



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

Board Agenda
Wednesday August 17, 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 7/20/2022 Board Minutes

- D. Introduce New Staff:
 - Kelsey Appel, Case Aide, Marshall
 - Candace Jenniges, County Agency Social Worker (CPS), Marshall
 - Kristi Kerkhoff, Office Support Specialist, Sr., Redwood Falls
 - Jake Kieft, County Agency Social Worker (LTC), Marshall

- E. Employee Recognition:
 - Jennifer Nelson, 5 years, Health Educator, Slayton
 - Jennifer Severson, 30 years, Fiscal Officer, Pipestone

HUMAN SERVICES (cont.)

F. Financial

G. Caseload

	<u>7/22</u>	<u>7/21</u>	<u>6/22</u>	<u>5/22</u>
Social Services	3,674	3,642	3,650	3,744
Licensing	395	415	400	404
Out-of-Home Placements	182	179	186	178
Income Maintenance	14,206	13,356	14,134	14,002
Child Support Cases	2,930	3,012	2,896	2,900
Child Support Collections	\$660,865	\$726,333	\$739,555	\$755,360
Non IV-D Collections	\$111,184	\$92,903	\$ 56,152	\$238,020

H. Discussion/Information

1. Adult Mental Health Services-Elaine Herrick and Stacy Jorgensen
2. Southwestern Mental Health Center update
3. 2023 Preliminary Human Services Budget

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 7/20/2022 Board Minutes

L. Financial

COMMUNITY HEALTH (cont.)

M. Caseload	<u>07/22</u>	<u>06/22</u>	<u>05/22</u>
WIC	N/A	1982	2,000
Family Home Visiting	25	33	13
PCA Assessments	13	10	5
Managed Care	158	217	174
Dental Varnishing	0	0	0
Refugee Health	1	0	1
Latent TB Medication Distribution	15	26	36
Water Tests	199	237	141
FPL Inspections	50	69	24
Immunizations	15	44	28
COVID Vaccine Admin	0	0	0
Car Seats	11	16	11

- N. Discussion/Information
1. 2023 Preliminary Community Health Budget
 2. New cannabis law – Ann Orren

- 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 7/20/2022 Board Minutes

R. Financial

GOVERNING BOARD (cont.)

S. Human Resources Statistics

	<u>07/22</u>	<u>07/21</u>	<u>06/22</u>	<u>05/22</u>
Number of Employees	232	232	232	230
Separations	2		1	3
New Hires	4			

Current Open Positions - 11

T. Discussion/Information

1. Human Services Levy Formula
2. Review of Agency Bylaws
3. MCIT Work Comp Distribution
4. Pay Equity Certificate

U. Decision Items

1. Tiffany Bailey, Fiscal Officer, probationary appointment (6 months), \$26.29 hourly, effective 8/1/2022
2. Request to hire Public Health Nurse or County Agency Social Worker
3. Administrative Policy 09 Physical and Technical Safeguards
4. Administrative Policy 18 Passwords
5. Administrative Policy 24 Equipment Disposal Policy
6. Administrative Policy 28 Physical Access To Work Areas
7. 2023 Preliminary Agency Budget
8. Carrier Exchange Option with Benefits Connect
9. Donations:
10. Contracts

V. Adjournment

Next Meeting Dates:

- **Wednesday, September 21, 2022 – Marshall**
- **Wednesday, October 19, 2022 – Marshall**
- **Wednesday, November 15, 2022 - Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

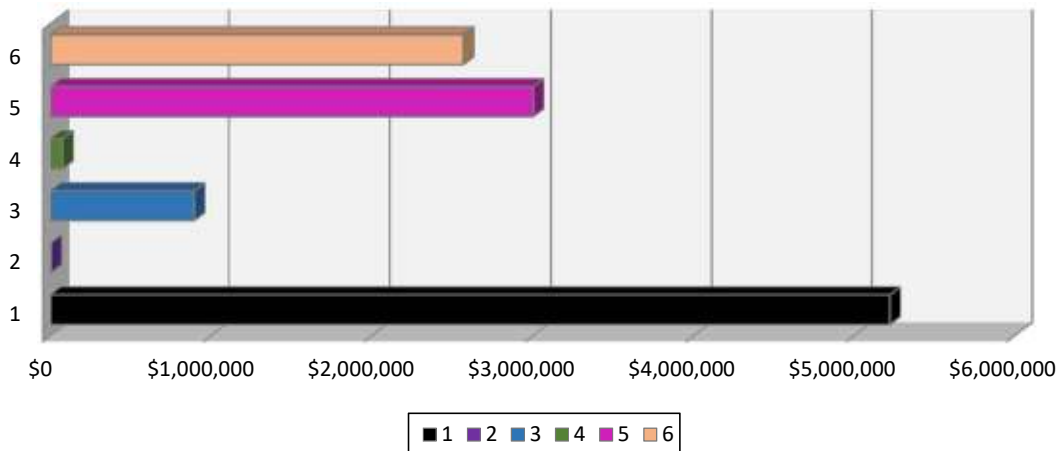
Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne Offices

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

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

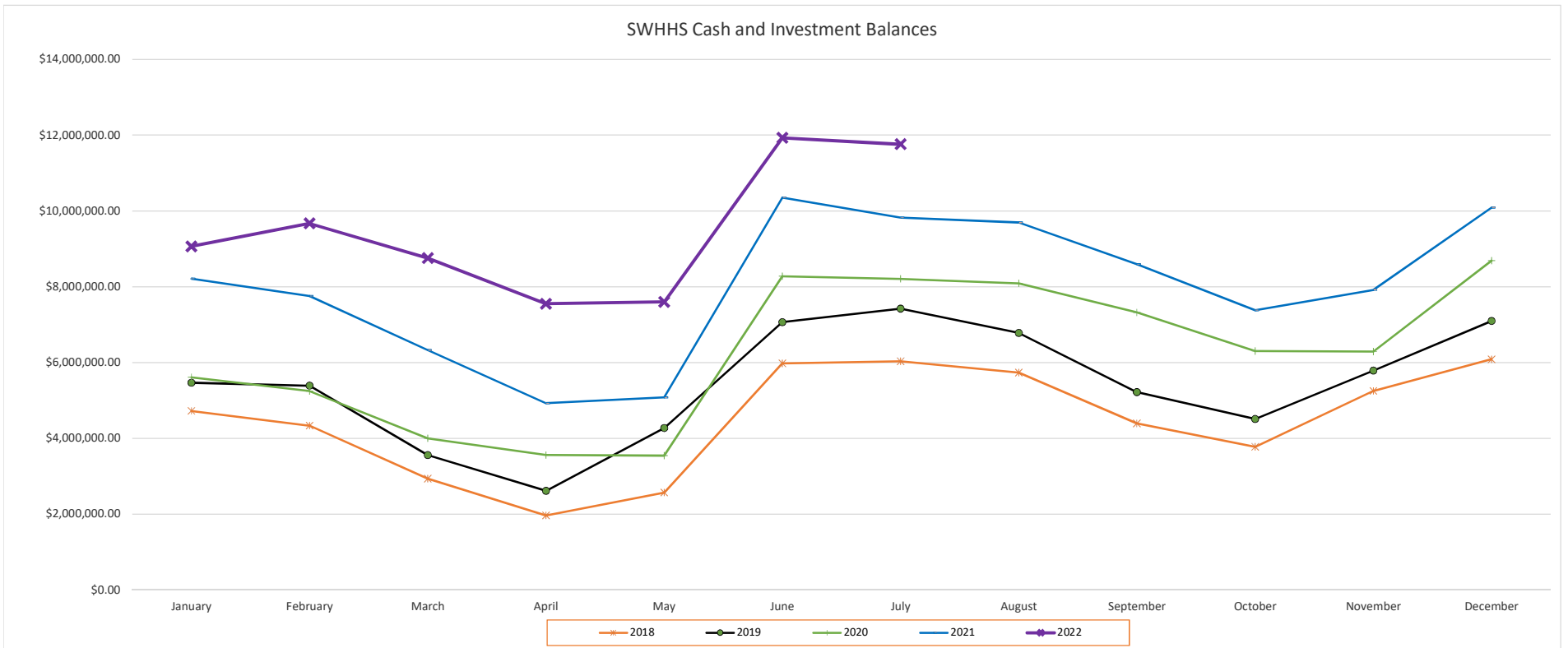
Description	Month	Running Balance	
BEGINNING BALANCE		\$8,391,389	
RECEIPTS			
Monthly Receipts	2,843,456		
County Contribution	357,912		
Interest on Savings	3,182		
TOTAL MONTHLY RECEIPTS		3,204,550	
DISBURSEMENTS			
Monthly Disbursements	6,374,466		
TOTAL MONTHLY DISBURSEMENTS		6,374,466	
ENDING BALANCE		\$5,221,474	
REVENUE			
<i>Checking/Money Market</i>	<i>\$5,221,474</i>		
<i>SS Benefits Checking</i>	<i>\$3,000</i>		
<i>Bremer Savings</i>	<i>\$893,022</i>		
<i>First Interstate Bank Savings</i>	<i>\$75,523</i>		
<i>Term Investment - Magic Fund</i>	<i>\$3,000,000</i>		
<i>Investments - MAGIC Fund</i>	<i>\$2,566,162</i>		
ENDING BALANCE		\$11,759,180	June 2021 Ending Balance \$9,825,331
DESIGNATED/RESTRICTED FUNDS			June 2021 Ending Balance
Agency Health Insurance		\$833,163	\$957,506
LCTS Lyon Murray Collaborative		\$205,921	
LCTS Rock Pipestone Collaborative		\$67,962	
LCTS Redwood Collaborative		\$22,407	
Local Advisory Council		\$678	June 2021 Ending Balance
AVAILABLE CASH BALANCE		\$10,629,050	\$8,620,019

REVENUE DESIGNATION



**SWHHS
Total Cash and Investment Balance by Month - All Funds**

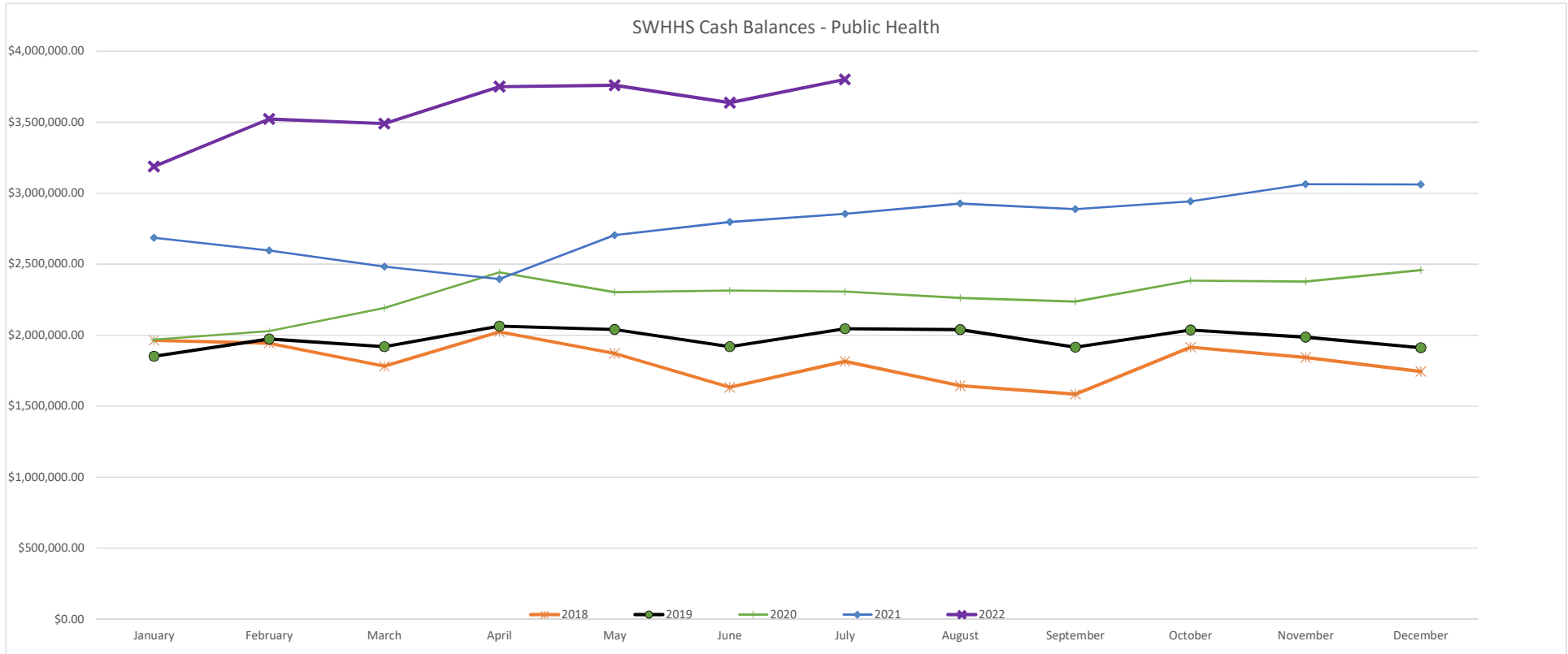
	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2018	\$4,721,044.88	\$4,333,938.53	\$2,935,770.10	\$1,965,449.62	\$2,570,090.71	\$5,977,407.40	\$6,033,326.24	\$5,731,633.62	\$4,391,517.44	\$3,775,199.56	\$5,252,398.36	\$6,085,906.40	\$4,481,140.24
2019	\$5,468,300.08	\$5,390,753.05	\$3,560,027.40	\$2,614,293.54	\$4,269,080.30	\$7,062,814.89	\$7,420,076.79	\$6,778,561.83	\$5,219,902.01	\$4,511,324.16	\$5,788,830.92	\$7,097,094.23	\$5,431,754.93
2020	\$5,612,100.09	\$5,244,836.41	\$3,999,085.28	\$3,557,399.16	\$3,544,281.51	\$8,279,950.83	\$8,206,914.72	\$8,087,152.70	\$7,320,202.93	\$6,302,908.56	\$6,288,111.05	\$8,688,761.65	\$6,260,975.41
2021	\$8,213,250.83	\$7,755,540.60	\$6,331,255.58	\$4,926,907.49	\$5,077,191.48	\$10,354,544.54	\$9,823,063.10	\$9,696,380.41	\$8,596,377.19	\$7,380,331.30	\$7,918,904.38	\$10,090,463.28	\$8,013,684.18
2022	\$9,063,232.17	\$9,669,188.89	\$8,757,032.95	\$7,551,267.96	\$7,600,154.97	\$11,926,913.67	\$11,759,179.93						\$9,475,281.51



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

	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$1,962,214.72	\$1,943,637.75	\$1,780,622.98	\$2,023,315.56	\$1,870,382.57	\$1,633,344.06	\$1,816,127.45	\$1,643,850.72	\$1,584,218.99	\$1,914,793.23	\$1,842,417.33	\$1,743,836.48
2019	\$1,851,277.80	\$1,972,764.31	\$1,918,434.61	\$2,063,608.18	\$2,039,616.86	\$1,918,780.30	\$2,044,401.82	\$2,039,261.99	\$1,915,329.19	\$2,036,424.83	\$1,985,685.37	\$1,910,997.42
2020	\$1,967,807.21	\$2,029,158.92	\$2,191,628.66	\$2,443,036.94	\$2,302,678.55	\$2,314,814.13	\$2,307,089.45	\$2,261,644.38	\$2,236,196.53	\$2,383,533.05	\$2,377,097.32	\$2,458,002.48
2021	\$2,686,372.79	\$2,595,490.74	\$2,483,393.31	\$2,394,881.79	\$2,704,232.84	\$2,797,102.25	\$2,854,166.91	\$2,927,270.22	\$2,887,651.14	\$2,943,305.87	\$3,062,913.28	\$3,061,698.33
2022	\$3,188,143.70	\$3,522,705.99	\$3,489,931.37	\$3,750,709.18	\$3,760,049.78	\$3,637,055.84	\$3,801,847.69					

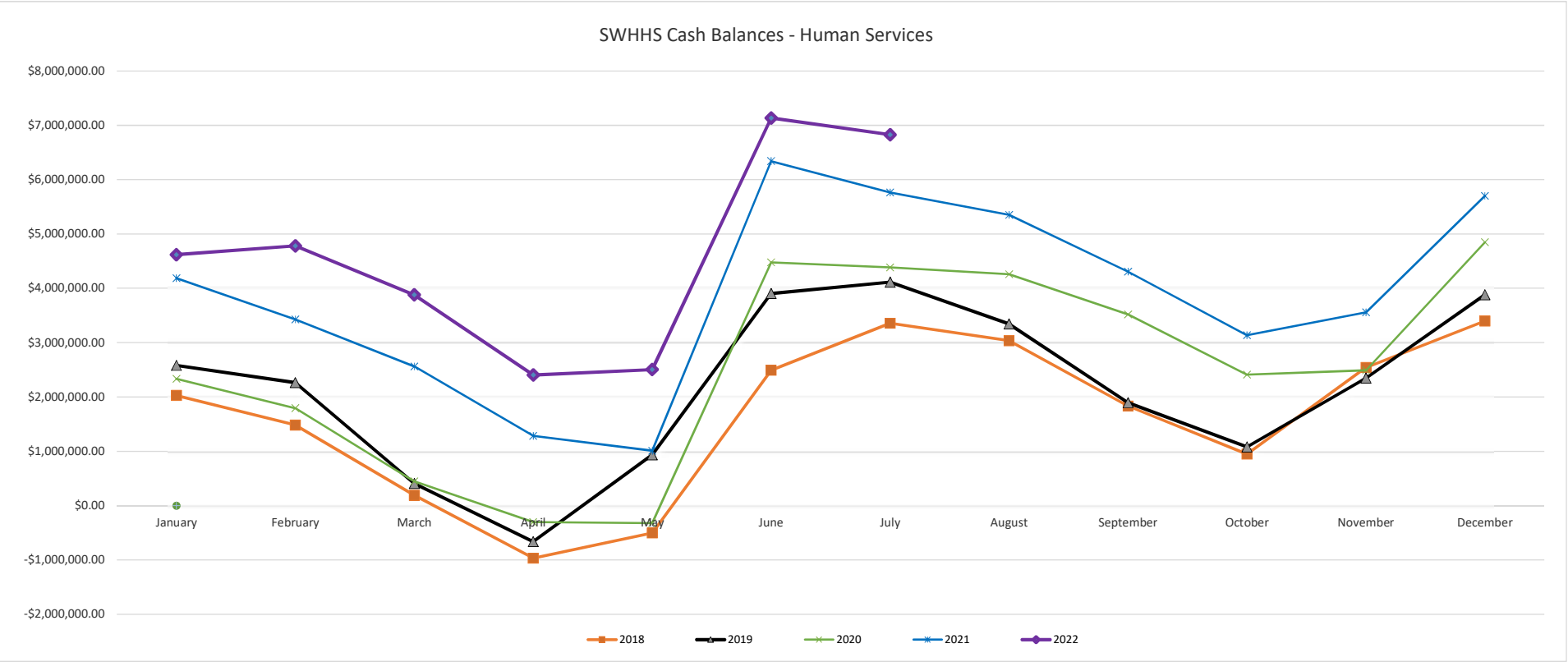
Average for Year
\$1,813,230.15
\$1,974,715.22
\$2,272,723.97
\$2,783,206.62
\$3,592,920.51



SWHHS
Total Cash and Investment Balance by Month - Human Services

	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$2,027,812.89	\$1,484,259.33	\$191,366.90	-\$965,731.97	-\$501,975.29	\$2,490,788.49	\$3,357,738.65	\$3,035,839.30	\$1,833,134.33	\$948,482.40	\$2,542,047.76	\$3,397,063.22
2019	\$2,581,063.09	\$2,265,158.91	\$405,973.82	-\$661,408.85	\$934,705.49	\$3,904,218.27	\$4,115,284.54	\$3,342,408.83	\$1,895,296.62	\$1,080,003.92	\$2,347,069.20	\$3,881,423.66
2020	\$2,332,934.55	\$1,794,776.37	\$446,580.09	-\$301,075.40	-\$322,039.73	\$4,477,838.46	\$4,384,474.68	\$4,260,536.62	\$3,518,651.39	\$2,410,104.32	\$2,492,480.39	\$4,846,662.00
2021	\$4,187,134.17	\$3,427,813.26	\$2,563,120.41	\$1,286,019.28	\$1,010,954.13	\$6,340,125.80	\$5,763,584.58	\$5,352,275.38	\$4,305,643.19	\$3,134,667.60	\$3,557,047.37	\$5,699,958.61
2022	\$4,620,423.53	\$4,781,219.71	\$3,878,657.09	\$2,403,835.75	\$2,505,036.95	\$7,134,523.44	\$6,827,202.31					

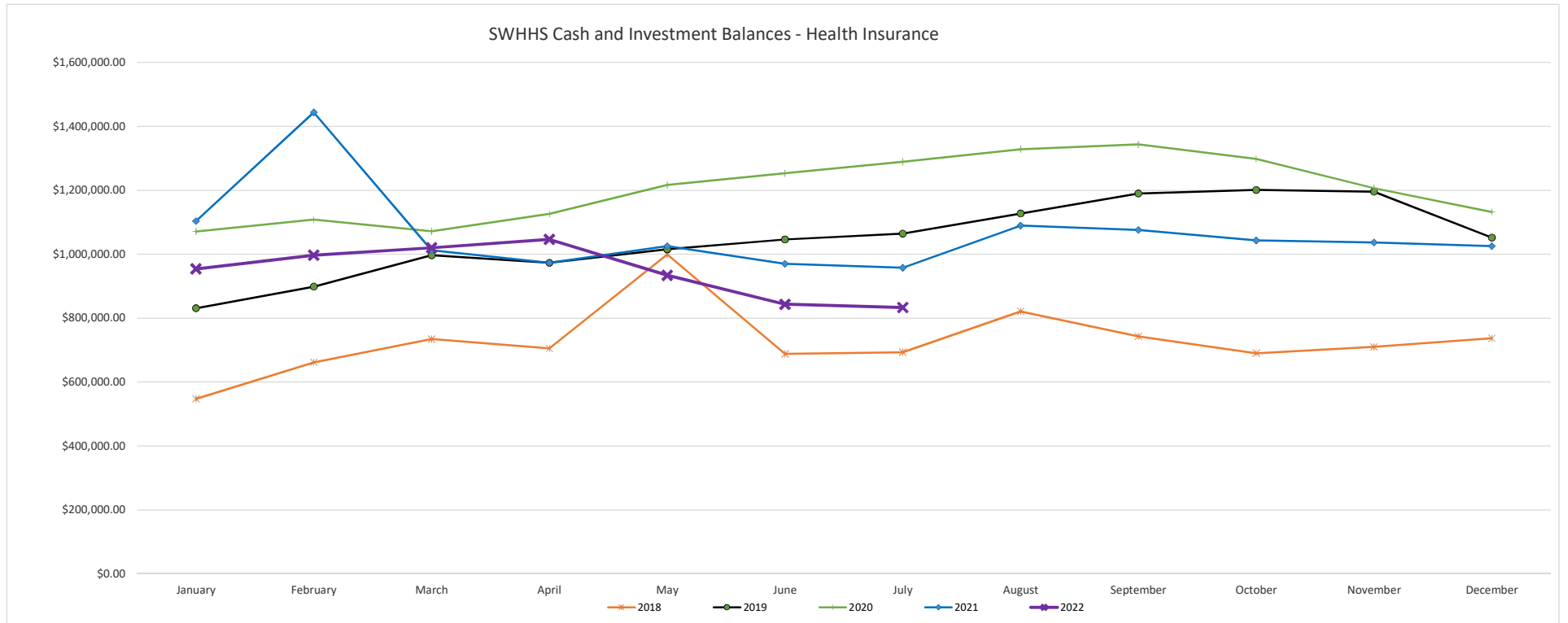
Average for Year
\$1,653,402.17
\$2,174,266.46
\$2,528,493.65
\$3,885,695.32
\$4,592,985.54



SWHHS
Total Cash Balance by Month - Health Insurance

	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$547,461.08	\$661,779.26	\$734,590.83	\$705,226.64	\$998,994.04	\$688,218.46	\$693,431.75	\$820,833.21	\$742,653.73	\$690,065.54	\$709,870.88	\$736,904.37
2019	\$830,786.86	\$898,632.50	\$996,671.64	\$973,046.88	\$1,015,393.62	\$1,046,007.99	\$1,064,138.10	\$1,127,623.68	\$1,189,707.87	\$1,200,976.08	\$1,195,846.02	\$1,051,604.82
2020	1,070,978.00	1,108,164.79	1,071,726.42	1,126,237.51	1,216,443.58	1,252,789.13	1,289,386.59	1,328,430.70	1,343,792.01	1,297,527.65	1,206,581.80	1,132,234.63
2021	1,103,507.67	1,443,581.40	1,012,036.66	973,311.22	1,025,293.31	970,211.29	957,506.41	1,089,406.61	1,075,654.66	1,043,092.63	1,036,496.53	1,025,248.14
2022	954,094.74	996,914.99	1,020,096.29	1,046,274.83	933,827.04	843,343.19	833,162.73					

Average for Year
\$727,502.48
\$1,049,203.01
\$1,203,691.07
\$1,062,945.54
\$946,816.26



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

JULY 2022

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				8,391,389.18
07/01/22	10309 - 10328	Payroll		140,539.06	8,250,850.12
07/01/22	76953 - 77195 ACH	Payroll		525,688.70	7,725,161.42
07/05/22	49941-49964	Deposit	145,431.39		7,870,592.81
07/05/22	VOID 122585	Disb		(861.07)	7,871,453.88
07/05/22	10252	Disb		65,262.29	7,806,191.59
07/06/22	10251	Disb		4,642.58	7,801,549.01
07/06/22	10253	Disb		13,799.30	7,787,749.71
07/08/22	122670-122683	Disb		2,114.47	7,785,635.24
07/08/22	12776-12781 ACH	Disb		383.43	7,785,251.81
07/08/22	122684-122732	Disb		134,227.70	7,651,024.11
07/08/22	12782-12831 ACH	Disb		100,073.41	7,550,950.70
07/08/22	49965-50020	Deposit	237,797.18		7,788,747.88
07/11/22	Magic Fund Investment Purchase	Disb		3,000,000.00	4,788,747.88
07/11/22	10254	Disb		29,081.32	4,759,666.56
07/12/22	10255	Disb		168.00	4,759,498.56
07/12/22	50021-50044	Deposit	228,283.84		4,987,782.40
07/14/22	10256	Disb		57,480.85	4,930,301.55
07/15/22	10329-10346	Payroll		141,515.09	4,788,786.46
07/15/22	77196-77436 ACH	Payroll		532,116.27	4,256,670.19
07/15/22	12733-122754	Disb		17,719.59	4,238,950.60
07/15/22	12832-12843 ACH	Disb		1,145.59	4,237,805.01
07/15/22	122755-122811	Disb		112,421.77	4,125,383.24
07/15/22	12844-12877 ACH	Disb		135,103.50	3,990,279.74
07/15/22	50045-50101	Deposit	1,291,202.82		5,281,482.56
07/18/22	10257	Disb		41,295.43	5,240,187.13
07/19/22	50102-50126	Deposit	487,451.13		5,727,638.26
07/20/22	10258	Disb		768.75	5,726,869.51
07/20/22	10260	Disb		11,921.36	5,714,948.15
07/20/22	10259	Disb		14,007.14	5,700,941.01
07/22/22	122812-122854	Disb		7,569.50	5,693,371.51
07/22/22	12878-12927 ACH	Disb		8,794.20	5,684,577.31
07/22/22	122855-122982	Disb		80,171.41	5,604,405.90
07/22/22	12928-13042 ACH	Disb		67,823.60	5,536,582.30
07/22/22	122983-123035	Disb		5,253.68	5,531,328.62
07/22/22	13043-13063 ACH	Disb		3,605.06	5,527,723.56
07/22/22	123036-123093	Disb		108,760.43	5,418,963.13
07/22/22	13064-13084 ACH	Disb		161,365.49	5,257,597.64
07/22/22	50127-50174	Deposit	325,799.82		5,583,397.46
07/25/22	10261	Disb		43,441.55	5,539,955.91
07/26/22	50175-50203	Deposit	183,776.88		5,723,732.79
07/28/22	VOID 121325	Disb		(532.74)	5,724,265.53
07/28/22	transfer from SS account	Transfer	4,235.00		5,728,500.53
07/29/22	123094-123130	Disb		20,042.75	5,708,457.78
07/29/22	13085-13098 ACH	Disb		4,446.91	5,704,010.87
07/29/22	123131-123177	Disb		73,789.54	5,630,221.33
07/29/22	13099-13118 ACH	Disb		132,009.88	5,498,211.45
07/29/22	10347-10349	Payroll		3,472.90	5,494,738.55
07/29/22	77437-77680 ACH	Payroll		573,802.03	4,920,936.52
07/29/22	50204-50249	Deposit	300,572.08		5,221,508.60
07/29/22	10265	Disb		35.00	5,221,473.60
					5,221,473.60
	balanced 8/3/22 js	TOTALS	3,204,550.14	6,374,465.72	

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

3,000.00
893,022.07
75,522.57
2,566,161.69

TOTAL CASH BALANCE

8,759,179.93

Southwest Health and Human Services



LMD
8/9/22 4:52PM

TREASURER'S CASH TRIAL BALANCE

As of 07/2022

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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		532,845.76	2,756,831.11	
Disbursements		58,128.30-	424,108.71-	
Payroll		309,925.61-	1,592,573.04-	
Journal Entries		480,000.00-	0.00	
Fund Total		315,208.15-	740,149.36	3,321,847.69
5 Human Services Fund				
410 General Administration	452,414.25-			
Receipts		55,886.67	404,033.10	
Disbursements		66,067.91-	413,019.11-	
Payroll		11,129.28-	63,565.74-	
Journal Entries		0.00	1,146.73	
Dept Total		21,310.52-	71,405.02-	523,819.27-
5 Human Services Fund				
420 Income Maintenance	1,513,160.78			
Receipts		274,541.94	5,664,781.72	
Disbursements		280,967.85-	2,563,044.10-	
Payroll		509,983.23-	2,545,817.60-	
Journal Entries		870,000.00-	1,146.73-	
Dept Total		1,386,409.14-	554,773.29	2,067,934.07
5 Human Services Fund				
431 Social Services	5,836,273.96			
Receipts		2,112,133.20	11,378,541.15	
Disbursements		76,031.52-	705,779.65-	
SSIS		722,451.22-	4,390,463.42-	
Payroll		1,049,185.18-	5,474,658.02-	
Journal Entries		1,650,000.00-	0.00	
Dept Total		1,385,534.72-	807,640.06	6,643,914.02
5 Human Services Fund				
461 Information Systems	3,717,061.88-			
Receipts		2,844.00	19,744.50	

Southwest Health and Human Services



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8/9/22 4:52PM

TREASURER'S CASH TRIAL BALANCE

As of 07/2022

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Disbursements		0.00	1,377.68-	
Payroll		36,910.75-	182,131.45-	
Dept Total		34,066.75-	163,764.63-	3,880,826.51-
5	471			
Human Services Fund		LCTS Collaborative Agency		
	0.00			
Receipts		0.00	128,670.00	
Disbursements		0.00	128,670.00-	
Dept Total		0.00	0.00	0.00
Fund Total	3,179,958.61	2,827,321.13-	1,127,243.70	4,307,202.31
61				
Agency Health Insurance				
	1,025,248.14			
Receipts		228,480.41	1,814,846.38	
Disbursements		238,660.87-	2,006,931.79-	
Fund Total		10,180.46-	192,085.41-	833,162.73
71	471			
LCTS Lyon Murray Collaborative Fund		LCTS Collaborative Agency		
	192,056.54			
Receipts		0.00	59,287.00	
Disbursements		15,024.00-	45,423.00-	
Dept Total		15,024.00-	13,864.00	205,920.54
Fund Total	192,056.54	15,024.00-	13,864.00	205,920.54
73	471			
LCTS Rock Pipestone Collaborative Fund		LCTS Collaborative Agency		
	47,452.81			
Receipts		0.00	23,497.00	
Disbursements		0.00	2,988.00-	
Dept Total		0.00	20,509.00	67,961.81
Fund Total	47,452.81	0.00	20,509.00	67,961.81
75	471			
Redwood LCTS Collaborative		LCTS Collaborative Agency		

Southwest Health and Human Services



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TREASURER'S CASH TRIAL BALANCE

As of 07/2022

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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	46,536.00	
Disbursements		0.00	87,500.00-	
Dept Total		0.00	40,964.00-	22,406.51
Fund Total	63,370.51	0.00	40,964.00-	22,406.51
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		3,206,731.98	22,296,767.96	
Disbursements		734,880.45-	6,378,842.04-	
SSIS		722,451.22-	4,390,463.42-	
Payroll		1,917,134.05-	9,858,745.85-	
Journal Entries		3,000,000.00-	0.00	
Total		3,167,733.74-	1,668,716.65	8,759,179.93

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 07/2022

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO- DATE	2022 BUDGET	% OF BUDG	% OF YEAR	
FUND 1 HEALTH SERVICES FUND						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	270,108.75-	810,326.25-	1,080,435.00-	75	58	
INTERGOVERNMENTAL REVENUES	1,830.00-	151,652.00-	166,000.00-	91	58	
STATE REVENUES	85,980.26-	509,733.22-	939,267.00-	54	58	
FEDERAL REVENUES	131,343.17-	982,744.81-	1,119,614.00-	88	58	
FEES	42,260.35-	299,520.04-	481,630.00-	62	58	
EARNINGS ON INVESTMENTS	349.09-	942.74-	550.00-	171	58	
MISCELLANEOUS REVENUES	95.54-	794.34-	6,750.00-	12	58	
TOTAL REVENUES	531,967.16-	2,755,713.40-	3,794,246.00-	73	58	15% over
EXPENDITURES						
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	58	
PAYROLL AND BENEFITS	309,809.27	1,592,456.70	3,088,224.00	52	58	
OTHER EXPENDITURES	57,331.04	423,072.34	706,022.00	60	58	
TOTAL EXPENDITURES	367,140.31	2,015,529.04	3,794,246.00	53	58	5% under

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 07/2022

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO- DATE	2022 BUDGET	% OF BUDG	% OF YEAR	
FUND 5 HUMAN SERVICES FUND						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	87,803.54-	7,018,808.41-	11,954,362.00-	59	58	
INTERGOVERNMENTAL REVENUES	26,728.00-	45,063.00-	95,971.00-	47	58	
STATE REVENUES	1,456,680.99-	3,578,811.78-	5,536,980.00-	65	58	
FEDERAL REVENUES	188,521.89-	4,075,616.12-	7,789,285.00-	52	58	
FEES	249,231.13-	1,435,449.25-	2,485,160.00-	58	58	
EARNINGS ON INVESTMENTS	1,832.75-	4,949.37-	2,200.00-	225	58	
MISCELLANEOUS REVENUES	377,990.84-	1,013,096.79-	1,510,451.00-	67	58	
TOTAL REVENUES	2,388,789.14-	17,171,794.72-	29,374,409.00-	58	58	0%
EXPENDITURES						
PROGRAM EXPENDITURES	956,539.23	6,427,828.38	12,167,552.00	53	58	
PAYROLL AND BENEFITS	1,619,765.03	8,277,123.66	14,490,742.00	57	58	
OTHER EXPENDITURES	117,583.88	1,336,966.34	2,716,115.00	49	58	
TOTAL EXPENDITURES	2,693,888.14	16,041,918.38	29,374,409.00	55	58	3% under

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>	<u>Current Month</u>	<u>Year- To- Date</u>	<u>Budget</u>	<u>%of Bdgt</u>	<u>%of Year</u>
1 FUND	Health Services Fund						
410 DEPT	General Administration						
0 PROGRAM	...		Revenue				58
			Expend.	1,552.11	39,013.77	0.00	0
			Net	1,552.11	39,013.77	0.00	0
930 PROGRAM	Administration		Revenue	305,400.33 -	875,526.24 -	1,147,735.00 -	76
			Expend.	66,158.23	366,293.62	757,820.00	48
			Net	239,242.10 -	509,232.62 -	389,915.00 -	131
410 DEPT	General Administration	Totals:	Revenue	305,400.33 -	875,526.24 -	1,147,735.00 -	76
			Expend.	67,710.34	405,307.39	757,820.00	53
			Net	237,689.99 -	470,218.85 -	389,915.00 -	121
481 DEPT	Nursing						
100 PROGRAM	Family Health		Revenue	1,701.63 -	9,429.92 -	22,780.00 -	41
			Expend.	1,121.27	7,545.74	13,539.00	56
			Net	580.36 -	1,884.18 -	9,241.00 -	20
103 PROGRAM	Follow Along Program		Revenue	0.00	9,192.42 -	32,900.00 -	28
			Expend.	3,525.14	16,360.02	18,276.00	90
			Net	3,525.14	7,167.60	14,624.00 -	49 -
110 PROGRAM	TANF		Revenue	19,717.80 -	100,906.90 -	127,876.00 -	79
			Expend.	25,919.63	81,066.10	94,553.00	86
			Net	6,201.83	19,840.80 -	33,323.00 -	60
130 PROGRAM	WIC		Revenue	44,076.00 -	407,918.00 -	450,000.00 -	91
			Expend.	54,881.66	303,994.41	620,585.00	49
			Net	10,805.66	103,923.59 -	170,585.00	61 -
210 PROGRAM	CTC Outreach		Revenue	13,584.63 -	103,584.02 -	262,270.00 -	39
			Expend.	19,544.59	110,952.66	299,144.00	37
			Net	5,959.96	7,368.64	36,874.00	20
265 PROGRAM	Strong Foundations FHV		Revenue	23,844.05 -	27,925.52 -	0.00	0
			Expend.	11,552.07	35,396.12	0.00	0
			Net	12,291.98 -	7,470.60	0.00	0
270 PROGRAM	Maternal Child Health - Title V		Revenue	25,684.49 -	103,491.61 -	237,036.00 -	44
			Expend.	14,489.06	106,872.26	257,985.00	41
			Net	11,195.43 -	3,380.65	20,949.00	16

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year- To- Date</u>	<u>Budget</u>	<u>%of Bdgt</u>	<u>%of Year</u>
280 PROGRAM	MCH Dental Health		Revenue	0.00	0.00	1,200.00 -	0	58
			Expend.	55.31	823.24	13,375.00	6	58
			Net	55.31	823.24	12,175.00	7	58
285 PROGRAM	MCH Blood Lead		Revenue					58
			Expend.	582.48	2,009.79	0.00	0	58
			Net	582.48	2,009.79	0.00	0	58
295 PROGRAM	MCH Car Seat Program		Revenue	349.60 -	5,399.25 -	35,500.00 -	15	58
			Expend.	4,296.79	24,410.24	45,158.00	54	58
			Net	3,947.19	19,010.99	9,658.00	197	58
300 PROGRAM	Case Management		Revenue	35,252.56 -	250,948.77 -	451,000.00 -	56	58
			Expend.	29,701.24	172,294.58	432,037.00	40	58
			Net	5,551.32 -	78,654.19 -	18,963.00 -	415	58
330 PROGRAM	MNChoices		Revenue	0.00	100,402.87 -	154,000.00 -	65	58
			Expend.	20,390.22	99,844.52	219,957.00	45	58
			Net	20,390.22	558.35 -	65,957.00	1 -	58
603 PROGRAM	Disease Prevention and Control		Revenue	18,194.29 -	98,498.66 -	162,301.00 -	61	58
			Expend.	24,185.70	121,007.91	219,137.00	55	58
			Net	5,991.41	22,509.25	56,836.00	40	58
660 PROGRAM	MIIC		Revenue					58
			Expend.	0.02	212.43	0.00	0	58
			Net	0.02	212.43	0.00	0	58
481 DEPT	Nursing	Totals:	Revenue	182,405.05 -	1,217,697.94 -	1,936,863.00 -	63	58
			Expend.	210,245.18	1,082,790.02	2,233,746.00	48	58
			Net	27,840.13	134,907.92 -	296,883.00	45 -	58
483 DEPT	Health Education		Revenue					
			Expend.					
			Net					
500 PROGRAM	Direct Client Services		Revenue	311.92 -	2,908.00 -	950.00 -	306	58
			Expend.	373.23	2,541.24	18,895.00	13	58
			Net	61.31	366.76 -	17,945.00	2 -	58
510 PROGRAM	SHIP		Revenue	0.00	151,155.51 -	224,631.00 -	67	58
			Expend.	21,962.57	144,582.18	224,541.00	64	58
			Net	21,962.57	6,573.33 -	90.00 -	7,304	58
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	926.47 -	10,155.00 -	9	58
			Expend.	441.85	2,186.85	10,155.00	22	58
			Net	441.85	1,260.38	0.00	0	58

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	0.00	725.86 -	10,155.00 -	7	58	
			Expend.	1,100.62	2,351.87	10,155.00	23	58	
			Net	1,100.62	1,626.01	0.00	0	58	
551 PROGRAM	Pipestone Drug Free Communities		Revenue	31,130.47 -	128,567.67 -	125,000.00 -	103	58	
			Expend.	11,952.58	74,270.32	125,000.00	59	58	
			Net	19,177.89 -	54,297.35 -	0.00	0	58	
900 PROGRAM	Emergency Preparedness		Revenue	0.00	39,725.44 -	95,357.00 -	42	58	
			Expend.	8,906.11	47,967.99	112,734.00	43	58	
			Net	8,906.11	8,242.55	17,377.00	47	58	
905 PROGRAM	COVID- 19 Pandemic		Revenue	0.00	31,740.07 -	0.00	0	58	
			Expend.	13,484.11	57,422.63	0.00	0	58	
			Net	13,484.11	25,682.56	0.00	0	58	
906 PROGRAM	COVID- 19 Vaccination Planning Grant		Revenue	0.00	74,903.46 -	0.00	0	58	
			Expend.	266.23	8,715.21	0.00	0	58	
			Net	266.23	66,188.25 -	0.00	0	58	
907 PROGRAM	Crisis Response Workforce Grant (CO)		Revenue	0.00	2,927.34 -	0.00	0	58	
			Expend.	0.00	6,946.34	0.00	0	58	
			Net	0.00	4,019.00	0.00	0	58	
483 DEPT	Health Education	Totals:	Revenue	31,442.39 -	433,579.82 -	466,248.00 -	93	58	
			Expend.	58,487.30	346,984.63	501,480.00	69	58	
			Net	27,044.91	86,595.19 -	35,232.00	246 -	58	
485 DEPT	Environmental Health	800 PROGRAM	Environmental	Revenue	2,116.00 -	179,463.52 -	216,400.00 -	83	58
				Expend.	24,763.24	130,481.69	247,237.00	53	58
				Net	22,647.24	48,981.83 -	30,837.00	159 -	58
809 PROGRAM	Environmental Water Lab		Revenue	10,603.39 -	49,445.88 -	27,000.00 -	183	58	
			Expend.	5,934.25	49,965.31	53,963.00	93	58	
			Net	4,669.14 -	519.43	26,963.00	2	58	
485 DEPT	Environmental Health	Totals:	Revenue	12,719.39 -	228,909.40 -	243,400.00 -	94	58	
			Expend.	30,697.49	180,447.00	301,200.00	60	58	
			Net	17,978.10	48,462.40 -	57,800.00	84 -	58	
1 FUND	Health Services Fund	Totals:	Revenue	531,967.16 -	2,755,713.40 -	3,794,246.00 -	73	58	
			Expend.	367,140.31	2,015,529.04	3,794,246.00	53	58	
			Net	164,826.85 -	740,184.36 -	0.00	0	58	

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				58
			Expend.	19,088.39	68,772.38	105,344.00	65
			Net	19,088.39	68,772.38	105,344.00	65
410 DEPT	General Administration	Totals:	Revenue				58
			Expend.	19,088.39	68,772.38	105,344.00	65
			Net	19,088.39	68,772.38	105,344.00	65
420 DEPT	Income Maintenance						
0 PROGRAM	...		Revenue				58
			Expend.	0.00	636.36	0.00	0
			Net	0.00	636.36	0.00	0
600 PROGRAM	Income Maint Administrative/ Overhea		Revenue	29,197.37 -	2,188,245.35 -	3,758,977.00 -	58
			Expend.	133,394.80	789,610.34	1,551,896.00	51
			Net	104,197.43	1,398,635.01 -	2,207,081.00 -	63
601 PROGRAM	Income Maint/ Random Moment Payro		Revenue				58
			Expend.	299,575.61	1,548,636.74	2,645,029.00	59
			Net	299,575.61	1,548,636.74	2,645,029.00	59
602 PROGRAM	Income Maint FPI Investigator		Revenue	0.00	33,534.00 -	130,000.00 -	26
			Expend.	11,913.88	47,785.24	149,454.00	32
			Net	11,913.88	14,251.24	19,454.00	73
605 PROGRAM	MN Supplemental Aid (MSA)/ GRH		Revenue	6,442.88 -	24,684.57 -	65,400.00 -	38
			Expend.	0.00	11,012.47	65,000.00	17
			Net	6,442.88 -	13,672.10 -	400.00 -	3,418
610 PROGRAM	TANF(AFDC/ MFIP/ DWP)		Revenue	40.00 -	6,028.71 -	15,000.00 -	40
			Expend.	0.00	209.47	11,250.00	2
			Net	40.00 -	5,819.24 -	3,750.00 -	155
620 PROGRAM	General Asst (GA) / Burials		Revenue	4,278.85 -	19,899.93 -	51,500.00 -	39
			Expend.	15,550.56	189,450.81	401,125.00	47
			Net	11,271.71	169,550.88	349,625.00	48
630 PROGRAM	Food Support (FS)		Revenue	13,252.00 -	332,836.72 -	553,000.00 -	60
			Expend.	43.00	472.31	2,750.00	17
			Net	13,209.00 -	332,364.41 -	550,250.00 -	60

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	96,847.30 -	836,899.10 -	1,631,525.00 -	51	58
			Expend.	111,213.31	606,035.92	1,235,062.00	49	58
			Net	14,366.01	230,863.18 -	396,463.00 -	58	58
650 PROGRAM	Medical Assistance (MA)		Revenue	117,979.27 -	2,214,319.05 -	3,970,000.00 -	56	58
			Expend.	219,259.92	1,915,800.75	2,875,000.00	67	58
			Net	101,280.65	298,518.30 -	1,095,000.00 -	27	58
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	0.00	1,472.00 -	0.00	0	58
			Expend.					58
			Net	0.00	1,472.00 -	0.00	0	58
420 DEPT	Income Maintenance	Totals:	Revenue	268,037.67 -	5,657,919.43 -	10,175,402.00 -	56	58
			Expend.	790,951.08	5,109,650.41	8,936,566.00	57	58
			Net	522,913.41	548,269.02 -	1,238,836.00 -	44	58
431 DEPT	Social Services							
0 PROGRAM	...		Revenue	275,520.81 -	275,520.81 -	0.00	0	58
			Expend.					58
			Net	275,520.81 -	275,520.81 -	0.00	0	58
700 PROGRAM	Social Service Administrative/ Overhea		Revenue	1,052,459.59 -	6,704,203.21 -	11,059,756.00 -	61	58
			Expend.	221,364.64	1,513,124.54	3,032,994.00	50	58
			Net	831,094.95 -	5,191,078.67 -	8,026,762.00 -	65	58
701 PROGRAM	Social Services/ SSTS		Revenue					58
			Expend.	899,020.83	4,659,517.38	7,908,093.00	59	58
			Net	899,020.83	4,659,517.38	7,908,093.00	59	58
710 PROGRAM	Children's Social Services Programs		Revenue	495,764.23 -	1,277,737.64 -	1,936,045.00 -	66	58
			Expend.	420,968.54	2,518,206.71	3,886,574.00	65	58
			Net	74,795.69 -	1,240,469.07	1,950,529.00	64	58
711 PROGRAM	YIP Grant (Circle)- Dept of Public Safet		Revenue	7,365.98 -	23,968.63 -	0.00	0	58
			Expend.	3,442.38	18,809.29	0.00	0	58
			Net	3,923.60 -	5,159.34 -	0.00	0	58
712 PROGRAM	CIRCLE Program		Revenue	0.00	5,000.00 -	0.00	0	58
			Expend.	581.39	4,742.77	16,000.00	30	58
			Net	581.39	257.23 -	16,000.00	2 -	58
713 PROGRAM	STAY Program Grant (formerly SELF)		Revenue	0.00	37,174.00 -	53,000.00 -	70	58
			Expend.	1,848.49	22,157.12	53,000.00	42	58
			Net	1,848.49	15,016.88 -	0.00	0	58

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>
715 PROGRAM	Children Waivers		Revenue	0.00	105,059.94 -	220,000.00 -	48	58
			Expend.					58
			Net	0.00	105,059.94 -	220,000.00 -	48	58
716 PROGRAM	FGDM/ Family Group Decision Making		Revenue	0.00	4,375.99 -	41,780.00 -	10	58
			Expend.	0.00	0.00	41,780.00	0	58
			Net	0.00	4,375.99 -	0.00	0	58
717 PROGRAM	Family Assmt Response Grant/ Discr F		Revenue	0.00	26,133.79 -	47,909.00 -	55	58
			Expend.	3,334.08	13,236.37	47,909.00	28	58
			Net	3,334.08	12,897.42 -	0.00	0	58
718 PROGRAM	PSOP/ Parent Support Outreach Progra		Revenue	0.00	17,953.72 -	30,853.00 -	58	58
			Expend.	481.37	5,743.26	30,853.00	19	58
			Net	481.37	12,210.46 -	0.00	0	58
720 PROGRAM	Child Care/ Child Protection		Revenue	700.00 -	11,032.00 -	18,600.00 -	59	58
			Expend.	0.00	42.00	4,600.00	1	58
			Net	700.00 -	10,990.00 -	14,000.00 -	79	58
721 PROGRAM	CC Basic Slide Fee/ Cty Match to DHS		Revenue	1,977.00 -	12,369.89 -	42,594.00 -	29	58
			Expend.	0.00	26,440.92	43,365.00	61	58
			Net	1,977.00 -	14,071.03	771.00	1,825	58
726 PROGRAM	MFIP/ SW MN PIC		Revenue	748.00 -	4,933.00 -	12,000.00 -	41	58
			Expend.					58
			Net	748.00 -	4,933.00 -	12,000.00 -	41	58
730 PROGRAM	Chemical Dependency		Revenue	14,276.41 -	184,842.74 -	323,000.00 -	57	58
			Expend.	11,602.50	129,915.89	398,100.00	33	58
			Net	2,673.91 -	54,926.85 -	75,100.00	73 -	58
741 PROGRAM	Mental Health/ Adults Only		Revenue	57,084.52 -	704,634.71 -	1,317,814.00 -	53	58
			Expend.	114,830.99	801,298.92	2,023,955.00	40	58
			Net	57,746.47	96,664.21	706,141.00	14	58
742 PROGRAM	Mental Health/ Children Only		Revenue	40,022.70 -	459,856.78 -	881,694.00 -	52	58
			Expend.	82,271.19	466,590.15	1,937,363.00	24	58
			Net	42,248.49	6,733.37	1,055,669.00	1	58
750 PROGRAM	Developmental Disabilities		Revenue	0.00	355,025.14 -	853,928.00 -	42	58
			Expend.	29,547.82	159,036.05	330,428.00	48	58
			Net	29,547.82	195,989.09 -	523,500.00 -	37	58

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>
760 PROGRAM	Adult Services		Revenue	171,988.23 -	753,018.30 -	1,425,284.00 -	53	58
			Expend.	5,782.37	40,042.56	89,500.00	45	58
			Net	166,205.86 -	712,975.74 -	1,335,784.00 -	53	58
765 PROGRAM	Adult Waivers		Revenue	0.00	402,620.50 -	904,000.00 -	45	58
			Expend.	51,861.33	172,412.53	165,000.00	104	58
			Net	51,861.33	230,207.97 -	739,000.00 -	31	58
431 DEPT	Social Services	Totals:	Revenue	2,117,907.47 -	11,365,460.79 -	19,168,257.00 -	59	58
			Expend.	1,846,937.92	10,551,316.46	20,009,514.00	53	58
			Net	270,969.55 -	814,144.33 -	841,257.00	97	58
461 DEPT	Information Systems		Revenue	2,844.00 -	19,744.50 -	30,750.00 -	64	58
0 PROGRAM	...		Expend.	36,910.75	183,509.13	322,985.00	57	58
			Net	34,066.75	163,764.63	292,235.00	56	58
461 DEPT	Information Systems	Totals:	Revenue	2,844.00 -	19,744.50 -	30,750.00 -	64	58
			Expend.	36,910.75	183,509.13	322,985.00	57	58
			Net	34,066.75	163,764.63	292,235.00	56	58
471 DEPT	LCTS Collaborative Agency		Revenue	0.00	128,670.00 -	0.00	0	58
702 PROGRAM	LCTS		Expend.	0.00	128,670.00	0.00	0	58
			Net	0.00	0.00	0.00	0	58
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	0.00	128,670.00 -	0.00	0	58
			Expend.	0.00	128,670.00	0.00	0	58
			Net	0.00	0.00	0.00	0	58
5 FUND	Human Services Fund	Totals:	Revenue	2,388,789.14 -	17,171,794.72 -	29,374,409.00 -	58	58
			Expend.	2,693,888.14	16,041,918.38	29,374,409.00	55	58
			Net	305,099.00	1,129,876.34 -	0.00	0	58
FINAL TOTALS	1,028 Accounts		Revenue	2,920,756.30 -	19,927,508.12 -	33,168,655.00 -	60	58
			Expend.	3,061,028.45	18,057,447.42	33,168,655.00	54	58
			Net	140,272.15	1,870,060.70 -	0.00	0	58

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	2749	591	3340
June	2706	544	3250
July	2750	529	3279
August			0
September			0
October			0
November			0
December			0
Average	2702	577	1913

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)

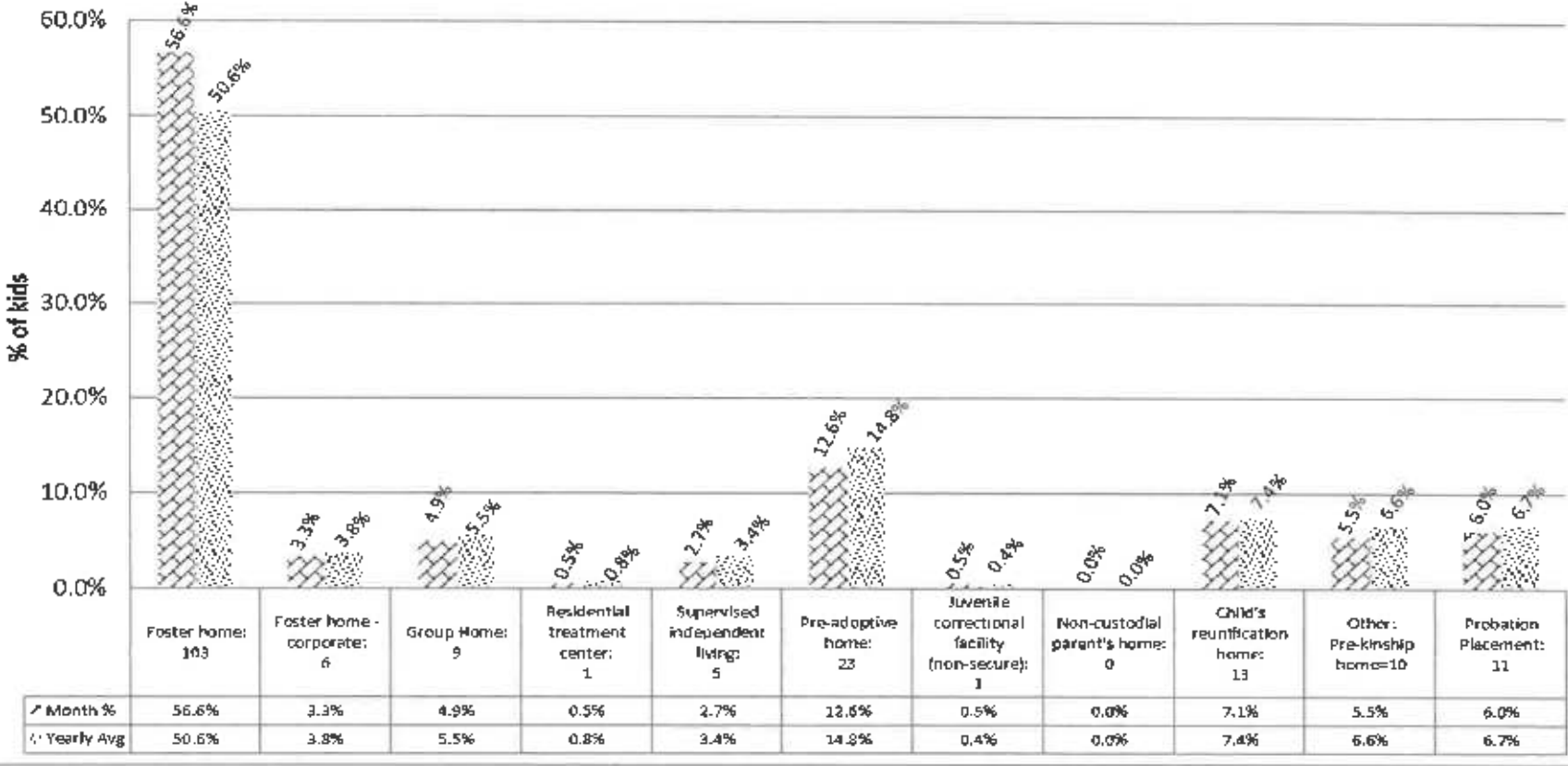
2022	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (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	8	381	12	0	260	64	990	13	284	446	291	2749
June	8	386	11	0	251	68	980	14	233	443	312	2706
July	8	389	11	0	252	77	992	16	250	445	310	2750
August												0
September												0
October												0
November												0
December												0
	8	380	12	0	260	59	978	13	249	446	296	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	22	28	0	13	65	191	154	80	0	0	38	591
June	22	27	0	13	64	171	129	77	0	0	41	544
July	24	29	0	13	65	167	122	78	0	0	31	529
August												0
September												0
October												0
November												0
December												0
	22	29	0	13	64	183	150	80	0	0	36	592

July 2022 - Placement by Category
182 Kids in Placement



July 2022: Total kids in placement = 182

Total of 1 Children entered placement

1	Lyon	Foster Home/Corporate
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Total of 5 Children were discharged from placement (discharges from previous month)

1	Lyon	Probation
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1	Murray	Group Home
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1	Pipestone	Child's Reunification Home
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1	Redwood	Foster Home/Corporate
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1	Redwood	Child's Reunification Home
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NON IVD COLLECTIONS
JULY 2022

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	6,443
TANF (MFIP/DWP/AFDC)	05-420-610.5803	40
GA	05-420-620.5803	4,279
FS	05-420-630.5803	52
CS (PI Fee, App Fee, etc)	05-420-640.5501	1,298
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	68,946
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	2,960
ODH/FC Recovery	05-431-710.5803	15,844
CHILDCARE		
Licensing	05-431-720.5502	700
Corp FC Licensing	05-431-720.5505	0
Over Payments	05-431-721&722.5803	0
CHEMICAL DEPENDENCY		
SUD Assessment Fee	05-431-730.5504	2,596
CD Assessments	05-431-730.5519	756
Detox Fees	05-431-730.5520	1,075
SUD Treatment	05-431-730.5523	6,195
Over Payments	05-431-730.5803	0
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	0
Over Payments	05-431-741 or 742.5803	0
DEVELOPMENTAL DISABILITIES		
Insurance Copay/Overpayments	05-431-750.5803	0
ADULT		
Court Visitor Fee	05-431-760.5515	0
Insurance Copay/Overpayments	05-431-760.5803	0
TOTAL NON-IVD COLLECTIONS		111,184

2023 Human Services Levy Funding

County	Net		Population	%	SEAGRs	%	% Used for Funding
	Tax Capacity	%					
Lyon	\$ 41,779,606	24.64%	25,269	34.31%	\$ 7,797,733	32.49%	30.48%
Murray	\$ 28,557,210	16.84%	8,179	11.11%	\$ 1,724,945	7.19%	11.71%
Redwood	\$ 36,916,327	21.77%	15,425	20.95%	\$ 7,271,842	30.30%	24.34%
Lincoln	\$ 15,045,654	8.87%	5,640	7.66%	\$ 1,336,408	5.57%	7.37%
Rock	\$ 27,267,923	16.08%	9,704	13.18%	\$ 2,453,243	10.22%	13.16%
Pipestone	\$ 19,999,505	11.79%	9,424	12.80%	\$ 3,414,068	14.23%	12.94%
Total	\$ 169,566,225	100.00%	73,641	100.00%	\$ 23,998,238	100.00%	100.00%

LAST THREE YEARS OF SEAGR DATA

County	2019	2020	2021	Totals
Lyon	\$ 2,465,431	\$ 2,561,248	\$ 2,771,054	\$ 7,797,733
Murray	\$ 650,938	\$ 450,912	\$ 623,095	\$ 1,724,945
Redwood	\$ 2,423,671	\$ 2,507,339	\$ 2,340,833	\$ 7,271,842
Lincoln	\$ 512,041	\$ 359,777	\$ 464,590	\$ 1,336,408
Rock	\$ 935,340	\$ 788,893	\$ 729,010	\$ 2,453,243
Pipestone	\$ 1,270,590	\$ 1,161,481	\$ 981,997	\$ 3,414,068

County	2022 Levy	%	2023 Proposed Levy	Difference	over 10 years	2023 Levy Payable	6%	2023 Levy
							Levy Increase	with Increase
Lyon	\$ 3,567,977	29.85%	\$ 3,643,921	\$ 75,944	\$ 7,594	\$ 3,575,571	\$ 214,534	\$ 3,790,106
Murray	\$ 1,405,564	11.76%	\$ 1,400,083	\$ (5,481)	\$ (548)	\$ 1,405,016	\$ 84,301	\$ 1,489,317
Redwood	\$ 2,889,584	24.17%	\$ 2,909,644	\$ 20,060	\$ 2,006	\$ 2,891,590	\$ 173,495	\$ 3,065,085
Lincoln	\$ 1,028,174	8.60%	\$ 880,661	\$ (147,513)	\$ (14,751)	\$ 1,013,423	\$ 60,805	\$ 1,074,228
Rock	\$ 1,561,245	13.06%	\$ 1,573,235	\$ 11,990	\$ 1,199	\$ 1,562,444	\$ 93,747	\$ 1,656,191
Pipestone	\$ 1,501,817	12.56%	\$ 1,546,817	\$ 45,000	\$ 4,500	\$ 1,506,317	\$ 90,379	\$ 1,596,696
Total	\$ 11,954,361	100.00%	\$ 11,954,361	\$ 0.00	\$ 0.00	\$ 11,954,361	\$ 717,262	\$ 12,671,623

	IM - 600 - 30%	IV-D - 640 - 4%	SS - 700 - 68%	Total
Lyon	\$1,137,032	\$151,604	\$2,501,470	\$3,790,106
Murray	\$446,795	\$59,573	\$982,949	\$1,489,317
Redwood	\$919,526	\$122,603	\$2,022,956	\$3,065,085
Lincoln	\$322,268	\$42,969	\$708,991	\$1,074,228
Rock	\$496,857	\$66,248	\$1,093,086	\$1,656,191
Pipestone	\$479,009	\$63,868	\$1,053,819	\$1,596,696
				\$12,671,623

Southwest Health and Human Services BUDGET										
HUMAN SERVICES										
Category	2019 Final	2019 Actual	2020 Final	2020 Actual	2021 Final	2021 Actual	2022 FINAL	2022 Actual Jan-Jun	2023 Preliminary	
EXPENDITURES										
420 Income Maintenance / Child Support										
6100 - Personnel	\$4,435,784	\$4,284,011	\$4,595,026	\$4,409,490	\$4,484,125	\$4,263,064	\$4,620,373	\$2,036,983	\$4,988,622	
6200 - Services & Charges	\$355,610	\$389,451	\$390,220	\$402,698	\$506,700	\$474,799	\$434,715	\$178,878	\$380,350	
6300-6800 - Administrative Overhead	\$819,795	\$736,483	\$794,488	\$747,193	\$771,853	\$697,898	\$776,853	\$390,617	\$768,460	
6000 - Payment for/benefit clients	\$2,417,000	\$2,422,452	\$2,321,750	\$3,109,480	\$2,481,250	\$3,353,852	\$3,104,625	\$1,712,230	\$3,263,040	
Reserves	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0			
Subtotal	\$8,063,190	\$7,832,397	\$8,101,484	\$8,668,861	\$8,243,928	\$8,789,613	\$8,936,566	\$4,318,708	\$9,420,472	
431 Social Services										
710-719 - Children's Services	\$4,148,639	\$3,627,374	\$3,965,611	\$3,253,977	\$4,118,976	\$3,740,533	\$4,075,616	\$2,132,527	\$4,469,268	
720-727 - Child Care/MFIP Adm./PIC	\$331,755	\$50,505	\$270,965	\$45,794	\$85,965	\$49,405	\$47,985	\$26,483	\$48,065	
730 - Chemical Dependency	\$516,500	\$573,632	\$541,500	\$443,880	\$545,000	\$309,357	\$397,100	\$116,296	\$243,000	
740-742 - Mental Health	\$3,579,782	\$3,393,739	\$3,535,454	\$3,670,162	\$3,944,746	\$3,391,752	\$3,957,318	\$1,070,789	\$3,323,380	
750 - Developmental Dis.	\$389,361	\$345,758	\$369,671	\$252,445	\$368,851	\$238,907	\$330,428	\$129,488	\$342,412	
760-765 - Adult Services	\$133,150	\$273,734	\$152,350	\$179,770	\$233,700	\$231,193	\$254,500	\$154,815	\$281,200	
Subtotal	\$9,099,187	\$8,264,742	\$8,835,551	\$7,846,028	\$9,297,238	\$7,961,147	\$9,062,927	\$3,530,398	\$8,705,305	
6100 - Personnel	\$8,739,674	\$8,498,617	\$9,345,733	\$9,102,376	\$9,265,617	\$9,054,976	\$9,450,640	\$4,425,472	\$9,941,725	
6200 - Services and Charges	\$407,990	\$490,645	\$515,730	\$491,821	\$522,900	\$502,712	\$515,047	\$221,487	\$531,400	
6300-6800 - Administrative Overhead	\$940,303	\$912,017	\$1,053,949	\$895,818	\$946,316	\$872,505	\$980,900	\$427,030	\$1,023,458	
Reserves	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0			
Subtotal	\$10,152,967	\$9,901,279	\$10,915,412	\$10,490,015	\$10,734,833	\$10,430,193	\$10,946,587	\$5,073,989	\$11,496,583	
410 General Administration										
6100 - Personnel	\$81,189	\$169,404	\$54,307	\$140,661	\$67,663	\$141,787	\$105,344	\$49,684	\$95,652	
6604-6690 - Administrative Overhead	\$840	\$0	\$0	\$0	\$0	\$0	\$0			
Subtotal	\$82,029	\$169,404	\$54,307	\$140,661	\$67,663	\$141,787	\$105,344	\$49,684	\$95,652	
461 Information Systems										
6100 - Personnel	\$280,640	\$239,074	\$295,783	\$269,393	\$303,955	\$288,112	\$314,385	\$145,220	\$342,125	
6200 - Services and Charges	\$750	\$0	\$250	\$0	\$1,200	\$0	\$1,200	\$0	\$1,200	
6300-6400 - Administrative Overhead	\$3,000	\$4,181	\$2,150	\$4,440	\$7,800	\$4,443	\$7,400	\$1,377	\$5,400	
Subtotal	\$284,390	\$243,255	\$298,183	\$273,833	\$312,755	\$292,555	\$322,985	\$146,597	\$348,725	
Combined Expenditures										
6100 - Personnel	\$13,537,287	\$13,191,106	\$14,290,849	\$13,921,920	\$14,121,360	\$13,747,939	\$14,490,742	\$6,657,359	\$15,368,124	51.1%
6200 - Services & Charges	\$764,350	\$880,096	\$906,200	\$894,519	\$1,030,800	\$977,511	\$950,962	\$400,365	\$912,950	3.0%
6300-6800 - Administrative Overhead	\$1,783,939	\$1,852,681	\$1,850,587	\$1,647,451	\$1,725,769	\$1,574,846	\$1,765,153	\$819,024	\$1,817,318	6.0%
6000 - Payments for/benefit clients	\$11,516,187	\$10,687,194	\$11,157,301	\$10,955,508	\$11,778,488	\$11,314,999	\$12,167,552	\$5,342,628	\$11,993,345	39.8%
Reserves	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
Total Expenditures	\$27,681,763	\$26,411,077	\$28,204,937	\$27,419,398	\$28,656,417	\$27,615,295	\$29,374,409	\$13,219,376	\$30,066,737	

Southwest Health and Human Services Budget										
HUMAN SERVICES										
Category	2019 Final	2019 Actual	2020 Final	2020 Actual	2021 Final	2021 Actual	2022 FINAL	2022 Actual Jan-Jun	2023 Preliminary	
REVENUE										
420 Income Maintenance / Child Support										
5400 - Federal	\$3,817,500	\$3,550,463	\$3,760,500	\$3,564,209	\$3,555,200	\$3,706,202	\$3,732,000	\$1,860,002	\$3,655,000	
5200-5300 - State	\$966,846	\$1,082,470	\$984,286	\$1,153,159	\$968,117	\$1,262,442	\$1,198,509	\$680,976	\$1,376,559	
5500-5900 - Other	\$678,168	\$998,594	\$832,542	\$1,243,833	\$923,900	\$1,479,892	\$1,180,410	\$512,361	\$1,152,200	
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
5000 - County Taxes	\$3,684,500	\$3,650,394	\$3,868,724	\$3,826,799	\$3,946,100	\$3,979,746	\$4,064,483	\$2,356,542	\$4,308,352	
Subtotal	\$9,147,014	\$9,281,921	\$9,446,052	\$9,788,000	\$9,393,317	\$10,428,282	\$10,175,402	\$5,389,881	\$10,492,111	
431 Social Services										
5400 - Federal	\$4,230,138	\$3,622,766	\$4,274,793	\$4,007,010	\$4,076,453	\$3,742,299	\$4,057,285	\$1,898,422	\$3,883,061	
5200-5300 - State	\$4,389,577	\$4,434,987	\$4,389,409	\$4,410,546	\$4,694,771	\$4,001,402	\$4,434,442	\$1,479,490	\$4,620,794	
5500-5900 - Other	\$2,727,213	\$2,468,668	\$2,549,804	\$2,714,118	\$2,799,800	\$2,621,756	\$2,786,651	\$1,295,177	\$2,675,500	
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
5000 - County Taxes	\$7,152,267	\$7,086,056	\$7,509,879	\$7,428,492	\$7,660,076	\$7,725,388	\$7,889,879	\$4,574,463	\$8,363,271	
Subtotal	\$18,499,195	\$17,612,477	\$18,723,885	\$18,560,166	\$19,231,100	\$17,990,845	\$19,168,257	\$9,247,552	\$19,542,626	
461 Information Systems										
5500-5900 - Participating Entities	\$35,554	\$33,136	\$35,000	\$35,510	\$32,000	\$51,455	\$30,750	\$16,901	\$32,000	
Subtotal	\$35,554	\$33,136	\$35,000	\$35,510	\$32,000	\$51,455	\$30,750	\$16,901	\$32,000	
Combined Revenues										
5400 - Federal	\$8,047,638	\$7,173,229	\$8,035,293	\$7,571,219	\$7,631,653	\$7,448,501	\$7,789,285	\$3,758,424	\$7,538,061	25.1%
5300 - State	\$5,356,423	\$5,517,457	\$5,373,695	\$5,563,705	\$5,662,888	\$5,283,844	\$5,632,951	\$2,140,466	\$5,997,353	19.9%
5500-5800 - Other	\$3,440,935	\$3,500,398	\$3,417,346	\$3,993,461	\$3,755,700	\$4,053,103	\$3,997,811	\$1,824,439	\$3,859,700	12.8%
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
5000 - County Taxes	\$10,836,767	\$10,736,450	\$11,378,603	\$11,255,291	\$11,606,176	\$11,705,134	\$11,954,362	\$6,931,005	\$12,671,623	42.1%
Total Revenues	\$27,681,763	\$26,927,534	\$28,204,937	\$28,383,676	\$28,656,417	\$28,470,582	\$29,374,409	\$14,654,334	\$30,066,737	
SUMMARY										
Revenue	\$27,681,763	\$26,927,534	\$28,204,937	\$28,383,676	\$28,656,417	\$28,470,582	\$29,374,409	\$14,654,334	\$30,066,737	
Expenditures	\$27,681,763	\$26,411,077	\$28,204,937	\$27,419,398	\$28,656,417	\$27,615,295	\$29,374,409	\$13,219,376	\$30,066,737	
Difference	\$0	\$516,457	\$0	\$964,278	\$0	\$855,287	\$0	\$1,434,958	\$0	



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	1981	24	7	191	0	0	33	166	30	12	18	3
5/22	2000	13	5	174	0	1	36	141	24	28	11	0
6/22	1982	33	10	217	0	0	26	237	69	44	16	0
7/22		25	13	158	0	1	15	199	50	15	11	0
8/22												
9/22												
10/22												
11/22												
12/22												

*Includes telehealth visits

2023 Public Health Levy Funding

County	Population	2022 Per Capita	2022 Tax Levy	2023 Per Capita	Amount Change	Difference	% Change	2023 Tax Levy
Lyon	25,269	\$14.25	\$368,462	\$14.25	\$0.00	-\$8,379	-2.3%	\$360,083
Murray	8,179	\$14.25	\$124,331	\$14.25	\$0.00	-\$7,780	-6.7%	\$116,551
Redwood	15,425	\$14.25	\$228,841	\$14.25	\$0.00	-\$9,035	-4.1%	\$219,806
Lincoln	5,640	\$14.25	\$84,018	\$14.25	\$0.00	-\$3,648	-4.5%	\$80,370
Rock	9,704	\$14.25	\$138,040	\$14.25	\$0.00	\$242	0.2%	\$138,282
Pipestone	9,424	\$14.25	\$136,743	\$14.25	\$0.00	-\$2,451	-1.8%	\$134,292
Total	73,641		\$1,080,435			-\$31,051	-3.0%	\$1,049,384

Southwest Health & Human Services BUDGET										
HEALTH SERVICES										
Category	2019 Approved	2019 Actual	2020 Approved	2020 Actual	2021 Approved	2021 Actual	2022 Approved	2022 Actual Jan-Jun	2023 Preliminary	
EXPENDITURES										
481 Nursing										
6100 - Personnel	\$1,732,240	\$1,800,096	\$1,847,972	\$1,494,768	\$1,795,690	\$1,361,838	\$1,945,043	\$706,091	\$1,967,272	
6200 - Services & Charges	\$195,145	\$169,714	\$176,359	\$169,687	\$169,061	\$166,773	\$130,403	\$77,617	\$111,898	
6300-6400 - Administrative Overhead Costs	\$195,133	\$189,737	\$188,027	\$173,572	\$192,348	\$146,375	\$158,300	\$88,844	\$173,500	
Subtotal	\$2,122,518	\$1,959,547	\$2,212,358	\$1,838,027	\$2,157,097	\$1,674,986	\$2,233,746	\$872,552	\$2,252,670	
483 Health Education										
6100 - Personnel	\$365,789	\$333,557	\$364,321	\$831,828	\$378,363	\$882,195	\$383,331	\$190,270	\$403,687	
6200 - Services & Charges	\$41,172	\$21,079	\$38,398	\$50,019	\$19,618	\$33,867	\$42,085	\$21,092	\$38,850	
6300-6400 - Administrative Overhead Costs	\$160,647	\$147,327	\$153,887	\$421,211	\$173,040	\$174,478	\$76,064	\$77,131	\$82,759	
Subtotal	\$567,608	\$501,963	\$556,606	\$1,303,058	\$571,011	\$1,090,540	\$501,480	\$288,493	\$525,296	
485 Environmental Health										
6100 - Personnel	\$235,576	\$239,961	\$243,308	\$211,623	\$248,155	\$225,458	\$257,250	\$121,590	\$274,728	
6200 - Services & Charges	\$4,100	\$5,887	\$4,105	\$6,469	\$6,805	\$5,190	\$4,500	\$4,781	\$9,100	
6300-6400 - Administrative Overhead Costs	\$49,159	\$46,459	\$53,820	\$53,752	\$51,100	\$41,074	\$39,450	\$23,381	\$45,650	
Subtotal	\$288,835	\$294,307	\$301,233	\$271,844	\$306,060	\$271,722	\$301,200	\$149,752	\$329,478	
410 Administration										
6100 - Personnel	\$507,381	\$503,531	\$540,451	\$391,259	\$485,725	\$410,559	\$502,600	\$264,699	\$649,905	
6200 - Services & Charges	\$52,710	\$48,241	\$50,038	\$49,867	\$53,500	\$49,697	\$147,348	\$28,518	\$57,880	
6300-6800 - Administrative Overhead Costs	\$106,732	\$112,131	\$107,492	\$76,566	\$210,269	\$81,944	\$107,872	\$44,379	\$143,212	
Reserves	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Subtotal	\$676,823	\$663,903	\$697,981	\$517,692	\$749,494	\$542,200	\$757,820	\$337,596	\$850,997	
Combined Expenditures										
6100 - Personnel	\$2,840,986	\$2,677,145	\$3,016,052	\$2,929,478	\$2,907,923	\$2,880,050	\$3,088,224	\$1,282,650	\$3,295,592	83.3%
6200 - Services & Charges	\$293,127	\$244,921	\$268,900	\$276,042	\$248,984	\$255,527	\$324,336	\$132,008	\$217,728	5.5%
6300-6800 - Administrative Overhead	\$521,671	\$497,654	\$503,226	\$725,101	\$626,755	\$443,871	\$381,686	\$233,735	\$445,121	11.2%
Total Expenditures	\$3,655,784	\$3,419,720	\$3,788,178	\$3,930,621	\$3,783,662	\$3,579,448	\$3,794,246	\$1,648,393	\$3,958,441	

Southwest Health and Human Services Budget										
HEALTH SERVICES										
Category	2019 Approved	2019 Actual	2020 Approved	2020 Actual	2021 Approved	2021 Actual	2022 Approved	2022 Actual Jan-Jun	2023 Preliminary	
REVENUE										
481 Nursing										
5400 - Federal	\$962,203	\$920,078	\$928,100	\$933,227	\$917,773	\$928,241	\$878,947	\$608,634	\$927,680	
5300 - State	\$558,527	\$513,096	\$507,642	\$467,565	\$509,027	\$432,508	\$604,636	\$188,745	\$739,588	
5200 & 5500-5800 - Other	\$390,405	\$415,700	\$465,480	\$469,361	\$462,780	\$450,562	\$453,280	\$237,914	\$464,800	
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Subtotal	\$1,911,135	\$1,848,874	\$1,901,222	\$1,870,153	\$1,889,580	\$1,811,311	\$1,936,863	\$1,035,293	\$2,132,068	
483 Health Education										
5400 - Federal	\$303,545	\$275,552	\$316,941	\$829,715	\$302,216	\$452,490	\$240,667	\$242,765	\$239,458	
5200-5300 - State	\$228,690	\$234,886	\$226,960	\$440,837	\$224,631	\$388,307	\$224,631	\$153,752	\$224,631	
5500-5800 - Other	\$2,270	\$1,605	\$500	\$2,392	\$500	\$143,497	\$950	\$5,619	\$950	
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Subtotal	\$532,505	\$512,043	\$544,401	\$1,272,944	\$527,347	\$984,294	\$466,248	\$402,136	\$465,039	
485 Environmental Health										
5400 - Federal	\$0	\$0	\$0	\$2,500	\$0	\$3,000	\$0	\$0	\$0	
5300 - State	\$35,500	\$28,571	\$35,500	\$38,932	\$35,500	\$92,184	\$50,000	\$52,527	\$50,000	
5100 & 5500-5800 - Other	\$194,900	\$200,544	\$198,400	\$196,106	\$193,400	\$154,193	\$193,400	\$163,663	\$194,900	
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Subtotal	\$230,400	\$229,215	\$233,900	\$237,538	\$228,900	\$249,377	\$243,400	\$216,190	\$244,900	
410 Administration										
5400 - Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
5300 - State	\$0	\$8,774	\$40,000	\$32,478	\$40,000	\$48,921	\$60,000	\$28,729	\$60,000	
5500-5800 - Other	\$15,039	\$23,391	\$26,130	\$21,957	\$17,400	\$8,816	\$7,300	\$1,180	\$7,050	
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
5000 - County Taxes	\$966,705	\$966,705	\$1,042,525	\$1,042,525	\$1,080,435	\$1,080,435	\$1,080,435	\$540,219	\$1,049,384	
Subtotal	\$981,744	\$998,870	\$1,108,655	\$1,096,958	\$1,137,835	\$1,138,172	\$1,147,735	\$570,128	\$1,116,434	
Combined Revenues										
5400 - Federal	\$1,265,748	\$1,195,630	\$1,245,041	\$1,765,442	\$1,219,989	\$1,383,731	\$1,119,614	\$851,399	\$1,167,138	29.5%
5200-5300 - State	\$820,717	\$785,427	\$810,102	\$979,810	\$809,158	\$961,920	\$839,267	\$423,753	\$1,074,219	27.1%
5500-5800 - Other	\$602,614	\$641,240	\$690,510	\$689,816	\$674,080	\$757,068	\$654,930	\$408,376	\$667,700	16.9%
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
5000 - County Taxes	\$966,705	\$966,705	\$1,042,525	\$1,042,525	\$1,080,435	\$1,080,435	\$1,080,435	\$540,219	\$1,049,384	26.5%
Total Revenues	\$3,655,784	\$3,589,002	\$3,788,178	\$4,477,593	\$3,783,662	\$4,183,154	\$3,794,246	\$2,223,747	\$3,958,441	
SUMMARY										
Revenue	\$3,655,784	\$3,589,002	\$3,788,178	\$4,477,593	\$3,783,662	\$4,183,154	\$3,794,246	\$2,223,747	\$3,958,441	
Expenditures	\$3,655,784	\$3,419,720	\$3,788,178	\$3,930,621	\$3,783,662	\$3,579,448	\$3,794,246	\$1,648,393	\$3,958,441	
Difference	\$0	\$169,282	\$0	\$546,972	\$0	\$603,706	\$0	\$575,354	\$0	

Edible Cannabinoid Products (ECP) in Mn- a new law allows certain edible and beverage products infused with THC to be sold.

<https://www.lmc.org/resources/cities-and-regulation-of-edible-cannabinoid-products/>

New Law Info

- Took effect July 1
- Expands the authority to include non-intoxicating cannabinoids, including edible products, as long as they don't contain more than .3% THC.
- Cannot exceed more than 5 mg of any THC in a single serving, or more than 50 mg/package

Where can ECPs be sold?

- The new law doesn't limit where ECPs can be sold.
- However, some liquor stores are limited in what they can sell based on state Statute

Packaging regulations

- Along with testing and labeling requirements, ECPs must meet the following requirements:
 - Not bear likeness or contain cartoon-like characters
 - Not be modeled after a brand of products primarily sold to children
 - Cannot be made by adding to a commercially available candy or snack food item
 - Cannot contain ingredients (other than hemp-derived cannabinoid) not approved by the FDA
 - May not be packaged in a way that resembles any commercially available food product
 - Must not be packaged in a container that could mislead any person to believe that it contains anything other than an edible cannabinoid product.

Where do products come from?

- Can be manufactured in Mn. or other states

How are the products taxed?

- Products seem to be included in the Minnesota sales tax law, but additional guidance from the Mn Department of Revenue is needed.

Enforcement and public safety

- The Mn Board of Pharmacy has regulatory authority over these products.
- New law restricts sales of these products to those 21 years of age and older.
- A violation of this new law is a misdemeanor.

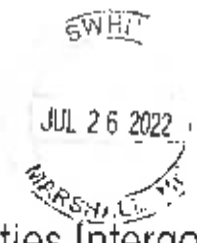


Nancy W



MCIT Minnesota Counties Intergovernmental Trust

100 Empire Drive, Suite 100, St. Paul, MN 55103-1885 • 651.209.6400 • 1.866.547.6516 • MCIT.org



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July 22, 2022

Dear Southwest Health & Human Services:

On behalf of the MCIT Board of Directors I am pleased to inform you about a special distribution of funds the Minnesota Counties Intergovernmental Trust (MCIT) is making to its members participating in the workers' compensation division.

Earlier in March 2022, the Minnesota Workers' Compensation Reinsurance Association (WCRA), a nonprofit association which provides all Minnesota-based organizations with reinsurance services for workers' compensation, notified MCIT that we would be receiving approximately \$11.3 million on behalf of our members. This special distribution from the WCRA comes as a result of better than expected investment returns and favorable claims experience, among other factors.

MCIT has received this distribution due, in large part, to the active way our members have managed their workers' compensation programs. Our positive experience is due to your success. As a result, the MCIT Board of Directors has decided to refund the majority of these funds - \$9.6 million - to our members. The difference is being set aside to invest in improvements to the MCIT building in St. Paul, also a benefit to members, along with a portion set aside as a hedge against future potential assessments from the WCRA.

In early August your organization will be receiving a check in the amount of \$23,367.

Separately, each year since 1991, MCIT has been proud to issue dividend payments to our members, and our Board aims to do this again in 2022. However, this special distribution from the WCRA is a single event, and I want to emphasize the unique nature of this particular distribution.

Thank you for your dedication to the mission of MCIT, and your steadfast work in keeping our public employees healthy and engaged in our shared, critical public service mission.

Sincerely,

Felix Schmiesing, Sherburne County Commissioner
MCIT Board Chair

July 28, 2022

Local Government Official
Southwest Health and Human Services
607 West Main Street

Marshall, MN 56258

Dear Local Government Official:

Congratulations! I am very pleased to send you the attached notification of compliance with the Local Government Pay Equity Act. Since the law was passed in 1984, jurisdictions have worked diligently to meet compliance requirements and your work is to be commended.

Minnesota Rules Chapter 3920 specifies the procedure and criteria for measuring compliance and your jurisdiction's results are attached. You may find a copy of our "Guide to Understanding Pay Equity Compliance" and other resources on our Local Government Pay Equity webpage at: <https://mn.gov/mmb/employee-relations/compensation/laws/local-gov/local-gov-pay-equity/>.

This notice and results of the compliance review are public information and must be supplied upon request to any interested party.

If you have questions or need assistance, please contact Dominique Murray at (651) 259-3805, or by email: pay.equity@state.mn.us

Again, congratulations on your achievement!

Sincerely,
Dominique Murray
Pay Equity Coordinator



Notice of Pay Equity Compliance

Presented to

Southwest Health and Human Services

For successfully meeting the requirements of the Local Government Pay Equity Act M.S. 471.991 - 471.999 and Minnesota rules Chapter 3920. This notice is a result of an official review of your 2022 pay equity report by Minnesota Management & Budget.

Your cooperation in complying with the local government pay equity requirements is greatly appreciated.

July 28, 2022

Date

A handwritten signature in black ink, appearing to read 'Jim Schowalter', written over a horizontal line.

Jim Schowalter, Commissioner



Position Request Form

SECTION 1: Process

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

SECTION 2: New Position Information

New Position Title: PHN or SW

Division/Unit: Public Health

New Position Replacement Permanent Temporary Promotion

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

Desired hire date: immediate

FTE Requested: 1.0

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

This position will perform:

- Care Coordination to MSHO/MSC+ clients living in the nursing home
- MNChoices/PCA assessments
- PrimeWest Care Coordination in Pipestone County to MSHO/MSC+ clients living in the nursing homes

2. Why are you recommending this position be authorized?

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

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

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

We currently have 5 additional nursing positions open in PH. This position could be filled by either a PHN or SW. We have had no luck hiring PHNs so would like to have the option to fill as a PHN or SW.

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

- 100% Levy
- Part Levy/Part Grant or Reimbursement
- 100% Grant or Reimbursement
- Other:

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

SW salary range (37.5 hours) \$60,758- \$94,125 (includes salary, PERA, FICA and insurance)

%Federal _____ % State _____ % County _10% %Other _70% %Grant _20%

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

What is the ROI?

The care coordination services provided by the nurse for clients residing in the nursing home is a contracted service by Blue Plus, UCare and PrimeWest. The role of the care coordinator for nursing home residents is to assure adequate care for the client and assist client/family to access needed services.

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

Blue Plus, UCare and PrimeWest care coordination is a contractual service and the completion of the contracted services would be in jeopardy without the replacement of this position.

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

This position aligns with our Strategic Plan and SWHHS's Community Health Improvement Plan. These preventative services improve the health of our communities.

SECTION 3: Signatures

Completed by: Carol Biren Date: 8/11/2022

APPROVED
By Carol Biren at 1:01 pm, Aug 11, 2022

Division Director Signature: _____ Date: _____

APPROVED
By Beth.Wilms at 1:03 pm, Aug 11, 2022

Director Signature: _____ Date: _____

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 9**

EFFECTIVE DATE: 01/01/11

REVISION DATE: 06/15/16; 05/16/18; 12/18/19; ~~8/17/22~~

AUTHORITY: Southwest Health and Human Services Joint Governing Board

—PHYSICAL AND TECHNICAL SAFEGUARDS----

Section 1 - Purpose

- a. The purpose of this policy is to detail the Physical and Technical Safeguards for Southwest Health and Human Services. This policy identifies the following:
- Backups
 - Workstation Security
 - Security of Data Center
 - Firewalls, Virus Software, and Spam/Internet Filters
 - Battery power and generators
 - Access to computer systems
 - Assessment of Controls
 - Contingency Plan
 - Device and Media Accountability, Backup and storage, Disposal and Reuse
 - Technical Safeguards

Section 2 - Backups

- a. All servers are backed up locally and offsite multiple times a day to network attached storage. Critical servers are backed up to offsite storage daily. Servers in Luverne, Pipestone, and Ivanhoe are backed up to County storage. The server in Redwood Falls is backed up to local storage. Monthly backups are kept for 1 year at offsite storage in a fireproof container. Backups are kept for 14 days minimum and no longer than one year.

Section 3 – Workstation Security

- a. Workstations are secured in the following ways:
- Hard drive encryption
 - Unique usernames
 - Passwords that adhere to the password policy, 15-character alpha number.
 - Locking of computer when not in use or stepping away from workstation

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 9**

- Limited access, shutting office doors, making sure monitors are not easily seen and if they are in the direction of a walkway have the appropriate privacy screen filters installed and used.

Section 4 - Security of Data Center

- a. The doors to the Data Center are locked at all times. Only authorized personnel have access to the Data Center and work area. Internal video surveillance is installed and monitored. Recorded data can be reviewed if necessary.

Section 5 - Firewalls, Virus Software, and Spam/Internet Filters

- a. There is a Cisco A firewall in place to restrict outside intrusion of the network. Anti-Virus/Anti Malware software is in place and updated daily on all personal computers and servers. There is a spam filter in place to monitor and filter all incoming mail. There is an anti-malware and anti-exploit software installed and updated daily.

Section 6 - Battery Power and Generators

- a. All servers are powered by uninterruptable power supply batteries, which in turn are backed up by a fuel powered generator.

Section 7 - Access to computer systems

- a. Access to the various computer systems functions are restricted to specific employees depending on their job requirements. Supervisors determine the access needed by their staff.

Section 8 - Assessment of Controls

- a. Each location has unique security dependent on building controls. All servers and switches are behind locked doors with limited access.
 - ~~Marshall:~~ Building security is controlled by Lyon County, there are security devices that allow for after hours access to the building via employee badges. Doors to both Human Services and Public health offices have ID Badge Fob Secure entries IT has a separate area that houses the data center and IT staff, there is a separate keyed entry with code as well as key locks only available to IT staff and janitorial staff. The front desk staff is protected by safety glass. IT equipment in the first and second floor workrooms is secured by a locked cage with limited access by key.
 - ~~Redwood:~~ Building security is maintained by Redwood County. Physical access to the building is controlled by key lock and monitored by

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 9**

surveillance cameras. There is a key fob door control to employee office area both for Human Services, Public Health and Eligibility worker area. IT equipment is in the janitorial room with a locked cage securely housing the switches and server. Some switches are located in the courthouse within Redwood County's IT-secure data center that is controlled with limited access by their IT staff with key. The front desk staff is protected by safety glass. Child support in the court house has keyed lock.

- **Slayton:** Building security is maintained by Murray County, physical access is granted by key. Employee office area for both Human Services and Public health is accessed by keypad entry. IT equipment is in the janitorial room with limited access by key. The front desk staff is protected by safety glass.
- **Luverne:** Physical security is maintained by Rock County. Physical access to the building is by key lock. There is a keypad that grants access to the human services and public health area. The front desk staff is protected by safety glass. Switches are located in a wiring closet on the first floor and on the second floor in a mechanical room both locations have limited key access. The server is located in the Rock County Courthouse that is in their data center controlled by limited locked access. The front desk staff is protected by safety glass.
- **Wahoe:** Building security is maintained by Lincoln County. Physical access is granted by key. All areas have a keypad entrances. Human Services and Public Health have separate keyed entrances. Human Services is in multiple areas within the lower level of the courthouse. IT equipment is located in a secure locked cage with limited access.
- **Pipestone:** Has keyed external lock and keyed internal lock. Switches are located in locked wiring closet, server is located in locked area in Courthouse with Pipestone County Servers. Front desk staff is protected by glass.

- b. ~~Supervisors~~ **All staff** are expected to report any concerns with physical or technical security to the Director, IT Director and the Help Desk immediately.
- c. **Defining access control and validation.** Southwest Health and Human Services maintains access to physical locations determined by job specificity. IT staff that have proper BCA clearance are allowed in the data center or secure areas. Janitorial staff also have a proper BCA background check and clearance. Staff are given access to working areas using the keypad or key fob access control systems in place at each location. Areas controlled by keys are determined by supervisors and job descriptions.
- d. **Maintenance records.** A signature log is created at the front desk area of all vendors including maintenance repair that would access secure areas. The only exception is in Marshall where the data center is located in a different area of

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 9**

the building. IT maintains a written log of outside professionals who have access for maintenance to buildings or structure.

E. Practice

1. Access logs for keycard entries will be reviewed monthly by the Security Officer.
2. When an employee separates from the agency the badge/keycard will be collected by the supervisor. Keycard access will be removed at the time of separation.
3. The access logs will be reviewed annually by the security officer to ensure that access for employees that have left the agency has been removed.
4. Keycards will be audited annually to ensure that all keycards are accounted for. Supervisors will perform the audit and report back to the Security Officer by a confirmation email stating that the audit has been done and all keycards are accounted for.
5. Keypad codes will be changed monthly. The process will be initiated by Information Technology (IT) and announced on SharePoint.
6. Keypad codes will be changed whenever an employee separates from agency. The code will be changed after the end of the day on the last day of employment, initiated by IT. The new code will be announced on SharePoint.
7. Keys issued to staff will be collected at the time of separation by their supervisor.
8. Each person in each office responsible for issuing keys to staff will do an audit of keys annually. A confirmation email will be sent to the Security Officer in December of each year stating that the audit has been done and all keys are accounted for.

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Section 9 – Contingency Plan

- a. This policy defines how the physical spaces are protected when emergency mode operations are put into effect. Logging of authorized personnel will be maintained of all law enforcement, IT, Directors, Vendors, or

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 9**

designated staff that will need access to the area. Those that don't have security clearance will be accompanied by a member of the staff at all times. If the security of the physical area is compromised during an emergency, we will restore systems at one of our other 5 locations to maintain the integrity of our data. Any hardware that is in a compromised area will be removed and stored securely.

Section 10 - Device and Media Accountability, Backup and Storage, Disposal and Reuse

- a. Laptops, Desktops, Servers and mobile devices are used by staff according to their job description. A working inventory is used and updated routinely by IT staff. All items contain a barcode that has data linked including the serial number, warranty and employee that it was distributed to.
- b. Once an employee leaves, equipment is returned to IT staff and securely stored until re-issuance. Prior to re-issuing equipment laptops, desktops, and/or mobile devices are wiped and reloaded so previously stored data is not compromised. Any equipment or storage media that contains confidential, critical, internal use only, and/or private information will be erased by appropriate means or destroyed by the Security Officer or his/her appointed designee before the equipment/media is reused.
- c. Disposal: All electronic protected health information (ePHI), Personally Identifiable Information (PII) on decommissioned devices (computers, smart phones, cameras and storage media) must be irretrievably and physically destroyed, in order to protect the confidentiality of the data contained. If the device or media contains ePHI that is not required or needed, and is not a unique copy, a data destruction tool must be used to destroy the data on the device or media prior to disposal. A typical reformat is not sufficient as it does not overwrite the data. If the device or media contains the only copy of ePHI that is required or needed, a retrievable copy of the ePHI must be made prior to disposal.
- d. Once the storage media is destroyed the device may be disposed of by notifying staff and placing on the public auction, recycling the device or destroying the device. IT will determine which method is appropriate given the age and usability of the device. IT will notify staff via SharePoint of any upcoming equipment auctions.
- d. Removable magnetic "disks" (Floppies, ZIP disks, and the like) and magnetic tapes (reels, cartridges) can be "degaussed" by an appropriately sized and powered degausser or physically destroyed.

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- e. Fixed internal magnetic storage (such as computer hard drives), as well as removable storage, can be cleansed by a re-writing process. Software is used to over-write all the usable storage locations of a medium. The simplest method is a single over-write; additional security is provided by multiple over-writes with variations of all 0s, all 1s, complements (opposite of recorded character), and/or random characters.
- f. A few kinds of "write-many" optical media (such as CD-RWs) will be physically destroyed by shredding when the data is no longer needed, can be processed via an over-write method. This is not the case for the vast majority of "write-once" optical media in use (notably the CD-R). Because such media are optical rather than magnetic, they cannot be degaussed. For the write-once variety, only physical destruction will do.
- g. Removable "solid state" storage devices are also now available. These "flash memory drives or jump drives" devices are solid state and are non-volatile (the memory maintains data even after all power sources have been disconnected). The drives must be encrypted and returned to IT for data removal when no longer needed. Examples include CompactFlash, Memory Stick, Secure Digital, Smart Media and other types of plug-ins, and a range of "mini" and "micro-drive" flash devices that use USB or FireWire ports. Secure over-writes (following manufacturer specifications) are possible for these media as well. Neither degaussing nor over-writing offers absolute guarantees. Unless, of course, one is willing to disintegrate, incinerate, pulverize, shred, or smelt. As with paper, the method of disposal depends on the perceived risks of discovery, and estimates of the type of threat.
- h. Paper containing sensitive information should be shredded. Strip-cut shredders that comply with the IRS 1075 requirements will be used to shred paper (also called straight-cut or spaghetti-cut) render paper into thin, long strips.
- i. End of life for equipment: Once storage devices equipment reaches its their usable expectancy, they will be physically destroyed. Hardware is properly disposed of. Hard drives are erased using Kill disk with DDOS level (U.S. Department of Defense level) features. After hard drives have been Killdisked, they are stored in the data center until they can be taken to DHS MN IT Services, 444 Lafayette Road N, St. Paul, MN 55103, where they are shredded. (This includes all tapes, disks, storage devices) PCs, laptops, servers, printers are all recycled through local resources in a manner that is environmentally friendly.

Section 11 - Technical Safeguards

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- a. **Unique User Identification:**
- Southwest Health and Human Services IT staff will assign a unique name and/or number for identifying and tracking user identity.
- b. **Emergency Access Procedures:**
- Emergency Access will be established by the Security Officer and as directed in Admin Policy #8 - Disaster Recovery Plan.
 - When leaving workstation area, staff must log off their workstation.
- c. **Encryption and Decryption of PHI:**
- All hard drives are encrypted, using HP Protect tools or Bitlocker-Drive Encryption. Decryption is performed only during times of repair or if data becomes corrupt. The Decryption key is located in the Data Center which has limited access. Email is can be encrypted by ZIX mail, it is automatic and works with minimal effort from the sender so long as "Securemail" is used as part of the subject line.
- d. **Audit Controls:**
- Audit Controls are in place such as user account controls which lock an end-user out of their account after a predetermined number of failed login attempts or log-in failures. Log files are gathered in various systems and are monitored by IT staff, through Appxender to be reviewed as necessary.
 - Southwest users seeking access to any network, system, or application must not misrepresent themselves by using another person's User ID and Password, smart card, or other authentication information.
 - Southwest users are not permitted to allow other persons or entities to use their unique User ID and password, smart card, or other authentication information.
 - A reasonable effort must be made to verify the identity of the receiving person or entity prior to transmitting EPHI/PII.
 - Requests for access to systems must be made in writing by the supervisor either by completing a form for new staff and/or position changes or by submitting a formal written request to the Help Desk.
 - When staff change positions, IT will send the previous and current supervisor a list of access the staff has. The previous and new supervisor will indicate which access should be kept and which access should be removed at the time the employee changes positions. If access is to be kept for a short transition time - this will be noted on the form.

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**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 18**

EFFECTIVE DATE: 12/19/12

REVISION DATE: 06/15/16; 8/17/22

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- PASSWORDS ---

Section 1 - Overview

- a. Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of Southwest Health and Human Services resources. All users, including contractors and vendors with access to Southwest Health and Human Services systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

Section 2 - Purpose

- a. The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

Section 3 - Scope

- a. The scope of this policy includes all personnel including interns and contractors who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Southwest Health and Human Services facility, has access to the Southwest Health and Human Services network, or stores any non-public Southwest Health and Human Services information.

Section 4 - Policy

- a. General
 - ♦ All system-level passwords (e.g., root, enable, Windows Administrator, application administration accounts, etc.) must be changed on at least a ~~monthly~~ annual basis and must conform to the same IRS 1075 requirements that other user accounts adhere to. ~~are a minimum of 15 characters. Passwords must be unique and cannot be reused for 6 months. Server passwords require alphabetic, numeric and special characters. Only IT personnel have access to the server (administrator) passwords.~~
 - ♦ All users accounts must have passwords that comply with the IRS 1075 requirements at a minimum. This is enforced by information technology.

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software and network controls which enforce the password requirements at the time that the user changes a password.

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- User accounts that have system-level privileges granted through group memberships or programs must have a unique password from all other accounts held by that user.
- All user level and system-level passwords must conform to the guidelines described below.
- All staff will be given annual training on the use of safe passwords to keep up with industry standards. All new staff will be given the same training.

Guidelines

- **General Password Construction Guidelines** All users at Southwest Health and Human Services should be aware of how to select strong passwords.
 - Strong passwords have the following characteristics:
 - Contain at least three of the five following character classes:
 - Lower case characters
 - Upper case characters
 - Numbers
 - Punctuation
 - "Special" characters (e.g. @!\$%&*()_+|^~\{}|!:"'<>/ etc.)
 - Contain at least fifteen alphanumeric characters.
 - Weak passwords have the following characteristics:
 - The password contains less than fifteen characters
 - The password is a word found in a dictionary (English or foreign)
 - The password is a common usage word such as:
 - Names of family, pets, friends, co-workers, fantasy characters, etc.
 - Computer terms and names, commands, sites, companies, hardware, software.
 - The words "Southwest Health and Human Services", "sanjose", "sanfran" or any derivation.
 - Birthdays and other personal information such as addresses and phone numbers.
 - Word or number patterns like aaabbb, qwerty, zyxwvuts, 123321, etc.

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- If an account or password compromise is suspected, report the incident to the IT Department help desk and IT Director immediately.

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- c. Use of Passwords for Remote Access Users Access to the Southwest Health and Human Services Networks via remote access is to be controlled using either a one-time password authentication or a public/private key system with a strong passphrase.

- Remote access staff are bound by the same password requirements as staff who are working within our offices.

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Section 5 – Enforcement

- a. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Password cracking or guessing may be performed on a periodic or random basis by the IT Department or its delegates. If a password is guessed or cracked during these exercises, the user/owner will be required to change it.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 24**

EFFECTIVE DATE: 02/17/16

REVISION DATE: 06/15/16; 08/17/22

AUTHORITY: Southwest Health and Human Services Governing Board

--- EQUIPMENT DISPOSAL POLICY ---

Section 1 – Purpose

- a. The purpose of this policy is to define the guidelines for the disposal of technology equipment and components owned by Southwest Health and Human Services.

Section 2 – Introduction

- a. Technology equipment often contains parts which cannot simply be thrown away. Proper disposal of equipment is both environmentally responsible and often required by law. In addition, hard drives, USB drives, CD-ROMs and other storage media contain various kinds of Southwest Health and Human Services data, some of which is considered sensitive. In order to protect our constituent's data, all storage mediums must be properly erased before being disposed of. However, simply deleting or even formatting data is not considered sufficient. When deleting files or formatting a device, data is marked for deletion, but is still accessible until being overwritten by a new file. Therefore, special tools must be used to securely erase data prior to equipment disposal.

Section 3 - Scope

- a. This policy applies to any computer/technology equipment or peripheral devices that are no longer needed within Southwest Health and Human Services including, but not limited to the following: personal computers, servers, hard drives, laptops, mainframes, smart phones, or handheld computers (i.e., Windows Mobile, iOS or Android-based devices), peripherals (i.e., keyboards, mice, speakers), printers, scanners, typewriters, compact and floppy discs, portable storage devices (i.e., USB drives), backup tapes, printed materials.

All Southwest Health and Human Services employees and affiliates must comply with this policy.

Section 4 – Policy Technology Equipment Disposal

- a. When Technology assets have reached the end of their useful life they should be sent to the IT Department office for proper disposal.

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- b. The IT Department will securely erase all storage mediums in accordance with current industry best practices.
- c. All data including, all files and licensed software shall be removed from equipment using disk sanitizing software that cleans the media overwriting each and every disk sector of the machine with zero-filled blocks, meeting Department of Defense standards.
- d. No computer or technology equipment may be sold to any individual other than through the processes identified in this policy.
- e. No computer equipment should be disposed of via skips, dumps, landfill etc. Electronic recycling bins may be periodically placed in locations around Southwest Health and Human Services. These can be used to dispose of equipment. The IT Department will properly remove all data prior to final disposal.
- f. All electronic drives must be degaussed or overwritten with a commercially available disk cleaning program. Hard drives may also be removed and rendered unreadable (drilling, crushing or other demolition methods).
- g. Computer Equipment refers to desktop, laptop, tablet or netbook computers, printers, copiers, monitors, servers, handheld devices, telephones, cell phones, disc drives or any storage device, network switches, routers, wireless access points, batteries, backup tapes, etc.
- h. The IT Department will place a sticker on the equipment case indicating the disk wipe has been performed. The sticker will include the date and the initials of the technician who performed the disk wipe.
- i. Technology equipment with non-functioning memory or storage technology will have the memory or storage device removed and it will be physically destroyed.
- j. Prior to leaving Southwest Health and Human Services premises, all equipment must be removed from the Information Technology inventory system.

This policy is to sunset on 08/17/22.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 28**

EFFECTIVE DATE: 11/20/19

REVISION DATE: 08/17/22

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--PHYSICAL ACCESS TO WORK AREAS--

Section 1 – Purpose

- a. The purpose of this policy is to outline protocol regarding physical access to our work areas and buildings in order to insure compliance with data privacy, Health Insurance Portability and Accountability Act (HIPAA) and Federal Tax Information (FTI). This includes access to the building via keys, key codes and/or ID Badges.

Section 2 - Practice

- a. To ensure access is monitored and audited the following will be implemented:
1. Access logs for keycard entries will be reviewed monthly by the Security Officer.
 2. When an employee separates from the agency the badge/keycard will be collected by the supervisor. Keycard access will be removed at the time of separation.
 3. The access logs will be reviewed annually by the security officer to ensure that access for employees that have left the agency has been removed.
 4. Keycards will be audited annually to ensure that all keycards are accounted for. Supervisors will perform the audit and report back to the Security Officer by a confirmation email stating that the audit has been done and all keycards are accounted for.
 5. Keypad codes will be changed monthly. The process will be initiated by Information Technology (IT) and announced on SharePoint.
 6. Keypad codes will be changed whenever an employee separates from agency. The code will be changed after the end of the day on the last day of employment, initiated by IT. The new code will be announced on SharePoint.
 7. Keys issued to staff will be collected at the time of separation by their supervisor.

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8. Each person in each office responsible for issuing keys to staff will do an audit of keys annually. A confirmation email will be sent to the Security Officer in December of each year stating that the audit has been done and all keys are accounted for.

This policy is to sunset on 08/17/22.

Integrity

Employee Benefits, LLC



BenefitsConnect Contract Proposal for SWHHS

Integrity Employee Benefits

Current System Services Included to date:

- **Implement and build out the Benefits Connect Online Enrollment System for all benefits.**
 - **System Functions that come with the system:**
 - Allow admins/employees to have full access to the system all year round.
 - Employees can apply life events online themselves. Changes need to be approved by HR.
 - Track Health History/EOI's
 - Full open enrollment online
 - Full reporting capabilities
- Integrity Employee Benefits will build out the system annually and implement any updates that are needed.
- Integrity Employee Benefits will pull all elections out of the system once open enrollment has been completed and send to Southwest Health and Human Services for completion with the carriers manually.
- Run and send Payroll files to CPT when Open Enrollment ends after the data is reviewed and approved by Southwest Health and Human Services.
- Provide ongoing assistance with any issues or questions regarding the system.

Below is the current pricing structure for Benefits Connect:

\$1.79 Per Employee per month to build out and use the system year-round for all the benefits (i.e., Health, HSA, Dental, Life, Disability, Vision etc.)

Current employee count 253

Current Annual cost for the system: $253 * 1.79 * 12 = \$5,434.77$

Proposed additional cost PEPM (per person per month)

\$1.21 Per Employee per month to send electronic files with employee elections to the carriers.

Looking at current employee count 253

Annual Increase- $253 * \$1.21 * 12 = \$3,673.56$