.66	3,249,708.82	
Disbursements		126,156.90-	468,001.14-	
SSIS		841,435.39-	2,356,504.79-	
Payroll		712,444.88-	2,901,012.39-	
Journal Entries		0.00	1,650,000.00	
Dept Total		950,101.51-	825,809.50-	5,010,464.46
5				
Human Services Fund		461	Information Systems	
	3,717,061.88-			
Receipts		897.50	11,397.00	

Southwest Health and Human Services



LMD
5/2/22 9:56PM

TREASURER'S CASH TRIAL BALANCE

As of 04/2022

Fund		Beginning Balance	This Month	YTD	Current Balance
	Disbursements		11.64-	58.68-	
	Payroll		26,734.30-	93,055.89-	
	Dept Total		25,848.44-	81,717.57-	3,798,779.45-
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	1,474,796.77-	776,122.86-	2,403,835.75
61	Agency Health Insurance				
		1,025,248.14			
	Receipts		214,000.11	1,047,363.48	
	Disbursements		187,821.57-	1,026,336.79-	
	Fund Total		26,178.54	21,026.69	1,046,274.83
71	LCTSLyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
		192,056.54			
	Receipts		0.00	35,774.00	
	Disbursements		17,950.00-	28,649.00-	
	Dept Total		17,950.00-	7,125.00	199,181.54
	Fund Total	192,056.54	17,950.00-	7,125.00	199,181.54
73	LCTSRock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
		47,452.81			
	Receipts		50.00	15,552.00	
	Disbursements		0.00	2,988.00-	
	Dept Total		50.00	12,564.00	60,016.81
	Fund Total	47,452.81	50.00	12,564.00	60,016.81
75	Redwood LCTS Collaborative	471	LCTS Collaborative Agency		

Southwest Health and Human Services



LMD
5/2/22 9:56PM

TREASURER'S CASH TRIAL BALANCE

As of 04/2022

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<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		1,661,701.52	8,313,949.03	
Disbursements		738,353.09-	3,310,332.38-	
SSIS		841,435.39-	2,356,504.79-	
Payroll		1,287,678.03-	5,186,307.18-	
Journal Entries		0.00	3,000,000.00	
Total		1,205,764.99-	460,804.68	7,551,267.96

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 04/2022

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO- DATE	2022 BUDGET	% OF BUDG	% OF YEAR	
FUND 1 HEALTH SERVICES FUND						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	180,408.50-	450,517.25-	1,080,435.00-	42	33	
INTERGOVERNMENTAL REVENUES	1,653.00-	144,100.00-	166,000.00-	87	33	
STATE REVENUES	111,851.32-	347,932.52-	939,267.00-	37	33	
FEDERAL REVENUES	201,867.75-	735,845.01-	1,119,614.00-	66	33	
FEES	37,941.05-	146,549.72-	481,630.00-	30	33	
EARNINGS ON INVESTMENTS	39.61-	240.37-	550.00-	44	33	
MISCELLANEOUS REVENUES	177.20-	446.64-	6,750.00-	7	33	
TOTAL REVENUES	533,938.43-	1,825,631.51-	3,794,246.00-	48	33	15% over
EXPENDITURES						
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	33	
PAYROLL AND BENEFITS	204,901.74	847,731.06	3,088,224.00	27	33	
OTHER EXPENDITURES	68,283.45	288,889.60	706,022.00	41	33	
TOTAL EXPENDITURES	273,185.19	1,136,620.66	3,794,246.00	30	33	3% under

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 04/2022

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	33	
INTERGOVERNMENTAL REVENUES	0.00	18,335.00-	95,971.00-	19	33	
STATE REVENUES	217,460.03-	1,221,333.69-	5,536,980.00-	22	33	
FEDERAL REVENUES	400,237.92-	2,377,006.23-	7,789,285.00-	31	33	
FEES	191,665.33-	779,345.64-	2,485,160.00-	31	33	
EARNINGS ON INVESTMENTS	207.91-	1,261.98-	2,200.00-	57	33	
MISCELLANEOUS REVENUES	44,092.51-	363,205.11-	1,510,451.00-	24	33	
TOTAL REVENUES	853,663.70-	5,121,328.66-	29,374,409.00-	17	33	16% under
EXPENDITURES						
PROGRAM EXPENDITURES	1,040,659.04	3,302,774.28	12,167,552.00	27	33	
PAYROLL AND BENEFITS	1,082,924.40	4,335,459.12	14,490,742.00	30	33	
OTHER EXPENDITURES	204,877.51	779,220.08	2,716,115.00	29	33	
TOTAL EXPENDITURES	2,328,460.95	8,417,453.48	29,374,409.00	29	33	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				33
			Expend.	2,490.13	30,004.46	0.00	0
			Net	2,490.13	30,004.46	0.00	0
930 PROGRAM	Administration		Revenue	183,052.79 -	479,771.52 -	1,147,735.00 -	42
			Expend.	52,198.81	201,894.61	757,820.00	27
			Net	130,853.98 -	277,876.91 -	389,915.00 -	71
410 DEPT	General Administration	Totals:	Revenue	183,052.79 -	479,771.52 -	1,147,735.00 -	42
			Expend.	54,688.94	231,899.07	757,820.00	31
			Net	128,363.85 -	247,872.45 -	389,915.00 -	64
481 DEPT	Nursing						
100 PROGRAM	Family Health		Revenue	1,255.14 -	5,168.43 -	22,780.00 -	23
			Expend.	1,369.86	4,253.58	13,539.00	31
			Net	114.72	914.85 -	9,241.00 -	10
103 PROGRAM	Follow Along Program		Revenue	4,451.75 -	7,362.43 -	32,900.00 -	22
			Expend.	1,829.99	9,192.42	18,276.00	50
			Net	2,621.76 -	1,829.99	14,624.00 -	13 -
110 PROGRAM	TANF		Revenue	3,469.85 -	78,786.38 -	127,876.00 -	62
			Expend.	25,221.20	52,959.61	94,553.00	56
			Net	21,751.35	25,826.77 -	33,323.00 -	78
130 PROGRAM	WIC		Revenue	78,149.00 -	279,728.00 -	450,000.00 -	62
			Expend.	41,375.35	162,294.32	620,585.00	26
			Net	36,773.65 -	117,433.68 -	170,585.00	69 -
210 PROGRAM	CTC Outreach		Revenue	13,485.92 -	74,508.91 -	262,270.00 -	28
			Expend.	15,499.23	61,032.01	299,144.00	20
			Net	2,013.31	13,476.90 -	36,874.00	37 -
265 PROGRAM	Strong Foundations FHV		Revenue				
			Expend.	6,433.28	8,227.16	0.00	0
			Net	6,433.28	8,227.16	0.00	0
270 PROGRAM	Maternal Child Health - Title V		Revenue	19,140.95 -	62,684.30 -	237,036.00 -	26
			Expend.	11,298.92	72,690.81	257,985.00	28
			Net	7,842.03 -	10,006.51	20,949.00	48

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
280 PROGRAM	MCH Dental Health		Revenue	0.00	0.00	1,200.00 -	0	33
			Expend.	69.56	704.63	13,375.00	5	33
			Net	69.56	704.63	12,175.00	6	33
285 PROGRAM	MCH Blood Lead		Revenue					33
			Expend.	333.19	843.03	0.00	0	33
			Net	333.19	843.03	0.00	0	33
295 PROGRAM	MCH Car Seat Program		Revenue	1,191.54 -	2,328.66 -	35,500.00 -	7	33
			Expend.	2,989.08	10,625.80	45,158.00	24	33
			Net	1,797.54	8,297.14	9,658.00	86	33
300 PROGRAM	Case Management		Revenue	30,125.29 -	128,311.10 -	451,000.00 -	28	33
			Expend.	22,513.12	98,400.16	432,037.00	23	33
			Net	7,612.17 -	29,910.94 -	18,963.00 -	158	33
330 PROGRAM	MNChoices		Revenue	0.00	78,827.87 -	154,000.00 -	51	33
			Expend.	11,295.95	52,654.47	219,957.00	24	33
			Net	11,295.95	26,173.40 -	65,957.00	40 -	33
603 PROGRAM	Disease Prevention and Control		Revenue	26,138.30 -	61,176.24 -	162,301.00 -	38	33
			Expend.	15,922.70	58,738.54	219,137.00	27	33
			Net	10,215.60 -	2,437.70 -	56,836.00	4 -	33
660 PROGRAM	MIIC		Revenue					33
			Expend.	15.04	187.21	0.00	0	33
			Net	15.04	187.21	0.00	0	33
481 DEPT	Nursing	Totals:	Revenue	177,407.74 -	778,882.32 -	1,936,863.00 -	40	33
			Expend.	156,166.47	592,803.75	2,233,746.00	27	33
			Net	21,241.27 -	186,078.57 -	296,883.00	63 -	33
483 DEPT	Health Education		Revenue					
			Expend.					
			Net					
500 PROGRAM	Direct Client Services		Revenue	187.56 -	2,285.71 -	950.00 -	241	33
			Expend.	310.37	1,187.01	18,895.00	6	33
			Net	122.81	1,098.70 -	17,945.00	6 -	33
510 PROGRAM	SHIP		Revenue	64,543.73 -	117,876.85 -	224,631.00 -	52	33
			Expend.	15,604.97	93,764.32	224,541.00	42	33
			Net	48,938.76 -	24,112.53 -	90.00 -	26,792	33
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	488.02 -	926.47 -	10,155.00 -	9	33
			Expend.	165.46	874.91	10,155.00	9	33
			Net	322.56 -	51.56 -	0.00	0	33

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	505.15 -	725.86 -	10,155.00 -	7	33
			Expend.	184.25	643.99	10,155.00	6	33
			Net	320.90 -	81.87 -	0.00	0	33
551 PROGRAM	Pipestone Drug Free Communities		Revenue	31,187.00 -	97,437.20 -	125,000.00 -	78	33
			Expend.	10,468.75	41,656.02	125,000.00	33	33
			Net	20,718.25 -	55,781.18 -	0.00	0	33
900 PROGRAM	Emergency Preparedness		Revenue	20,674.90 -	39,725.44 -	95,357.00 -	42	33
			Expend.	5,849.15	26,486.63	112,734.00	23	33
			Net	14,825.75 -	13,238.81 -	17,377.00	76 -	33
905 PROGRAM	COVID- 19 Pandemic		Revenue					33
			Expend.	4,625.59	36,365.66	0.00	0	33
			Net	4,625.59	36,365.66	0.00	0	33
906 PROGRAM	COVID- 19 Vaccination Planning Grant		Revenue	37,678.97 -	103,562.31 -	0.00	0	33
			Expend.	259.45	8,149.13	0.00	0	33
			Net	37,419.52 -	95,413.18 -	0.00	0	33
907 PROGRAM	Crisis Response Workforce Grant (CO)		Revenue	2,927.34 -	2,927.34 -	0.00	0	33
			Expend.	192.00	3,119.34	0.00	0	33
			Net	2,735.34 -	192.00	0.00	0	33
483 DEPT	Health Education	Totals:	Revenue	158,192.67 -	365,467.18 -	466,248.00 -	78	33
			Expend.	37,659.99	212,247.01	501,480.00	42	33
			Net	120,532.68 -	153,220.17 -	35,232.00	435 -	33
485 DEPT	Environmental Health		Revenue					
			Revenue	1,671.00 -	171,559.52 -	216,400.00 -	79	33
			Expend.	17,967.27	71,689.41	247,237.00	29	33
800 PROGRAM	Environmental		Net	16,296.27	99,870.11 -	30,837.00	324 -	33
			Revenue	13,614.23 -	29,950.97 -	27,000.00 -	111	33
			Expend.	6,702.52	27,981.42	53,963.00	52	33
809 PROGRAM	Environmental Water Lab		Net	6,911.71 -	1,969.55 -	26,963.00	7 -	33
			Revenue	15,285.23 -	201,510.49 -	243,400.00 -	83	33
			Expend.	24,669.79	99,670.83	301,200.00	33	33
485 DEPT	Environmental Health	Totals:	Net	9,384.56	101,839.66 -	57,800.00	176 -	33
			Revenue	533,938.43 -	1,825,631.51 -	3,794,246.00 -	48	33
			Expend.	273,185.19	1,136,620.66	3,794,246.00	30	33
1 FUND	Health Services Fund	Totals:	Net	260,753.24 -	689,010.85 -	0.00	0	33

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				33
			Expend.	10,044.55	29,783.09	105,344.00	28
			Net	10,044.55	29,783.09	105,344.00	28
410 DEPT	General Administration	Totals:	Revenue				33
			Expend.	10,044.55	29,783.09	105,344.00	28
			Net	10,044.55	29,783.09	105,344.00	28
420 DEPT	Income Maintenance						
0 PROGRAM	...						
			Revenue				33
			Expend.	106.06	424.24	0.00	0
			Net	106.06	424.24	0.00	0
600 PROGRAM	Income Maint Administrative/ Overhea		Revenue	2,139.79-	153,275.91 -	3,758,977.00 -	4
			Expend.	115,478.05	439,826.91	1,551,896.00	28
			Net	113,338.26	286,551.00	2,207,081.00 -	13 -
601 PROGRAM	Income Maint/ Random Moment Payro		Revenue				33
			Expend.	207,094.24	800,669.99	2,645,029.00	30
			Net	207,094.24	800,669.99	2,645,029.00	30
602 PROGRAM	Income Maint FPI Investigator		Revenue	0.00	21,667.00 -	130,000.00 -	17
			Expend.	4,605.34	18,109.66	149,454.00	12
			Net	4,605.34	3,557.34 -	19,454.00	18 -
605 PROGRAM	MN Supplemental Aid (MSA)/ GRH		Revenue	3,492.48-	11,611.61 -	65,400.00 -	18
			Expend.	0.00	8,758.68	65,000.00	13
			Net	3,492.48-	2,852.93 -	400.00 -	713
610 PROGRAM	TANF(AFDC/ MFIP/ DWP)		Revenue	255.00-	1,346.71 -	15,000.00 -	9
			Expend.	0.00	209.47	11,250.00	2
			Net	255.00-	1,137.24 -	3,750.00 -	30
620 PROGRAM	General Asst (GA) / Burials		Revenue	305.00-	6,793.60 -	51,500.00 -	13
			Expend.	15,306.00	116,671.52	401,125.00	29
			Net	15,001.00	109,877.92	349,625.00	31
630 PROGRAM	Food Support (FS)		Revenue	13,940.16-	180,569.72 -	553,000.00 -	33
			Expend.	43.00	172.00	2,750.00	6
			Net	13,897.16-	180,397.72 -	550,250.00 -	33

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
640 PROGRAM	Child Support (IVD)		Revenue	41,283.01 -	320,685.54 -	1,631,525.00 -	20	33
			Expend.	83,338.77	322,035.40	1,235,062.00	26	33
			Net	42,055.76	1,349.86	396,463.00 -	0 -	33
650 PROGRAM	Medical Assistance (MA)		Revenue	258,430.85 -	1,286,239.15 -	3,970,000.00 -	32	33
			Expend.	188,399.92	790,903.37	2,875,000.00	28	33
			Net	70,030.93 -	495,335.78 -	1,095,000.00 -	45	33
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	0.00	1,055.00 -	0.00	0	33
			Expend.					33
			Net	0.00	1,055.00 -	0.00	0	33
420 DEPT	Income Maintenance	Totals:	Revenue	319,846.29 -	1,983,244.24 -	10,175,402.00 -	19	33
			Expend.	614,371.38	2,497,781.24	8,936,566.00	28	33
			Net	294,525.09	514,537.00	1,238,836.00 -	42 -	33
431 DEPT	Social Services							
700 PROGRAM	Social Service Administrative/ Overhea		Revenue	46,458.62 -	863,802.23 -	11,059,756.00 -	8	33
			Expend.	224,655.95	886,083.26	3,032,994.00	29	33
			Net	178,197.33	22,281.03	8,026,762.00 -	0 -	33
701 PROGRAM	Social Services/ SSTS		Revenue					33
			Expend.	607,317.73	2,462,301.55	7,908,093.00	31	33
			Net	607,317.73	2,462,301.55	7,908,093.00	31	33
710 PROGRAM	Children's Social Services Programs		Revenue	89,113.30 -	423,248.73 -	1,936,045.00 -	22	33
			Expend.	406,543.66	1,341,079.45	3,886,574.00	35	33
			Net	317,430.36	917,830.72	1,950,529.00	47	33
711 PROGRAM	YIP Grant (Circle)- Dept of Public Safet		Revenue	0.00	6,573.85 -	0.00	0	33
			Expend.	2,067.24	11,154.17	0.00	0	33
			Net	2,067.24	4,580.32	0.00	0	33
712 PROGRAM	CIRCLE Program		Revenue	0.00	5,000.00 -	0.00	0	33
			Expend.	704.09	2,812.77	16,000.00	18	33
			Net	704.09	2,187.23 -	16,000.00	14 -	33
713 PROGRAM	STAY Program Grant (formerly SELF)		Revenue	0.00	0.00	53,000.00 -	0	33
			Expend.	3,999.84	15,090.71	53,000.00	28	33
			Net	3,999.84	15,090.71	0.00	0	33
715 PROGRAM	Children Waivers		Revenue	9,058.89 -	39,891.57 -	220,000.00 -	18	33
			Expend.					33
			Net	9,058.89 -	39,891.57 -	220,000.00 -	18	33

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
716 PROGRAM	FGDM/ Family Group Decision Making		Revenue	0.00	2,926.62 -	41,780.00 -	7	33
			Expend.	0.00	0.00	41,780.00	0	33
			Net	0.00	2,926.62 -	0.00	0	33
717 PROGRAM	Family Assmt Response Grant/ Discr F		Revenue	0.00	14,155.79 -	47,909.00 -	30	33
			Expend.	2,344.23	7,392.47	47,909.00	15	33
			Net	2,344.23	6,763.32 -	0.00	0	33
718 PROGRAM	PSOP/ Parent Support Outreach Progra		Revenue	0.00	10,230.72 -	30,853.00 -	33	33
			Expend.	2,850.90	3,899.31	30,853.00	13	33
			Net	2,850.90	6,331.41 -	0.00	0	33
720 PROGRAM	Child Care/ Child Protection		Revenue	1,550.00 -	5,950.00 -	18,600.00 -	32	33
			Expend.	0.00	0.00	4,600.00	0	33
			Net	1,550.00 -	5,950.00 -	14,000.00 -	43	33
721 PROGRAM	CC Basic Side Fee/ Cty Match to DHS		Revenue	1,367.00 -	7,124.89 -	42,594.00 -	17	33
			Expend.	0.00	0.00	43,365.00	0	33
			Net	1,367.00 -	7,124.89 -	771.00	924 -	33
726 PROGRAM	MFIP/ SW MN PIC		Revenue	753.00 -	2,837.00 -	12,000.00 -	24	33
			Expend.					33
			Net	753.00 -	2,837.00 -	12,000.00 -	24	33
730 PROGRAM	Chemical Dependency		Revenue	24,084.85 -	118,514.16 -	323,000.00 -	37	33
			Expend.	31,427.25	60,725.79	398,100.00	15	33
			Net	7,342.40	57,788.37 -	75,100.00	77 -	33
741 PROGRAM	Mental Health/ Adults Only		Revenue	57,374.39 -	418,402.38 -	1,317,814.00 -	32	33
			Expend.	198,413.74	465,452.21	2,023,955.00	23	33
			Net	141,039.35	47,049.83	706,141.00	7	33
742 PROGRAM	Mental Health/ Children Only		Revenue	79,834.88 -	266,107.48 -	881,694.00 -	30	33
			Expend.	129,668.31	279,567.31	1,937,363.00	14	33
			Net	49,833.43	13,459.83	1,055,669.00	1	33
750 PROGRAM	Developmental Disabilities		Revenue	62,656.23 -	221,344.29 -	853,928.00 -	26	33
			Expend.	22,142.66	92,203.84	330,428.00	28	33
			Net	40,513.57 -	129,140.45 -	523,500.00 -	25	33
760 PROGRAM	Adult Services		Revenue	84,147.12 -	366,038.25 -	1,425,284.00 -	26	33
			Expend.	9,079.58	24,193.08	89,500.00	27	33
			Net	75,067.54 -	341,845.17 -	1,335,784.00 -	26	33

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	76,521.63 -	276,612.46 -	904,000.00 -	31	33
			Expend.	36,083.90	66,891.66	165,000.00	41	33
			Net	40,437.73 -	209,720.80 -	739,000.00 -	28	33
431 DEPT	Social Services	Totals:	Revenue	532,919.91 -	3,048,760.42 -	19,168,257.00 -	16	33
			Expend.	1,677,299.08	5,718,847.58	20,009,514.00	29	33
			Net	1,144,379.17	2,670,087.16	841,257.00	317	33
461 DEPT	Information Systems		Revenue	897.50 -	11,397.00 -	30,750.00 -	37	33
0 PROGRAM	...		Expend.	26,745.94	93,114.57	322,985.00	29	33
			Net	25,848.44	81,717.57	292,235.00	28	33
461 DEPT	Information Systems	Totals:	Revenue	897.50 -	11,397.00 -	30,750.00 -	37	33
			Expend.	26,745.94	93,114.57	322,985.00	29	33
			Net	25,848.44	81,717.57	292,235.00	28	33
471 DEPT	LCTS Collaborative Agency		Revenue	0.00	77,927.00 -	0.00	0	33
702 PROGRAM	LCTS		Expend.	0.00	77,927.00	0.00	0	33
			Net	0.00	0.00	0.00	0	33
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	0.00	77,927.00 -	0.00	0	33
			Expend.	0.00	77,927.00	0.00	0	33
			Net	0.00	0.00	0.00	0	33
5 FUND	Human Services Fund	Totals:	Revenue	853,663.70 -	5,121,328.66 -	29,374,409.00 -	17	33
			Expend.	2,328,460.95	8,417,453.48	29,374,409.00	29	33
			Net	1,474,797.25	3,296,124.82	0.00	0	33
FINAL TOTALS	999 Accounts		Revenue	1,387,602.13 -	6,946,960.17 -	33,168,655.00 -	21	33
			Expend.	2,601,646.14	9,554,074.14	33,168,655.00	29	33
			Net	1,214,044.01	2,607,113.97	0.00	0	33

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	2698	602	3300
May			0
June			0
July			0
August			0
September			0
October			0
November			0
December			0
Average	2678	595	1091

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)

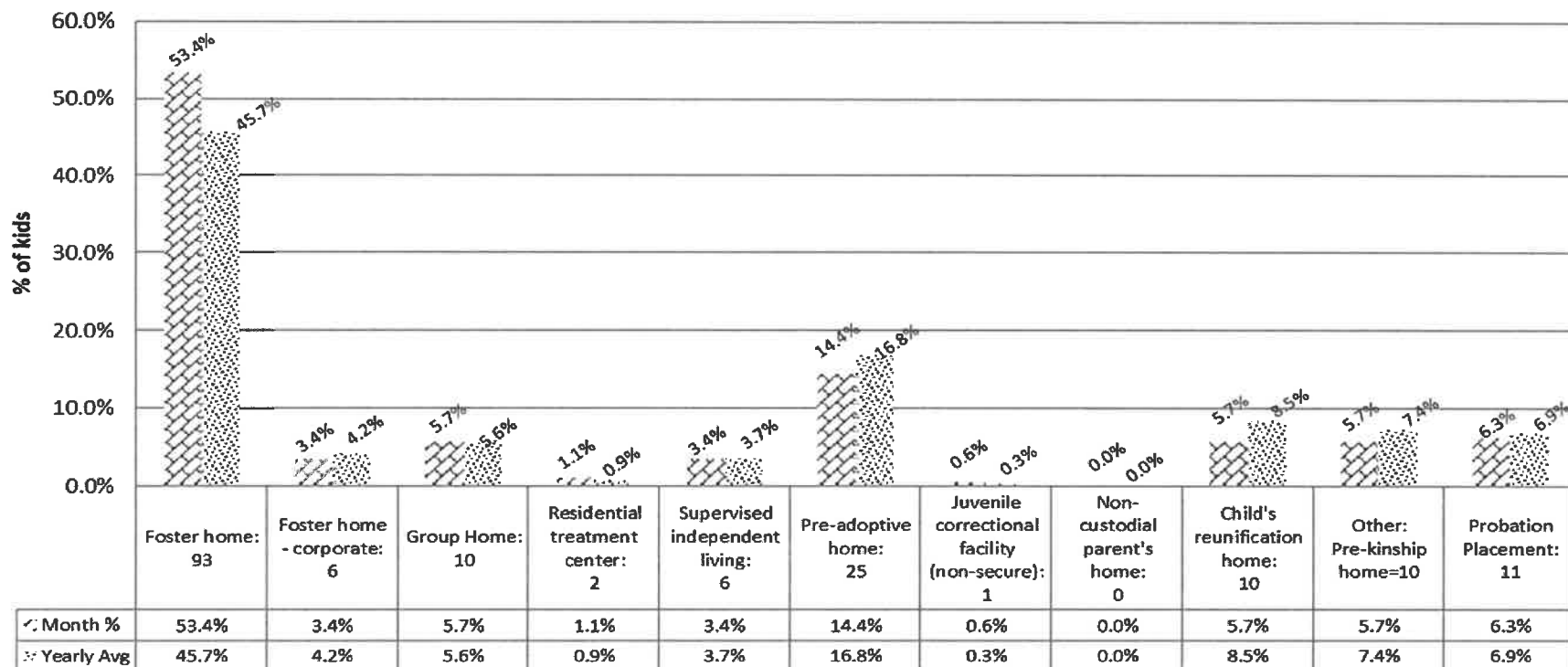
2022	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (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	8	382	12	0	252	54	993	12	246	448	291	2698
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	9	376	13	0	264	52	972	13	244	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	22	30	0	13	65	183	168	81	0	0	40	602
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	22	29	0	13	64	189	161	81	0	0	36	592

April 2022 - Placement by Category
174 Kids in Placement



April 2022: Total kids in placement = 174

Total of 14 Children entered placement

9	Lyon	Foster Home
4	Redwood	Foster Home
1	Rock	Juvenile Correctional Facility

Total of 10 Children were discharged from placement (discharges from previous month)

1	Lyon	Foster Home – Corporate
4	Murray	Child’s Reunification Home
1	Murray	Probation
1	Murray	Group Home
1	Pipestone	ADOPTED
1	Redwood	Child’s Reunification Home
1	Redwood	Probation

NON IVD COLLECTIONS
APRIL 2022

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	3,492
TANF (MFIP/DWP/AFDC)	05-420-610.5803	255
GA	05-420-620.5803	305
FS	05-420-630.5803	1,240
CS (PI Fee, App Fee, etc)	05-420-640.5501	503
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	7,269
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	12,987
OOH/FC Recovery	05-431-710.5803	17,046
CHILDCARE		
Licensing	05-431-720.5502	1,150
Corp FC Licensing	05-431-720.5505	400
Over Payments	05-431-721&722.5803	0
CHEMICAL DEPENDENCY		
SUD Assessment Fee	05-431-730.5504	1,298
CD Assessments	05-431-730.5519	6,042
Detox Fees	05-431-730.5520	5,519
SUD Treatment	05-431-730.5523	19,376
Over Payments	05-431-730.5803	0
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	0
Over Payments	05-431-741 or 742.5803	4,263
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	100
TOTAL NON-IVD COLLECTIONS		81,245

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 3**

EFFECTIVE DATE: 02/16/11

REVISION DATE: 09/16/15; 03/15/17; 07/19/17; 04/17/19; 11/18/20; 05/18/22

AUTHORITY: Southwest Health and Human Services – Human Services Board
MN Statute 261.035

---BURIAL AND CREMATION POLICY---

In accordance to Minnesota Statute 261.035, Southwest Health and Human Services has developed the following policy to allow for the disposition of a dead human remains in which an ability to privately pay does not exist. This policy meets the minimum requirement to dispose of a dead remains and still be considered dignified. The two basic service options provided in this policy for disposition are referred to as immediate burial or direct cremation. This policy may be altered to meet next of kin's desired service wishes, however any additional services and corresponding expenses will be responsible to be met by the next of kin's financial resources and not from the decedent's remaining assets.

Section 1 - Eligibility Requirements for a County Paid Burial

- a. Any funeral service which will require county funding must be requested within ~~72 hours~~ ~~three (3) days~~ from the time of death. ~~If the third day falls on a weekend or holiday where the office is closed then one (1) additional day will be given.~~ ~~Any county paid burial/disposition requires prior approval for any services rendered. Applications must be completed and authorization given to the funeral director prior to any services rendered.~~ Formatted: Indent: Left: 0"
- b. Application for Payment of Income Maintenance Burial must be completed by the family or individual with the legal right to control service.
- c. Prior Authorization for payment must be obtained from Southwest Health and Human Services.
- d. Any resources available for funeral costs such as Social Security Death Benefits, Veteran's Benefits, savings, checking, and life insurance available to the decedent or the decedent's spouse are to be deducted from the county allowable burial expenses.
- e. Other customary expense items such as printed material, service gratuities, newspaper/media expense, certified copies of death certificate, church or location rental, flowers, embalming, preparation for viewing, visitation ceremony or funeral ceremony, and etc. are the responsibility of the family or individual with the legal right to control service. Relatives cannot upgrade or contribute to expenses that are explicitly paid by the agency (i.e. professional services, transfer of the remains, funeral coach, casket/urn, or cemetery liner). If cremation is chosen, the family or individual with the legal right to control service may elect a public viewing but this expense is the responsibility of the decedent's family/relatives/or individual with the legal right to control service. Payment for these expenses cannot come from the decedent's assets if a county burial is approved.

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 3**

- f. In being financially prudent to county taxpayer, immediate disposition must be held Monday through Friday. Any expenses associated with weekend, holiday or overtime fees are NOT included and will be at the expense of the next of kin.
- g. This policy is applicable to fetuses of 20 weeks or more, stillborns, or any live births.

Section 2 - Basic Services

a. Immediate Burial

- 1. Amount of payment is not to exceed \$3800 for the following services: Professional services, transfer of the remains and use of funeral coach.
- 2. Additional payments can be authorized for general transportation for removal and/or burial beyond 25 miles up to a maximum of 200 miles at \$2.00 per loaded mile.
- 3. Amount of payment for burial are as follows:
 - Casket \$750
 - Liner \$ ~~750~~ 900 (if required by the cemetery)
 - Cemetery Lot and Grave (opening and closing) at cost

b. Direct Cremation

- 1. Amount of payment is not to exceed \$3800 for the following services: Professional services, transfer of the body, and cremation process.
- 2. Additional payments can be authorized for general transportation for removal and/or burial beyond 25 miles up to a maximum of 200 miles at \$2.00 per loaded mile.
- 3. Amount of payment for burial are as follows:
 - Urn and/or Urn Vault \$100

c. Basic services are either immediate burial or direct cremation as listed above. County paid expenses will be based strictly on method of final disposition.

In accordance with Minnesota Statute 261.04, Southwest Health and Human Services shall have claim against the estate of a deceased person who received a county funded burial. Please also refer to Administrative Policy #25 Funeral Expenses Policy

ALL BILLS RECEIVED FROM THE FUNERAL HOME MUST BE ITEMIZED

Agency Forms Regarding This Policy:

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 3**

- ELIG #009 – Application for Payment of Income Maintenance Burial
- ELIG #032 – Payment Authorization Form
- ELIG #083 – Cover Letter
- ELIG #084 – Claim of Funeral Director for Payment of Income Maintenance Burial
- ELIG #118 – Estate Claims Fact Sheet Referral to Collections



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	1898	33	9	157	0	0	27	75	36	59	12	4
3/22	1955	31	9	208	0	0	27	77	38	49	12	5
4/22		24	7	191	0	0	33	166	30	12	18	3
5/22												
6/22												
7/22												
8/22												
9/22												
10/22												
11/22												
12/22												

*Includes telehealth visits

State Community Health Services Advisory Committee (SCHSAC) take-home points: April 15, 2022

Upcoming Meetings

Full SCHSAC Membership

Next meeting: June 9, 2022 (still determining timing). It will be a hybrid meeting at the Wilder Center in St. Paul. Due to social distancing, in-person invitations will be limited to three people from each community health board: SCHSAC member, SCHSAC alternate, and either CHS administrator or health director. Others can attend virtually.

Executive Committee

- May 12, 2022 (9:30-11:30 AM)
- July 14, 2022 (9:30-11:30 AM)
- September 8, 2022 (9:30-11:30 AM)
- November 10, 2022 (9:30-11:30 AM)

For the most current meeting dates for full membership and the Executive Committee, visit: [Meetings and materials for SCHSAC members](https://www.health.state.mn.us/communities/practice/schsac/members/meetings.html) (<https://www.health.state.mn.us/communities/practice/schsac/members/meetings.html>).

Action Items

- **Connect with elected officials:** Share what is vital in your community to ensure policies and funding align with needs related to health.
- **Poll about mentorship:** If you expressed interest at the February meeting about participating in the SCHSAC mentorship program, respond to the poll Kim Milbrath will send out soon.
- **Help with study groups:** If you are interested in helping facilitate study groups about public health topics, contact De Malterer (de.malterer@co.waseca.mn.us).

Commissioner's Remarks (Jan Malcolm)

- **COVID Update:** We are in a much better place with tools and knowledge to manage COVID-19 as an ongoing health condition. SARS CoV-2 is not going away. We hope and expect it will become like ongoing circulating viruses with treatments and vaccines. The approach now is to reduce the severity of the impact of COVID. We are watching variants popping up all the time. BA.2 variant is now the dominant strain in MN. We have seen cases rising the last couple weeks but not dramatically. We expect to see cases increase for a bit but are hopeful with the degree of immunity we have (from vaccinations and infections) that we are in a good position to weather this.
- **Future Public Health System:** We have an opportunity to apply what we learned through COVID to create a stronger public health system together. We know so much more about how to leverage all

Member Orientation, Mentorship, and Study Groups (De Malterer)

- **Orientation:** There was a SCHSAC orientation prior to today's meeting that covered the basics of where SCHSAC fits and what we do. There will be more grounding opportunities moving forward.
- **Mentorship:** We have the list of names of people interested in the mentorship opportunity. If you expressed interest in February, watch for a poll from Kim Milbrath about whether you want to be mentored or want to mentor. In June, mentors and mentees will be able to meet in person.
- **Study groups:** We will start study groups to help interested participants harvest the richness of what is happening in public health across town, the state, and nation. If you are interested in helping with study groups, contact De Malterer (de.malterer@co.waseca.mn.us).

Minnesota Department of Health
State Community Health Services Advisory Committee (SCHSAC)
651-201-3880
health.ophp@state.mn.us
www.health.state.mn.us/schsac

April 15, 2022

To obtain this information in a different format, call: 651-201-3880.



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: Social Services Case Aide

Division/Unit: Adult Social Services- MN CHOICES Unit

New Position Replacement Permanent Temporary Promotion

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

Desired hire date: 6/1/22

FTE Requested: No

*Attached additional sheets if necessary.

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

The primary purpose of this position would be to assist Social Workers and Supervisors in the Adult Services Units including, AMH, CD, Seniors Unit EW/AC/ Managed Care/APS, Under 65 Waivers CAC/CADI/BI/DD, MNCHOICES within all 6 counties of SWHHS. Responsibilities may include vendor contracts, reports, tracking information, scanning, case & meeting preparations, dictation, assisting with court reports, and others areas as needed. Position will assist Social Workers to ensure duties are on time; monitor compliance, track outcomes, review and construct reports for units.

2. Why are you recommending this position be authorized?

Marlene Erickson is retiring. Her current position is classified as administrative aide and we are recommending that this position be replaced with a social services case aide to have the same classification as other case aides. The primary reason for this change would be to maximize the potential reimbursement available through state and federal waiver funds while also relieving some administrative burdens on case managers. This then allows case managers to perform duties necessary of their positions and therefore maximizing their own billable activities as well.

Adult Social Services relies on this position for a variety of reasons including case work support, scanning/imaging, case destruction/retention which is a federal and state requirement, Tier service requirements with providers, case preparations, and managing HIPAA Data Privacy and Security Standards related to record requests. If a case aide was not hired, case managers would be left to complete these support duties which would take away from their ability to complete other necessary tasks and limit reimbursements as well as resulting in reduced customer service.

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

Our mission is coordinating resources to empower individuals, foster their independence and promote quality of life. The requirements from the state continue to increase as caseloads become more and more complex. Meeting the needs of our staff are essential to meeting the needs of the clients. This position will support case managers who are providing vital services to those in our service area.

SECTION 3: Signatures

Completed by: By Stacy Strand at 1:09 pm, May 05, 2022 **Date:** _____

Division Director Signature: By Cindy Nelson at 1:43 pm, May 05, 2022 **Date:** _____

Director Signature: Beth M. Wilms **Date:** 5-12-22

- MH – yearly reports
- Could enter screenings and SA's regarding clients
- Dictation
- Document destruction all adult services
- Requests for information

**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; 05/18/22

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 – 1 st 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 <u>IT Director</u>	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 <u>Case Aide</u>	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
Taalyr Egeness	SS Supervisor – Children	Luverne
Erin Klumper	SS Supervisor – Children	Slayton
Jill Pieske	Social Work Team Lead	Slayton
Jennifer Nelson	Public Health Educator	Slayton
Lisa Przymus	Eligibility Worker	Ivanhoe

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

- MDA WIC Farmers Market Nutritional Program – Rock County (St Paul, MN) - 06/01/22 – 12/31/22; Joint Powers Agreement to provide nutrition education that focuses on fresh vegetables by issuing FMNP checks to WIC clients; \$1.50 per issuance up to \$300 (NEW).**
Fiscal Note: new

- Lyon County Parks / Garvin Park - 04/08/22; SHIP mini grant for one Naturalist and Interpretive Trail Signage; \$4,436 (NEW).**
Fiscal Note: new

- LexisNexis Risk Solutions / Accurint for Government Plus - 05/01/22; Agreement granting access to LexisNexis for client informational searches needed for child protection, child support, etc; 4 user licenses at \$464/mo (renewal).**
Fiscal Note: 2021 \$6,960



Signatures None
Signatures Partial
Signatures Completed