



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

Board Agenda
Wednesday October 19, 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 9/21/2022 Board Minutes

- D. Introduce New Staff:
 - Jordan Hacker, Eligibility Worker, Redwood Falls
 - Jessie Wichmann, Registered Nurse, Pipestone

- E. Employee Recognition:
 - Melanie Feikema, 1 year, Fraud Prevention Specialist, Luverne
 - Kyla Fuerstenberg, 1 year, Social Worker (CMH), Luverne
 - Christine Versaevel, 15 years, Social Services Supervisor, Marshall

HUMAN SERVICES (cont.)

F. Financial

G. Caseload

	<u>9/22</u>	<u>9/21</u>	<u>8/22</u>	<u>7/22</u>
Social Services	3,681	3,703	3,653	3,674
Licensing	399	411	395	395
Out-of-Home Placements	178	174	184	182
Income Maintenance	14,435	13,409	14,243	14,206
Child Support Cases	2,848	2,947	2,866	2,930
Child Support Collections	\$707,869	\$736,333	\$691,702	\$660,865
Non IV-D Collections	\$94,751	\$67,469	\$15,173	\$111,184

H. Discussion/Information

1.

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 9/21/2022 Board Minutes

L. Financial

COMMUNITY HEALTH (cont.)

M. Caseload	<u>09/22</u>	<u>08/22</u>	<u>07/22</u>
WIC	N/A	2,001	1,978
Family Home Visiting	39	40	25
PCA Assessments	5	13	13
Managed Care	238	191	158
Dental Varnishing	0	0	0
Refugee Health	0	0	1
Latent TB Medication Distribution	4	5	15
Water Tests	208	221	199
FPL Inspections	45	49	50
Immunizations	30	39	15
COVID Vaccine Admin	0	0	0
Car Seats	14	6	11

- N. Discussion/Information
1. Environmental Health 2023 Fee Schedule – Jason Kloss
 2. TANF/New Horizon’s contract – Kristin Deacon

- O. Decision Items
1. CTC supply request – Kristin Deacon

GOVERNING BOARD

- P. Call to Order

- Q. Consent Agenda
1. Amend/Approval of Agenda
 2. Identification of Conflict of Interest
 3. Approval of 9/21/2022 Board Minutes

- R. Financial

GOVERNING BOARD (cont.)

S. Human Resources Statistics

	<u>09/22</u>	<u>09/21</u>	<u>08/22</u>	<u>07/22</u>
Number of Employees	234	235	235	232
Separations	1	2	6	2
New Hires	3			

Current Open Positions - 11

T. Discussion/Information

1. Agency ByLaws

U. Decision Items

1. Kristine Ebnet, Accounting Technician, probationary appointment (12 months), \$17.28 hourly, effective 10/10/2022
2. Michelle Timm, County Agency Social Worker (CPS), probationary appointment (12 months), \$24.36 hourly, effective 10/10/2022
3. Personnel Policy #3 Leaves and Holidays
4. IT Request for HIPAA required shredders – Chris Cauwels
5. IT Request for IRS 1075 Compliance Software Tenable Pro – Chris Cauwels
6. IT Request for Server Storage – Chris Cauwels
7. IT Request for Video Conferencing/Zoom or alternative – Chris Cauwels
8. Unclaimed Property Listing
9. Request for County Agency Social Worker-Long Term Care
10. Donations:
 - 3 Lap Quilts and 5 Twin Size Quilts – St. Catherine’s Mission Sewing
 - 25 blankets-Gloria Dei Church, Redwood Falls
 - Backpacks with books for children ages 1 to teen – Modern Woodmen Fraternal Finance
11. Contracts

V. Adjournment

Next Meeting Dates:

- **Wednesday, November 16, 2022 – Marshall**
- **Wednesday, December 21, 2022 – Marshall**
- **Wednesday, January 18, 2023 - Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

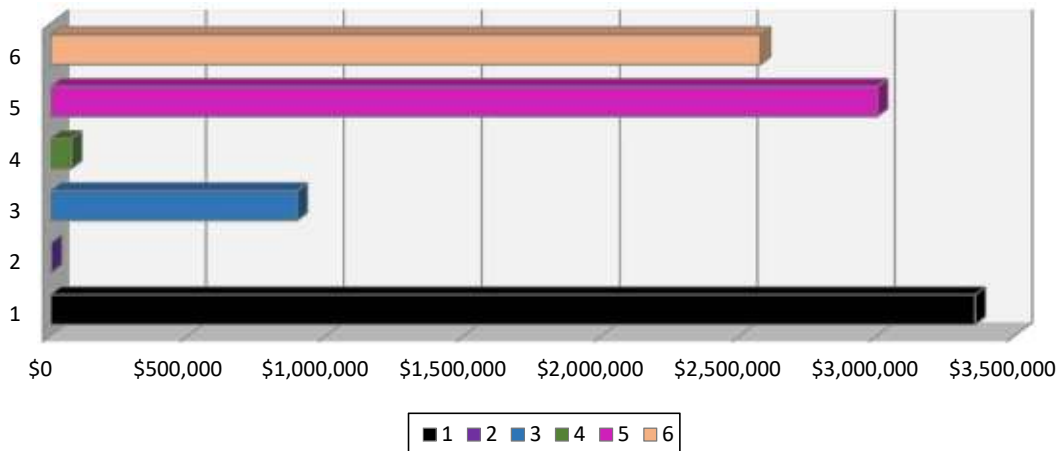
Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne Offices

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

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

Description	Month	Running Balance	
BEGINNING BALANCE		\$4,532,194	
RECEIPTS			
Monthly Receipts	1,817,058		
County Contribution	9,401		
Interest on Savings	4,935		
TOTAL MONTHLY RECEIPTS		1,831,394	
DISBURSEMENTS			
Monthly Disbursements	3,007,825		
TOTAL MONTHLY DISBURSEMENTS		3,007,825	
ENDING BALANCE		\$3,355,763	
REVENUE			
<i>Checking/Money Market</i>	<i>\$3,355,763</i>		
<i>SS Benefits Checking</i>	<i>\$3,000</i>		
<i>Bremer Savings</i>	<i>\$893,339</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>\$2,574,247</i>		
ENDING BALANCE		\$9,901,872	September 2021 Ending Balance \$8,596,377
DESIGNATED/RESTRICTED FUNDS			September 2021 Ending Balance
Agency Health Insurance		\$684,754	\$1,075,655
LCTS Lyon Murray Collaborative		\$188,635	
LCTS Rock Pipestone Collaborative		\$67,986	
LCTS Redwood Collaborative		\$22,407	
Local Advisory Council		\$678	September 2021 Ending Balance
AVAILABLE CASH BALANCE		\$8,937,412	\$7,193,294

REVENUE DESIGNATION



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

September 2022

DATE	RECEIPT or CHECK #	DESC	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				4,532,194.01
09/02/22	78170-78173	Payroll		1,329.29	4,530,864.72
09/02/22	123698-123713	Disb		5,291.63	4,525,573.09
09/02/22	13455-13463 ACH	Disb		1,060.16	4,524,512.93
09/02/22	123714-123750	Disb		139,323.19	4,385,189.74
09/02/22	13464-13491 ACH	Disb		26,365.14	4,358,824.60
09/02/22	50551-50586	Deposit	432,172.09		4,790,996.69
09/06/22	10273	Disb		100,829.13	4,690,167.56
09/06/22	50587-50604	Deposit	147,855.43		4,838,022.99
09/07/22	10274	Disb		4,260.76	4,833,762.23
09/09/22	10387-10404	Payroll		140,725.87	4,693,036.36
09/09/22	78174-78413 ACH	Payroll		532,179.50	4,160,856.86
09/09/22	123751-123776	Disb		2,750.42	4,158,106.44
09/09/22	13492-13509 ACH	Disb		1,545.46	4,156,560.98
09/09/22	123777-123837	Disb		90,537.50	4,066,023.48
09/09/22	13510-13568 ACH	Disb		119,106.15	3,946,917.33
09/09/22	VOID 117125	Disb		(148.50)	3,947,065.83
09/09/22	50605-50638	Deposit	219,243.76		4,166,309.59
09/12/22	10275	Disb		49,247.41	4,117,062.18
09/13/22	50639-50657	Deposit	35,264.94		4,152,327.12
09/16/22	123838-123862	Disb		2,076.01	4,150,251.11
09/16/22	13569-13582 ACH	Disb		14,648.77	4,135,602.34
09/16/22	123863-123920	Disb		143,129.86	3,992,472.48
09/16/22	13583-13617 ACH	Disb		70,337.91	3,922,134.57
09/16/22	50658-50701	Deposit	191,374.12		4,113,508.69
09/16/22	10276	Disb		56,105.00	4,057,403.69
09/19/22	10277	Disb		31,371.87	4,026,031.82
09/19/22	10278	Disb		16,553.22	4,009,478.60
09/20/22	50702-50722	Deposit	74,465.65		4,083,944.25
09/20/22	VOID 123796	Disb		(2,905.00)	4,086,849.25
09/23/22	123921-123964	Disb		9,465.40	4,077,383.85
09/23/22	13618-13667 ACH	Disb		8,794.20	4,068,589.65
09/23/22	123965-124097	Disb		78,573.08	3,990,016.57
09/23/22	13668-13773 ACH	Disb		59,019.01	3,930,997.56
09/23/22	10405-10422	Payroll		140,793.13	3,790,204.43
09/23/22	78414-78651 ACH	Payroll		518,373.03	3,271,831.40
09/23/22	124098-124119	Disb		3,469.20	3,268,362.20
09/23/22	13774-13780 ACH	Disb		678.12	3,267,684.08
09/23/22	124120-124177	Disb		215,742.36	3,051,941.72
09/23/22	13781-13799 ACH	Disb		121,918.40	2,930,023.32
09/23/22	50723-50752	Deposit	188,691.50		3,118,714.82
09/23/22	10279	Disb		13,892.50	3,104,822.32
09/23/22	10281	Disb		13,752.67	3,091,069.65
09/26/22	10280	Disb		25,204.84	3,065,864.81
09/27/22	50753-50774	Deposit	51,379.93		3,117,244.74
09/27/22	10282	Disb		13,752.21	3,103,492.53
09/28/22	transfer from SS Acct	Transfer	4,309.00		3,107,801.53
09/28/22	VOID 118618	Disb		(261.06)	3,108,062.59
09/30/22	124178-124204	Disb		9,871.00	3,098,191.59
09/30/22	13800-13810 ACH	Disb		5,708.59	3,092,483.00
09/30/22	124205-124243	Disb		161,957.17	2,930,525.83
09/30/22	13811-13827 ACH	Disb		61,400.57	2,869,125.26
09/30/22	50775-50827	Deposit	486,637.99		3,355,763.25
					3,355,763.25
	Balanced on 10/4/22 TCB				3,355,763.25
		TOTALS	1,831,394.41	3,007,825.17	

Checking - SS Beneficiaries
 Savings - Bremer
 Savings - First Interstate
 Investments - Magic Fund

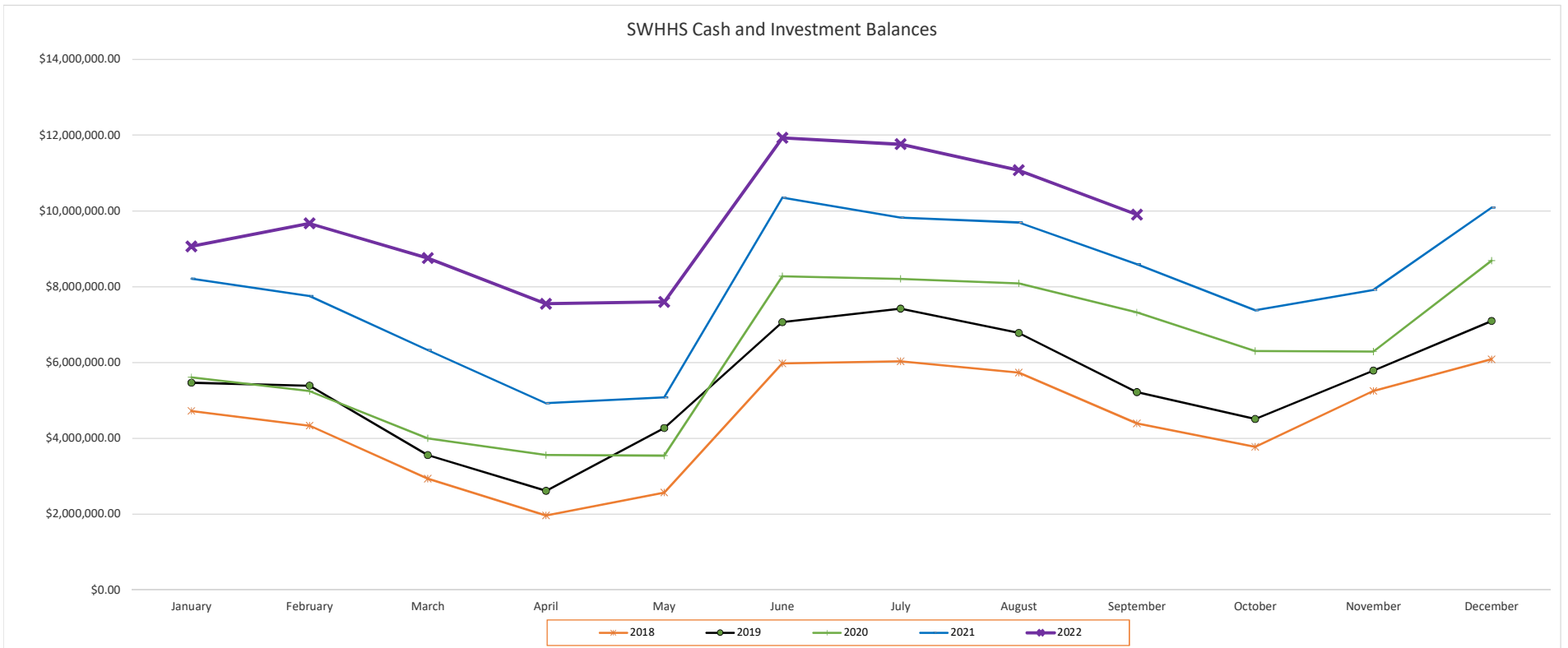
3,000.00
893,338.93
75,523.17
2,574,246.94

TOTAL CASH BALANCE

6,901,872.29

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

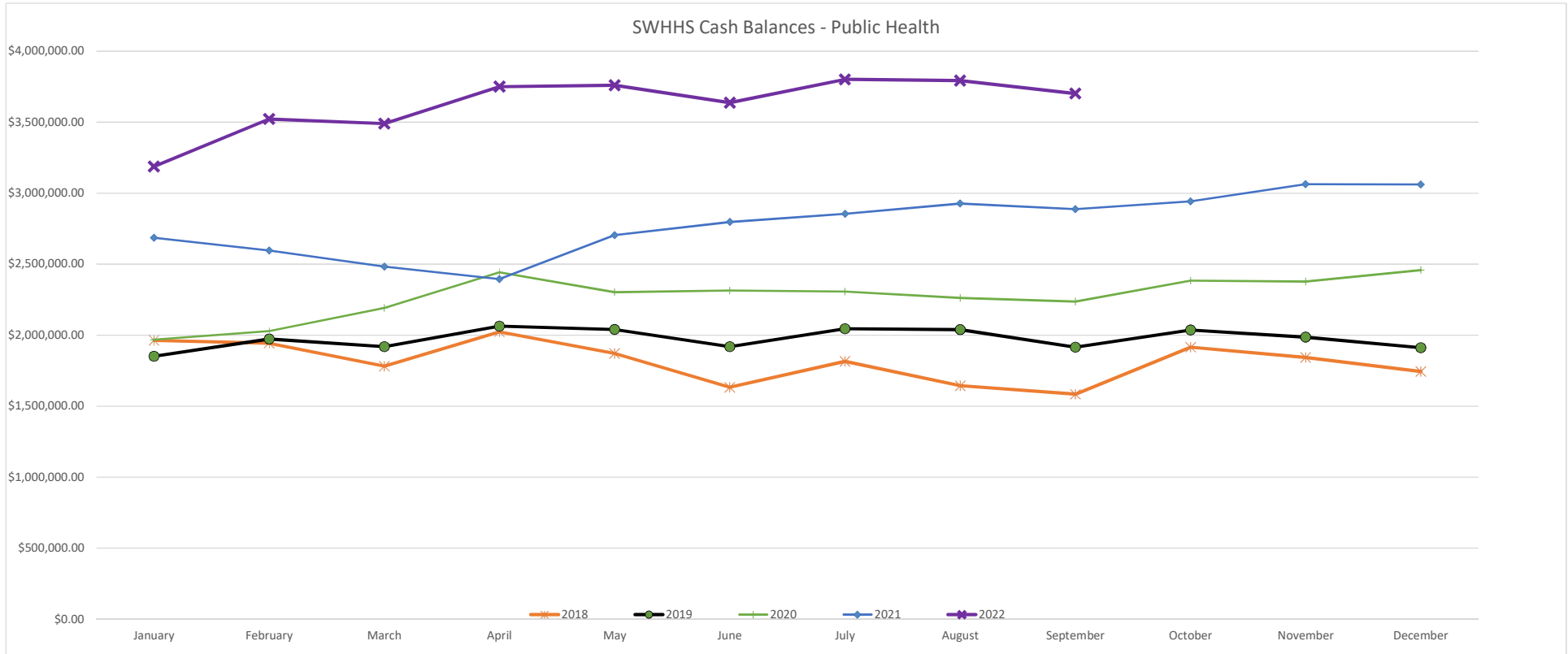
	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2018	\$4,721,044.88	\$4,333,938.53	\$2,935,770.10	\$1,965,449.62	\$2,570,090.71	\$5,977,407.40	\$6,033,326.24	\$5,731,633.62	\$4,391,517.44	\$3,775,199.56	\$5,252,398.36	\$6,085,906.40	\$4,481,140.24
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	\$11,073,388.31	\$9,901,872.00				\$9,700,247.87



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

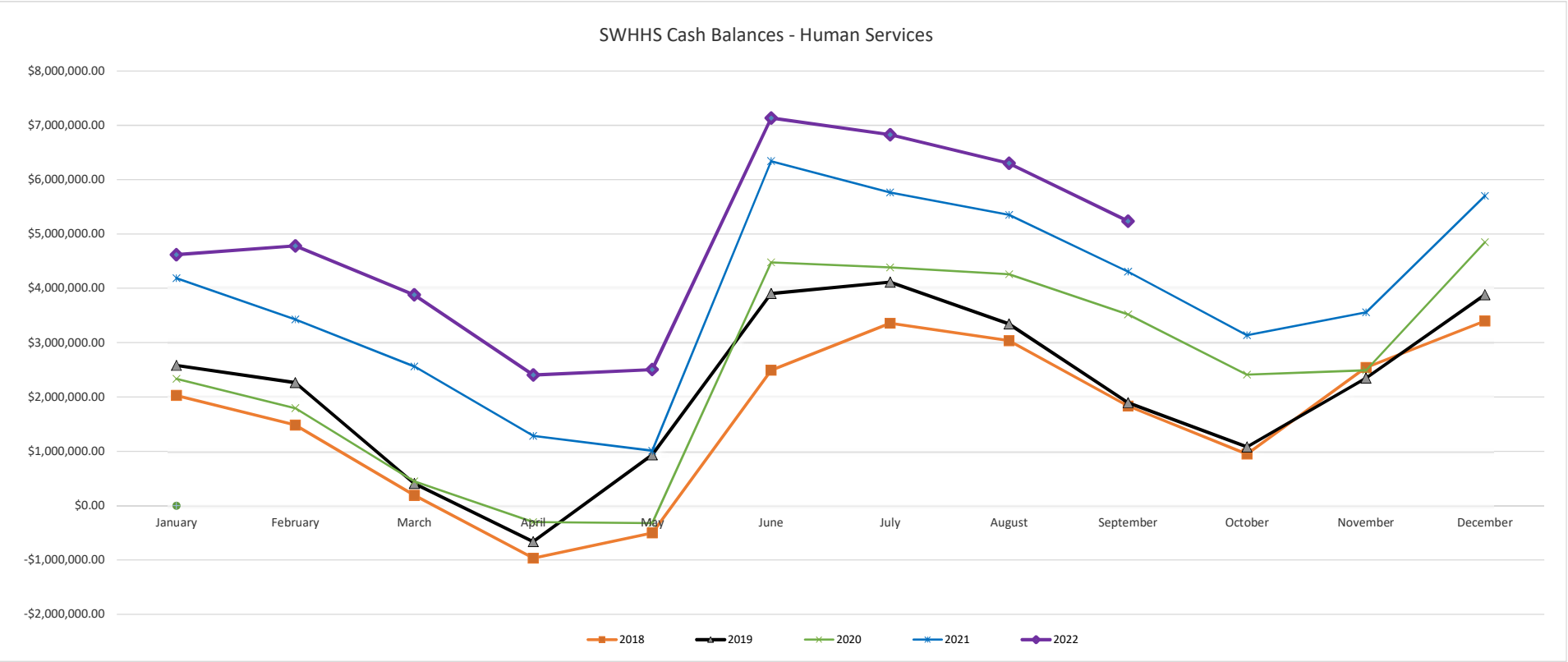
	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$1,962,214.72	\$1,943,637.75	\$1,780,622.98	\$2,023,315.56	\$1,870,382.57	\$1,633,344.06	\$1,816,127.45	\$1,643,850.72	\$1,584,218.99	\$1,914,793.23	\$1,842,417.33	\$1,743,836.48
2019	\$1,851,277.80	\$1,972,764.31	\$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	\$3,792,898.70	\$3,701,291.30			

Average for Year
\$1,813,230.15
\$1,974,715.22
\$2,272,723.97
\$2,783,206.62
\$3,627,181.51



SWHHS
Total Cash and Investment Balance by Month - Human Services

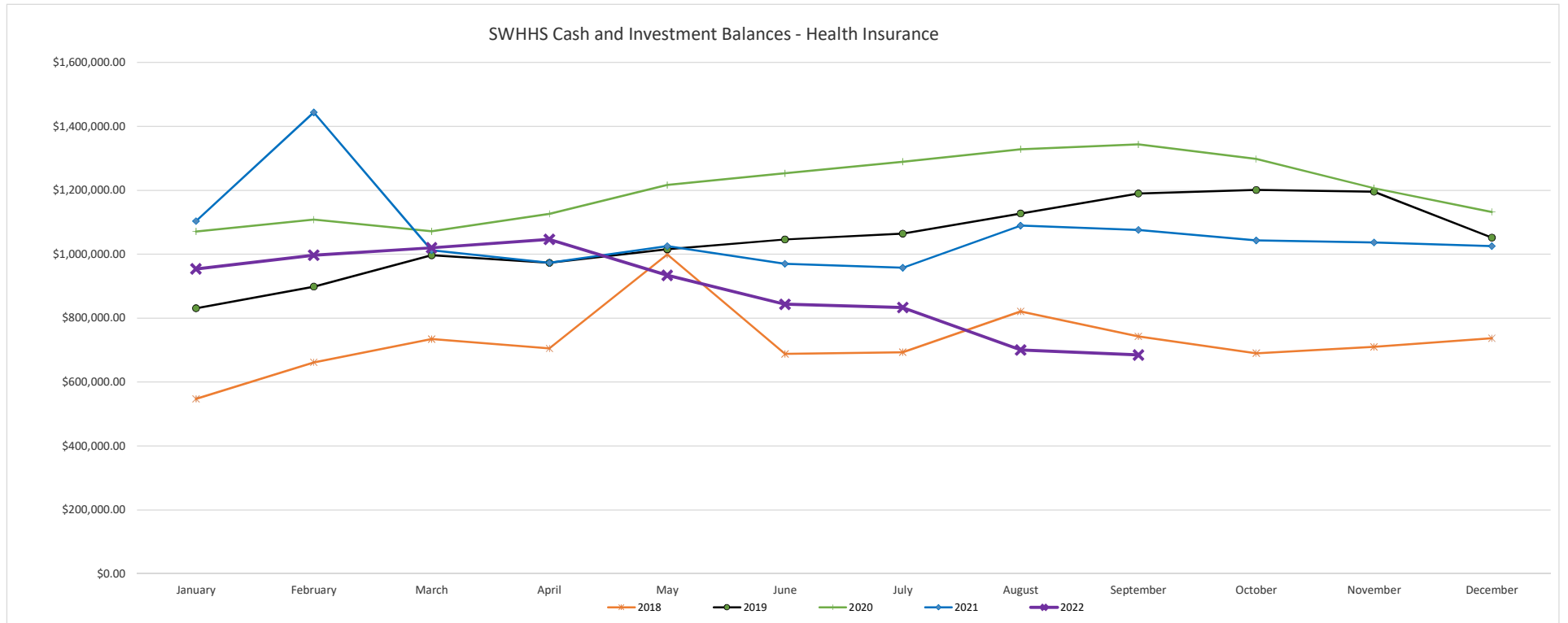
	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2018	\$2,027,812.89	\$1,484,259.33	\$191,366.90	-\$965,731.97	-\$501,975.29	\$2,490,788.49	\$3,357,738.65	\$3,035,839.30	\$1,833,134.33	\$948,482.40	\$2,542,047.76	\$3,397,063.22	\$1,653,402.17
2019	\$2,581,063.09	\$2,265,158.91	\$405,973.82	-\$661,408.85	\$934,705.49	\$3,904,218.27	\$4,115,284.54	\$3,342,408.83	\$1,895,296.62	\$1,080,003.92	\$2,347,069.20	\$3,881,423.66	\$2,174,266.46
2020	\$2,332,934.55	\$1,794,776.37	\$446,580.09	-\$301,075.40	-\$322,039.73	\$4,477,838.46	\$4,384,474.68	\$4,260,536.62	\$3,518,651.39	\$2,410,104.32	\$2,492,480.39	\$4,846,662.00	\$2,528,493.65
2021	\$4,187,134.17	\$3,427,813.26	\$2,563,120.41	\$1,286,019.28	\$1,010,954.13	\$6,340,125.80	\$5,763,584.58	\$5,352,275.38	\$4,305,643.19	\$3,134,667.60	\$3,557,047.37	\$5,699,958.61	\$3,885,695.32
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	\$6,300,253.90	\$5,236,120.79				\$4,854,141.50



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	700,529.94	684,754.43			

Average for Year
\$727,502.48
\$1,049,203.01
\$1,203,691.07
\$1,062,945.54
\$890,333.13



Southwest Health and Human Services



TCB
10/3/22 4:33PM

TREASURER'S CASH TRIAL BALANCE

As of 09/2022

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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		167,241.04	3,182,769.76	
Disbursements		42,854.08-	518,452.79-	
Payroll		215,994.36-	2,024,724.00-	
Fund Total		91,607.40-	639,592.97	3,221,291.30
5 Human Services Fund	452,414.25-			
410 General Administration				
Receipts		57,589.65	520,360.10	
Disbursements		71,432.34-	520,269.78-	
Payroll		8,887.71-	83,639.30-	
Journal Entries		0.00	1,146.73	
Dept Total		22,730.40-	82,402.25-	534,816.50-
5 Human Services Fund	1,513,160.78			
420 Income Maintenance				
Receipts		540,127.54	6,715,439.71	
Disbursements		369,314.54-	3,304,871.88-	
Payroll		350,895.65-	3,251,559.20-	
Journal Entries		0.00	1,146.73-	
Dept Total		180,082.65-	157,861.90	1,671,022.68
5 Human Services Fund	5,836,273.96			
431 Social Services				
Receipts		817,090.36	13,384,471.68	
Disbursements		152,999.08-	1,151,698.44-	
SSIS		700,828.26-	5,626,782.75-	
Payroll		732,696.80-	6,940,640.30-	
Dept Total		769,433.78-	334,649.81-	5,501,624.15
5 Human Services Fund	3,717,061.88-			
461 Information Systems				
Receipts		6,485.50	29,897.25	
Disbursements		562.48-	1,995.01-	
Payroll		24,926.30-	232,549.90-	

Southwest Health and Human Services



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TREASURER'S CASH TRIAL BALANCE

As of 09/2022

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<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	Dept Total		19,003.28 -	204,647.66 -	3,921,709.54 -
5	Human Services Fund	471	LCTS Collaborative Agency		
		0.00			
	Receipts		0.00	201,553.00	
	Disbursements		72,883.00 -	201,553.00 -	
	Dept Total		72,883.00 -	0.00	0.00
	Fund Total	3,179,958.61	1,064,133.11 -	463,837.82 -	2,716,120.79
61	Agency Health Insurance				
		1,025,248.14			
	Receipts		247,775.06	2,352,980.22	
	Disbursements		263,550.57 -	2,693,473.93 -	
	Fund Total		15,775.51 -	340,493.71 -	684,754.43
71	LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
		192,056.54			
	Receipts		0.00	59,287.00	
	Disbursements		0.00	62,708.43 -	
	Dept Total		0.00	3,421.43 -	188,635.11
	Fund Total	192,056.54	0.00	3,421.43 -	188,635.11
73	LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
		47,452.81			
	Receipts		0.00	23,521.00	
	Disbursements		0.00	2,988.00 -	
	Dept Total		0.00	20,533.00	67,985.81
	Fund Total	47,452.81	0.00	20,533.00	67,985.81
75	Redwood LCTS Collaborative	471	LCTS Collaborative Agency		
		63,370.51			
	Receipts		0.00	46,536.00	

Southwest Health and Human Services



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TREASURER'S CASH TRIAL BALANCE

As of 09/2022

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
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		1,836,309.15	26,516,815.72	
Disbursements		973,596.09-	8,545,511.26-	
SSIS		700,828.26-	5,626,782.75-	
Payroll		1,333,400.82-	12,533,112.70-	
Total		1,171,516.02-	188,590.99-	6,901,872.29

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 09/2022

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO- DATE	2022 BUDGET	% OF BUDG	% OF YEAR	
FUND 1 HEALTH SERVICES FUND						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	0.00	810,326.25-	1,080,435.00-	75	75	
INTERGOVERNMENTAL REVENUES	1,155.00-	153,397.00-	166,000.00-	92	75	
STATE REVENUES	63,234.73-	659,023.39-	939,267.00-	70	75	
FEDERAL REVENUES	48,633.48-	1,152,305.11-	1,119,614.00-	103	75	
FEES	53,189.57-	399,364.71-	481,630.00-	83	75	
EARNINGS ON INVESTMENTS	789.56-	2,290.37-	550.00-	416	75	
MISCELLANEOUS REVENUES	241.91-	4,819.99-	6,750.00-	71	75	
TOTAL REVENUES	167,244.25-	3,181,526.82-	3,794,246.00-	84	75	9% over
EXPENDITURES						
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	75	
PAYROLL AND BENEFITS	215,994.36	2,024,607.66	3,088,224.00	66	75	
OTHER EXPENDITURES	35,735.12	517,323.03	706,022.00	73	75	
TOTAL EXPENDITURES	251,729.48	2,541,930.69	3,794,246.00	67	75	8% under

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 09/2022

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO- DATE	2022 BUDGET	% OF BUDG	% OF YEAR	
FUND 5 HUMAN SERVICES FUND						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	9,401.39-	7,072,131.23-	11,954,362.00-	59	75	
INTERGOVERNMENTAL REVENUES	0.00	65,320.50-	95,971.00-	68	75	
STATE REVENUES	496,488.70-	4,626,686.18-	5,536,980.00-	84	75	
FEDERAL REVENUES	768,751.05-	5,855,409.15-	7,789,285.00-	75	75	
FEES	193,758.66-	1,774,369.34-	2,485,160.00-	71	75	
EARNINGS ON INVESTMENTS	4,145.23-	12,024.50-	2,200.00-	547	75	
MISCELLANEOUS REVENUES	68,257.80	850,560.54-	1,510,451.00-	56	75	
TOTAL REVENUES	1,404,287.23-	20,256,501.44-	29,374,409.00-	69	75	6% under
EXPENDITURES						
PROGRAM EXPENDITURES	881,269.45	8,438,971.13	12,167,552.00	69	75	
PAYROLL AND BENEFITS	1,129,749.08	10,510,954.05	14,490,742.00	73	75	
OTHER EXPENDITURES	240,660.85	1,768,455.90	2,716,115.00	65	75	
TOTAL EXPENDITURES	2,251,679.38	20,718,381.08	29,374,409.00	71	75	4% under

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>	<u>Current Month</u>	<u>Year- To- Date</u>	<u>Budget</u>	<u>%of Bdgt</u>	<u>%of Year</u>
1 FUND	Health Services Fund						
410 DEPT	General Administration						
0 PROGRAM	...						
			Revenue				75
			Expend.	774.04	45,292.62	0.00	0
			Net	774.04	45,292.62	0.00	0
910 PROGRAM	CHA/ CHIP						
			Revenue				75
			Expend.	1,706.44	1,706.44	0.00	0
			Net	1,706.44	1,706.44	0.00	0
930 PROGRAM	Administration						
			Revenue	1,070.28 -	880,950.65 -	1,147,735.00 -	77
			Expend.	49,416.80	467,042.08	757,820.00	62
			Net	48,346.52	413,908.57 -	389,915.00 -	106
410 DEPT	General Administration	Totals:	Revenue	1,070.28 -	880,950.65 -	1,147,735.00 -	77
			Expend.	51,897.28	514,041.14	757,820.00	68
			Net	50,827.00	366,909.51 -	389,915.00 -	94
481 DEPT	Nursing						
100 PROGRAM	Family Health						
			Revenue	520.53 -	11,355.45 -	22,780.00 -	50
			Expend.	1,120.28	9,827.86	13,539.00	73
			Net	599.75	1,527.59 -	9,241.00 -	17
103 PROGRAM	Follow Along Program						
			Revenue	2,458.27 -	11,650.69 -	32,900.00 -	35
			Expend.	2,054.80	21,419.18	18,276.00	117
			Net	403.47 -	9,768.49	14,624.00 -	67 -
110 PROGRAM	TANF						
			Revenue	28,393.83 -	129,982.78 -	127,876.00 -	102
			Expend.	424.53	82,135.87	94,553.00	87
			Net	27,969.30 -	47,846.91 -	33,323.00 -	144
130 PROGRAM	WIC						
			Revenue	21,143.00 -	483,943.00 -	450,000.00 -	108
			Expend.	44,029.55	389,662.05	620,585.00	63
			Net	22,886.55	94,280.95 -	170,585.00	55 -
210 PROGRAM	CTC Outreach						
			Revenue	0.00	139,961.81 -	262,270.00 -	53
			Expend.	14,987.90	138,599.98	299,144.00	46
			Net	14,987.90	1,361.83 -	36,874.00	4 -
265 PROGRAM	Strong Foundations FHV						
			Revenue	4,661.16 -	34,089.38 -	0.00	0
			Expend.	7,168.89	50,460.69	0.00	0
			Net	2,507.73	16,371.31	0.00	0

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>
270 PROGRAM	Maternal Child Health - Title V		Revenue	21,258.09 -	124,280.43 -	237,036.00 -	52	75
			Expend.	11,660.58	128,627.60	257,985.00	50	75
			Net	9,597.51 -	4,347.17	20,949.00	21	75
280 PROGRAM	MCH Dental Health		Revenue	0.00	0.00	1,200.00 -	0	75
			Expend.	54.01	949.77	13,375.00	7	75
			Net	54.01	949.77	12,175.00	8	75
285 PROGRAM	MCH Blood Lead		Revenue					75
			Expend.	142.19	2,312.04	0.00	0	75
			Net	142.19	2,312.04	0.00	0	75
295 PROGRAM	MCH Car Seat Program		Revenue	1,124.84 -	7,315.73 -	35,500.00 -	21	75
			Expend.	1,913.02	28,933.62	45,158.00	64	75
			Net	788.18	21,617.89	9,658.00	224	75
300 PROGRAM	Case Management		Revenue	34,058.99 -	314,736.36 -	451,000.00 -	70	75
			Expend.	22,542.83	214,736.90	432,037.00	50	75
			Net	11,516.16 -	99,999.46 -	18,963.00 -	527	75
330 PROGRAM	MNChoices		Revenue	0.00	124,760.87 -	154,000.00 -	81	75
			Expend.	18,375.86	136,803.19	219,957.00	62	75
			Net	18,375.86	12,042.32	65,957.00	18	75
603 PROGRAM	Disease Prevention and Control		Revenue	24,512.72 -	153,279.58 -	162,301.00 -	94	75
			Expend.	15,080.04	154,207.58	219,137.00	70	75
			Net	9,432.68 -	928.00	56,836.00	2	75
660 PROGRAM	MIIC		Revenue					75
			Expend.	22.42	358.41	0.00	0	75
			Net	22.42	358.41	0.00	0	75
481 DEPT	Nursing	Totals:	Revenue	138,131.43 -	1,535,356.08 -	1,936,863.00 -	79	75
			Expend.	139,576.90	1,359,034.74	2,233,746.00	61	75
			Net	1,445.47	176,321.34 -	296,883.00	59 -	75
483 DEPT	Health Education							
500 PROGRAM	Direct Client Services		Revenue	373.23 -	3,950.31 -	950.00 -	416	75
			Expend.	795.67	3,392.82	18,895.00	18	75
			Net	422.44	557.49 -	17,945.00	3 -	75
510 PROGRAM	SHIP		Revenue	22,282.06 -	202,846.70 -	224,631.00 -	90	75
			Expend.	17,005.29	187,265.26	224,541.00	83	75
			Net	5,276.77 -	15,581.44 -	90.00 -	17,313	75

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year- To- Date</u>	<u>Budget</u>	<u>%of</u> <u>Bdgt</u>	<u>%of</u> <u>Year</u>
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	1,618.93 -	10,155.00 -	16	75
			Expend.	19.42	3,059.14	10,155.00	30	75
			Net	19.42	1,440.21	0.00	0	75
541 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	1,191.28 -	10,155.00 -	12	75
			Expend.	19.60	2,407.32	10,155.00	24	75
			Net	19.60	1,216.04	0.00	0	75
551 PROGRAM	Pipestone Drug Free Communities		Revenue	0.00	128,567.67 -	125,000.00 -	103	75
			Expend.	8,790.65	103,465.10	125,000.00	83	75
			Net	8,790.65	25,102.57 -	0.00	0	75
900 PROGRAM	Emergency Preparedness		Revenue	0.00	58,141.09 -	95,357.00 -	61	75
			Expend.	6,442.94	60,290.49	112,734.00	53	75
			Net	6,442.94	2,149.40	17,377.00	12	75
905 PROGRAM	COVID- 19 Pandemic		Revenue	0.00	31,740.07 -	0.00	0	75
			Expend.	3,176.25	62,459.64	0.00	0	75
			Net	3,176.25	30,719.57	0.00	0	75
906 PROGRAM	COVID- 19 Vaccination Planning Grant		Revenue	0.00	88,251.80 -	0.00	0	75
			Expend.	95.20	8,891.51	0.00	0	75
			Net	95.20	79,360.29 -	0.00	0	75
907 PROGRAM	Crisis Response Workforce Grant (CO)		Revenue	0.00	2,927.34 -	0.00	0	75
			Expend.	0.00	6,946.34	0.00	0	75
			Net	0.00	4,019.00	0.00	0	75
483 DEPT	Health Education	Totals:	Revenue	22,655.29 -	519,235.19 -	466,248.00 -	111	75
			Expend.	36,345.02	438,177.62	501,480.00	87	75
			Net	13,689.73	81,057.57 -	35,232.00	230 -	75
485 DEPT	Environmental Health	800 PROGRAM	Revenue	1,733.00 -	182,254.52 -	216,400.00 -	84	75
			Expend.	17,523.32	168,016.03	247,237.00	68	75
			Net	15,790.32	14,238.49 -	30,837.00	46 -	75
809 PROGRAM	Environmental Water Lab		Revenue	3,654.25 -	63,730.38 -	27,000.00 -	236	75
			Expend.	6,386.96	62,661.16	53,963.00	116	75
			Net	2,732.71	1,069.22 -	26,963.00	4 -	75
485 DEPT	Environmental Health	Totals:	Revenue	5,387.25 -	245,984.90 -	243,400.00 -	101	75
			Expend.	23,910.28	230,677.19	301,200.00	77	75
			Net	18,523.03	15,307.71 -	57,800.00	26 -	75

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		Totals:					
			Revenue	167,244.25 -	3,181,526.82 -	3,794,246.00 -	84	75
			Expend.	251,729.48	2,541,930.69	3,794,246.00	67	75
			Net	84,485.23	639,596.13 -	0.00	0	75

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				75
			Expend.	21,230.33	80,460.44	105,344.00	76
			Net	21,230.33	80,460.44	105,344.00	76
410 DEPT	General Administration	Totals:	Revenue				75
			Expend.	21,230.33	80,460.44	105,344.00	76
			Net	21,230.33	80,460.44	105,344.00	76
420 DEPT	Income Maintenance						
0 PROGRAM	...		Revenue				75
			Expend.	0.00	636.36	0.00	0
			Net	0.00	636.36	0.00	0
600 PROGRAM	Income Maint Administrative/ Overhea		Revenue	6,113.31 -	2,273,281.06 -	3,758,977.00 -	60
			Expend.	125,412.30	1,027,890.01	1,551,896.00	66
			Net	119,298.99	1,245,391.05 -	2,207,081.00 -	56
601 PROGRAM	Income Maint/ Random Moment Payro		Revenue				75
			Expend.	206,321.32	1,963,352.08	2,645,029.00	74
			Net	206,321.32	1,963,352.08	2,645,029.00	74
602 PROGRAM	Income Maint FPI Investigator		Revenue	0.00	33,534.00 -	130,000.00 -	26
			Expend.	8,756.59	65,048.74	149,454.00	44
			Net	8,756.59	31,514.74	19,454.00	162
605 PROGRAM	MN Supplemental Aid (MSA)/ GRH		Revenue	4,861.36 -	36,423.19 -	65,400.00 -	56
			Expend.	7,917.73	39,702.16	65,000.00	61
			Net	3,056.37	3,278.97	400.00 -	820 -
610 PROGRAM	TANF(AFDC/ MFIP/ DWP)		Revenue	55.00 -	6,153.71 -	15,000.00 -	41
			Expend.	0.94	257.31	11,250.00	2
			Net	54.06 -	5,896.40 -	3,750.00 -	157
620 PROGRAM	General Asst (GA) / Burials		Revenue	72.97 -	19,972.90 -	51,500.00 -	39
			Expend.	41,909.50	277,371.81	401,125.00	69
			Net	41,836.53	257,398.91	349,625.00	74
630 PROGRAM	Food Support (FS)		Revenue	13,491.50 -	477,390.17 -	553,000.00 -	86
			Expend.	2,977.45	4,426.80	2,750.00	161
			Net	10,514.05 -	472,963.37 -	550,250.00 -	86

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	40,569.80 -	1,007,690.67 -	1,631,525.00 -	62	75
			Expend.	92,666.42	785,600.09	1,235,062.00	64	75
			Net	52,096.62	222,090.58 -	396,463.00 -	56	75
650 PROGRAM	Medical Assistance (MA)		Revenue	687,977.70 -	3,071,763.36 -	3,970,000.00 -	77	75
			Expend.	196,289.11	2,392,681.63	2,875,000.00	83	75
			Net	491,688.59 -	679,081.73 -	1,095,000.00 -	62	75
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	0.00	1,644.00 -	0.00	0	75
			Expend.					75
			Net	0.00	1,644.00 -	0.00	0	75
420 DEPT	Income Maintenance	Totals:	Revenue	753,141.64 -	6,927,853.06 -	10,175,402.00 -	68	75
			Expend.	682,251.36	6,556,966.99	8,936,566.00	73	75
			Net	70,890.28 -	370,886.07 -	1,238,836.00 -	30	75
431 DEPT	Social Services							
0 PROGRAM	...		Revenue	203,989.85	0.00	0.00	0	75
			Expend.					75
			Net	203,989.85	0.00	0.00	0	75
700 PROGRAM	Social Service Administrative/ Overhea		Revenue	53,187.03 -	7,212,543.26 -	11,059,756.00 -	65	75
			Expend.	247,851.40	1,962,209.18	3,032,994.00	65	75
			Net	194,664.37	5,250,334.08 -	8,026,762.00 -	65	75
701 PROGRAM	Social Services/ SSTS		Revenue					75
			Expend.	623,493.11	5,911,554.73	7,908,093.00	75	75
			Net	623,493.11	5,911,554.73	7,908,093.00	75	75
710 PROGRAM	Children's Social Services Programs		Revenue	213,151.48 -	1,543,181.94 -	1,936,045.00 -	80	75
			Expend.	350,335.12	3,310,448.81	3,886,574.00	85	75
			Net	137,183.64	1,767,266.87	1,950,529.00	91	75
711 PROGRAM	YIP Grant (Circle)- Dept of Public Safet		Revenue	0.00	23,968.63 -	0.00	0	75
			Expend.	2,373.79	23,343.09	0.00	0	75
			Net	2,373.79	625.54 -	0.00	0	75
712 PROGRAM	CIRCLE Program		Revenue	0.00	5,000.00 -	0.00	0	75
			Expend.	391.28	5,439.75	16,000.00	34	75
			Net	391.28	439.75	16,000.00	3	75
713 PROGRAM	STAY Program Grant (formerly SELF)		Revenue	0.00	50,049.00 -	53,000.00 -	94	75
			Expend.	2,013.67	25,273.27	53,000.00	48	75
			Net	2,013.67	24,775.73 -	0.00	0	75

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	68,197.36 -	193,131.00 -	220,000.00 -	88	75
			Expend.					
			Net	68,197.36 -	193,131.00 -	220,000.00 -	88	75
716 PROGRAM	FGDM/ Family Group Decision Making		Revenue	0.00	7,262.99 -	41,780.00 -	17	75
			Expend.	4,885.68	4,885.68	41,780.00	12	75
			Net	4,885.68	2,377.31 -	0.00	0	75
717 PROGRAM	Family Assmt Response Grant/ Discr F		Revenue	0.00	38,111.79 -	47,909.00 -	80	75
			Expend.	3,071.51	23,476.80	47,909.00	49	75
			Net	3,071.51	14,634.99 -	0.00	0	75
718 PROGRAM	PSOP/ Parent Support Outreach Progra		Revenue	0.00	25,676.72 -	30,853.00 -	83	75
			Expend.	912.34	8,101.44	30,853.00	26	75
			Net	912.34	17,575.28 -	0.00	0	75
720 PROGRAM	Child Care/ Child Protection		Revenue	2,150.00 -	16,132.00 -	18,600.00 -	87	75
			Expend.	380.00	552.30	4,600.00	12	75
			Net	1,770.00 -	15,579.70 -	14,000.00 -	111	75
721 PROGRAM	CC Basic Slide Fee/ Cty Match to DHS		Revenue	3,168.00 -	16,605.89 -	42,594.00 -	39	75
			Expend.	3,614.00 -	33,668.92	43,365.00	78	75
			Net	6,782.00 -	17,063.03	771.00	2,213	75
726 PROGRAM	MFIP/ SW MN PIC		Revenue	1,048.00 -	7,667.00 -	12,000.00 -	64	75
			Expend.					
			Net	1,048.00 -	7,667.00 -	12,000.00 -	64	75
730 PROGRAM	Chemical Dependency		Revenue	19,748.10 -	230,695.60 -	323,000.00 -	71	75
			Expend.	28,434.67	183,293.24	398,100.00	46	75
			Net	8,686.57	47,402.36 -	75,100.00	63 -	75
741 PROGRAM	Mental Health/ Adults Only		Revenue	102,295.55 -	930,203.71 -	1,317,814.00 -	71	75
			Expend.	110,479.34	1,117,746.22	2,023,955.00	55	75
			Net	8,183.79	187,542.51	706,141.00	27	75
742 PROGRAM	Mental Health/ Children Only		Revenue	99,396.87 -	747,988.15 -	881,694.00 -	85	75
			Expend.	17,214.51	563,608.74	1,937,363.00	29	75
			Net	82,182.36 -	184,379.41 -	1,055,669.00	17 -	75
750 PROGRAM	Developmental Disabilities		Revenue	121,522.39 -	563,798.04 -	853,928.00 -	66	75
			Expend.	22,846.45	197,220.46	330,428.00	60	75
			Net	98,675.94 -	366,577.58 -	523,500.00 -	70	75

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

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760 PROGRAM	Adult Services		Revenue	59,632.49 -	906,720.69 -	1,425,284.00 -	64	75
			Expend.	5,770.49	52,174.42	89,500.00	58	75
			Net	53,862.00 -	854,546.27 -	1,335,784.00 -	64	75
765 PROGRAM	Adult Waivers		Revenue	105,152.67 -	578,461.72 -	904,000.00 -	64	75
			Expend.	32,986.55	221,858.69	165,000.00	134	75
			Net	72,166.12 -	356,603.03 -	739,000.00 -	48	75
431 DEPT	Social Services	Totals:	Revenue	644,660.09 -	13,097,198.13 -	19,168,257.00 -	68	75
			Expend.	1,449,825.91	13,644,855.74	20,009,514.00	68	75
			Net	805,165.82	547,657.61	841,257.00	65	75
461 DEPT	Information Systems		Revenue	6,485.50 -	29,897.25 -	30,750.00 -	97	75
0 PROGRAM	...		Expend.	25,488.78	234,544.91	322,985.00	73	75
			Net	19,003.28	204,647.66	292,235.00	70	75
461 DEPT	Information Systems	Totals:	Revenue	6,485.50 -	29,897.25 -	30,750.00 -	97	75
			Expend.	25,488.78	234,544.91	322,985.00	73	75
			Net	19,003.28	204,647.66	292,235.00	70	75
471 DEPT	LCTS Collaborative Agency		Revenue	0.00	201,553.00 -	0.00	0	75
702 PROGRAM	LCTS		Expend.	72,883.00	201,553.00	0.00	0	75
			Net	72,883.00	0.00	0.00	0	75
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	0.00	201,553.00 -	0.00	0	75
			Expend.	72,883.00	201,553.00	0.00	0	75
			Net	72,883.00	0.00	0.00	0	75
5 FUND	Human Services Fund	Totals:	Revenue	1,404,287.23 -	20,256,501.44 -	29,374,409.00 -	69	75
			Expend.	2,251,679.38	20,718,381.08	29,374,409.00	71	75
			Net	847,392.15	461,879.64	0.00	0	75
FINAL TOTALS	1,063 Accounts		Revenue	1,571,531.48 -	23,438,028.26 -	33,168,655.00 -	71	75
			Expend.	2,503,408.86	23,260,311.77	33,168,655.00	70	75
			Net	931,877.38	177,716.49 -	0.00	0	75

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	2721	537	3258
September	2757	525	3282
October			0
November			0
December			0
Average	2710	567	2458

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	8	395	11	0	258	84	991	16	197	448	313	2721
September	8	392	11	0	257	87	1029	19	193	450	311	2757
October												0
November												0
December												0
	8	383	12	0	259	65	985	14	237	446	300	2671

Children's - Social Services Caseload

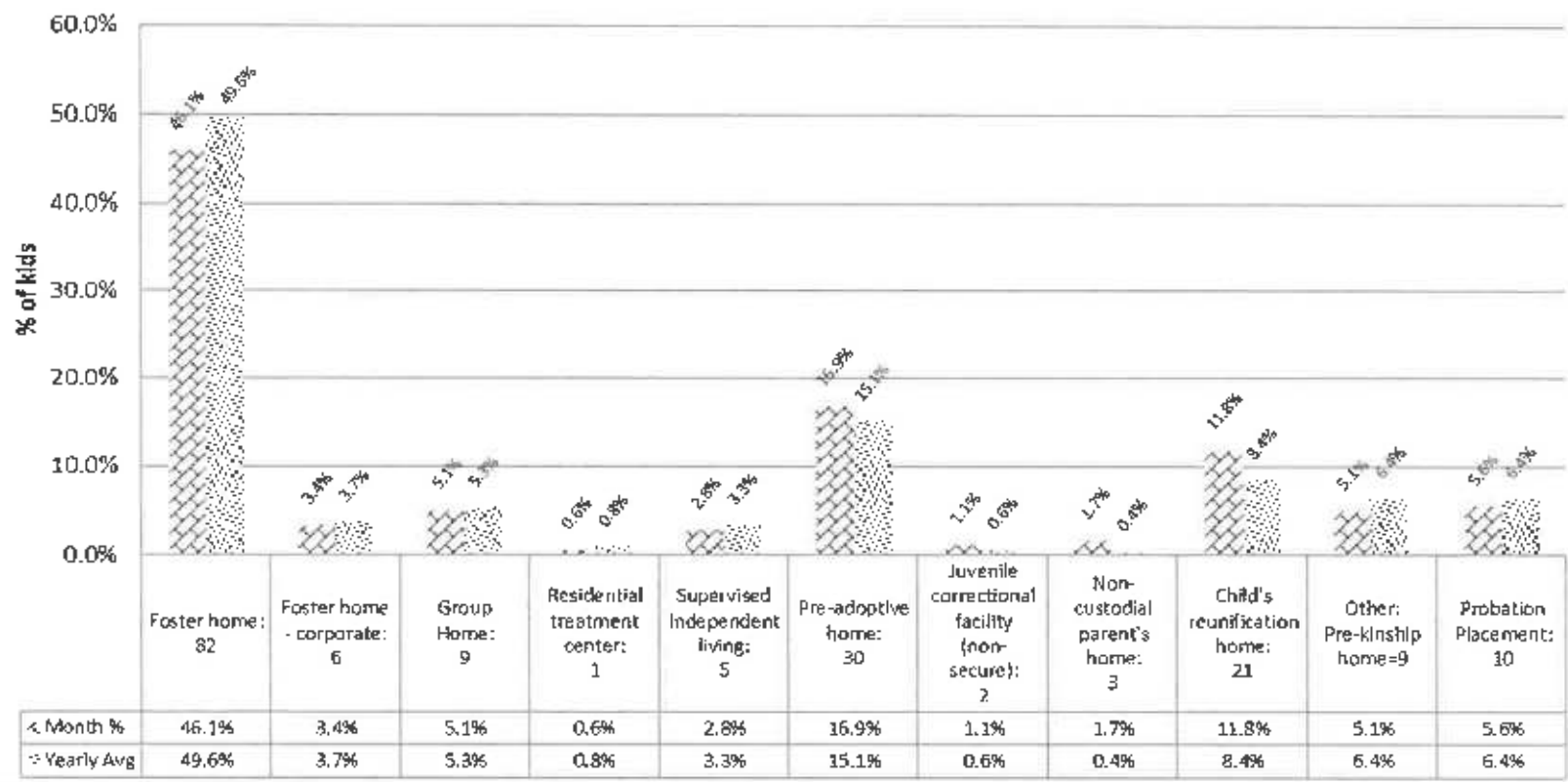
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	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	24	30	0	13	65	164	130	75	0	0	36	537
September	22	32	0	12	65	154	130	74	0	0	36	525
October												0
November												0
December												0
	22	29	0	13	64	178	145	79	0	0	36	592

2022 KIDS IN OUT OF HOME PLACEMENT - BY COUNTY

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD Average	2021 Average
Lincoln	6	6	6	6	6	6	6	6	4				6	6
Lyon	47	44	45	53	52	52	52	55	54				50	50
Murray	15	16	17	11	10	14	13	13	15				14	13
Pipestone	22	23	25	24	28	28	27	24	24				25	20
Redwood	57	58	70	72	74	76	74	75	72				70	64
Rock	5	5	7	8	8	10	10	11	9				8	13
Monthly Totals	152	152	170	174	178	186	182	184	178	0	0	0		

September 2022 - Placement by Category
178 Kids in Placement



September 2022: Total kids in placement = 178

Total of 6 Children entered placement

1	Lyon	Foster Home/Corporate
2	Murray	Foster Home
1	Pipstone	Residential Treatment Center
1	Redwood	Foster Home
1	Redwood	Probation

Total of 12 Children were discharged from placement (discharges from previous month)

2	Lincoln	Pre-kinship Home
1	Lyon	Pre-kinship Home
1	Lyon	Child's Reunification Home
1	Pipstone	Group Home
4	Redwood	Child's Reunification Home
1	Redwood	Pre-kinship Home
1	Rock	Group Home
1	Rock	Probation

NON IVD COLLECTIONS

September 2022

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	4,861
TANF (MFIP/DWP/AFDC)	05-420-610.5803	55
GA	05-420-620.5803	0
FS	05-420-630.5803	292
CS (PI Fee, App Fee, etc)	05-420-640.5501	228
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	59,567
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	2,809
OOH/FC Recovery	05-431-710.5803	9,392
CHILDCARE		
Licensing	05-431-720.5502	1,550
Corp FC Licensing	05-431-720.5505	600
Over Payments	05-431-721&722.5803	630
CHEMICAL DEPENDENCY		
SUD Assessment Fee	05-431-730.5504	2,115
CD Assessments	05-431-730.5519	938
Detox Fees	05-431-730.5520	1,500
SUD Treatment	05-431-730.5523	10,214
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		94,751



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	1978	25	13	158	0	1	15	199	50	15	11	0
8/22	2001	44	13	191	0	0	5	221	49	39	6	0
9/22		39	5	238	0	0	4	208	45	30	14	0
10/22												
11/22												
12/22												

*Includes telehealth visits



**Environmental Health Department
2023 Fees**

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

Base Fee (all establishments)	\$165.00
Limited Food Menu	\$ 56.00
Small Establishment	\$ 105.00
Medium Establishment	\$252.00
Large Establishment	\$398.00
School (no base fee)	\$290.00
Alcohol Bar Service	\$152.00
Beer or Wine Table Service	\$ 40.00
Additional Alcohol Bar Service	\$ 43.00
Licensed Facility Individual Water	\$ 56.00
County/City RCA Individual Water	\$ 0.00
Licensed Facility Individual Sewer	\$ 56.00
County/City RCA Individual Sewer	\$ 0.00
Lodging - No. of unit X	\$ 8.50 (Max \$850)
RCA Camping Cabin	\$ 8.50
County/City RCA Cabin	\$ 0.00
Seasonal Food Stand	\$ 85.00
Pool	\$225.00
Each Additional Pool	\$145.00
Spa/Whirlpool/Wading Pool	\$152.00
Each Additional Spa/Whirlpool/Wading Pool	\$ 89.00
Re-inspection Fee	\$150.00
Late Penalty Fee (1-7 days after Jan 31)	\$ 55.00
Late Penalty Fee (more than 7 days after Jan 31)	\$110.00

Youth Camp

Youth Camp Fee	\$140.00
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Fees for MHP/RCA

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

Special Event Food Stand:

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

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

Fees for Plan Review:

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

FBL Plan Fee:

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

MHP/RCA Plan Fee:

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

Radon

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

Water Sample Kit	\$5.00
Total Coliform Bacteria/E.Coli	\$22.00 - increase to \$25
Nitrate-nitrogen	\$20.00
Nitrite-nitrogen	\$20.00
Sulfate	\$17.00
Fluoride	\$18.00
Total Hardness	\$14.00
Total Dissolved Solids (TDS)	\$14.00
Total Iron	\$15.00
Sodium	\$18.00
Chloride	\$14.00
All 10 Tests	\$140.00

**Child and Teen Check Up Outreach Supplies
Authorization Summary
October 19, 2022 SWHHS Board Meeting**

Vendor	Description	Quantity	Quote
Nutrition Matters	Various health education brochures	1900	\$656.00
Noodle Soup	Various health education brochures	1650	\$320.00
Channing Bete	Various health booklets	1300	\$3,063.00
Noodle Soup	Healthy Kids totes	250	\$572.21
Henle Printing	Bright paper for mailings	10,000	\$726.27
Henley Printing	CTC Colorful Stickers	20,000	\$954.08
Henle Printing	Suicide & Crisis Lifeline business cards	2,000	\$152.20
Henle Printing	Suicide & Crisis Lifeline magnets	2,000	\$1,225.00
Smile Makers	Finger toothbrushes	100	\$102.49
Cubik	Popper Ball sensory	200	\$536.00
Cubik	LED Safety Whistle Keychain w/Flashlight	500	\$485.00
Cubik	Silicone Baby Bib	100	\$476.00
Cubik	Silicone Phone Wallet w/Metal Ring Holder	200	\$562.00
Cubik	Comfort Grip Pencil	500	\$370.00
Cubik	Tri-Color Sports Pack	150	\$492.50
Cubik	Spinner Pen	200	\$556.00
TOTAL			\$11,248.75

- **ALL COSTS** will be covered by the Child & Teen Check Up grant and have been approved in the work plan. This supply will last for approximately one year depending on the number of children enrolled and face to face contacts.
- Specific brochures have been used in the past, are not offered by any other vendors, and the cost has been deemed reasonable. Price breaks are offered depending on quantity. Shipping costs are not included in all quotes but will be added to costs. At this time, some shipping costs are not available until the payment information is added to the order. **Requesting approval for costs of items listed above plus any applicable shipping charges.**
- Give away items will be handed out at WIC appointments, health fairs, and school presentations.
- The above vendors have been checked on the SAM system and have no active exclusion records.



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YOUR SHOPPING CART

ESTIMATED TOTAL: \$656.00

CART ITEMS		QTY	ITEM PRICE	ITEM TOTAL
 <p>Baby Teeth Language: English CHANGE REMOVE</p>		5	\$14.00	\$70.00
 <p>Twelve Steps To A Healthy Family Language: English CHANGE REMOVE</p>		13	\$18.00	\$234.00
 <p>Bye Bye Bottle Language: English CHANGE REMOVE</p>		2	\$14.00	\$28.00

SUBTOTAL: \$656.00

ESTIMATE SHIPPING & TAX

GRAND TOTAL: \$656.00

CART ITEMS	QTY	ITEM PRICE	ITEM TOTAL
<p>Start Solids Safety Brochure (Ready To Eat Series)</p> <p>Language: English</p>	18	\$18.00	\$324.00

CHANGE

REMOVE

SUBTOTAL: \$656.00

ESTIMATE SHIPPING & TAX

GRAND TOTAL: \$656.00

COUPON CODE

If you have a coupon code, enter it in the box below and click 'Go'.

0.00

REDEEM GIFT CERTIFICATE

To pay for this order using a gift certificate, enter the gift certificate code in the box below and click 'Go'.

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CATEGORIES

- Our Services
- ONE
- Infants & Toddlers
- Children
- Market Nutrition
- PG, BF, PP Women
- Family



NOODLE SOUP™

		Product	Price	Quantity	Subtotal
X		Dangers of Second-Hand Smoke Parent Pack - English SKU: 4065	\$10.00	10	\$100.00
X		Ways to Praise Parent Pack - English SKU: 3860	\$10.00	3	\$30.00
X		Building Your Child's Self-Esteem flier pack - English SKU: 3765	\$9.00	10	\$90.00
X		Reducing Screen Time Quick Tips Flier pack - Bilingual SKU: 4646	\$10.00	10	\$100.00

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CART TOTALS

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Subtotal \$320.00

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Tax Taxes will be calculated at checkout

Total \$320.00

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MY CART (2)



A Healthy Home -- Keeping Tabs® On Household Hazards

Item: CBC1186

Language: English

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~~\$4.75~~ \$1.68

- 1000 +

\$1,680.00



Your Guide To Your Baby's First Year

Item: CBC0282

~~\$6.99~~ \$4.61

- 300 +

\$1,383.00

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Subtotal (1300 items): \$3,063.00


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NOODLE SOUP™

 Shipping costs updated.

	Product	Price	Quantity	Subtotal
X 	Healthy Kids Strong Families Laminated Grocery Tote SKU: 8834	\$1.95	250	\$487.50

[UPDATE CART](#)

CART TOTALS

Subtotal	\$487.50
Shipping	Shipping: \$48.75 Shipping to Marshall, MN 56258 . Change address
Tax	\$35.96
Total	\$572.21

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Stark Printing Inc
 dba Henle Printing
 601 Jewett Street
 Marshall, MN 56258
 507-532-4493

Estimate

No: 36765
 reprint: #-1
 Date: 10/6/22

KRISTIN DEACON
 SOUTHWEST HEALTH & HUMAN SERVICES
 607 W. MAIN
 SUITE 100
 MARSHALL MN 56258
 Phone: 507-836-6486 EXT 2012
 Fax:

Quantity	Description	Amount
10,000	10,000 LETTERHEAD (BLACK INK ON LEMON-LIME YELLOW PAPER) "CHILD AND TEEN CHECK UPS", 8.5 x 11 LEMON LIFT Astrobright 60 lb. 11x17/56580522,Cole,Business Papers,11 x 17,11 x 17,17 x 22	\$ 726.27
<p>Note: Due to paper scarcity, we cannot guarantee pricing or paper availability beyond 14 days from the date of estimate. If estimate is accepted, pricing will be adjusted at time of printing and paper substitution may also occur.</p>		<p>10,000 LETTERHEAD (BLACK</p>
		SUBTOTAL \$ 726.27
		SHIPPING
		TOTAL \$ 726.27
		AMOUNT DUE \$ 726.27



Stark Printing Inc
dba Henle Printing
601 Jewett Street
Marshall, MN 56258
507-532-4493

Estimate

No: 36786
reprint: #-1
Date: 10/6/22

KRISTIN DEACON
SOUTHWEST HEALTH & HUMAN SERVICES
807 W. MAIN
SUITE 100
MARSHALL MN 56258
Phone: 507-836-6486 EXT 2012
Fax:

Quantity	Description	Amount
1	20,000 (1.25"x2") "CHILD & TEEN CHECK UP" OVAL LABELS (5,000 OF EACH 4 DIFFERENT COLOR: BLUE, ORANGE, PINK, & GREEN) BLACK INK	\$ 919.20
<p>Note: Due to paper scarcity, we cannot guarantee pricing or paper availability beyond 14 days from the date of estimate. If estimate is accepted, pricing will be adjusted at time of printing and paper substitution may also occur.</p>		<p style="text-align: right;">SUBTOTAL \$ 919.20</p> <p style="text-align: right;">SHIPPING \$ 34.88</p> <p style="text-align: right;">TOTAL \$ 954.08</p> <p style="text-align: right;">AMOUNT DUE \$ 954.08</p>
18,000 (1.25"x2") "CHILD &		



Stark Printing Inc
dba Henle Printing
601 Jewett Street
Marshall, MN 56258
507-532-4493

Estimate

No: 36769

reprint: #-1

Date: 10/6/22

KRISTIN DEACON
SOUTHWEST HEALTH & HUMAN SERVICES
607 W. MAIN
SUITE 100
MARSHALL MN 56258
Phone: 507-836-6486 EXT 2012
Fax:

Quantity	Description	Amount
2,000	2,000 BUSINESS CARDS: 986 SUICIDE & CRISI LIFELINE WALLET CARD WITH ICONS FULL COLOR 2 SIDED, 3.5 x 2 White Digital - Cougar Smooth Cover 100 lb./122670822,White,Cole,Business Papers,12 x 18,17 x 22	\$ 152.20
<p>Note: Due to paper scarcity, we cannot guarantee pricing or paper availability beyond 14 days from the date of estimate. If estimate is accepted, pricing will be adjusted at time of printing and paper substitution may also occur.</p>		<p style="text-align: right;">2,000 BUSINESS CARDS: 986</p> <p style="text-align: right;">SUBTOTAL \$ 152.20</p> <p style="text-align: right;">SHIPPING</p> <p style="text-align: right;">TOTAL \$ 152.20</p> <p style="text-align: right;">AMOUNT DUE \$ 152.20</p>



Stark Printing Inc
dba Henle Printing
601 Jewett Street
Marshall, MN 56258
507-532-4493

Estimate

No: 36768
reprint: #-1
Date: 10/6/22

KRISTIN DEACON
SOUTHWEST HEALTH & HUMAN SERVICES
607 W. MAIN
SUITE 100
MARSHALL MN 56258
Phone: 507-836-6486 EXT 2012
Fax:

Quantity	Description	Amount
2,000	2,000 (4.75x4.75) "988 SUICIDE & CRISI LIFELINE" FULL COLOR .019 MAGNET	\$ 1,175.00
0	SHIPPING TBD	\$ 0.00
<p>Note: Due to paper scarcity, we cannot guarantee pricing or paper availability beyond 14 days from the date of estimate. If estimate is accepted, pricing will be adjusted at time of printing and paper substitution may also occur.</p>		<p>SUBTOTAL \$ 1,175.00</p> <p>SHIPPING \$ 50.00</p> <p>TOTAL \$ 1,225.00</p> <p>AMOUNT DUE \$ 1,225.00</p>
	250 (4.75x4.75) "988 SUICIDE &	



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Country

United States

State/Province

Minnesota

Zip/Postal Code

56258

Please select one method

GROUND SERVICES \$21.00

THIRD DAY \$38.00

SECOND DAY \$41.00

UPS NEXT DAY EARLY AM \$67.00

NEXT DAY \$87.00

Subtotal

\$102.49

Shipping (GROUND SERVICES)

\$21.00

Tax

\$9.11

Order Total

\$132.60

PROCEED TO CHECKOUT

Item	Price	Qty	Subtotal
<p>SmileCare™ Infant Finger Teething Toothbrushes SKU # DEN435 Delivery: One Time</p> <p>Would you like to receive regular shipments of this item?</p> <p><input checked="" type="radio"/> One Time Delivery</p> <p><input type="radio"/> <input type="text"/> - Details </p> <p>Delivery every :</p> <p>Every 180 Days </p>	\$102.49	<input type="text" value="1"/>	\$102.49
<p>EDIT REMOVE ITEM</p>			

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Hottest Products:

October 05, 2022



Popper Ball

Item number: IAYKO-PCDEP

A wildly-fun and new way to relieve stress, this popper stress ball is great for people of all ages. Go ahead and pop it! You can't resist! Features: Made of squeezably soft silicone. Relieves stress and helps with focus. Great for people with sensory issues. Interactive pop bubbles regain their shape with each squeeze. 3 1/4" Diameter

Colors: Black, Blue, White, Rainbow

Decoration Information: Pad Printed. 1 1/4" W x 3/8" H; Standard - Front Tab imprint area.

Qty	200
Price	\$2.38
Set up Charge	\$60.00
Total	\$536.00

Price Includes: 1 color;1 location

Packaging and Delivery: Bulk. 100 units per carton. 8 lbs. per carton. Carton dimensions 18"x14"x9". Normal production time is 9 working days.



LED Whistle Keychain w/Flashlight

Item number: SZXIN-GPKXE

Sturdy split ring Key Chain with red LED light and Whistle. Excellent for safety programs. Includes a one color, one location imprint. Optional full color digital imprint is also available. 2 1/2" L x 1" W

Colors: Translucent Blue, Translucent Green, Translucent Purple, Translucent Red, Black, White

Decoration Information: 2" W x 1/2" H; Approx. 2" x 7/16" imprint area.

Qty	500
Price	\$0.86
Set up Charge	\$55.00
Total	\$485.00

Price Includes: 1 color;1 side;1 location

Packaging and Delivery: Polybagged. 500 units per carton. 14 lbs. per carton. Carton dimensions 12"x12"x6". Normal production time is 6-10 working days. Rush service production time (additional charge) is 1 working days.



Silicone Baby Bib

Item number: QURMJ-NGBPE

This Waterproof baby bib is made of a soft silicone material. The bib features a large wide pocket that safely keeps your babies, infants, toddlers clothes clean. The Bib can be rolled up for taking on the go and features an adjustable neck piece. Can be easily cleaned by hand washing or throwing it in the dishwasher. The perfect giveaway for daycare centers, baby boutiques, and even maternity wards! 9 1/4" W x 11" H

Colors: White

Decoration Information: Pad printed. 4.5" W x 2.5" H; Front Center imprint area.

Qty	100
Price	\$4.16
Set up Charge	\$60.00
Total	\$476.00

Price includes: 1 color;1 location

Packaging and Delivery: Bulk. 360 units per carton. 65 lbs. per carton. Carton dimensions 20"x18"x18". Normal production time is 10 working days. Rush service production time (additional charge) is 1-4 working days.



Silicone Phone Wallet w/Metal Ring Holder

Item number: KXYNO-NFYEN

This wallet holds up to 3 cards securely. Credit cards are protected from deactivation and the finger ring is great for a better grip on your phone and acting as a stand for the phone on tabletops when watching or sharing videos and photos. 2.125" W x 3.375" H

Colors: Black, Blue, Lime Green, Orange, Red, White, Purple, Pink

Decoration Information: Pad printed, 2" W x 0.5" H; imprint area.

Qty	200
Price	\$2.56
Set up Charge	\$50.00
Total	\$562.00

Price Includes: 1 color;1 location

Packaging and Delivery: Bulk. Normal production time is 3-5 working days.



Comfort Grip Pencil

Item number: DYTHK-DUBND

The Comfort Grip Pencil is a .5mm European-styled push mechanical pencil featuring a black grip and chrome trim. 5.375" L x 0.4" Diameter

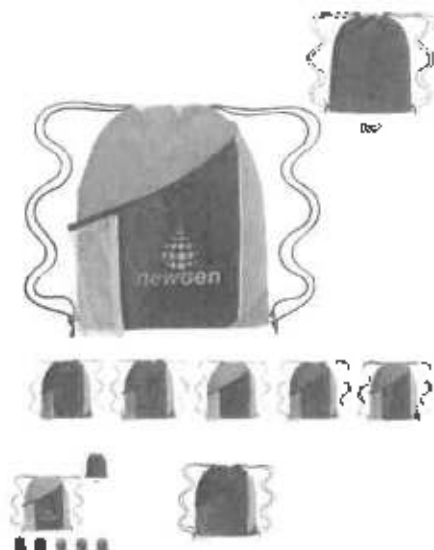
Colors: Green, Black, Burgundy, Dark Blue, Assorted

Decoration Information: Screen Printing - 1-color. 5/8" H x 1.75" W; Barrel imprint area.

Qty	500
Price	\$0.71
Set up Charge	\$15.00
Total	\$370.00

Price Includes: 1 color;1 location

Packaging and Delivery: Bulk (Standard), D-1 / D-5 Deluxe Boxes, Suedette . 1000 units per carton. 9 lbs. per carton. Carton dimensions 14"x6"x14". Normal production time is 5-7 working days. Rush service production time (additional charge) is 3-4 working days.



Tri-Color Sports Pack

Item number: VYQEI-GGXMV

Made Of 210D Polyester. Large Front Pocket . Side Mesh Pocket, Drawstring Closure. Spot Clean/Air Dry. 13" W x 17 3/4" H

Colors: Black/black, Black/lime, Black/orange, Black/purple, Black/red, Black/royal

Decoration Information: Heat transfer, silk screen. 5" W x 5" H; Front Imprint area.

Qty	150
Price	\$2.95
Set up Charge	\$50.00
Total	\$492.50

Price Includes: 1 Color;1 Location

Packaging and Delivery: Bulk. 100 units per carton. 12 lbs. per carton. Carton dimensions 19"x15"x12". Normal production time is 3-10 working days.



Spinner Pen

Item number: FXTHG-LWQJD

Plunger Action . Spinner On Top . Perfect For Reducing Stress And Boredom . Encourages Focus And Self-Soothing For Users With Anxiety, Attention Disorders And More . Fun For All Ages (5+) . 5 1/2" H

Colors: Black, Blue, Lime, Orange, Purple, Red, White

Decoration Information: Silk screen. 1 1/4" W x 1/2" H; Front imprint area.



Qty	200
Price	\$2.58
Set up Charge	\$40.00
Total	\$556.00

Price Includes: 1 Color; 1 Location

Packaging and Delivery: Bulk. 50 units per carton. 5 lbs. per carton. Carton dimensions 13"x6"x4". Normal production time is 3-10 working days.



Redwood Falls, MN• 507-637-4041.

Ivanhoe, MN• 507-694-1452 Slayton, MN• 507-836-6144

Pipestone, MN• 507-825-6720 Luverne, MN• 507-283-5070

Marshall, MN• Human Services 507-537-6747 • Health Services 507-537-6713

Bylaws of Southwest Health and Human Services

Adopted: 12/20/2017

Revised:

01/15/2020; 12/21/22

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The undersigned, being the governing body and board of directors of Southwest Health and Human Services, a joint powers board created under the provisions of Minnesota Statutes, §§471.59 and 402A.35, Chapter 145A, and Minnesota Statutes 393 in accordance with the power granted to it by the provisions of section I of the Southwest Health and Human Services Joint Powers Agreement, hereby adopt the following bylaws.

ARTICLE 1: PURPOSE

The purpose of Southwest Health and Human Services and its governing body, the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board is set forth in a joint powers agreement executed by the Minnesota counties of Lincoln, Lyon, Murray, Pipestone, Redwood and Rock (hereinafter referred to as the "Southwest Health and Human Services Joint Powers Agreement").

The purpose of these bylaws is to set forth the regulation of the affairs and manner of operation for the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board and the governance of its members. These bylaws should be read in conjunction with the Southwest Health and Human Services Joint Powers Agreement.

ARTICLE 2: TERM OF BYLAWS

These bylaws shall become effective upon approval by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board and shall continue in force and effect, with all subsequent amendments as provided in Article 14, for such time as the Southwest Health and Human Services Joint Powers Agreement remains in effect.

ARTICLE 3: COMPOSITION & ORGANIZATION

Section 3.1 Board member appointments and recognition. After each member county appoints its two representatives and one lay member to serve on the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board. All Board members shall be recognized as provided in Article II, III, and IV of the Joint Powers Agreement.

Section 3.2 Committees. The Southwest Health and Human Services Joint Board shall establish an Executive Committee composed of one commissioner from each of the member counties. The Southwest Health and Human Services Joint Board shall also establish a Finance Committee composed of three commissioners, appointed by the chairperson of the Southwest Health and Human Services Joint Board. The Southwest Health and Human Services Joint Board shall establish a Personnel Committee made of up the chairperson of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board. Other committees established by a majority vote of the Joint Health and Human Services Board as provided for in Article 10. Individual commissioners may also be appointed as representatives of the board to other committees such as the insurance collaborative and insurance committee.

ARTICLE 4: OFFICERS

Section 4.1 Election of officers. The Southwest Health and Human Services Joint Powers Board, Southwest Health Community Health Board and Southwest Human Services Board shall elect officers beginning at its first meeting of the year. Officers will be elected so there is representation from each county.

Section 4.2 Term of office. The term of office shall end upon the close of the meeting at which the next chair or vice chair is elected. (i.e. January meeting)

Section 4.3 Single office. No board member may hold more than one office at a time. No board member shall hold the same office for more than two (2) consecutive years.

Section 4.4 Chair duties and responsibilities. The chair's duties and responsibilities include the following:

- (a) Ensuring the integrity of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board process by presiding over Joint Health and Human Services Board, Southwest Health Community Health Board and Southwest Human Services Board meetings and directing the preparation of the agenda for such meetings in a manner that:
 - (i) Ensures that the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board conducts business consistent with its own rules and those legitimately imposed upon it from outside the organization;
 - (ii) Limits meeting decision-making or discussion to those issues that, according to the bylaws or other policies adopted by the Joint Health and Human Services Board, are clearly the responsibility of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board to decide (and not the responsibility of the chief executive officer) or to monitor; and
 - (iii) Facilitates deliberation that is timely, orderly, fair, and thorough, but also efficient, limited in time, and kept to the point.
- (b) Except as otherwise provided in the Joint Powers Agreement, appointing board members to serve on committees established by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board.

- (c) Representing the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board as its principle spokesperson.
- (d) The chair of the Joint Health and Human Services Board shall attend the entrance and exit interview for the annual financial audit.

The chair's duties and responsibilities do not include making decisions about policies established by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board nor supervising and directing the executive director or Southwest Health and Human Services staff independent of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board.

Section 4.5 Vice chair duties and responsibilities. Whenever the chair is unable to serve, the vice chair shall exercise the duties and responsibilities of the chair.

Section 4.6 Absence of chair and vice chair. In the absence of the chair and the vice chair of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board the remaining Board members shall elect from among themselves a chair pro tem who shall perform the duties of chair for that meeting.

Section 4.7 Clerk. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall appoint a Southwest Health and Human Services staff person to serve as the clerk to the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board.

ARTICLE 5: MEETINGS

Section 5.1 Open meetings. All meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board, including its committees and subcommittees, shall be conducted in public, except where authorized or directed by federal or state law to close a meeting.

Section 5.2 Public speech during meetings. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall determine the degree and method of soliciting public input on a topic-specific basis.

Section 5.3 Rules of public conduct during meetings. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board Chair has the discretion to permit public comment during Board meetings. Members of the public are expected to be courteous, respectful and conscientious during their comments.

Section 5.4 Regular meeting frequency. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Boards shall meet monthly.

Section 5.5 Scheduling of special meetings. Meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board may be called by the chair or upon request from at least two board members not from the same member county.

Section 5.6 Notice of meetings. Notice of meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board, including its committees and subcommittees, shall include the meeting date, time, location, and purpose, and be made as follows:

- (a) **Regular meetings.** For regular meetings, a schedule shall be kept on the Southwest Health and Human Services' website. Member counties are encouraged to display this information on their meeting calendars, in whatever form they deem appropriate.
- (b) **Special, non-emergency meetings.** For special meetings that are not emergency meetings, but are (1) regular meetings held at a time or place different from that stated on its regular meeting schedule or (2) meetings not conducted as part of the normal routine but planned far enough in advance to be scheduled, notice shall be posted on the Southwest Health and Human Services' website and emailed, mailed, or -at the option of Southwest Health and Human Services -- otherwise delivered at least three days before the date of the meeting to parties that have filed a request for notice as referenced below.
- (c) **Emergency meetings.** For emergency meetings that are called because of circumstances that, in the judgment of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board Chair requires immediate attention, a good faith effort shall be made by Southwest Health and Human Services to post notice of the meeting date, time, place, and purpose on the Southwest Health and Human Services' website, and by phone, email, or other means to the members and alternates, and any party that has filed to receive notice.
- (d) **Filing to receive notice.** Parties may file a request with the clerk of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board to receive notice of special meetings, including emergency meetings. Requests for notice of special meetings may expire annually and may need to be refilled. The clerk shall notify such parties of impending expiration and ability to refile a request at least 30 days prior to expiration.

Section 5.7 Cancellation of meetings. The chair may cancel regular meetings for good cause. Notice of such cancellation shall be provided as far in advance of the scheduled meeting as possible and in the same methods as meeting notice is provided.

Section 5.8 Method of meetings. Meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall be ordinarily held in person except as follows:

- (a) ~~Inelegant weather exception.~~ The chair determines ~~that inelegant weather will result in the lack of a quorum.~~
- (b)(a) **State of emergency exception.** The chair determines that an in-person meeting is not practical or prudent because of a health pandemic or because a state of emergency has been declared under Minnesota Statutes, Chapter 12.

Section 5.9 Regular meeting agendas. At least five days prior to a regular meeting of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board the clerk or designee shall email the agenda to board members, ~~lay board members and county administrators~~ and alternate board members and post the agenda on the Southwest Health and Human Services' website. Unless otherwise determined when the agenda is approved, the order of business shall be:

- (a) Call to order
- (b) Pledge
- (c) Employee Recognition; Introduce New Staff
- (d) Agenda approval
- (e) Consent agenda, conflict approval, and approval minutes
- (f) discussion items, informational items, and reports
- (g) Decision items
- (h) Adjourn

Section 5.11 Other meeting agendas. At least three days prior to a special meeting that is not an emergency meeting, the clerk or designee shall email the agenda to board members and alternate board members and post on the Southwest Health and Human Services' website. The business conducted at a special meeting shall be limited to those items specified in the agenda.

Section 5.12 Copies of board materials. At least one copy of any printed materials related to agenda items that the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board is considering that were distributed to all members of Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board at or before the meeting shall be available for public inspection while the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board considers the subject. The copy (ies) may be available in paper or electronic form, at the discretion of the clerk, but shall be provided in paper form to a member at the member's request.

Section 5.13 Quorum. A quorum for the conduct of all business by the Southwest Health and Human Services Joint Board shall consist of seven (7) board members, including alternate board members appearing in place of the regular board members. A quorum for the conduct of all business by the Southwest Community Health Board shall consist of four (4) board members, including alternate board members appearing in place of the regular board members. A quorum for the conduct of all business by the Southwest Human Services Board shall consist of

ten (10) board members (commissioners and lay board members), including alternate board members appearing in place of the regular board members. When a board member and their alternate are present at a regular meeting or special meeting, only the board member is seated at the meeting table.

Section 5.14 Vote.

- (a) Upon the request of any board member immediately preceding a vote by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board, the chair shall repeat the motion, the name of the member who made the motion, and the name of the member who seconded the motion.
- (b) Any board member may request to have their vote entered in the minutes.
- (c) When a board member and their alternate are both present at a regular or special meeting, only the board member may cast votes and be recorded in proceedings.
- (d) A simple majority vote is required for all matters except for those identified in the Southwest Health and Human Services Joint Powers Agreement.
- (e) No proxy votes or absentee votes shall be allowed.

Section 5.15 Record of meetings. A record of the meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board its committees and subcommittees, shall be made available to the public, upon approval by the relevant body, by publication on the Southwest Health and Human Services' website. The record shall, at a minimum, contain the following information:

- (a) The date, time, and location of the meetings.
- (b) The attendance and absence of each board member.
- (c) The outcome of a vote on an action taken in a meeting that is required to be open, along with the name of the board member who made the motion and the name of the board member who seconded the motion.
- (d) The vote of each board member on appropriations of money, except for payments on judgments, claims, and amounts fixed by statute.
- (e) The vote of a board member who requests to have their individual vote entered into the minutes.
- (f) Board members will identify any conflict of interest during the consent agenda. The abstention from a vote by a board member will be acknowledged by the Board Chair and their reason for abstaining, if one is given. The minutes will reflect any board member who has abstained.

ARTICLE 6: POWERS AND DUTIES OF JOINT POWERS BOARD

The powers and duties of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board are set forth in the Southwest Health and Human Services Joint Powers Agreement.

ARTICLE 7: BOARD MEMBER RESPONSIBILITIES

Section 7.1 Ethical and businesslike. Board members shall carry out their responsibilities in an ethical and businesslike manner. Civility and respect at all time with one another, staff and the public are required.

Section 7.2 Authority. Board members shall support the legitimacy and authority of Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board decisions, irrespective of the member's personal position on the issue.

Board members shall not attempt to exercise individual authority *over* the organization except as explicitly set forth in Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board policies. Board members' interaction with the executive director or with staff must recognize the lack of authority in any individual board member or group of board members except as noted above. There should be no unilateral decisions.

Board members' interaction with the public, press or other entities must recognize the role of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board designated spokesperson. No Board member shall speak on behalf of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board unless that person has been designated to speak on the issue and an official Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board position has been *voted* upon. However, board members may choose to speak as a representative of the organization to educate and promote the organization.

Section 7.3 Handling consent agenda. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board will attend to consent agenda items as expeditiously as possible. If a Board member wishes to discuss a consent agenda item, they must seek removal of the item from the consent agenda prior to approval of the meeting agenda.

Section 7.4 Executive Director performance monitoring. Board members shall monitor and evaluate the executive director performance consistent with explicit Southwest Health and

Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board policies.

Section 7.5 Governing characteristics. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall govern with an emphasis on vision, long-term impact and outcomes, strategy, and pro-active leadership over administrative detail.

Section 7.6 Accountability. As stewards of the public trust and funding, the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall be accountable for Southwest Health and Human Services to enhance community safety and wellness through the delivery of quality services with great results and shall avoid unethical or inappropriate conduct.

The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall enforce upon itself whatever discipline is necessary to govern with excellence, including attendance and preparation for meetings, establishment of policies that align with the governing characteristics, clarity and respect of roles, and ensuring the continuance of governance capability.

The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall regularly monitor its own process and performance and seek to continuously improve through orientation of new board members, board member development, education, and robust input and deliberation.

Section 7.7 Leadership. In leading, Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall educate and inform the general public about health and human services and shall inspire and empower the staff to deliver quality services with great results with:

- (a) Provision and adherence to broad organizational values;
- (b) Consideration of diversity of viewpoints.

Section 7.9 Group responsibility and authority. The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board is vested with group responsibility and group authority. While no single Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board member has individual authority, the effective forging of Southwest Health and Human Services Joint Health and Human Services Board, Southwest Health Community Health Board and Southwest Human Services Board decision and values requires board members to take individual responsibility for expressing their individual values and perspectives and those of the member's county.

Section 7.9 Annual planning. Each year the Joint Health and Human Services Board shall determine the date for an annual planning meeting. The Southwest Joint Health and Human Services Board shall also follow an annual agenda that:

- (a) Starts a planning cycle with the Joint Powers Board's development of its agenda for the next year.
- (b) Articulates goals and strategies for the coming one or more years.
- (c) Concludes the annual planning cycle each year by the last day of May so that administrative planning and budgeting for the following calendar year can be based on accomplishing a one-year segment of the Joint Powers Board's most recent statement of goals and strategies.
- (d) Completes a review of policies on a regular cycle.
- (e) Review of the agency's bylaws

Section 7.10 Annual review of executive director performance. Executive Director Performance monitoring will be included on the Southwest Joint Health and Human Services Board agenda at least annually. Probationary reviews will take place at three, six and nine months from their date of employment.

Executive Director compensation will be decided under the same schedule as staff and be commensurate with performance and applicable policies.

Section 7.11 Authority to hire the Executive Director. If authorized by the Southwest Health and Human Services Joint Board, the Executive Committee shall have the right to interview and recommend the hiring of the executive director to the Southwest Health and Human Services Joint Board.

Section 7.12 New Commissioner Training. Commissioners that are new to any of the boards of Southwest Health and Human Services are encouraged to attend New Commissioner Orientation which is held annually in the spring of the year. Current board members and member county Commissioners are also welcome to attend.

ARTICLE 8: BOARD MEMBER ETHICS

Section 8.1 Discharge of duties in ethical manner. The effectiveness and credibility of Southwest Health and Human Services is dependent upon the proper discharge of duties in the public interest. Board members must assure that the independence of their judgment and actions, without any consideration for personal gain, is preserved; board members shall serve all people fairly and equitably without regard to their personal or financial benefit.

Accordingly, at a minimum, board members shall comply with the following ethics provisions.

Section 8.2 Use of confidential information. A board member shall not use information gained as a board member which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value. A board member shall only be given the minimal information necessary in regards to client information to effectively do their jobs.

Section 8.3 Solicitation of, donation of, or receipt of anything of value. A board member shall not solicit or receive anything of value from any person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the board member's duties. A board member shall not represent people or associations in dealings with Southwest Health and Human Services in consideration of anything of value. A board member shall not take an official action which will benefit any person or entity because of a donation of anything of value to Southwest Health and Human Services by such person or entity.

Section 8.4 Provision of anything of value and fair campaign practices. A board member shall not give anything of value to potential voters in return for their votes, promises, or financial considerations which would be prohibited by the State Minnesota Fair Campaign Practices statute.

Section 8.5 Official action. A board member shall not take an official action which will benefit any person or entity where such board member would not otherwise have taken such action but for the board member's family relationship, friendship, or business relationship with such person or entity.

Section 8.6 Financial interest. Where a board member or a member of the board member's immediate family has a financial interest in any matter being considered by the board member, such interest, if known to the board member, shall be disclosed by the board member in writing to the clerk and chair or in a public declaration in a board meeting. If the board member has such a financial interest or if the minor child of a board member has such a financial interest, the board member shall be disqualified from further participation in the matter.

Section 8.7 Holding investments. A board member shall not hold any investment which might compromise the performance of the board member's duties without disclosure of said investment and self-disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statutes, §471.88.

Section 8.8 Southwest Health and Human Services funds, personnel, facilities, and property. A board member shall not use Southwest Health and Human Services funds, personnel, facilities, or property such as vehicles, equipment, or supplies for personal convenience, personal political campaign activities, or personal profit except where such is available to the public generally, or where such is provided by specific Southwest Health and Human Services policy in the conduct of official Southwest Health and Human Services business.

Section 8.9 Special consideration. A board member shall not grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

Section 8.10 Expenses. A board member shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made in accordance with Southwest Health and Human Services policy.

Section 8.11 Compliance with law. A board member shall comply with all local ordinances and State and Federal statutes including, but not limited to, the criminal code (except for petty misdemeanor or misdemeanor charges), Fair Campaign Practices Act, and laws governing the

functioning and ethical conduct of counties and municipalities, their elected and appointed officials, and employees.

Section 8.12 Authority. A board member shall not exceed his or her authority, or ask others to do so.

ARTICLE 9: EXECUTIVE AND FINANCE AND PERSONNEL COMMITTEE

Section 9.1 Executive Committee purpose. The Executive Committee shall assist Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board in carrying out tasks assigned, such as but not limited to, negotiations, hiring of the executive director, making recommendations to the board, etc.

Section 9.2 Executive Committee composition. The committee will be comprised of one commissioner from each of the member counties. Appointments to Executive Committee will take place at the first meeting of the year.

Section 9.3 Finance Committee purpose. The Finance Committee shall assist Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board in carrying out its fiscal responsibility. The committee shall oversee the financial operations of Southwest Health and Human Services and make recommendations to the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board on such financial operations matters as appropriate.

Section 9.4 Finance Committee composition. Finance Committee membership is established appointed by the Southwest Health and Human Services policy Joint Board chair.

Section 9.5 Finance Committee responsibilities. The Finance Committee shall:

- (a) Review regular financial reports to ensure compliance with Joint Powers Board policies.
- (b) ~~Prepare-~~ Review relevant monitoring reports for the Joint Powers Board related to organization_finances.
- (c) Engage the Southwest Health and Human Services Joint Powers Board in an annual discussion and development of the annual budget.
- (d) Identify and prepare Joint Powers Board discussions on financial policy and relevant Joint Powers Board decisions/issues.
- (e) Request and review proposals for selection of auditor every three years, or more frequently if required by law and as allowed by the Office of the State Auditor.
- (f) Review the external audit report and ~~coordinate the audit team discussion with the Southwest Health and Human Services Joint Powers Board.~~

Section 9.6 Personnel Committee responsibilities. The Personnel Committee shall:

- (a) Be in charge of making recommendations to the Board on matters including but not limited to the review of the agency's personnel policies, collective bargaining and administering a comprehensive human resources program that is consistent with federal, state, and local laws/regulations.
- (b) Review requests for Leave Without Pay that do not fall under the Family Medical Leave Act and exceed over 37.5 hours.

ARTICLE 10: OTHER COMMITTEES

The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board, may establish other committees with a defined purpose, appointment of members, defined authority and decision-making, and establishment of key deliverables and timelines.

ARTICLE 11: PARLIAMENTARY AUTHORITY

Except where otherwise provided in state law or rules, the Southwest Health and Human Services Joint Powers Agreement, or these bylaws, *Robert's Rules of Order Newly Revised*, 11th Edition, shall govern the parliamentary process for meetings of the Joint Powers Boards and its committees.

ARTICLE 12: DATA

Official documents of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board including minutes of meetings, shall be kept at the offices of Southwest Health and Human Services located in Marshall, MN. Agendas and minutes shall also be posted on the Southwest Health and Human Services' website following approval by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board.

The Executive Director is designated as the responsible authority for data practices, pursuant to the Minnesota Government Data Practices Act.

ARTICLE 13: ADHERENCE TO JOINT POWERS AGREEMENT

The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall not adopt any policies or procedures that contradict the Southwest Health and Human Services Joint Powers Agreement. In the event such an inconsistency occurs in these by-laws or any other policy or procedure, the Southwest Health

and Human Services Joint Powers Agreement shall be followed. Upon identification of such an inconsistency, the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall correct the erroneous policy at their next regular meeting.

ARTICLE 14: AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the Southwest Health and Human Services Joint Powers Board, by an affirmative vote of a majority of the board members, provided the amendment is not inconsistent with the Southwest Health and Human Services Joint Powers Agreement. Proposed amendments shall be submitted to the Joint Powers Board 30 days prior to the meeting at which they will be considered, and the agenda for the meeting shall state that the amendment will be offered.

Approved as to form and execution:

Southwest Health and Human Services Joint Powers Board:

Agency Attorney

Chair of the Board

Date

Date

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 3**

EFFECTIVE DATE: 01/01/11

REVISION DATE: 10/21/15; 02/17/16; 01/18/17; 04/18/18; 11/28/18; 02/28/19; 10/16/19;
01/01/2020; 03/18/2020; 01/01/2021; 10/19/22

AUTHORITY: Southwest Health and Human Services Joint Governing Board

---LEAVES AND HOLIDAYS---

Section 1 – Vacation Leave

- a. Each permanent, trainee, parttime or probationary employee shall earn vacation on the last working day of each payroll period, but this vacation cannot be used until the first working day of the following payroll period.
- At initial hire, staff will earn 3.7 hours of vacation bi-weekly.
 - At 3 years of service, staff will earn 4.33 hours of vacation bi-weekly.
 - At 5 years of service, staff will earn 5.55 hours of vacation bi-weekly.
 - At 10 years of service, staff will earn 6.45 hours of vacation bi-weekly.
 - At 15 years of service, staff will earn 7.35 hours of vacation bi-weekly.
- b. Vacation leave will be prorated for part-time employees. Part-time employees, or employees whose status has changed from part-time to full-time (or vice-versa), are not eligible for automatic increases based upon years of service. Any increase in vacation leave is based upon total months of service.
- c. Vacation leave can accumulate to a maximum of 244 hours. No time is accumulated after reaching the maximum. In lieu of earning biweekly vacation, new employees will be fronted six (6) biweekly vacation accruals at the time of hire (a total of 22.2 hours) which employees will have access to upon hire. New staff will then start earning biweekly vacation as per policy at the end of the seventh (7th) biweekly pay period and thereafter. When taking vacation leave, the minimum increment that can be used is one-half hour. Vacation leave cannot be used until it is earned.
- d. Requests for vacation leave must be made to the employee's supervisor in writing and must be authorized in advance by the supervisor in writing. In the absence of the employee's supervisor, the request may be made to another supervisor in the agency.
- e. Upon voluntary separation of employment, any employee who has six (6) months of satisfactory service will be paid for any accrued vacation leave that has not been used. Employees may not use more than three (3) days during the last two weeks of employment. Employees terminated for misconduct shall not be entitled to be paid accrued unused vacation leave. This shall not apply to employees terminated for poor work performance.

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PERSONNEL POLICY NUMBER 3**

- f. Employees who were previously employed by Lincoln, Lyon, and Murray Human Services and Lincoln, Lyon, Murray, and Pipestone Public Health or a County that becomes a member of Southwest Health and Human Services, shall maintain their seniority dates from their initial employment, so long as there was no interruption in continuous employment from their prior employer and Southwest Health and Human Services.

Section 2 – Medical Leave

- a. Each permanent, trainee, parttime or probationary employee shall earn medical leave at the end of the payroll period at the rate of 3.7 hours. Medical leave will be prorated for part-time employees. Medical leave can accumulate to a maximum of 450 hours. No time is accumulated after reaching this maximum. Medical leave may not be used in the payroll period it is earned.
- b. When taking medical leave, the minimum increment that can be used is one-half hour. In addition, the agency may designate any qualifying leave for employee or family medical purposes, paid or unpaid, as counting toward an employee's FMLA entitlement (FMLA § 825.208).
- c. Medical leave may be used for illness (self and immediate family), injury, medical and dental appointments. Immediate family shall be as allowed by state statute MN 181.9413 which currently allows for employee's child, as defined in section MN 181.940, subdivision 4, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Medical leave may be used for reasons of prenatal and postnatal care for the length of time prescribed, and verified in writing, by a physician.
- d. When an employee cannot report to work due to an illness the employee shall notify their supervisor and the front desk so the employee's calendar can be updated. Medical leave due to preplanned medical appointments must be approved by the employee's supervisor in the same manner as vacation.
- e. When illness occurs within a period of vacation leave, the period of illness may be charged as medical leave and the charge against vacation leave reduced accordingly.
- f. No employee will be paid for accrued medical leave at the time of separation, except those employees in the Public Health Collective Bargaining Unit. Payment of unused medical leave will be paid out to the Public Health Collective Bargaining Unit as per the Collective Bargaining Agreement. This benefit is extended to non union staff who were prior members of the Public Health Collective Bargaining and hired prior to July 1, 2011.
- g. The employer may require medical documentation when three days of leave are used

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 3**

within a thirty (30) day period. Such documentation may consist of verification of doctor's or dental appointments without disclosure of diagnosis. The employer reserves the right to request additional information, including medical information, in the event that there is a pattern indicating the possible abuse of sick leave.

- f. Medical leave due to preplanned medical appointments must be approved by the employee's supervisor in the same manner as vacation.
- i. If any employee receives a compensable injury and has benefits accrued under sick leave, the employee may at his/her option, request and receive sick leave to supplement the difference between his/her regular pay and Worker's Compensation. The total amount paid to the employee will not exceed his/her regular earnings.

Section 3 – FMLA Leave

- a. An "eligible employee" is an employee of a covered employer who:
 - 1. Has been employed by the employer for at least 12 months, and
 - 2. Has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave,
- b. Eligible employees may take leave for:
 - 1. The birth of a child;
 - 2. The placement of a child for adoption or foster care;
 - 3. To care for the employee's spouse, son, daughter or parent with a serious health condition;
 - 4. A serious health condition that renders the employee unable to perform the functions of his/her job;
 - 5. To care for the employee's spouse, son, daughter, parent, or next of kin with a serious injury or illness incurred during active duty military service;
 - 6. For the purposes of FMLA leave, "child" is defined as a biological, adopted or foster son or daughter, stepchild, legal ward, or a child of a person standing in loco parentis who is: (a) under the age of 18 years; or (b) 18 years of age or older and incapable of self-care because of mental or physical disability.
- c. Requesting Leave

Eligible employees seeking to use FMLA leave shall be required to provide written notice

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 3**

to the Human Resources, except in emergency circumstances, when oral notice may be given:

1. 30-day advance notice the need to take FMLA leave when the need is foreseeable;
2. notice "as soon as practicable" when the need to take FMLA leave is not foreseeable ("as soon as practicable" generally means at least verbal notice to the employer within one or two business days of learning of the need to take FMLA leave);
3. sufficient information for the employer to understand that the employee needs leave for FMLA-qualifying reasons (the employee need not mention FMLA when requesting leave to meet this requirement, but may only explain why the leave is needed); and
4. where the employer was not made aware that an employee was absent for FMLA reasons and the employee wants the leave counted as FMLA leave, timely notice (generally within two business days of returning to work) that leave was taken for an FMLA-qualifying reason.

d. Designation

1. The agency may designate an employee's absence from work FMLA leave if the circumstances giving rise to the leave is FMLA qualifying. The Agency will notify the employee that the leave is being designated FMLA leave. The Human Resources shall complete the appropriate FMLA designation forms in a timely manner (within five days of the leave commencing whenever possible) and forward them to the employee. The Supervisor is responsible for notifying the Human Resource of leaves of three days or more or intermittent leaves which may be FMLA qualifying.
2. The Human Resources is responsible for completing the "Employer Response to Employee Request for FMLA Leave" form and related forms in all circumstances in which an employee qualifies for leave under the FMLA, whether or not the employee specifically requests such a FMLA leave. (e.g. when an employee is on medical leave which also qualifies under FMLA, when an employee is unable to request a leave due to a medical condition, etc.). The original shall be provided to the employee and a copy retained by the Human Resources in a "confidential medical file" for the employee, which shall be separate from the employee's personnel file. All medical certifications shall also be retained in that file.

- e. Child leave shall begin at a time requested by the employee, but may begin not more than twelve months after the birth or adoption, except in the case where the child must remain in the hospital longer than the mother, the leave may not begin more than six weeks after the child leaves the hospital.

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- f. During FMLA leave, the employee will be required to use any available earned, accumulated leave. However, staff may hold up to 37.5 hours of medical and/or vacation leave to be available upon return from leave. Employees will provide written notification to their supervisor and Human Resources of their intent to bank medical and/or vacation leave prior to FMLA leave. When the reason for the FMLA leave qualifies under the "Medical Leave" section of this policy for either the employee or an eligible family member, then earned, accumulated medical leave must be used. If the reason for FMLA leave does not qualify for use of medical leave, then any accumulated vacation leave must be used before leave without pay will be authorized. An employee shall continue to be eligible for paid holidays while on approved FMLA.
- g. For as long as an employee is on FMLA leave the agency will make its cafeteria contribution towards health insurance.
- h. The agency will require that an employee's FMLA leave be supported by appropriate documentation.
 - 1. For the employee's serious health conditions, the leave must be supported by a certification issued by the health care provider of the employee. The agency will notify the employee, in writing, that such certification is required. The certification shall contain all of the information permitted by law. Failure of the employee to submit complete Certification of Health Care Provider forms, with all information, may result in a denial of FMLA leave.
 - 2. The employee must provide the medical certification within fifteen (15) days of a request for certification.
 - 3. The agency will also require medical certification from the eligible family member's health care provider to support a leave request for a leave to care for an eligible family member. In cases where the employee's use of FMLA leave to care for an immediate family member is of an intermittent nature, a medical certification will be required verifying this fact during each 12-month period in which the employee uses FMLA leave for this purpose.
 - 4. Other appropriate documentation, including military records, verification of adoption and similar records, may be required by the employer.
- i. Second Opinion
 - 1. In General - In any case in which the employer has reason to doubt the validity of the certification provided by the health care provider, the employer may require, at the expense of the employer, that the eligible employee obtain the opinion of

**SOUTHWEST HEALTH AND HUMAN SERVICES
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a second health care provider designated or approved by the employer concerning any information certified by the employee's health care provider.

2. **Limitation - Health care provider designated or approved under paragraph (1) shall not be employed on a regular basis by the employer.**
 3. **Resolution of Conflicting Opinions**
 - **In General – In any case in which the second opinion differs from the opinion in the original certification provided, the employer may require, at the expense of the employer, that the employee obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee concerning the information certified.**
 - **Finality – The opinion of the third health care provider concerning the information certified shall be considered to be final and shall be binding on the employer and the employee.**
 4. **Subsequent Recertification - The employer may require that the eligible employee obtain subsequent re-certifications on a reasonable basis.**
 5. **In cases where the employee's use of FMLA leave is of an intermittent nature, a medical certification will be required verifying this fact during each 12-month period in which the employee uses FMLA leave.**
- j. **As a condition of restoring an employee whose FMLA leave was occasioned by the employee's own serious health condition that made the employee unable to perform the employee's job, Southwest Health and Human Services will require all employees who are certified for FMLA leave obtain and present certification from the employee's health care provider that the employee is able to resume work.**
- k. **For additional information refer to "Family and Medical Leave Act" (FMLA) U.S. Department of Labor website.**

Section 4 Parenting Leave

- a. **A parental leave of up to 12 weeks shall be granted to a natural parent or adoptive parent, who requests such leave in conjunction with the birth or adoption of a child. To be eligible, the employee must have been employed for at least 1 year at half time. The 12 weeks of leave shall include any period of paid leave already provided. The employee shall be required to use all eligible paid leave during the parental leave period. This policy is provided for those employees who do not meet eligibility requirements under the Family Medical Leave Act and shall not be construed as being in addition to FMLA rights.**
 - **The leave must begin no later than 6 weeks following the birth or adoption.**

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- The employee may continue all group insurance during the leave at the employee's expense.

Section 5 – Statutory Leaves

- a. Employees are entitled to certain statutory leaves under state and federal law. In order to request such leaves, the employee must make a written request to their immediate supervisor and the Deputy Director/Human Resources Director. Leaves may be granted or denied based upon whether the employee qualifies for the statutory leave(s); the employee has made the request for leave in a timely manner and provided the appropriate documentation.
- b. Such statutory leaves include such leaves as military leaves, voting leave, bone marrow donation leave and school conference leave.

Section 6 – Educational Leave

- a. An employee may request an educational leave without pay or benefits, not to exceed 2 years, by presenting the following written documents to their supervisor who will submit it to the Board for approval:
 - Letter of request
 - Any other material felt necessary to support the request
- b. The Southwest Health and Human Services Governing Board has the sole discretion to approve or deny such leave as it sees fit.

Section 7 – Jury or Witness Duty

- a. After notice to his/her supervisor, any employee shall be granted leave with pay for service upon a jury or appearance before a court, legislative committee, or other judicial or quas-judicial body as a witness in an action involving the federal government, State of Minnesota, or a political subdivision thereof, in response to a subpoena or other direction by proper authority.
- b. The employee will be required to turn over to the agency any per diem payment received as a result of serving on a jury or as a witness. Monies received as expenses shall be kept by the employee.

Section 8 – Bereavement Leave

- a. Each employee shall have up to 22.5 hours non-cumulative annual bereavement leave. Each employee shall have an additional 5 days (37.5 hours) noncumulative bereavement

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leave for immediate family (parent/child/spouse). Such days shall be with pay and shall not be deducted from medical leave or vacation balances. Such leave must be taken in a minimum of 1/2 hour (.5) hour increments.

- b. Upon exhaustion of the non-cumulative bereavement leave and approval of their supervisor, an employee may use up to three (3) days of medical leave for bereavement of parents, children, spouse, siblings, legal wards, grandparents, grandchildren, aunts, uncles nieces, nephews, cousins, spouse's parents and in-law relatives.
- c. Reasonable agency time without loss of pay will be allowed to attend a funeral of current staff members or former staff members who left the agency within the last two years.
- d. In the event of a death in the family the employee shall inform the supervisor in the same manner as for medical leave.

Section 9 – Holidays

- a. An employee must be in pay status the day preceding and the day following a holiday to earn holiday pay. Holiday pay for part-time employees or employees who are in leave without pay status will be prorated.

If a holiday falls on a Saturday the holiday will be observed on Friday, if a holiday falls on a Sunday the holiday will be observed on Monday.

- b. New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day if December 24th falls on a Monday, Tuesday, Wednesday, or Thursday
Christmas Day

Section 10 – Leave Without Pay

- a. Up to 37.5 hours of leave without pay per calendar year can be approved by the employee's direct supervisor. The supervisor in his/her discretion has the authority

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and responsibility to deny a leave request when such a request could have negative effect on the service delivery of the agency.

- b. ~~Whenever an employee requests leave without pay under the total of 37.5 hours per calendar year, the Leave Without Pay/Overtime Authorization (AG#006) must be completed and given to the supervisor. The supervisor will then give it to the Director for final approval. The employer health insurance contribution will not be affected unless the employee takes leave without pay in excess of 37.5 hours per calendar year. See Personnel Policy #2 Section 10 Fringe Benefits letter h.~~
- c. Leave without pay of more than 37.5 hours per calendar year will be reviewed and approved/denied by a sub-committee made up of the Chairperson of each Board Personnel Committee of the Board, Director, Deputy Director/HR, employee's immediate supervisor, and Division Director except when the leave is FMLA qualifying. An employee must make written application to Human Resources setting forth the request for the leave, the requested duration of the leave and the circumstances necessitating the leave. The request must be received prior to the commencement of the leave. Southwest Health and Human Services has the sole discretion to approve or deny such leave as it sees fit. The employer health insurance contribution will be affected unless the leave is FMLA qualifying.
- d. Leave without pay will only be considered if all eligible accrued leave has been exhausted.
- e. Any unauthorized absence from work shall be considered absence without leave and be subject to disciplinary action and time without pay. Three days of absence without authorization may be deemed as a resignation, but such leave may be covered by subsequent approval of leave if conditions warrant.

Agency Forms Regarding This Policy

~~AG#006 – Leave Without Pay/Overtime Authorization~~

Item Information

Stock No: **ISRIDEDSH0067H**



Description: **ideal. 2445 Super Micro-cut P-7 Shredder**

Manufacturer: **ideal.**



List Price: **2656.36 EA**
Catalog Page: **1063**

SPR Locations

Available

All SPR DCs:

1

Marketing Information

The 2445 super micro-cut P-7 is a convenient and powerful deskside shredder. It is designed for shredding classified and top-secret documents, such as documents involving Communications Security (COMSEC), Secure Compartmentalized Information (SCI), and Special Access Programs (SAP). Continuous operation and high-quality, solid steel cutting heads minimize downtime while shredding paper. A 9-1/2" feed opening and impact-resistant, lightweight, easy-to-remove, 9-gallon bin make this a perfect high-security shredder. Patented, transparent safety shield in the feed opening protects fingers and hands. A 1/2 horsepower motor chews through 7 sheets of paper at once and up to 107 sheets of paper per minute. German engineering and manufacturing ensure superior quality that will provide many years of trouble-free operation.

[More from the Manufacturer](#)

[Product Specifications](#) [Suggested Products](#) [Accessories](#)

General Information

Manufacturer	ideal.
Manufacturer Part Number	IDEDSH0067H
Manufacturer Website Address	http://www.simplyideal.net
Brand Name	ideal.
Product Model	2445
Product Name	2445 Super Micro-cut Paper Shredder
Packaged Quantity	1 Each
Product Type	Paper Shredder

Technical Information

Shred Type Super Micro Cut

Shredder Type	Continuous Shredder
Sheet Shred Capacity	7 Per Pass
Shredding Item	Paper
Shred Size	0.187" x 0.031"
Shred Speed	14 ft/min
Throat Width	9.50"
Wastebin Capacity	9 gal
Motor Power	372.85 W
Security Level	P-7
Recommended Number of Users	2-3

Features

- Lightweight
- Durable
- Steel Cutting Head
- Impact Resistant
- Caster
- Manual Reverse
- Automatic Reverse & Stop
- Full Bag Stop
- Finger Safe
- Integrated Photo Cell
- Emergency Stop Switch
- Zero Energy Standby
- Quiet Operation

Controls/Indicators

Status Indicators

easy switch with optical operational-status indicators

Power Description

Input Voltage 120 V AC

Environmental Conditions

Noise Level Without Load 55 dB

Physical Characteristics

Product Color	White
Height	28.8"
Width	15.5"
Length	11.8"
Weight (Approximate)	46.27 lb

Miscellaneous

Application/Usage Office
 Additional Information

- 1-year limited warranty on cutting shafts and wheels
- 1-year limited warranty on all other parts excluding wearables

Recycled	No
Assembly Required	No
Country of Origin	Germany
TAA Compliant	Yes

Warranty

Limited Warranty	1 Year
Additional Warranty Information	1-year limited warranty on cutting shafts and wheels. 1-year limited warranty on all other parts excluding wearables

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Address

Southwest Health and Human Services

Chris Cauwels

607 West Main Street Suite 100

Marshall Minnesota

56258 United States

chris.cauwels@swrnhhs.com

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MORRIS

ELECTRONICS INC.

9 HIGHWAY 28 EAST MORRIS MN 56267

To: Chris Cauwels
SWMHHS
E-Mail: chris.cauwels@swnhhs.com
Phone: 507-532-1223
Cell: 507-706-2204

Date
 10/12/2022

From: Shawn Larsen
Phone: 320-208-1528
Cell: 320-287-0822
Fax: 320-589-3595
E-mail: shawn.larsen@morriselectronics.net

CURRENT LICENSES EXPIRE NOVEMBER 15, 2022 - ONE YEAR RENEWAL:

Qty	Part #	Description	per unit \$	extended \$
1		Massus Professional - On Premise - Annual Subscription - 12 Months - Public Sector	\$ 3,190.00	\$ 3,190.00
			Sub Total	\$ 3,190.00
			Sales Tax	EXEMPT
			Total	\$ 3,190.00

Select Domain All Domains

Filter By

Keyword Search

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

- Any Words
- All Words
- Exact Phrase

e.g. 1605R020002
tenable

Federal Organizations



No matches found

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e.g. 1605R020002
"Morris Electronics"

Federal Organizations

Enter Code or Name



No matches found

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To view Entity Registrations, you must sign in

Sign In

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Yes

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MORRIS ELECTRONICS INC.

9 HIGHWAY 28 EAST MORRIS MN 56267

To: Chris Gauwels
 SWMHHS
 E-Mail: chris.gauwels@morris.com
 Phone: 507-532-1223
 Cell: 507-706-2204

Date
 10/11/2022

From: Shawn Larsen
 Phone: 320-208-1528
 Cell: 320-287-0922
 Fax: 320-589-3595
 E-mail: shawn.larsen@morris-electronics.net

HPE MSA 2062:

Qty	Part #	Description	per unit \$	extended \$
1	14252433	HPE Modular Smart Array 2062 10GbE iSCSI SFF Storage - Hard drive array - 3.84 TB - 24 bays (SAS-3) - SSD 1.92 TB x 2 - iSCSI (10 GbE) (external) - rack-mountable - 2U	\$ 11,705.88	\$ 11,705.88
16	14250242	HPE Read Intensive - SSD - 1.92 TB - hot-swap - 2.5" SFF - SAS 12Gb/s - for Modular Smart Array 1060 10GBASE-T iSCSI SFF, 1060 12Gb SAS SFF, 1060 16Gb Fibre Channel SFF, 2060 10GbE iSCSI SFF, 2060 12Gb SAS SFF, 2080 16Gb Fibre Channel SFF, 2080 SAS 12G 2U	\$ 1,558.82	\$ 24,941.12
1	12096659	HPE - SFP+ transceiver module - 10 GbE, iSCSI - 10GBasc-SR (pack of 4)	\$ 394.12	\$ 394.12
1	14524446	HPE Pointnext Tech Care Basic Service - Extended service agreement - parts and labor - 5 years - on-site - 9x5 - response time: NBD	\$ 4,323.75	\$ 4,323.75
			Sub Total	\$ 41,364.87
			Sales Tax	EXEMPT
			Total	\$ 41,364.87

The Computer Man, Inc.



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

10/10/2022

Quote # 621565

Quote

business partner



Microsoft Partner



Microsoft Solution Provider

Prepared For

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

Description	Qty	Price	Extended Price	PO Number	Terms	Rep
					Net 10 Days	MWI
HPE MSA 2062 10GbE iSCSI SFF Storage Dual Controller, 2 x MSA 1.92TB Read Intensive SSDs for Cache, Tiering, or Storage - R0Q82A	1	9,450.00	9,450.00			
ADDITIONAL HPE MSA 1.92TB SAS 12G Read Intensive SFF (2.5in) M2 3 Year Warranty SSD R0Q47A (18 Drives in RAID MSA-DP+ With Capacity 30.72TB - 2 Drive Fault Tolerance)	16	1,644.50	26,312.00			
HPE MSA 10Gb Short Range iSCSI SFP+ 4-Pack Transceiver For Optical Network, Data Networking - 1 x 10GBase-SW iSCSI - Optical Fiber 10 Gigabit Ethernet - 10GBase-SW	1	651.00	651.00			
HPE 5 Year Tech Care Basic MSA 2062 Storage Service H28Q6E	1	3,696.00	3,696.00			
Thank you for your business.				Subtotal		\$40,109.00
				Sales Tax (6.875%)		\$0.00
				Total		\$40,109.00

The Computer Man, Inc.



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

10/10/2022

Quote # 621566

Quote

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Prepared For

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 Marshall, MN 56258

PO Number	Terms	Rep
	Net 10 Days	MWI

Description	Qty	Price	Extended Price
HPE Modular Smart Array 2060 10GbE iSCSI SFF Storage - Hard drive array - 0 TB - 24 bays (SAS-3) - iSCSI (10 GbE) (external) - rack-mountable - 2U R0Q76A	1	7,309.00	7,309.00
ADDITIONAL HPE MSA 1.92TB SAS 12G Read Intensive SFF (2.5in) M2 3 Year Warranty SSD R0Q47A (18 Drives in RAID MSA-DP+ With Capacity 30.72TB - 2 Drive Fault Tolerance)	18	1,644.50	29,601.00
HPE MSA 10Gb Short Range iSCSI SFP+ 4-Pack Transceiver For Optical Network, Data Networking - 1 x 10GBase-SW iSCSI - Optical Fiber10 Gigabit Ethernet - 10GBase-SW	1	651.00	651.00
HPE 5 Year Tech Care Basic MSA 2060 Storage Service H27Z6E	1	2,812.00	2,812.00

Thank you for your business.	Subtotal	\$40,373.00
	Sales Tax (6.875%)	\$0.00
	Total	\$40,373.00

Search All Words

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Keyword Search

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

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Renewal Form Number: Q1753975
Valid Until:

Zoom Video Communications Inc. ('Zoom')
55 Almaden Blvd, 6th Floor
San Jose CA

<p>Billed To</p> <p>Customer: Southwest Health and Human Services Account Legal Name: SOUTHWEST HEALTH & HUMAN SER Contact Name: Charlie Sanow 607 West Main Street., Suite 100 Marshall, Minnesota 56258, United States Email Address: itadmin@swmhhs.com Phone: 5075376747</p>	<p>Sold To</p> <p>Customer: Southwest Health and Human Services Account Legal Name: SOUTHWEST HEALTH & HUMAN SER Contact Name: Charlie Sanow 607 West Main Street., Suite 100 Marshall, Minnesota 56258, United States Email Address: itadmin@swmhhs.com Phone: 5075376747</p>
<p>Auto Renew: Yes Renewal Subscription Term: 12 Month Order Start Date: 11/15/2022</p>	<p>Billing Method: Email Currency: USD Payment Term: Net 30</p>

This Zoom Renewal Form is for renewing an existing subscription. The use and delivery of any services provided for herein shall be governed by Zoom Terms of Service found at <http://www.zoom.us/terms> (unless Customer and Zoom have entered a written governing Master Subscription Agreement, in which case such written agreement will govern).

RATE PLAN	NAME	BILLING PERIOD	QUANTITY	EFFECTIVE PRICE	TOTAL
Renewed "Zoom One Business Annual"	Zoom One Business Annual	Annual	150	USD 179.90	USD 26,985.00
				(Before Taxes)	
				Annual Spend:	USD 26,985.00

Other Terms & Notes

Standard Pro and Standard Biz are now called Zoom One Pro and Zoom One Business. Please note that your Services will remain the same and that this name change does not change the price of your current subscription.

Named Host - means any subscribed host who may host an unlimited number of meetings during the Term using the Service. Any meeting will have at least one Named Host. Unless Customer has purchased an extended capacity, the number of participants (participants do not require a subscription) will not exceed 300 per meeting. Named Host subscription may not be shared or used by anyone other than the individual to whom the Named Host subscription is assigned.

Fees - The fees for the Services, if any, are described in the Order Form. The actual fees may also include average amounts or per use charges for audio and/or cloud recording in addition to the fees in the Order, if such use is higher than the amounts described in the Order, and you agree to pay these amounts or charges if you incur them. Invoicing for Services begins on the first day that the service is available for use by the Customer and monthly thereafter for the duration Term, except for annual pre-pay option which is invoiced once in the first month of the annual term. Amendment orders will co-term with the existing subscription term end date. Invoices are pro-rated from paid period start date to base subscription end date. Purchase order, if any, issued in connection with this order should reference the above order form number. Commitments not utilized by the Customer during the month for which they are committed may not be carried forward into any subsequent month or term.

All prices shown for Zoom and Zoom Phone services are exclusive of taxes. The term "taxes" referred herein should encompass: US state and local taxes, VAT, GST, HST (or any other consumption taxes), Digital Service Taxes and Withholding Taxes that may apply upon making payments to Zoom.

Professional Services, if purchased, will be presented in a separate Order Form.

Search

All Words ▼ e.g. 1506N020002



Search Results


Saved Searches


Actions 

Select Domain
All Domains 


Filter By 

Keyword Search

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Any Words 

All Words 

Exact Phrase 

Federal Organizations



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

OCTOBER 2022

GRANTS ~ AGREEMENTS ~ CONTRACTS

Board Review and Approval

- Woodland Centers (various locations)** – 01/01/23 to 12/31/23; Crisis stabilization services, adult per diem at \$660 (1.55% increase), youth per diem at \$660 (1.1% increase), and detoxification \$475 (decrease from \$595) and \$3,000 annual administrative fee (no change) (renewal).
Fiscal Note: 2022 \$45,575; 2021 \$33,767; 2020 \$78,590; 2019 \$53,574; 2018 \$23,466; 2017 \$17,540

- OnSolve (One Call Now)** – 9/23/22-9/22/23; A translating service that coincides with One Call Now messaging service that provides messaging to all WIC clients and staff, \$1,793 (renewal).
Fiscal Note: 2021 \$1,660; 2020 \$1,660; 2019 \$1,581; 2018 \$1,581; 2017 \$1,581

- Pipestone Publishing (Pipestone, MN)** – 10/1/22 to 09/29/23; Contract for media consultation services for the Pipestone Drug Free Communities grant to assist with all coalition message development in the media campaign, \$980/mo for a total of \$11,760 (renewal- no increase).
Fiscal Note: expenses reimbursed through grant

- PH Southwest Regional Development Commission (SRDC) (Slayton, MN)** – 11/01/22 to 10/31/23; Agreement for assistance with Active Living Plans in connection with SHIP grant; \$90/hour for Planner and \$60/hour for Communications Specialist, not to exceed \$5,000 (RENEWAL – no change).
Fiscal Note: 2022 \$1,530; 2021 \$2,595; 2020 \$3,000; 2019 \$4,235; \$2018 \$4,400

- New Horizon Crisis Center** – 11/01/22 to 06/30/23; Agreement to offer classes in our agency’s six counties for middle school/early high school students for addressing risks and/or protective factors surrounding teen pregnancy, total amount not to exceed \$36,895 (NEW)
Fiscal Note: expenses reimbursed through TANF grant

- Signatures None
- Signatures Partial
- Signatures Completed