



**SOUTHWEST**  
HEALTH & HUMAN  
**S E R V I C E S**

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

Board Agenda  
Wednesday December 21, 2022  
Commissioners Room  
Government Center, 2<sup>nd</sup> Floor  
Marshall  
9:00 a.m.

**HUMAN SERVICES**

- A. Call to Order
  
- B. Pledge of Allegiance
  
- C. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 11/16/2022 Board Minutes
  
- D. Introduce New Staff:
  - Deborah Graves, Eligibility Worker, Redwood Falls
  - Samantha DeWit, Social Worker- CPS, Redwood Falls
  - Destinee Miranowski, Social Worker- CPS, Marshall
  
- E. Employee Recognition:
  - Susan Lingen, 30 years, Social Worker (LTC), Pipestone

F. Board Recognition:

- Charlie Sanow
- Les Nath

**HUMAN SERVICES (cont.)**

G. Financial

H. Caseload

	<u>11/22</u>	<u>11/21</u>	<u>10/22</u>	<u>9/22</u>
Social Services	3,771	3,724	3,723	3,681
Licensing	397	407	398	399
Out-of-Home Placements	176	165	175	178
Income Maintenance	14,538	13,431	14,486	14,435
Child Support Cases	2,805	2,916	2,833	2,848
Child Support Collections	\$674,652	\$687,471	\$727,115	\$707,869
Non IV-D Collections	\$93,682	\$243,789	\$70,844	\$94,751

I. Discussion/Information

1. LAC Update (Local Advisory Council) – Elaine Herrick
2. FGDM Facilitator/Grant Update – Michelle Buysse, Heather Bruse

J. Decision Items

1. SS Policy 26 Fees for 24-Hour Out-Of-Home Care

**COMMUNITY HEALTH**

K. Call to Order

L. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 11/16/2022 Board Minutes

M. Financial

**COMMUNITY HEALTH (cont.)**

N. Caseload

	<u>11/22</u>	<u>10/22</u>	<u>09/22</u>
WIC	N/A	2,029	2,016
Family Home Visiting	39	23	39
PCA Assessments	6	7	5
Managed Care	169	220	238
Dental Varnishing	0	0	0
Refugee Health	0	10	0
Latent TB Medication Distribution	4	3	4
Water Tests	159	157	208
FPL Inspections	36	40	45
Immunizations	49	40	30
COVID Vaccine Admin	0	0	0
Car Seats	16	10	14

- O. Discussion/Information
1. CDC grant – Carol Biren

- P. Decision Items
1. Health Equity grant – Carol Biren

**GOVERNING BOARD**

Q. Call to Order

R. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 11/16/2022 Board Minutes

S. Financial

**GOVERNING BOARD (cont.)**

T. Human Resources Statistics

	<u>11/22</u>	<u>11/21</u>	<u>10/22</u>	<u>09/22</u>
Number of Employees	233	231	232	234
Separations	4	3	2	1
New Hires	3		3	3

Current Open Positions – 14  
Public Health Nurses – 4 openings  
Social Worker LADC – 1 opening  
Social Worker CPS – 2 opening  
Child Support Officer – 1 opening  
Social Worker LTC – 1 opening  
Eligibility Worker – 1 opening  
Social Worker DD – 1 opening  
Social Worker CMH- 1 opening  
Office Support Specialist, Sr- 2 openings

U. Discussion/Information

1. 2021 Annual Report
2. Diversity, Equity and Inclusion (DEI) Update
3. Essential vs. Non-Essential Services Update
4. Funding Formula Update
5. 2023 Board Member Per Diem and Mileage Reimbursement

V. Decision Items

1. Gabryelle Wieme, Collections Officer, probationary appointment (12 months), \$18.35 hourly, effective 12/19/2022
2. Krista Bassett, Public Health Nurse, probationary appointment (12 months),

\$27.27 hourly, effective 1/9/2023

3. Emilie Staeffler, Adult Protection Social Worker, probationary appointment (12months), \$24.36 hourly, effective 12/19/2022
4. Crystal Giffen, Temporary Circle Facilitator, \$24.00 hourly, effective 1/3/2023
5. Phased Retirement Option Request
6. Agency ByLaws
7. 2023 Accounting Policies and Procedures Handbook
8. 2023 Resolution of Signature Authority
9. 2023 Resolution of Designate Depositories
10. Resolution for Human Resources to Refill Replacement Positions in 2023
11. IT Request for Copiers for Ivanhoe and Marshall
12. IT Request to pay invoices for IFS and MnCCC Membership
13. IT Request to pay invoice for Year 3 of 3 of Adobe Subscription
14. Donations:
  - o \$100 diaper donation - Gloria Dei Lutheran Church Redwood Falls, MN
  - o Various sizes of diapers – St. Ann’s Church – Slayton, MN
  - o Christmas gifts for 3 families - Avera Marshall
  - o Bags of Diaper Wipes – Christ Lutheran Church – Cottonwood, MN
  - o 4 shirts and 5 pair of pants 3T – 4T for Foster care – D’Ajah Tye – Marshall, MN
15. Contracts

W. Adjournment

**Next Meeting Dates:**

- **Wednesday, January 18, 2023 – Marshall**
- **Wednesday, February 15, 2023 – Marshall**
- **Wednesday, March 15, 2023 - Marshall**

# SOUTHWEST HEALTH & HUMAN SERVICES

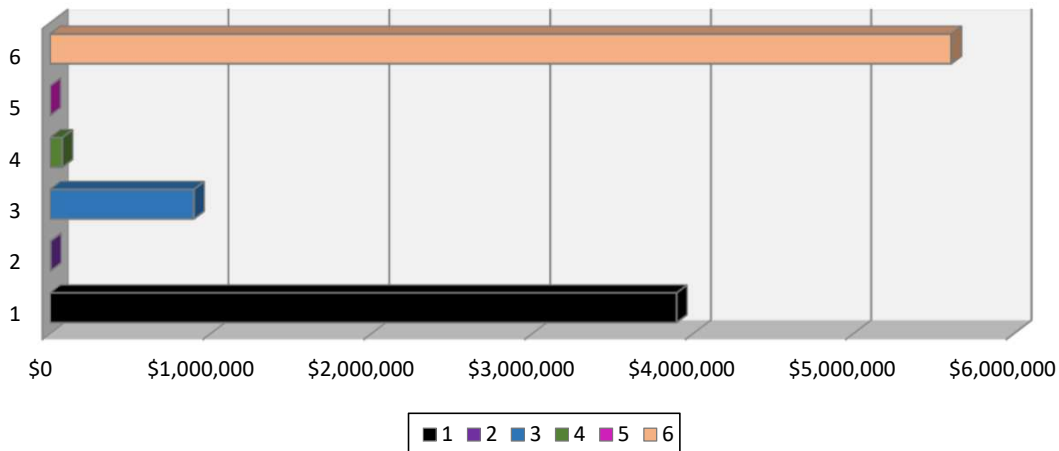
Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne Offices

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

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

Description	Month	Running Balance	
<b>BEGINNING BALANCE</b>		<b>\$2,894,367</b>	
RECEIPTS			
Monthly Receipts	2,436,843		
County Contribution	1,757,234		
Interest on Savings	29,884		
<b>TOTAL MONTHLY RECEIPTS</b>		<b>4,223,961</b>	
DISBURSEMENTS			
Monthly Disbursements	3,222,754		
<b>TOTAL MONTHLY DISBURSEMENTS</b>		<b>3,222,754</b>	
<b>ENDING BALANCE</b>		<b>\$3,895,575</b>	
<b>REVENUE</b>			
<i>Checking/Money Market</i>	<i>\$3,895,575</i>		
<i>SS Benefits Checking</i>	<i>\$3,000</i>		
<i>Bremer Savings</i>	<i>\$894,061</i>		
<i>First Interstate Bank Savings</i>	<i>\$75,543</i>		
<i>Term Investment - Magic Fund</i>	<i>\$0</i>		
<i>Investments - MAGIC Fund</i>	<i>\$5,608,922</i>		
<b>ENDING BALANCE</b>		<b>\$10,477,101</b>	November 2021 Ending Balance <b>\$7,918,904</b>
<b>DESIGNATED/RESTRICTED FUNDS</b>			November 2021 Ending Balance
Agency Health Insurance		\$662,284	\$1,036,497
LCTS Lyon Murray Collaborative		\$181,777	
LCTS Rock Pipestone Collaborative		\$38,403	
LCTS Redwood Collaborative		\$50,587	
Local Advisory Council		\$678	November 2021 Ending Balance
<b>AVAILABLE CASH BALANCE</b>		<b>\$9,543,373</b>	<b>\$6,619,961</b>

## REVENUE DESIGNATION



**SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER**

**November 2022**

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	<b>BALANCE FORWARD</b>				2,894,367.42
11/04/22	10461-10480	Payroll		141,297.25	2,753,070.17
11/04/22	79132-79376 ACH	Payroll		526,890.78	2,226,179.39
11/04/22	124736-124768	Disb		3,340.54	2,222,838.85
11/04/22	14183-14199 ACH	Disb		4,424.90	2,218,413.95
11/04/22	124769-124812	Disb		86,386.12	2,132,027.83
11/04/22	14200-14260 ACH	Disb		172,371.69	1,959,656.14
11/04/22	51086-51120	Dep	378,820.71		2,338,476.85
11/07/22	10296	Disb		387,289.83	1,951,187.02
11/07/22	10302	Disb		4,337.38	1,946,849.64
11/08/22	10297	Disb		13,682.66	1,933,166.98
11/09/22	51121-51171	Dep	166,106.19		2,099,273.17
11/10/22	124813-124844	Disb		2,641.56	2,096,631.61
11/10/22	14261-14277 ACH	Disb		1,189.05	2,095,442.56
11/10/22	124845-124908	Disb		182,105.23	1,913,337.33
11/10/22	14278-14313 ACH	Disb		65,250.14	1,848,087.19
11/10/22	10298	Disb		55,546.86	1,792,540.33
11/14/22	10299	Disb		53,260.79	1,739,279.54
11/15/22	51172-51212	Dep	508,420.01		2,247,699.55
11/18/22	124909-124948	Disb		7,229.30	2,240,470.25
11/18/22	14314-14368 ACH	Disb		9,678.70	2,230,791.55
11/18/22	124949-125068	Disb		79,330.58	2,151,460.97
11/18/22	15001-15124 ACH	Disb		77,480.08	2,073,980.89
11/18/22	10481-10498	Payroll		141,097.81	1,932,883.08
11/18/22	79377-79616 ACH	Payroll		527,905.44	1,404,977.64
11/18/22	125069-125082	Disb		1,019.48	1,403,958.16
11/18/22	15125-15129 ACH	Disb		499.18	1,403,458.98
11/18/22	125083-125115	Disb		88,852.17	1,314,606.81
11/18/22	15130-15156 ACH	Disb		193,469.95	1,121,136.86
11/18/22	51213-51259	Dep	560,480.74		1,681,617.60
11/18/22	10300	Disb		874.00	1,680,743.60
11/21/22	10301	Disb		10,608.39	1,670,135.21
11/21/22	10302 was 11/07/22..BRO				1,670,135.21
11/21/22	10303	Disb		64,436.16	1,605,699.05
11/22/22	VOID 123177	Disb		(199.75)	1,605,898.80
11/22/22	VOID 123176	Disb		(200.20)	1,606,099.00
11/22/22	10304	Disb		13,640.47	1,592,458.53
11/23/22	125116-125161	Disb		3,758.01	1,588,700.52
11/23/22	15157-15174 ACH	Disb		16,222.19	1,572,478.33
11/23/22	125162-125198	Disb		147,229.08	1,425,249.25
11/23/22	15175-15192 ACH	Disb		115,259.94	1,309,989.31
11/23/22	51260-51315	Dep	897,795.35		2,207,784.66
11/28/22	Transfer from SS Acct	Transfer	4,326.00		2,212,110.66
11/28/22	10305	Disb		25,172.10	2,186,938.56
11/30/22	51316-51368	Dep	1,708,012.29		3,894,950.85
11/30/22	VOID 123235	Disb		(624.00)	3,895,574.85
					3,895,574.85
					3,895,574.85
					3,895,574.85
					3,895,574.85
	balanced 12/5/22 TCB	<b>TOTALS</b>	<b>4,223,961.29</b>	<b>3,222,753.86</b>	

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

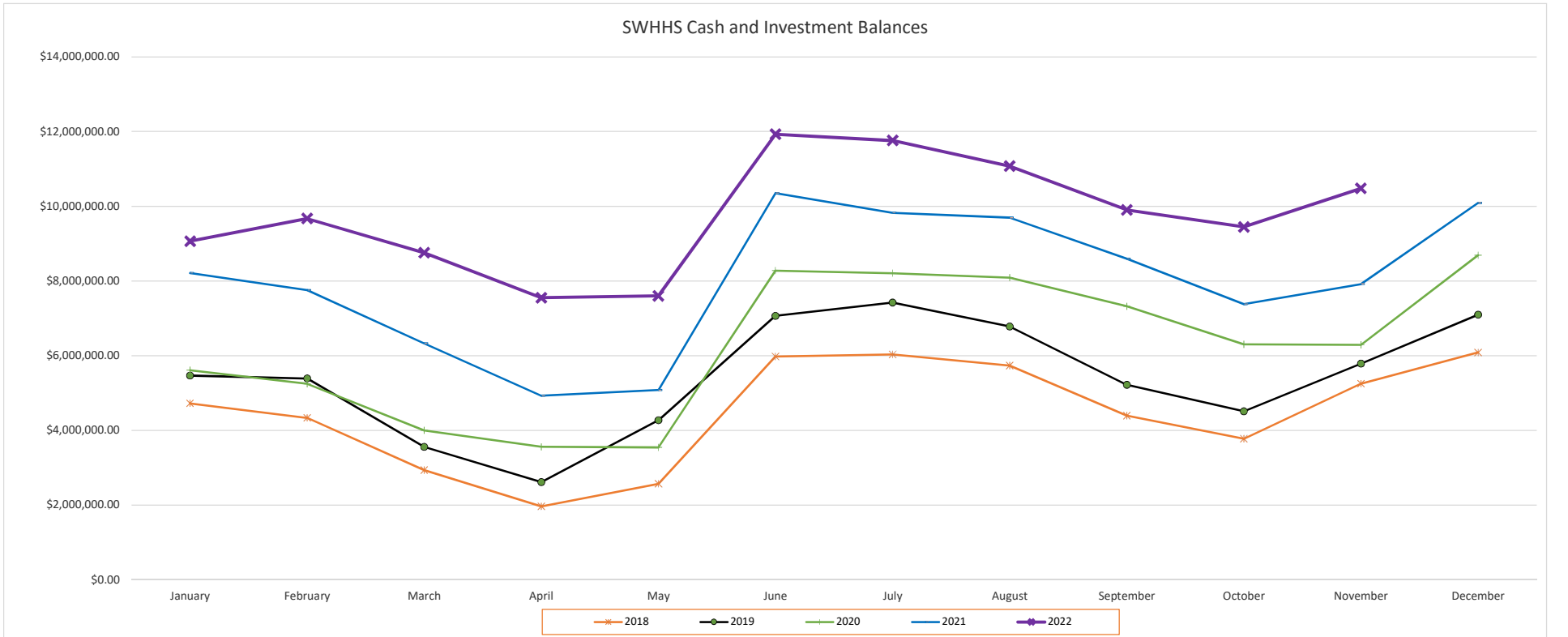
3,000.00
894,061.08
75,543.22
5,608,922.23

**TOTAL CASH BALANCE**

**10,477,101.38**

**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	\$9,446,009.83	\$10,477,101.38		\$9,747,758.37

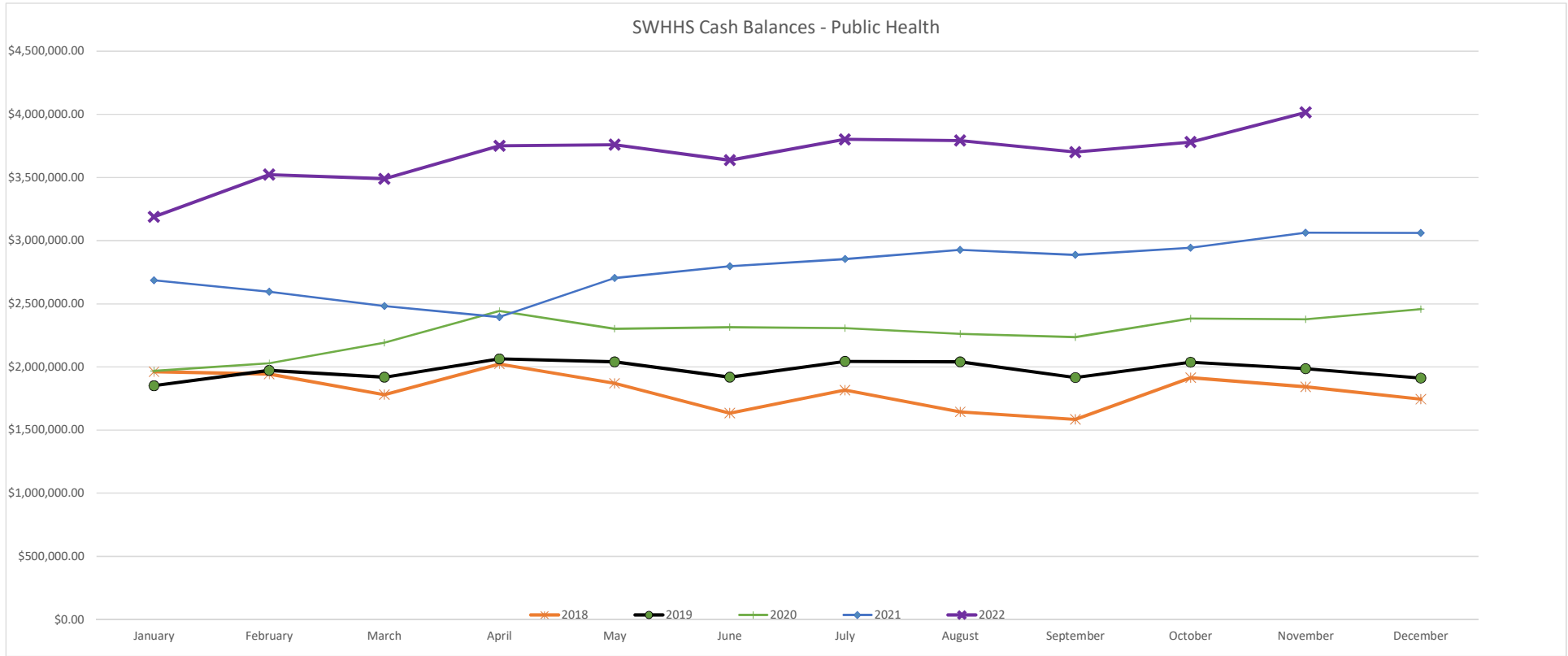




**SWHHS**  
**Total Cash and Investment Balance by Month - Public Health Services**

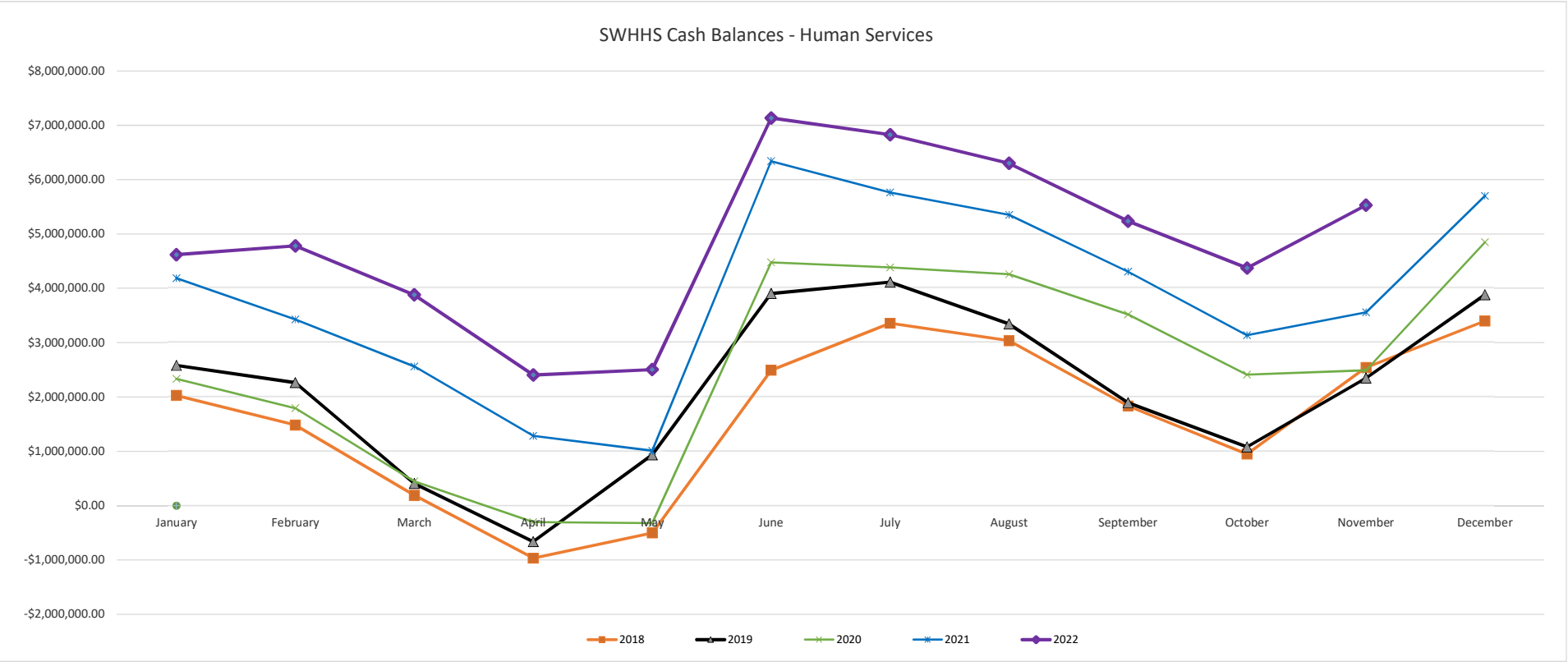
	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$1,962,214.72	\$1,943,637.75	\$1,780,622.98	\$2,023,315.56	\$1,870,382.57	\$1,633,344.06	\$1,816,127.45	\$1,643,850.72	\$1,584,218.99	\$1,914,793.23	\$1,842,417.33	\$1,743,836.48
2019	\$1,851,277.80	\$1,972,764.31	\$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	\$3,780,582.03	\$4,015,468.97	

Average for Year
\$1,813,230.15
\$1,974,715.22
\$2,272,723.97
\$2,783,206.62
\$3,676,425.87



**SWHHS  
Total Cash and Investment Balance by Month - Human Services**

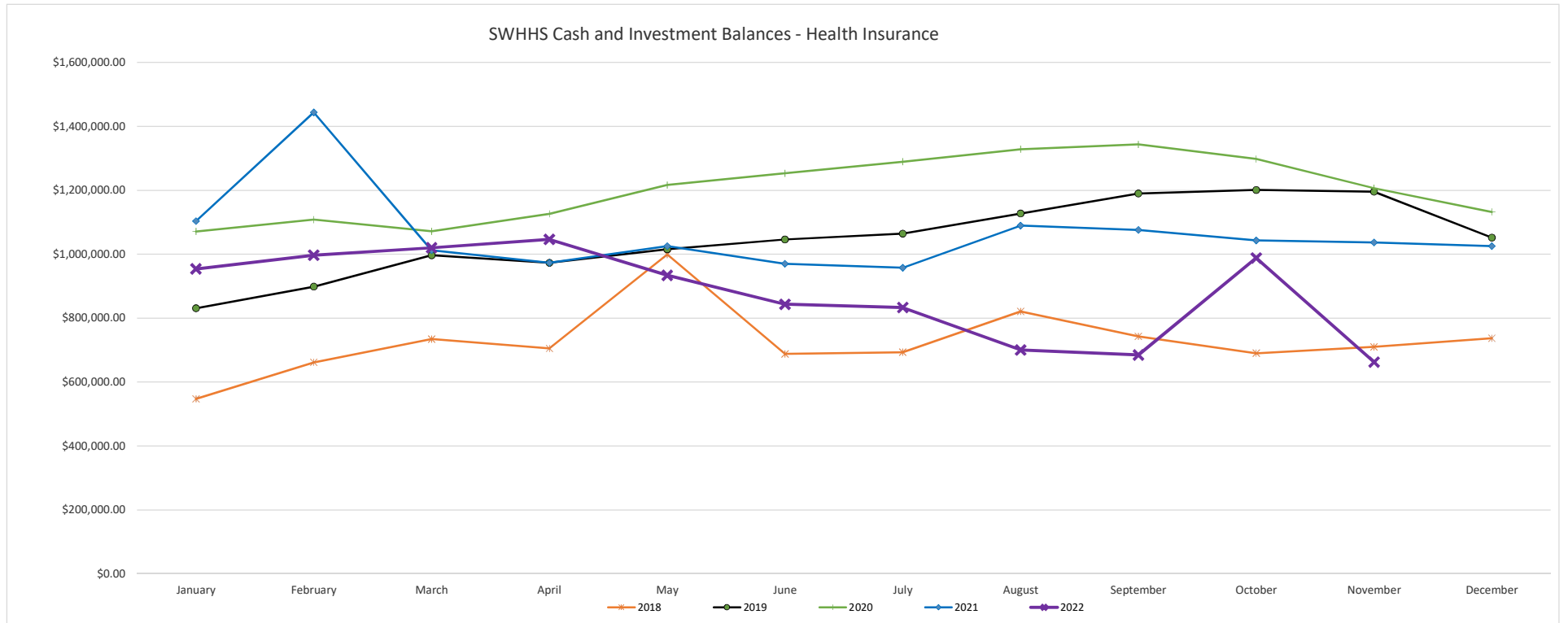
	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2018	\$2,027,812.89	\$1,484,259.33	\$191,366.90	-\$965,731.97	-\$501,975.29	\$2,490,788.49	\$3,357,738.65	\$3,035,839.30	\$1,833,134.33	\$948,482.40	\$2,542,047.76	\$3,397,063.22	\$1,653,402.17
2019	\$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	\$4,373,885.31	\$5,527,904.49		\$4,871,733.02



**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	988,223.72	662,283.75	

Average for Year
\$727,502.48
\$1,049,203.01
\$1,203,691.07
\$1,062,945.54
\$878,500.51



# Southwest Health and Human Services



LMD  
12/8/22 8:59AM

## Treasurer's Cash Trial Balance

As of 11/2022

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>1</b>				
<b>Health Services Fund</b>	2,581,698.33			
Receipts		509,393.65	4,069,083.69	
Disbursements		54,559.94-	652,547.10-	
Payroll		219,946.77-	2,462,765.95-	
Journal Entries		0.00	480,000.00	
<b>Fund Total . . . . .</b>		<b>234,886.94</b>	<b>1,433,770.64</b>	<b>4,015,468.97</b>
<b>5</b>				
<b>Human Services Fund</b>	<b>410</b>			
General Administration	452,414.25-			
Receipts		57,891.63	635,918.66	
Disbursements		57,032.09-	634,811.32-	
Payroll		9,292.20-	101,469.72-	
Journal Entries		0.00	1,146.73	
<b>Dept Total . . . . .</b>		<b>8,432.66-</b>	<b>99,215.65-</b>	<b>551,629.90-</b>
<b>5</b>				
<b>Human Services Fund</b>	<b>420</b>			
Income Maintenance	1,513,160.78			
Receipts		1,407,542.24	8,742,040.55	
Disbursements		331,160.94-	3,932,795.01-	
Payroll		355,399.83-	3,962,979.35-	
Journal Entries		0.00	868,853.27	
<b>Dept Total . . . . .</b>		<b>720,981.47</b>	<b>1,715,119.46</b>	<b>3,228,280.24</b>
<b>5</b>				
<b>Human Services Fund</b>	<b>431</b>			
Social Services	5,836,273.96			
Receipts		1,955,539.13	15,837,813.46	
Disbursements		110,654.47-	1,357,614.71-	
SSIS		705,750.77-	6,810,999.84-	
Payroll		727,547.01-	8,389,551.14-	
Journal Entries		0.00	1,650,000.00	
<b>Dept Total . . . . .</b>		<b>411,586.88</b>	<b>929,647.77</b>	<b>6,765,921.73</b>
<b>5</b>				
<b>Human Services Fund</b>	<b>461</b>			
Information Systems	3,717,061.88-			
Receipts		2,466.50	34,535.52	

# Southwest Health and Human Services



LMD  
12/8/22 8:59AM

## Treasurer's Cash Trial Balance

As of 11/2022

Page 3

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Disbursements		6,000.54-	8,087.45-	
Payroll		25,005.47-	282,476.77-	
<b>Dept Total . . . . .</b>		<b>28,539.51-</b>	<b>256,028.70-</b>	<b>3,973,090.58-</b>
<b>5 Human Services Fund</b>	<b>471</b>	LCTS Collaborative Agency		
	0.00			
Receipts		58,423.00	259,976.00	
Disbursements		0.00	201,553.00-	
<b>Dept Total . . . . .</b>		<b>58,423.00</b>	<b>58,423.00</b>	<b>58,423.00</b>
<b>Fund Total . . . . .</b>	<b>3,179,958.61</b>	<b>1,154,019.18</b>	<b>2,347,945.88</b>	<b>5,527,904.49</b>
<b>61 Agency Health Insurance</b>				
	1,025,248.14			
Receipts		261,106.26	3,322,677.54	
Disbursements		587,046.23-	3,685,641.93-	
<b>Fund Total . . . . .</b>		<b>325,939.97-</b>	<b>362,964.39-</b>	<b>662,283.75</b>
<b>71 LCTS Lyon Murray Collaborative Fund</b>	<b>471</b>	LCTS Collaborative Agency		
	192,056.54			
Receipts		0.00	97,486.00	
Disbursements		33,357.60-	107,766.03-	
<b>Dept Total . . . . .</b>		<b>33,357.60-</b>	<b>10,280.03-</b>	<b>181,776.51</b>
<b>Fund Total . . . . .</b>	<b>192,056.54</b>	<b>33,357.60-</b>	<b>10,280.03-</b>	<b>181,776.51</b>
<b>73 LCTS Rock Pipestone Collaborative Fund</b>	<b>471</b>	LCTS Collaborative Agency		
	47,452.81			
Receipts		25.00	33,938.00	
Disbursements		0.00	42,988.00-	
<b>Dept Total . . . . .</b>		<b>25.00</b>	<b>9,050.00-</b>	<b>38,402.81</b>
<b>Fund Total . . . . .</b>	<b>47,452.81</b>	<b>25.00</b>	<b>9,050.00-</b>	<b>38,402.81</b>
<b>75 Redwood LCTS Collaborative</b>	<b>471</b>	LCTS Collaborative Agency		

# Southwest Health and Human Services



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## Treasurer's Cash Trial Balance

As of 11/2022

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	63,370.51			
Receipts		1,458.00	74,716.00	
Disbursements		0.00	87,500.00-	
<b>Dept Total . . . . .</b>		<b>1,458.00</b>	<b>12,784.00-</b>	<b>50,586.51</b>
<b>Fund Total . . . . .</b>	<b>63,370.51</b>	<b>1,458.00</b>	<b>12,784.00-</b>	<b>50,586.51</b>
<b>77</b> Local Advisory Council	<b>477</b>	Local Advisory Council		
	678.34			
<b>Dept Total . . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>678.34</b>
<b>Fund Total . . . . .</b>	<b>678.34</b>	<b>0.00</b>	<b>0.00</b>	<b>678.34</b>
All Funds .....	7,090,463.28			
Receipts		4,253,845.41	33,108,185.42	
Disbursements		1,179,811.81-	10,711,304.55-	
SSIS		705,750.77-	6,810,999.84-	
Payroll		1,337,191.28-	15,199,242.93-	
Journal Entries		0.00	3,000,000.00	
<b>Total .....</b>		<b>1,031,091.55</b>	<b>3,386,638.10</b>	<b>10,477,101.38</b>

# Southwest Health and Human Services



## RM- Stmt of Revenues & Expenditures

As Of 11/2022

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO- DATE	2022 BUDGET	% OF BUDG	% OF YEAR	
<b>FUND 1 HEALTH SERVICES FUND</b>						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	183,835.75-	1,080,435.00-	1,080,435.00-	100	92	
INTERGOVERNMENTAL REVENUES	15,374.26-	170,185.26-	166,000.00-	103	92	
STATE REVENUES	175,417.70-	1,025,650.25-	939,267.00-	109	92	
FEDERAL REVENUES	91,111.75-	1,303,038.90-	1,119,614.00-	116	92	
FEES	38,347.95-	474,984.65-	481,630.00-	99	92	
EARNINGS ON INVESTMENTS	4,781.46-	7,953.96-	550.00-	1,446	92	
MISCELLANEOUS REVENUES	19.78-	4,989.52-	6,750.00-	74	92	
<b>TOTAL REVENUES</b>	<b>508,888.65-</b>	<b>4,067,237.54-</b>	<b>3,794,246.00-</b>	<b>107</b>	<b>92</b>	15%
EXPENDITURES						
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	92	over
PAYROLL AND BENEFITS	219,946.77	2,462,649.61	3,088,224.00	80	92	
OTHER EXPENDITURES	54,054.94	650,817.29	706,022.00	92	92	
<b>TOTAL EXPENDITURES</b>	<b>274,001.71</b>	<b>3,113,466.90</b>	<b>3,794,246.00</b>	<b>82</b>	<b>92</b>	10% under

# Southwest Health and Human Services



## RM- Stmt of Revenues & Expenditures

As Of 11/2022

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO- DATE	2022 BUDGET	% OF BUDG	% OF YEAR	
<b>FUND 5 HUMAN SERVICES FUND</b>						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	1,573,398.30-	8,814,506.55-	11,954,362.00-	74	92	
INTERGOVERNMENTAL REVENUES	0.00	65,320.50-	95,971.00-	68	92	
STATE REVENUES	535,542.75-	5,434,273.65-	5,536,980.00-	98	92	
FEDERAL REVENUES	1,082,210.34-	7,353,901.98-	7,789,285.00-	94	92	
FEES	118,093.63-	2,076,976.46-	2,485,160.00-	84	92	
EARNINGS ON INVESTMENTS	25,102.66-	41,758.35-	2,200.00-	1,898	92	
MISCELLANEOUS REVENUES	82,510.64-	1,004,748.45-	1,510,451.00-	67	92	
<b>TOTAL REVENUES</b>	<b>3,416,858.32-</b>	<b>24,791,485.94-</b>	<b>29,374,409.00-</b>	<b>84</b>	<b>92</b>	8% under
EXPENDITURES						
PROGRAM EXPENDITURES	952,743.60	10,094,915.25	12,167,552.00	83	92	
PAYROLL AND BENEFITS	1,116,385.41	12,738,026.19	14,490,742.00	88	92	
OTHER EXPENDITURES	193,710.57	2,128,657.69	2,716,115.00	78	92	
<b>TOTAL EXPENDITURES</b>	<b>2,262,839.58</b>	<b>24,961,599.13</b>	<b>29,374,409.00</b>	<b>85</b>	<b>92</b>	7% 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	...		<b>Revenue</b>				92
			<b>Expend.</b>	5,286.38	55,865.37	0.00	0 92
			<b>Net</b>	5,286.38	55,865.37	0.00	0 92
910 PROGRAM	CHA/ CHIP		<b>Revenue</b>	1,706.44 -	1,706.44 -	0.00	0 92
			<b>Expend.</b>	769.70	4,940.06	0.00	0 92
			<b>Net</b>	936.74 -	3,233.62	0.00	0 92
930 PROGRAM	Administration		<b>Revenue</b>	236,895.76 -	1,253,513.66 -	1,147,735.00 -	109 92
			<b>Expend.</b>	69,152.73	591,523.59	757,820.00	78 92
			<b>Net</b>	167,743.03 -	661,990.07 -	389,915.00 -	170 92
410 DEPT	General Administration	<b>Totals:</b>	<b>Revenue</b>	238,602.20 -	1,255,220.10 -	1,147,735.00 -	109 92
			<b>Expend.</b>	75,208.81	652,329.02	757,820.00	86 92
			<b>Net</b>	163,393.39 -	602,891.08 -	389,915.00 -	155 92
481 DEPT	Nursing						
100 PROGRAM	Family Health		<b>Revenue</b>	2,092.64 -	14,752.57 -	22,780.00 -	65 92
			<b>Expend.</b>	697.41	11,217.88	13,539.00	83 92
			<b>Net</b>	1,395.23 -	3,534.69 -	9,241.00 -	38 92
103 PROGRAM	Follow Along Program		<b>Revenue</b>	2,069.91 -	16,967.43 -	32,900.00 -	52 92
			<b>Expend.</b>	1,882.18	25,228.54	18,276.00	138 92
			<b>Net</b>	187.73 -	8,261.11	14,624.00 -	56 - 92
110 PROGRAM	TANF		<b>Revenue</b>	0.00	130,770.05 -	127,876.00 -	102 92
			<b>Expend.</b>	596.79	109,634.62	94,553.00	116 92
			<b>Net</b>	596.79	21,135.43 -	33,323.00 -	63 92
130 PROGRAM	WIC		<b>Revenue</b>	41,087.00 -	525,177.00 -	450,000.00 -	117 92
			<b>Expend.</b>	39,698.20	470,447.21	620,585.00	76 92
			<b>Net</b>	1,388.80 -	54,729.79 -	170,585.00	32 - 92
210 PROGRAM	CTC Outreach		<b>Revenue</b>	12,458.51 -	180,067.55 -	262,270.00 -	69 92
			<b>Expend.</b>	13,954.48	164,872.34	299,144.00	55 92
			<b>Net</b>	1,495.97	15,195.21 -	36,874.00	41 - 92
265 PROGRAM	Strong Foundations FHV		<b>Revenue</b>	1,256.25 -	64,865.53 -	0.00	0 92
			<b>Expend.</b>	5,431.87	61,668.36	0.00	0 92
			<b>Net</b>	4,175.62	3,197.17 -	0.00	0 92

# 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>
<b>270 PROGRAM</b>	Maternal Child Health - Title V		Revenue	9,496.21 -	150,570.42 -	237,036.00 -	64	92
			Expend.	9,541.24	148,154.11	257,985.00	57	92
			Net	45.03	2,416.31 -	20,949.00	12 -	92
<b>280 PROGRAM</b>	MCH Dental Health		Revenue	0.00	0.00	1,200.00 -	0	92
			Expend.	4.80	980.57	13,375.00	7	92
			Net	4.80	980.57	12,175.00	8	92
<b>285 PROGRAM</b>	MCH Blood Lead		Revenue					92
			Expend.	549.99	2,941.54	0.00	0	92
			Net	549.99	2,941.54	0.00	0	92
<b>295 PROGRAM</b>	MCH Car Seat Program		Revenue	264.68 -	7,743.29 -	35,500.00 -	22	92
			Expend.	2,377.81	35,522.77	45,158.00	79	92
			Net	2,113.13	27,779.48	9,658.00	288	92
<b>300 PROGRAM</b>	Case Management		Revenue	32,783.87 -	379,254.87 -	451,000.00 -	84	92
			Expend.	25,685.11	262,955.61	432,037.00	61	92
			Net	7,098.76 -	116,299.26 -	18,963.00 -	613	92
<b>330 PROGRAM</b>	MNChoices		Revenue	47,314.02 -	190,019.19 -	154,000.00 -	123	92
			Expend.	9,720.83	160,539.75	219,957.00	73	92
			Net	37,593.19 -	29,479.44 -	65,957.00	45 -	92
<b>603 PROGRAM</b>	Disease Prevention and Control		Revenue	16,506.87 -	187,267.27 -	162,301.00 -	115	92
			Expend.	14,206.54	181,018.95	219,137.00	83	92
			Net	2,300.33 -	6,248.32 -	56,836.00	11 -	92
<b>660 PROGRAM</b>	MIIC		Revenue					92
			Expend.	1,674.25	2,032.90	0.00	0	92
			Net	1,674.25	2,032.90	0.00	0	92
<b>481 DEPT</b>	Nursing	<b>Totals:</b>	Revenue	165,329.96 -	1,847,455.17 -	1,936,863.00 -	95	92
			Expend.	126,021.50	1,637,215.15	2,233,746.00	73	92
			Net	39,308.46 -	210,240.02 -	296,883.00	71 -	92
<b>483 DEPT</b>	Health Education		Revenue					
			Expend.					
			Net					
<b>500 PROGRAM</b>	Direct Client Services		Revenue	795.91 -	4,801.89 -	950.00 -	505	92
			Expend.	203.54	3,906.59	18,895.00	21	92
			Net	592.37 -	895.30 -	17,945.00	5 -	92
<b>510 PROGRAM</b>	SHIP		Revenue	38,671.98 -	284,223.45 -	224,631.00 -	127	92
			Expend.	20,915.13	245,970.00	224,541.00	110	92
			Net	17,756.85 -	38,253.45 -	90.00 -	42,504	92

# 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
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	1,618.93 -	10,155.00 -	16	92
			Expend.	743.27	4,255.22	10,155.00	42	92
			Net	743.27	2,636.29	0.00	0	92
541 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	1,424.07 -	2,615.35 -	10,155.00 -	26	92
			Expend.	380.56	3,015.99	10,155.00	30	92
			Net	1,043.51 -	400.64	0.00	0	92
551 PROGRAM	Pipestone Drug Free Communities		Revenue	0.00	169,715.03 -	125,000.00 -	136	92
			Expend.	10,840.00	123,512.01	125,000.00	99	92
			Net	10,840.00	46,203.02 -	0.00	0	92
560 PROGRAM	Opioid Settlement		Revenue	14,655.26 -	14,655.26 -	0.00	0	92
			Expend.					92
			Net	14,655.26 -	14,655.26 -	0.00	0	92
900 PROGRAM	Emergency Preparedness		Revenue	20,374.06 -	78,515.15 -	95,357.00 -	82	92
			Expend.	5,874.54	71,967.61	112,734.00	64	92
			Net	14,499.52 -	6,547.54 -	17,377.00	38 -	92
905 PROGRAM	COVID- 19 Pandemic		Revenue	4,884.22 -	36,624.29 -	0.00	0	92
			Expend.	4,327.46	69,326.47	0.00	0	92
			Net	556.76 -	32,702.18	0.00	0	92
906 PROGRAM	COVID- 19 Vaccination Planning Grant		Revenue	0.00	88,251.80 -	0.00	0	92
			Expend.	485.44	9,443.15	0.00	0	92
			Net	485.44	78,808.65 -	0.00	0	92
907 PROGRAM	Crisis Response Workforce Grant (CO)		Revenue	0.00	2,927.34 -	0.00	0	92
			Expend.	1,182.19	8,128.53	0.00	0	92
			Net	1,182.19	5,201.19	0.00	0	92
483 DEPT	Health Education	Totals:	Revenue	80,805.50 -	683,948.49 -	466,248.00 -	147	92
			Expend.	44,952.13	539,525.57	501,480.00	108	92
			Net	35,853.37 -	144,422.92 -	35,232.00	410 -	92
485 DEPT	Environmental Health		Revenue	16,457.03 -	200,239.55 -	216,400.00 -	93	92
			Expend.	19,863.82	204,544.57	247,237.00	83	92
			Net	3,406.79	4,305.02	30,837.00	14	92
800 PROGRAM	Environmental		Revenue	16,457.03 -	200,239.55 -	216,400.00 -	93	92
			Expend.	19,863.82	204,544.57	247,237.00	83	92
			Net	3,406.79	4,305.02	30,837.00	14	92
809 PROGRAM	Environmental Water Lab		Revenue	7,693.96 -	80,374.23 -	27,000.00 -	298	92
			Expend.	7,955.45	79,852.59	53,963.00	148	92
			Net	261.49	521.64 -	26,963.00	2 -	92

# 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>%of</u>
							<u>Bdgt</u>	<u>Year</u>
<b>485 DEPT</b>	Environmental Health	<b>Totals:</b>	<b>Revenue</b>	24,150.99-	280,613.78-	243,400.00-	115	92
			<b>Expend.</b>	27,819.27	284,397.16	301,200.00	94	92
			<b>Net</b>	3,668.28	3,783.38	57,800.00	7	92
<b>1 FUND</b>	Health Services Fund	<b>Totals:</b>	<b>Revenue</b>	508,888.65-	4,067,237.54-	3,794,246.00-	107	92
			<b>Expend.</b>	274,001.71	3,113,466.90	3,794,246.00	82	92
			<b>Net</b>	234,886.94-	953,770.64-	0.00	0	92

# 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	...						
			<b>Revenue</b>				92
			<b>Expend.</b>	8,433.10	97,274.72	105,344.00	92
			<b>Net</b>	8,433.10	97,274.72	105,344.00	92
410 DEPT	General Administration	<b>Totals:</b>	<b>Revenue</b>				92
			<b>Expend.</b>	8,433.10	97,274.72	105,344.00	92
			<b>Net</b>	8,433.10	97,274.72	105,344.00	92
420 DEPT	Income Maintenance						
0 PROGRAM	...		<b>Revenue</b>				92
			<b>Expend.</b>	0.00	636.36	0.00	0
			<b>Net</b>	0.00	636.36	0.00	0
600 PROGRAM	Income Maint Administrative/ Overhea		<b>Revenue</b>	512,266.13 -	2,839,623.04 -	3,758,977.00 -	76
			<b>Expend.</b>	114,935.85	1,243,315.22	1,551,896.00	80
			<b>Net</b>	397,330.28 -	1,596,307.82 -	2,207,081.00 -	72
601 PROGRAM	Income Maint/ Random Moment Payro		<b>Revenue</b>				92
			<b>Expend.</b>	206,812.29	2,382,561.14	2,645,029.00	90
			<b>Net</b>	206,812.29	2,382,561.14	2,645,029.00	90
602 PROGRAM	Income Maint FPI Investigator		<b>Revenue</b>	25,781.00 -	78,442.00 -	130,000.00 -	60
			<b>Expend.</b>	9,063.84	82,619.04	149,454.00	55
			<b>Net</b>	16,717.16 -	4,177.04	19,454.00	21
605 PROGRAM	MN Supplemental Aid (MSA)/ GRH		<b>Revenue</b>	3,771.20 -	45,092.75 -	65,400.00 -	69
			<b>Expend.</b>	10,918.49	50,620.65	65,000.00	78
			<b>Net</b>	7,147.29	5,527.90	400.00 -	1,382 -
610 PROGRAM	TANF(AFDC/ MFIP/ DWP)		<b>Revenue</b>	282.35 -	6,491.06 -	15,000.00 -	43
			<b>Expend.</b>	0.00	257.31	11,250.00	2
			<b>Net</b>	282.35 -	6,233.75 -	3,750.00 -	166
620 PROGRAM	General Asst (GA) / Burials		<b>Revenue</b>	1,181.51 -	23,235.41 -	51,500.00 -	45
			<b>Expend.</b>	12,850.00	302,270.52	401,125.00	75
			<b>Net</b>	11,668.49	279,035.11	349,625.00	80
630 PROGRAM	Food Support (FS)		<b>Revenue</b>	169,965.00 -	662,081.70 -	553,000.00 -	120
			<b>Expend.</b>	1,509.21	5,936.01	2,750.00	216
			<b>Net</b>	168,455.79 -	656,145.69 -	550,250.00 -	119

# 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	262,529.55 -	1,318,208.24 -	1,631,525.00 -	81	92
			Expend.	90,870.60	957,101.08	1,235,062.00	77	92
			Net	171,658.95 -	361,107.16 -	396,463.00 -	91	92
650 PROGRAM	Medical Assistance (MA)		Revenue	430,609.07 -	3,765,454.94 -	3,970,000.00 -	95	92
			Expend.	238,653.06	2,870,045.35	2,875,000.00	100	92
			Net	191,956.01 -	895,409.59 -	1,095,000.00 -	82	92
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	209.00 -	1,853.00 -	0.00	0	92
			Expend.					92
			Net	209.00 -	1,853.00 -	0.00	0	92
420 DEPT	Income Maintenance	Totals:	Revenue	1,406,594.81 -	8,740,482.14 -	10,175,402.00 -	86	92
			Expend.	685,613.34	7,895,362.68	8,936,566.00	88	92
			Net	720,981.47 -	845,119.46 -	1,238,836.00 -	68	92
431 DEPT	Social Services							
700 PROGRAM	Social Service Administrative/ Overhea		Revenue	1,505,843.08 -	8,877,074.14 -	11,059,756.00 -	80	92
			Expend.	209,984.10	2,371,076.90	3,032,994.00	78	92
			Net	1,295,858.98 -	6,505,997.24 -	8,026,762.00 -	81	92
701 PROGRAM	Social Services/ SSTS		Revenue					92
			Expend.	614,394.25	7,137,129.51	7,908,093.00	90	92
			Net	614,394.25	7,137,129.51	7,908,093.00	90	92
710 PROGRAM	Children's Social Services Programs		Revenue	75,756.45 -	1,798,956.32 -	1,936,045.00 -	93	92
			Expend.	332,093.99	3,975,345.35	3,886,574.00	102	92
			Net	256,337.54	2,176,389.03	1,950,529.00	112	92
711 PROGRAM	YIP Grant (Circle)- Dept of Public Safet		Revenue	10,115.84 -	34,084.47 -	0.00	0	92
			Expend.	2,488.15	27,997.37	0.00	0	92
			Net	7,627.69 -	6,087.10 -	0.00	0	92
712 PROGRAM	CIRCLE Program		Revenue	0.00	5,000.00 -	0.00	0	92
			Expend.	676.42	6,600.76	16,000.00	41	92
			Net	676.42	1,600.76	16,000.00	10	92
713 PROGRAM	STAY Program Grant (formerly SELF)		Revenue	0.00	50,049.00 -	53,000.00 -	94	92
			Expend.	1,847.28	28,784.00	53,000.00	54	92
			Net	1,847.28	21,265.00 -	0.00	0	92
715 PROGRAM	Children Waivers		Revenue	0.00	200,835.64 -	220,000.00 -	91	92
			Expend.					92
			Net	0.00	200,835.64 -	220,000.00 -	91	92

# Southwest Health and Human Services



## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year- To- Date</u>	<u>Budget</u>	<u>%of Bdgt</u>	<u>%of Year</u>
716 PROGRAM	FGDM/ Family Group Decision Making		Revenue	10,723.00 -	17,985.99 -	41,780.00 -	43	92
			Expend.	5,710.93	16,178.65	41,780.00	39	92
			Net	5,012.07 -	1,807.34 -	0.00	0	92
717 PROGRAM	Family Assmt Response Grant/ Discr F		Revenue	0.00	38,111.79 -	47,909.00 -	80	92
			Expend.	3,454.73	33,437.90	47,909.00	70	92
			Net	3,454.73	4,673.89 -	0.00	0	92
718 PROGRAM	PSOP/ Parent Support Outreach Progra		Revenue	5,062.00 -	30,738.72 -	30,853.00 -	100	92
			Expend.	325.00	9,490.18	30,853.00	31	92
			Net	4,737.00 -	21,248.54 -	0.00	0	92
720 PROGRAM	Child Care/ Child Protection		Revenue	2,850.00 -	20,282.00 -	18,600.00 -	109	92
			Expend.	100.00	920.30	4,600.00	20	92
			Net	2,750.00 -	19,361.70 -	14,000.00 -	138	92
721 PROGRAM	CC Basic Side Fee/ Cty Match to DHS		Revenue	1,477.00 -	19,959.89 -	42,594.00 -	47	92
			Expend.	0.00	37,282.92	43,365.00	86	92
			Net	1,477.00 -	17,323.03	771.00	2,247	92
726 PROGRAM	MFIP/ SW MN PIC		Revenue	778.00 -	9,309.00 -	12,000.00 -	78	92
			Expend.					92
			Net	778.00 -	9,309.00 -	12,000.00 -	78	92
730 PROGRAM	Chemical Dependency		Revenue	8,943.21 -	259,226.40 -	323,000.00 -	80	92
			Expend.	30,797.82	230,309.65	398,100.00	58	92
			Net	21,854.61	28,916.75 -	75,100.00	39 -	92
741 PROGRAM	Mental Health/ Adults Only		Revenue	152,238.12 -	1,117,813.82 -	1,317,814.00 -	85	92
			Expend.	215,107.47	1,381,302.01	2,023,955.00	68	92
			Net	62,869.35	263,488.19	706,141.00	37	92
742 PROGRAM	Mental Health/ Children Only		Revenue	107,074.60 -	869,817.59 -	881,694.00 -	99	92
			Expend.	90,060.39	673,968.81	1,937,363.00	35	92
			Net	17,014.21 -	195,848.78 -	1,055,669.00	19 -	92
750 PROGRAM	Developmental Disabilities		Revenue	22,147.95 -	644,739.48 -	853,928.00 -	76	92
			Expend.	16,816.24	237,354.07	330,428.00	72	92
			Net	5,331.71 -	407,385.41 -	523,500.00 -	78	92
760 PROGRAM	Adult Services		Revenue	43,210.48 -	1,102,413.62 -	1,425,284.00 -	77	92
			Expend.	5,580.12	69,332.09	89,500.00	77	92
			Net	37,630.36 -	1,033,081.53 -	1,335,784.00 -	77	92

# 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>
<b>765 PROGRAM</b>	Adult Waivers		Revenue	3,154.28-	660,094.41-	904,000.00-	73	92
			Expend.	8,350.24	240,334.04	165,000.00	146	92
			Net	5,195.96	419,760.37-	739,000.00-	57	92
<b>431 DEPT</b>	Social Services	<b>Totals:</b>	Revenue	1,949,374.01-	15,756,492.28-	19,168,257.00-	82	92
			Expend.	1,537,787.13	16,476,844.51	20,009,514.00	82	92
			Net	411,586.88-	720,352.23	841,257.00	86	92
461 DEPT	Information Systems							
<b>0 PROGRAM</b>	...		Revenue	2,466.50-	34,535.52-	30,750.00-	112	92
			Expend.	31,006.01	290,564.22	322,985.00	90	92
			Net	28,539.51	256,028.70	292,235.00	88	92
<b>461 DEPT</b>	Information Systems	<b>Totals:</b>	Revenue	2,466.50-	34,535.52-	30,750.00-	112	92
			Expend.	31,006.01	290,564.22	322,985.00	90	92
			Net	28,539.51	256,028.70	292,235.00	88	92
471 DEPT	LCTS Collaborative Agency							
<b>702 PROGRAM</b>	LCTS		Revenue	58,423.00-	259,976.00-	0.00	0	92
			Expend.	0.00	201,553.00	0.00	0	92
			Net	58,423.00-	58,423.00-	0.00	0	92
<b>471 DEPT</b>	LCTS Collaborative Agency	<b>Totals:</b>	Revenue	58,423.00-	259,976.00-	0.00	0	92
			Expend.	0.00	201,553.00	0.00	0	92
			Net	58,423.00-	58,423.00-	0.00	0	92
<b>5 FUND</b>	Human Services Fund	<b>Totals:</b>	Revenue	3,416,858.32-	24,791,485.94-	29,374,409.00-	84	92
			Expend.	2,262,839.58	24,961,599.13	29,374,409.00	85	92
			Net	1,154,018.74-	170,113.19	0.00	0	92
<b>FINAL TOTALS</b>	1,077 Accounts		Revenue	3,925,746.97-	28,858,723.48-	33,168,655.00-	87	92
			Expend.	2,536,841.29	28,075,066.03	33,168,655.00	85	92
			Net	1,388,905.68-	783,657.45-	0.00	0	92



# 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			

<b>2022</b>	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	2768	557	3325
November	2803	571	3374
December			0
<b>Average</b>	<b>2724</b>	<b>567</b>	<b>3016</b>

# Adult - Social Services Caseload

Average	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
2018	11	299	14	0	282	43	880	18	353	451	331	2683
2019	9	319	13	0	261	58	887	17	295	542	339	2651
2020	10	328	12	0	270	61	869	15	287	453	319	2623
2021	9	362	13	0	272	50	926	14	299	446	303	2609
2022												

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

2022	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
January	9	375	13	0	270	48	955	13	235	447	290	2655
February	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	8	395	11	0	261	98	1019	19	193	452	312	2768
November	8	400	11	0	256	106	1033	20	206	453	310	2803
December												0
	8	386	12	0	259	72	993	15	230	447	302	2671

# Children's - Social Services Caseload

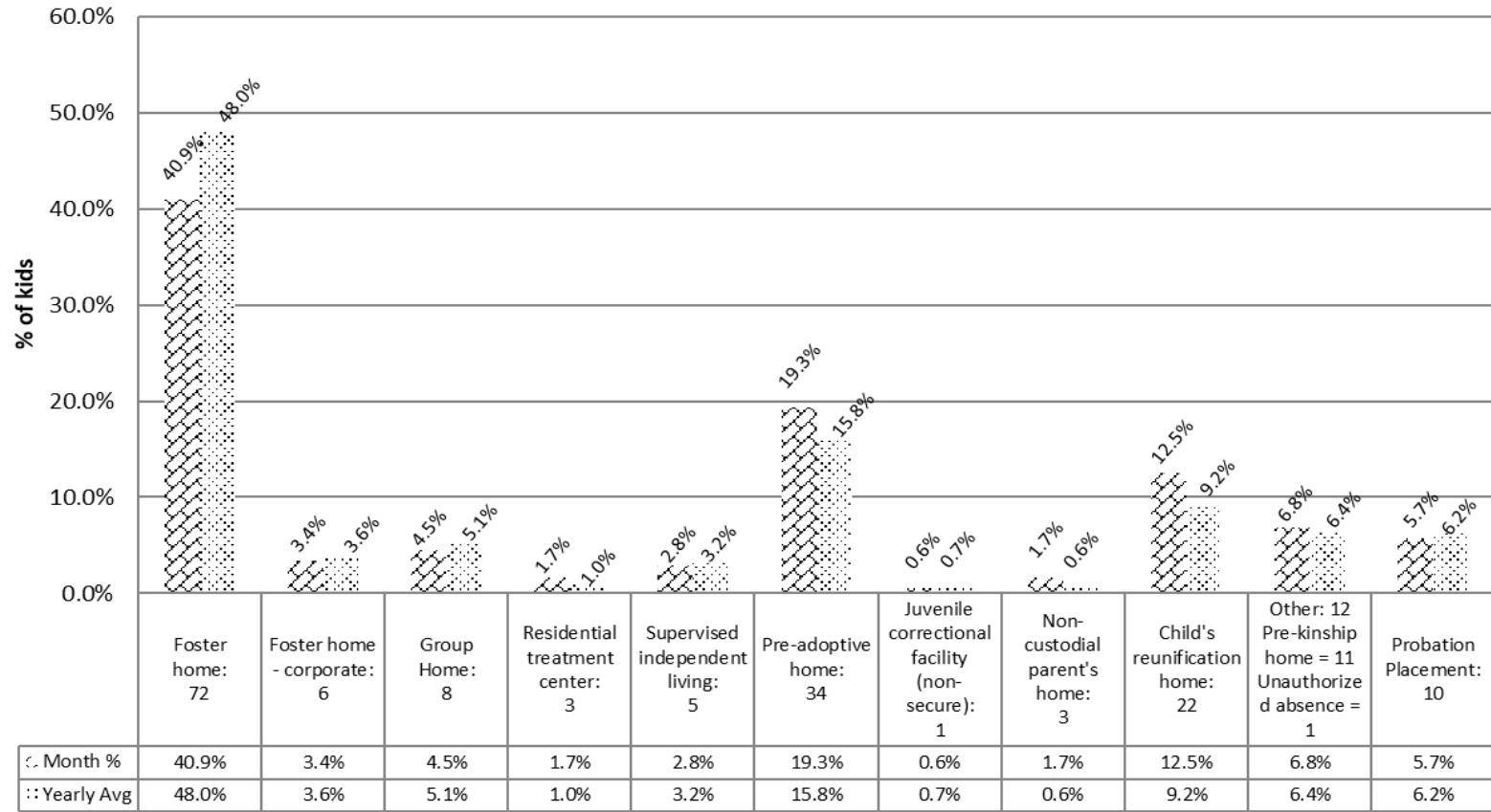
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	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												

<b>2022</b>	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
January	22	30	0	13	63	182	154	83	0	0	31	578
February	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	24	33	0	12	64	167	142	74	0	0	41	557
November	24	33	0	12	63	170	147	74	0	0	48	571
December												0
	<b>23</b>	<b>30</b>	<b>0</b>	<b>13</b>	<b>64</b>	<b>176</b>	<b>145</b>	<b>78</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>592</b>

## 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	3	3		5	6
Lyon	47	44	45	53	52	52	52	55	54	52	52		51	50
Murray	15	16	17	11	10	14	13	13	15	15	15		14	13
Pipestone	22	23	25	24	28	28	27	24	24	23	23		25	20
Redwood	57	58	70	72	74	76	74	75	72	72	72		70	64
Rock	5	5	7	8	8	10	10	11	9	10	11		9	13
<b>Monthly Totals</b>	<b>152</b>	<b>152</b>	<b>170</b>	<b>174</b>	<b>178</b>	<b>186</b>	<b>182</b>	<b>184</b>	<b>178</b>	<b>175</b>	<b>176</b>	<b>0</b>		

**November 2022 - Placement by Category**  
**176 Kids in Placement**



**November 2022:** Total kids in placement = 176

**Total of 5 Children entered placement**

2	Lyon	Foster Home
2	Redwood	Probation
1	Rock	Group Home

**Total of 4 Children were discharged from placement** (discharges from previous month)

2	Lyon	Child's Reunification Home
1	Redwood	Group Home
1	Redwood	Probation

# NON IVD COLLECTIONS

November 2022

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5803	3,527
TANF (MFIP/DWP/AFDC)	05-420-610.5803	282
GA	05-420-620.5803	0
FS	05-420-630.5803	391
CS (PI Fee, App Fee, etc)	05-420-640.5501	328
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	61,674
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	10,047
OOH/FC Recovery	05-431-710.5803	9,462
CHILDCARE		
Licensing	05-431-720.5502	1,250
Corp FC Licensing	05-431-720.5505	1,600
Over Payments	05-431-721&722.5803	0
CHEMICAL DEPENDENCY		
SUD Assessment Fee	05-431-730.5504	1,628
CD Assessments	05-431-730.5519	474
Detox Fees	05-431-730.5520	830
SUD Treatment	05-431-730.5523	2,319
Over Payments	05-431-730.5803	(132)
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
<b>TOTAL NON-IVD COLLECTIONS</b>		<b>93,682</b>

## **2022 6-COUNTY LOCAL ADVISORY COUNCIL ANNUAL REPORT**

The 6-County Local Advisory Council on Adult Mental Health, serving, Lincoln, Lyon, Murray, Redwood, Pipestone and Yellow Medicine Counties, is pleased to report on its activities during 2022.

### **PURPOSE**

The purpose of the 6 County LAC is to use knowledge from a broad range of people who use or provide mental health services to find ways to improve local mental health services. LAC believes in promoting independence and safety of people with mental illness.

### **MEETING DATE / LOCATION**

During 2022, LAC meetings were held via zoom, on the 2<sup>nd</sup> Monday of January, March, May, July, September, and November. Zoom link: <https://swmhhs.zoom.us/j/89624409874>

### **PARTICIPANTS**

The LAC is comprised of members who have mental health diagnosis, community partners, as well as representatives from SWHHS children and adult social service programs. During 2022, members from 9 Community partners attended our meeting and out attendance ranged from 7-16 people each month. Unfortunately, no members with lived experience attended the LAC in 2022. LAC and partner programs continue to share information about the LAC meetings, stipend, etc. in hopes of attracting new members.

### **PRESENTERS**

We continue to have presenters at our meetings to share about their programs and raise awareness. These speakers are crucial as the availability and the presence of providers is ever changing. We strive to have our LAC be an informational outlet for both our consumers and providers. Our presenters this year included Avera Behavioral Health Services (Inpatient & Outpatient), Greater Minnesota Family Services, Salvation Army, Adult Mental Health Supervisor with SWHHS, and Western Mental Health Center.

### **GAPS IDENTIFIED**

The following gaps were identified in our communities:

- Transportation: Transportation providers do not have a funding source to provide transportation for people in rural areas. Lack of volunteer drivers.
- Housing: Lack of available housing, low-income / income based housing and housing for individuals with a felony.
- Individuals having to wait for a Diagnostic Assessment to be completed in order to start Children's Mental Health Case Management.
- Individual's thinking that they must be suicidal or hospitalized to receive Adult Mental Health Case Management Services.
- Difficult accessing services that they qualify for due to staffing shortages. Examples: ARMHS, PCA, Adult Foster Care.
- When a person is placed on a Civil Commitment, there are long wait times for them to be placed at a Community Behavioral Health Hospital (CBHH).

### **LAC CONTACT INFORMATION**

For more information about joining or presenting to the LAC contact any LAC member or the co-chairs Elaine Herrick at [Elaine.Herrick@SWMHHS.com](mailto:Elaine.Herrick@SWMHHS.com) or Nicole King at [Nicole.King@SWMHHS.com](mailto:Nicole.King@SWMHHS.com)



EFFECTIVE DATE: 05/16/12

REVISION DATE: 06/17/15; 11/16/16; 3/21/18; 7/17/19; 12/16/2020; 11/17/2021; 12/21/22

AUTHORITY: Southwest Health and Human Services – Human Services Board

MN Statute 260B.331/MN Statute 260C.331

MN Statute 252.27

MN Rules Parts 9550.6200 to 9550.6240

**--- FEES: OUT OF HOME PLACEMENT ---**  
**--- COLLECTION AND WAIVE OR REDUCE FEES ---**

**Section 1 - Purpose**

- a. This policy governs the assessment and collection of fees from children and parents/guardians of children in 24-hour out-of-home care.

**Section 2 - Dependent/neglected children or delinquent youth with no long-term disability**

a. Income Determination

- The out-of-home placement fee will be based on the net income of either birth or adoptive parents (if child is not on adoption ~~subsidy~~ assistance) as well as the child's monthly net income which includes Adoption Assistance, Child Support, Retirement Survivors Disability Insurance, Supplemental Security Income or other unearned income. Net income will be determined by the ~~Income Maintenance Collections~~ Unit using the ~~parental fee determination process for the agency. income computation~~ section of form ~~Elig #102~~.
- Removal homes receiving MFIP (Minnesota Family Investment Program)– cash portion, GA (General Assistance), Minnesota Supplemental Aid or their Adjusted Gross income (AGI) falls at or below the 100% Federal Poverty Guidelines (FPG) will not be charged a fee. Parents remain subject to 10 day reporting of changes to their income of 10% and annual parental fee review requirements.
- Any child who has a developmental disability, physical disability or emotional disturbance who is in 24-hour care outside the home including respite care, in a facility licensed by the commissioner of human services, the cost of services will be paid by the county of financial responsibility determined pursuant to chapter 256G. For household with AGI at or below 275% of FPG, no fee will be established. (Statute 252.27 and Rule 9550.6200)
- When it is determined that a fee is needed, the minimum fee charged will be \$10.00 per month. No fee will be imposed when computations result in a net fee less than this amount.
- The child fee and the parental fee combined cannot exceed the total cost that Southwest Health and Human Services (SWHHS) incurs for placement.
- All fees will begin on the date of placement. The placing worker will refer to the Placement Checklist for additional steps related to the referring of the case for fee determination.

- Income verification and completion of required forms is requested from the removal home parent(s) and if not provided, the agency will charge the family the total cost of placement for the child. The family will be notified that the agency will not go back more than 90 days to reassess a parental fee when information is not provided on time as requested.

b. Children under Adoption Assistance

- For children receiving Northstar Assistance or Legacy Adoption Assistance, no parental fee based on the parental income will be charged. If during placement the adoptive family continues to receive the Adoption Assistance, SWHHS will charge the family the total amount of Adoption Assistance which is being received. Any reductions from the Adoption Assistance for personal needs must ~~be approved by the social worker~~ **have approval from the Fee Review Committee.**
- For children whose Adoption Assistance payments end(ed) before or while in placement, determine a parent fee for the adoptive parents following Section 2d The Custodial Parent's Fee (in addition to any child fee) of this policy.

c. The Child's or Dependent Adult's Fee

- The child's fee is the full amount of his/her unearned income, such as social security, SSI, trusts, investments, veteran's benefits, child support, insurance, adoption subsidy, etc. Parents/guardians will be responsible for forwarding these benefits to SWHHS, even if DHS determines the fee. If the above payments are not kept current, then redirection to SWHHS will be required. When the child turns 18 and is still in placement, that dependent adult's fee continues to be the full amount of his/her unearned income. An 18 year-old in placement needs to meet the MFIP definition of a dependent child for the out-of-home placement fee to continue. For dependent adults, a 30 day break in placement will result in the ending of the parental fee.
- **Redirection of the child's unearned income will be determined on a case by case basis. All components to the child's case will be taken under consideration. The Fee Review Committee will make the determination.**

d. The Custodial Parent's Fee (in addition to any child fee)

- The custodial parental/removal home's fee will be determined using the **parental fee determination process for the agency** ~~SWHHS Procedures for Determining Parent Fees for Out-of-Home Placements of Juveniles~~.

e. The Non-Custodial Parent's Fee

- The amount of child support assigned to the non-custodial parent will be the non-custodial parent's fee when the child is in an out-of-home placement. If it is determined that the non-custodial parent's assigned child support does not follow Minnesota State Statute Chapter 518A and the custodial parent is receiving public assistance, the case may be referred to the Child Support

Enforcement Unit for modification of child support. It is the custodial parent's responsibility to see that the child support payments are passed through to SWHHS.

- When the child(ren) did not live with a parent during the eligibility month or at any time during the six months previous to the eligibility month, do not determine a parental fee against either parent. In these circumstances child support will be established for each parent.
- **Redirection of the non-custodial's child support will be determined on a case by case basis. All components to the child's case will be taken under consideration. The Fee Review Committee will make the determination.**

f. Placements Related to 72 Hour Holds

- When a child is placed on a 72 hour hold in a hospital setting the cost of such hold will be billed to the parent's/guardian's medical insurance whenever possible. If there is no insurance or medical assistance, the family should apply for medical assistance. If there is no insurance or medical assistance, the family will be billed for 100% of the cost of the care. The family can appeal to have their fee reduced.
- When the hold involves a shelter, foster care home, or correctional facility, SWHHS will pay for placement costs and bill the parents/guardian 100% of the cost of care; families have the right to appeal the fee
  - When a child remains in placement in foster care after a 72 hour hold and has a placement under 30 days, there will be a charge of \$10 a day for up to 30 days plus the full 72 hour cost of care. The fee will be waived for removal homes receiving IV-E funding, MFIP, GA, SSI, MSA or AGI is at or below 100% FPG.
  - When a child remains in placement such as shelter care, group home, correctional facility, residential treatment, or crisis stabilization, after a 72 hour hold and/or has a placement under 30 days, SWHHS will bill the full cost of care while on the hold and then there will be a charge of \$25 per day up to 30 days. The fee will be waived for removal homes receiving IV-E funding, MFIP, GA, SSI, MSA or AGI is at or below 100% FPG.
- When a child is placed under a detention hold, A&D (Apprehend and Detain), or warrant; SWHHS will pay for placement costs when appropriate and bill the parents/guardian 100% of cost for the first 2 days of placement that SWHHS is responsible for and then \$25 per day up to 30 days. The fee will be waived for removal homes receiving IV-E funding, MFIP, GA, SSI, MSA or AGI is at or below 100% FPG.
- After a 72-hour hold **and lasting at least 30 days**, a parental fee will be determined based on the Procedures for Determining Parental Fees for Out of Home Placement of Juveniles.

h. Hardship

- ~~The parents/guardians have the option of paying a minimum of 50% of the assessed monthly fee on an extended term, if it can be demonstrated that the fee would create a hardship for the family.~~

- SWHHS has the authority to waive fees for social services. If a client requests a reconsideration, the **Collections Officer** ~~Eligibility Worker or Social Worker~~ will obtain a written request from the client with the reason for the waiver request, including household **income and** expenses and why the fees pose a hardship. The **Collections Officer** ~~assigned Social Worker~~ will convene the **Fee Review Committee** ~~which will be comprised of that worker's direct supervisor, the involved Eligibility Worker, that worker's direct supervisor, Collections Officer, that worker's direct supervisor, and the Social Service Division Director.~~ The panel ~~to~~ will review the written request and other collateral information. ~~possessed by the Social Worker and Eligibility Worker.~~ The panel ~~committee~~ will issue a finding on the client's request and the **Collection's Officer** ~~Social Services Supervisor~~ will notify the client in writing. ~~with a copy to the Collections Officer.~~ The record of this meeting will be placed in the **client's collection file.** ~~Income Maintenance case record and Social Services case record.~~ The client may appeal the panel's findings to the DHS Appeals Office, or, if the fee is for the placement of a child under a CHIPS, the client may appeal to the court of jurisdiction. If a client is allowed a hardship waiver, the waiver will be reviewed annually.

i. Respite Care (private pay or care provided outside of a CP/CW need or risk)

- When a child is placed in 24-hour out-of-home respite care, the parent/guardian will be assessed a daily rate of care. Any part of a day will be counted as a full day. Income will be determined based on the declared income and expenses as set out by SWHHS. No expenses are to be used to reduce the fee.

j. Parental Fee Reviews

- The parental/guardian fee amount must be reviewed at least every 12 months; ,when there is a change in household size; , and when there is a change in income from one month to another in excess of ten percent.
- SWHHS will mail a written notice 30 days in advance of the effective date of a change in the parental/guardian fee amount. A reduction in the parental/guardian fee amount is effective in the month that the parent/guardian verifies a reduction in income or change in household size.
- If SWHHS becomes aware of unreported income or of an unreported increase in current income more than 10 percent AND this unreported income would result in an increase to the parental/guardian fee amount, the fee amount is redetermined and effective in the month the change occurred.

**Section 3 - Children who are receiving other case management services through SWHHS who require out of home placement**

a. Referrals to DHS for Parental Fee

- DHS collects parental fees for children with certain types of MA eligibility or living arrangements. Refer cases to DHS for children who are eligible for MA and meet any of the following:
  - Children who receive services under one or more of the following waiver programs:
    - Community Alternatives for Chronically Ill Individuals (CAC).

- Community Alternatives for Disabled Individuals (CADI).
- Developmental Disabilities (DD).
- Brain Injury (BI).
- Are in 24-hour out-of-home placement: IMDs or previously Rule 5 facilities.

b. Procedure

- ~~Notify parents that their liability for parental fees begin the first full month in which MA is effective or waiver services are received.~~
- ~~Give them a copy of the *Important Notice and Parental Fee Worksheet (DHS 2977)*.~~  
~~Note: Parents may be liable for fees through the month of the child's 18th birthday.~~
- ~~MMIS must be updated in order for the State to bill and collect a parental fee. Update RLVA as follows:~~
  - ~~For DD, CAC and CADI waivers the 'U' code should be ended with a date of the day before services are needed. The SWKR provides the *Request for Payment of Long Term Care Services (DHS 3543A)* before the 'U' code can be changed.~~
  - ~~RULE 5 end the 'Living Arrangement' code '80' the day of placement and enter a new span with the same date. The 'Living Arrangement' code will be '54' then enter the corresponding NPI number of the facility in the 'Out of Home' column. This code is provided by the SWKR.~~
  - ~~Submit a completed *County Parental Fee Referral form* to DHS (DHS 2982).~~

**Commented [TB1]:** Does this really belong in the policy – to me it is more of a procedure than a policy.

**Commented [TB2R1]:** Remove because it's a procedure.

#### Section 4 - Collections

- a. After the case has been referred to the Collections Officer, the parent/guardian will be billed on a monthly basis through the Agency's Collections System.
- b. If an account is over 90 days delinquent, with no agreed upon payment plan, the Collections Officer may initiate additional collection efforts.
- c. Quarterly Parental Fee Meetings are held with all key stakeholders within the agency and a review of accounts is completed to confirm billing amount, delinquency and other necessary details surrounding the billing of fees.
- d. When a family receiving Adoption Assistance fails to transfer the Adoption Assistance to SWHHS, the agency will contact the Minnesota Department of Human Services Adoption Assistance Unit for further assistance for collection.
- e. **When a child receives RSDI/SSI and the family fails to transfer the RSDI/SSI to SWHHS, the agency will contact the Social Security Administration to begin the process of becoming rep payee for the child.**

Agency Forms Regarding This Policy:

IM – Elig #102



# 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	2016	39	5	238	0	0	4	208	45	30	14	0
10/22	2029	23	7	220	0	10	3	157	40	40	10	0
11/22		41	6	169	0	0	4	159	36	49	16	0
12/22												

\*Includes telehealth visits

Serving Lincoln, Lyon, Murray, Pipestone, Redwood and Rock Counties



# 2021 Annual Report

Southwest Health & Human Services

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# Message from the Director



I am pleased to present the 2021 Annual Report for Southwest Health and Human Services (SWHHS). Furthermore, I am honored to highlight and share the work of SWHHS staff and the collaboration with many, many community partners who help provide a universal, comprehensive continuum of care for residents of the six counties served by the agency. This report features the organization’s finance and performance highlights during the fiscal year ending December 31, 2021.

The annual report provides our community partners and families with the changes and highlights of the programs, services and resources offered and delivered to residents served by the six counties representing SWHHS during 2021.

This past year was another year unlike any other, and yet it was more important than ever that SWHHS remain committed to what has historically defined us as an organization of excellence: people, service, programs and resources.

More information about the organization and its programs and services can be found on the SWHHS website, [swmhhs.com](http://swmhhs.com). We also often post updates and information on our Facebook page.

Thank you for allowing me to highlight the great work of SWHHS staff and community partners; together we strive to ensure adherence to our mission of strengthening individuals, families and communities by providing quality services in a respectful, caring and cost-effective manner.

Sincerely,

A handwritten signature in purple ink that reads "Beth M. Wilms". The signature is fluid and cursive, with a long horizontal flourish at the end.

Beth M. Wilms  
Director

# Mission and Guiding Principles

## Mission

Southwest Health and Human Services (SWHHS) is a multi-county agency committed to strengthening individuals, families, and communities by providing quality services in a respectful, caring, and cost-effective manner.

## Guiding Principles

### **Respect**

We treat people with dignity and consideration, and we listen openly to integrate a variety of perspectives and create environments that foster trust.

### **Honesty**

We are truthful and responsible in our interactions with the public and each other. We demonstrate compassion, acceptance, and will safeguard dignity and confidentiality.

### **Trust**

We are people of character and integrity who keep our word and honor our commitments, resulting in a safe environment for staff and clients.

### **Communication**

We engage in timely, responsive, effective, and open information sharing to improve our work and maintain our reputation as a trusted source for program and service delivery.

### **Teamwork**

We are committed to common goals based on open and honest communication while showing concern and support for each other.

### **Flexibility**

We are an organization willing to learn, create innovative ideas, and adapt to the ever-changing environment while striving for a healthy work-life balance.

# Structure and Governance

Southwest Health and Human Services is a joint-powers human services and public health agency covering Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock Counties in southwest Minnesota. The agency has six offices and employs 229 staff. The offices are located in Ivanhoe, Marshall, Slayton, Pipestone, Redwood Falls, and Luverne.

SWHHS provides essential services designed to protect and enhance the health and well-being of our six-county residents, especially our most vulnerable populations. The agency is made up of three key departments: Business Services, Social Services, and Public Health. Each of these departments play an important role in providing effective health and human services.

The Governing Board consists of two appointed County Commissioners from each of the member counties and by Minnesota statute, has responsibility for the development of an affordable system of care for all residents, especially, uninsured or underinsured children, families, and adults. The Human Services Governing Board has one layperson from each county who serves on the board.

## 2021 SWHHS Board

	Lincoln	Lyon	Murray	Pipestone	Redwood	Rock
<b>Commissioner</b>	Corey Sik	Charlie Sanow	Dave Thiner	Dan Wildermuth	Jim Salfer	Greg Burger
<b>Commissioner</b>	Steve Hauswedell	Rick Anderson	Dennis Welgraven	Les Nath	Rick Wakefield	Sherri Thompson
<b>Layperson</b>	Joan Jagt	Lois Schmidt	Jeane Anderson	Steve Schulze	Maydra Maas	None Appointed

# Demographics

## Population

73,641

## Median Age

42.3 years

## Income

- **\$58,391** Median Household Income
- **22.6%** Residents living below 100% of the Federal Poverty Level (\$12,880 for 1st person + \$4,450 for each additional person) 2016-2020 American Community Survey
- **29.9%** Residents living below 200% of the Federal Poverty Level (\$25,760 for 1st person + \$9,080 for each additional person) (1) (2)

## Education Among Residents Ages 25+

- **7.9%** No high school diploma
- **34.2%** High school diploma (including GED)
- **35.6%** Some college or Associate Degree
- **16.6%** Bachelor Degree
- **5.8%** Advance Degree (1)

## Language

- **6.6%** Language other than English spoken at home (1)

## Race

- **1.6%** Non-Hispanic American Indian/Alaskan Native
- **2.6%** Non-Hispanic Asian alone
- **1.6%** Non-Hispanic Black or African American Alone
- **2.4%** Non-Hispanic Two or More Races
- **87.7%** Non-Hispanic White (1)

## Ethnicity

- **5.2%** Hispanic Origin of any Race (1)

## National Origin

- **4.6%** Foreign Born (1)

## Gender\*

- **49.4%** Male
- **50.6%** Female (1)

*\*other genders not available in US Census Data*

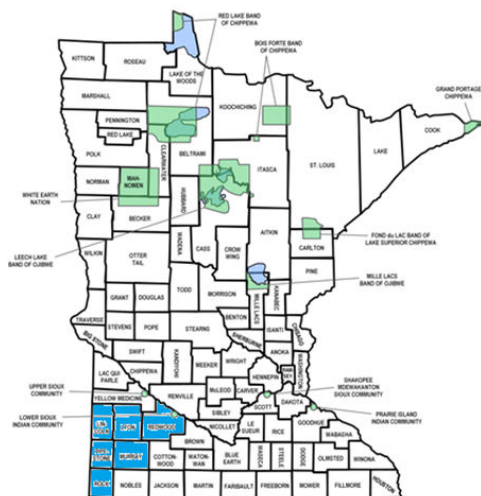
## Disability

- **11.6%** Civilian Non-Institutionalized Population with a Disability (1)

## Annual Unemployment Rate

- **2.9%** SWHHS Counties (3)  
-2021, Not Seasonally Adjusted

Minnesota counties and tribal nations



# 2021 Actual Annual Budget (Audited)

	Human Services	Public Health	TOTAL
<b>Revenues</b>	\$ 27,626,381	\$ 4,405,368	\$ 32,031,749
<b>Expenditures</b>	\$ 26,787,512	\$ 3,616,827	\$ 30,404,339
<b>Fund Balance</b>	\$ 6,568,498	\$ 3,452,395	\$ 10,020,893

State Auditor recommends having 10 month of expenditure on hand. (4)

## Diversity, Equity, and Inclusion

As indicated by the strategic plan, SWHHS began activities addressing Diversity, Equity and Inclusion (DEI) to move the agency forward in becoming more welcoming and diverse for clients and staff.

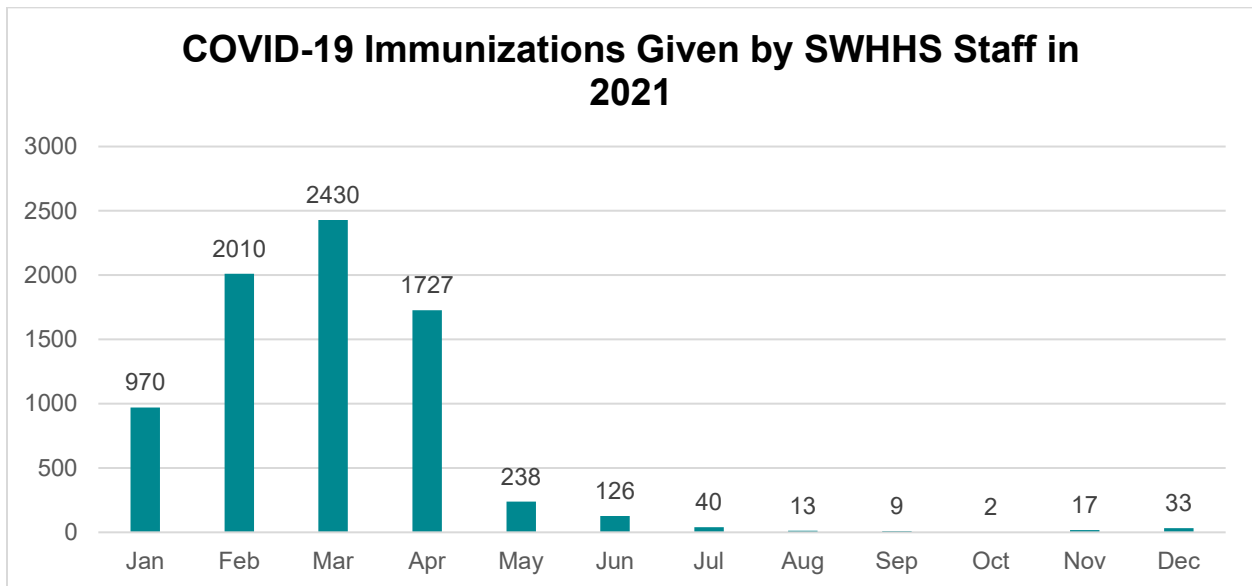


Staff participate in monthly opportunities to increase knowledge and do best practice around topics such as ableism, structural racism, bias in communities, health equity, sexual orientation, and more. Ten agency staff participated in a DEI Activator series.

## Public Health

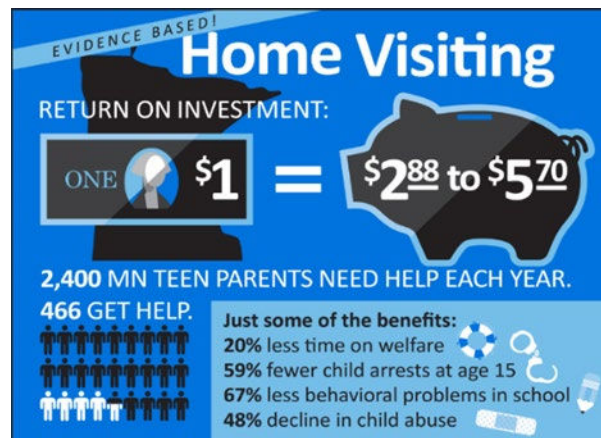
### COVID-19 Immunizations

Starting December 30, 2020, public health began giving COVID-19 immunizations to tier one ambulance and first responder staff. In total public health would give 7,615 immunizations. The immunizations that public health provided were done to increase capacity in the community. SWHHS provides limited immunizations to under-served populations regularly and atypically in mass scale as was needed with COVID-19.



## Family Home Visiting

A grant for family home visiting, called Strong Foundations, was awarded to Public Health. This grant will support staff in the evidence-based practice, called Maternal Early Childhood Sustained Home-visiting (MECSH), and allows 22 additional families to be enrolled. Family home visiting programs based in evidence-based practice provides significant return on investment to communities through improved maternal newborn health, reduction in child injuries, abuse, neglect and/or maltreatment, improvements in school readiness and parent-child relationships, reduction of domestic violence, and economic self-sufficiency of families. (5)



## Social Services

### Social Services Intake

Cases in social services were up slightly in 2021. As COVID-19 restrictions were lifted, most programs experienced the waiver ramp down and the return to meeting face-to-face for assessments and provide ongoing care coordination. Telehealth options continued in some instances but best practice indicates in person whenever possible.

### Adult and Child Protection Intake

Mandated services, including adult and child protection, saw an increase in the number of assessments from the previous year. This was likely due to providers and family members not seeing consumers face-to-face and therefore not reporting concerns about vulnerable adults. There were 246 children placed in foster care in 2021, with most of those in traditional foster homes. SWHHS does have a high rate of relative foster care.



### Opiate Allocation for Out-of-home Placement

The Department of Human Services (DHS) began providing an opiate allocation based on number of children in out of home placement related to parental chemical use.

A Circle of Hope began in the southern counties to support recovery. This was done through a partnership with Western Mental Health Center (WMHC). Families were assisted with housing, transportation and other basic needs.

# Adult Services

## MnCHOICES

MnCHOICES introduced a new assessment and support plan, which prompted onboarding requirements and training for assessors. Because of the state and federal health emergency orders due to COVID-19, those assessments typically completed in person were primarily done by phone and zoom meetings in 2021. While there were challenges of not being in person to do home assessments, this kept staff and clients safer while still providing and getting needed services. It also meant less travel time and decreased mileage costs.

## Long Term Supports and Services

SWHHS staff were made aware of two nursing home closures in 2021. Divine Providence Nursing Home in Ivanhoe closed May 30, 2021 and Minneota Manor Nursing Home closed December 31, 2021. Both of these closed due to staffing shortages and less than adequate funding streams. SWHHS staff worked closely with these facilities to ensure a smooth transition for the residents. Unfortunately, many residents were moved to nursing homes out of the area, as our local community nursing homes did not have the capacity to take these additional residents.



# Children’s and Family Services

## Circle Program

Grant funding was renewed for the circle program, which resumed in 2021. Volunteer trainings took place as well as a school counselor training session at Southwest Minnesota State University (SMSU).

## Children’s Mental Health



The placement process had significant changes in 2021 to better support children who need the services of a treatment facility. The Family First Prevention Services Act requires every child to have a Juvenile Treatment Screening Team (JTST) assessment completed prior to admission. This helps determine if the needs can effectively be addressed in the community or if a Qualified Residential Treatment Program (QRTP) is an option. If indicated, a referral to DHS is made and a Qualified Individual (QI) assessor reviews the needs of the child,

providing a recommendation for the level of care for the child. If a child is admitted to a QRTP

facility, SWHHS must complete routine meetings to support the child and family through the treatment and reunification process.

## Licensing

Due to a large donation from a local family, the Child Care Licensing program was able to acquire items for foster children and teens including sports equipment, fees for summer recreation programs, pool passes, swimming and skating lessons, senior photos and more.



## Resources

For more information about programs and services, please call us at 1-888-837-6713 or refer to our SWHHS website at [www.swmhhs.com](http://www.swmhhs.com).

Please follow us on Facebook for the latest on SWHHS news, programs, services and educational topics. <https://www.facebook.com/SouthwestHealthAndHumanServices>



# References

1. **United States Census Bureau.** Explore Census Data: Advanced Search; ACS 2020 5-Year Estimate data Profiles. [Online] [Cited: October 20, 2022.] <https://data.census.gov/cedsci/>.
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**SOUTHWEST HEALTH AND HUMAN SERVICES  
ADMINISTRATIVE POLICY NUMBER 4**

EFFECTIVE DATE: 01/01/11

REVISION DATE: 03/18/15; 12/21/16; 2/15/17; 12/20/17

AUTHORITY: Southwest Health and Human Services Joint Governing Board

**--- ADMINISTRATIVE GENERAL POLICIES ---**

**Section 1 – Board Member Per Diem and Mileage Reimbursement**

Board members of the Southwest Health and Human Services Governing Board, Community Health Board, and Human Services Board will be reimbursed per diem plus the current IRS mileage rate and expenses. Each year the Board will set the per diem rates. These amounts will be documented in the Board minutes.

- a. Per Diem
  - Board members shall be paid \$50 for attending a single or multiple meetings per day.
- b. Mileage
  - Board members shall be reimbursed for mileage at the current IRS standard mileage rate for business.
- c. Documentation
  - Administrative Voucher AG#121 must be completed for all claims. All administrative vouchers must be signed by the claimant as well as the chairperson or another member of the Executive Committee indicating the date of all meetings, purpose, number of miles and dollar amount claimed. After completion, the administrative voucher is to be submitted to the Accounting Department for payment.

**Section 2 – Advocacy or Lobbying**

- a. Any and all legislative advocacy or lobbying on behalf of Southwest Health and Human Services must be presented to the Southwest Health and Human Services Governing Board for approval. Southwest Health and Human Services Governing Board approval is required before the Board or the Director of Southwest Health and Human Services can act on behalf of the agency.



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 Z: 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 tern 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) Inclement weather exception.~~ ~~The chair determines that inclement 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 S.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 S.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) Voting members for each Board will be the following;

Joint Board

- One Commissioner (or alternate) from each County serving on the Community Health Board; and

- One Commissioner (or alternate) from each County serving on the Human Services Board.

Community Health Board

- One Commissioner and one alternate from each Member County, which shall be selected by the individual County Board, unless such County shall have a population in excess of twice that of any other Member County, in which case it shall have two Commissioners and two alternates.

Human Services Board:

- Two Commissioners of each Member County, which shall be selected by the individual County Boards on an annual basis; and

- One layperson from each County, to be appointed consistent with the requirements of the Commissioner of Human Services.

(b) 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  
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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: PARLIMENTARY 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*, 11<sup>th</sup> 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

## *Accounting Policies and Procedures Handbook*



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## **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The County's financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (statements and interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB), (when applicable) that do not conflict with or contradict GASB pronouncements.

### **Financial Reporting Entity**

Southwest Health and Human Services was formed pursuant to Minn. Stat. § 393.01, subd. 7, (joint powers agreement), by Lincoln, Lyon, Murray, and Pipestone Counties. Southwest Health and Human Services began official operation on January 1, 2011, and performs Board, Welfare, and Public Health functions. Rock County joined Southwest Health and Human Services 1/1/12. Pipestone County Human Services and Redwood County Human Services and Public Health joined Southwest Health and Human Services on 1/1/13. Local financing is provided by the six member counties for Public Health and Human Services. The county contribution for financing is based on a per capita cost for public health. The county contribution for financing is based on a formula considering population, tax capacity, and three year average of SEAGR expenditures. The joint powers are governed by a Human Services Board, a Community Health Board, and a Governing Board. (See JPA for specifics).

Southwest Health and Human Services is governed by a twelve-member Board. In addition, there are two program boards, Human Services and Community Health. Each Board is organized with a chair, vice chair, and secretary elected at the January meeting of each year.

### **Basic Financial Statements**

Basic financial statements include information on the Human Services' non-fiduciary activities, Nursing Services, Agency Insurance, and information on the Special Fund of Public Health and General Fund of Human Services. These statements report general activities of the General Fund and reconcile it to "Governmental Activities". Governmental activities are reported on the full accrual, economic resources basis, which recognizes all long-term assets and receivables, as well as long term-debt and obligations. Southwest Health and Human Services net position is reported in two: (1) invested in capital assets and (2) unrestricted.

The Statement of Activities demonstrates the degree to which the direct expenses of each function of the County's governmental activities are offset by program revenues.

The Balance Sheet and Statement of Revenue, Expenditures, and Changes in Fund Balance for the General Fund are presented on the modified accrual basis and report current financial resources.

## Assets, Liabilities, and Net Position

### **Deposits and Investments**

Under the direction of the Investment Committee and the Board, most cash transactions are administered by the Lyon County Auditor/Treasurer.

### **Receivables and Payables**

The financial statements for Southwest Health and Human Services contain allowances for uncollectible accounts. The allowances are estimated based on historical collection information. Uncollectible amounts due for receivables are recognized as bad debts at the time information becomes available that indicates the collectability of a particular receivable.

### **Prepaid Items**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

### **Capital Assets**

Capital assets are reported in the governmental activities column in the government-wide financial statements. Depreciation is required to be recorded as an expense at the government-wide level in the Statement of Activities. Capital assets are defined by the government as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

See Capital Assets section of Administrative Policy 2.

### **Compensated Absences**

The liability for compensated absences reported in financial statements consists of unpaid, accumulated annual vacation and sick leave balances. The liability has been calculated using the vesting method, in which leave amounts for both employees who currently are eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included. Compensated absences are accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

See Compensated Absences section of Administrative Policy 2.

### **Deferred Revenue**

All County funds and the government-wide financial statements defer revenue for resources that have been received, but not yet earned. Governmental funds also report deferred revenue in connection with receivables for revenues not considered to be available to liquidate liabilities of the current period.

### **Long-Term Obligations**

Long term liabilities are not reported in the fund. The General Fund reports only the liabilities expected to be financed with available, spendable financial resources. The statement of Net Position reports long term liabilities of the governmental activities.

### **Fund Equity**

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

### **Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

## **FINANCIAL REPORTING**

### **Monthly Working Trial Balance**

Each month the "Treasurer's Cash Trial Balance" is printed from the IFSpi system. This report is presented to the governing Boards each month to show the financial status of the agency on a cash basis. The report properly breaks out each fund and department within the fund.

See Monthly Working Trial Balance Narrative for detailed procedures.

### **Chart of Accounts**

The County follows COFARS (County Financial Accounting and Reporting Standards) with their chart of accounts. The chart of accounts are utilized to track revenue and expense in the appropriate fund, department and program. The accounts are also mapped to the proper line item in the working trial balance.

See Chart of Accounts Narrative for detailed procedures.

## **PUBLIC PURPOSE DOCTRINE**

## Public Funds

According to the interpretation and understanding of state law described as the “public purpose doctrine”, public funds may be spent only if the purpose is a public one for which tax money (and all funds) may be used, there is authority to make sure the expenditure, and the use is genuine.

There is not a precise definition of what constitutes a “public purpose”. However, the courts have interpreted it to mean “such an activity as will serve as a benefit to the community as a body and, at the same time, is directly related to the functions of government.”

A declaration must be signed by vendors or other claimants, and employees and elected officials for reimbursable expenses, as included on the claim forms or on the check endorsement, which states:

On claim form:

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.

\_\_\_\_\_  
(Signature of Claimant)

Check Endorsement:

The undersigned payee, in endorsing this warrant check declares that the same is received in payment of a just and correct claim against Southwest Health and Human Services.

## County Expenditures

Commentary by State Auditor Patricia Anderson

County officers and employees often ask the State Auditor’s Office whether certain expenditures are allowed by law. In order to assist you in addressing such questions, this article will present some of the basic standards to consider when you are faced with an expenditure request.

First, consider the nature of a county’s authority to expend funds. As a public entity, a county must have statutory or charter authority to make an expenditure. Such authority may be either expressly enumerated in a statute or in the county’s charter, or “implied as necessary in aid of those powers which have been expressly conferred.” *Mangold Midwest Co. v. Village of Richfield*, 143 N.W.2d 813, 820 (Minn. 1966). This is a county’s main limitation in spending money. Counties can always ask for more authority from the legislature.

Second, make sure each expenditure is for a public purpose. The public purpose requirement originates in the Minnesota Constitution, which states that “taxes.....shall be levied and collected for public purposes.” The Minnesota Supreme Court has explained that “public purpose” generally means “such an activity as will serve as a benefit to the community as a body and which, at the same time, is directly related to the functions of government” *Visina v. Freeman*, 89 N.W.2d 635



(1958). It has also stated that public funds may be used by a public entity if the purpose is a public one for which tax money may be used, there is authority to make the expenditure, and the use is genuine. *Tousley v. Leach*, 180 Minn. 293, 230 N.W. 788 (1930). Generally, the main point is that a county's expenditure must ultimately benefit the county's citizens as a whole, although various citizens may benefit more or less directly.

Many of the specific questions we receive involve requests for donations by individuals, non-profit entities, charities, etc. Such donations are not permitted unless they are based on express statutory authority. The assumption is that a gift of public funds to an individual or private entity necessarily serves a private, rather than a public purpose. Attorney General opinions have stated that public entities have no authority to donate funds, even to groups like 4-H clubs, the Red Cross and the Boy Scouts. If a group is going to perform a function that the county has authority to perform, the county should set out the arrangement in a properly executed contract.

Counties, unlike private employers, must remember that public funds cannot be given away to public employees or officials as gifts. Public funds should not be used to purchase plants, flowers, birthday cakes, etc. for officers, employees or others. Likewise, unless express authority provides otherwise, employee social functions may not be paid for with public funds. Of course employees can informally pool their own money to purchase such things for each other. The Attorney General has stated that municipal corporations may not imply authority to appropriate public revenue for celebrations, entertainments, etc., or fund a Christmas party for employees. However, counties are expressly authorized to establish and expend funds for preventive health and employee recognition services. M.S. § 15.46 (2002).

The State Auditor's Office hopes that the information in this article helps you as you make decisions regarding county expenditures. If you have questions, feel free to contact the State Auditor's Legal Division at (651) 296-2551.

## **PAYMENT OF CLAIMS AND OTHER OBLIGATIONS**

### **County Disbursement**

Claims for payment are entered into the IFSpi System with the assigned budget line item code. [The accounting staff enter the dollar amount, description, vendor account number, and invoice number in IFS based on invoices and information from supervisors if they are not sure of something on the claim.](#) The warrant register is reviewed and signed off by the Director, Deputy Director, Social Services Division Director, or Public Health Division Director. Warrants are processed weekly and are approved at the board meetings. The Board reviews monthly, all transactions issued from the previous Board meeting through the current Board meeting. There will not be any warrants paid that are under \$1.00, as it is not cost effective for the agency to do so.

See Check Processing Narratives for detailed procedures.

### **Accounts Payable**

Payables are only recorded at year end. Invoices paid in January and February are reviewed and coded with an accrual code of AP (Accounts Payable) or DTG (Due to other Governments) in SSIS and IFSpi indicating the transaction as a payable.

See Accrual Codes Narratives for detailed procedures.

### **Retention Policy**

Original claims with invoices, receipts, and other attachments are kept according to the General Record Retention Schedule (See current DHS Bulletin for Record Retention Schedule). SWHHS keeps current year plus 6 audited years in storage and/or imaging system.

### **W-9 Forms Required**

A W-9 form is required to be completed by each new vendor whose payment qualifies for a 1099, where the Tax ID number or Social Security Number is required. See example of W-9 form located on the IRS website.

See Vendors Narratives for detailed procedures.

### **Replacement of Lost, Stolen or Destroyed Checks**

~~If a request is received for replacement of a lost, stolen or destroyed check, the payee or vendor must complete and sign the "Lost/Stolen Warrant Affidavit" form. The signature must be notarized. There is a 10 calendar day required waiting period. The on-line banking system is checked for verification that the original check has not been cashed. A replacement check is then issued. If the check is a minimal amount in relation to the stop payment charge, a stop payment may not be requested. Fiscal Manager makes this decision.~~ If a request is received for replacement of lost, stolen or destroyed check, the payee or vendor will be provided Form Ac#019 Affidavit for Replacement Check. The form can be mailed, emailed, faxed or picked up in person, and then returned using any of these options. Before the replacement check is printed, 10 calendar days must have passed from the original check date and has not cleared our bank which is verified by one of the officers. The replacement check may be mailed or given directly to the vendor or assignee. In the case of a destroyed check that is returned to the Agency, waiting the 10 days is not necessary. A scan of the affidavit will be attached to the print voucher for the original check with void stamped on the print voucher.

### **Unclaimed Warrants / Funds**

Routinely, the Lyon County Auditor/Treasurer's office will advise SWHHS of the outstanding checks that have not been cashed within a minimum of 6 months from the date of issuance. The "Lost/Stolen Warrant Affidavit" form is sent out to all vendors. Minnesota Statute 345.31 is followed for the unclaimed funds procedures. The Lyon County Auditor/Treasurer cancels the warrant(s) through Board action. Funds are then transferred to the MN Dept. of Commerce, Unclaimed Property Program each October.

## **GASB 34 Compliance Related and Procurement Policies**

The following policies are presented and adopted in response to the accounting and reporting requirements of the Governmental Accounting Standards Board (GASB) Pronouncement 34 and later pronouncements. These policies provide the foundation for the collection and reporting of County financial information in accordance with these pronouncements.

“Fund Statements” refers to the individual fund year-end financial statements. These are essentially the same as previously published statements.

“Government Wide Statements” refers to the new Statement of Net Position, Statement of Activities, and the reconciliation required under GASB 34 reporting standards.

### **Budget**

The SWHHS Budget is adopted annually by the SWHHS Joint Governing Board. The contribution by counties is determined at the August Board meeting and the final budget is approved at the November or December Board meeting.

#### **Budget Level for Legal Control**

Budget control is designated at the department level and administrative level. The use of budget dollars across line items within a department are at the discretion of the department management/administration, as long as federal, state, or other funding source use and reporting requirements are met.

See Budget Policy section of Administrative Policy 2.

See Budget Process Narrative for detailed procedures.

#### **Use of Restricted Assets**

Unassigned resources will only be used to pay restricted liabilities after appropriate restricted resources have been depleted, or the SWHHS Joint Governing Board takes specific action to appropriate those unassigned resources.

#### **Identifying Special or Extraordinary Items**

Items reported as Extraordinary Items are transactions that are both unusual in nature and infrequent in occurrence and are the result of events that may be beyond the control of SWHHS management.

Special Items are either unusual in nature or infrequent in occurrence and are under the control of SWHHS management.

## Revenue Recognition in Governmental Fund Statements

Governmental Fund Statements, including the General Fund, are presented using modified accrual accounting. In order for a receivable to be recognized as a revenue within these statements, it must be considered available. The county considers a revenue available if it is collectable within 60 days of the date of the financial statement.

## Procurement

Southwest Health and Human Services will procure the goods and services requested to meet its needs and fulfill its mission. The agency will procure goods and services as economically as feasible, in a manner that is efficient, straightforward, and equitable and which complies with all federal, state, and local laws and regulations and all other agency policies.

[Anything purchased over \\$3,000 requires approval from the Board, anything purchased under \\$3,000 can be approved by the Director or Director Designee.](#)

See Procurement Policy section 9 of Administrative Policy 2.

## **GASB 68**

In June 2012, the Governmental Accounting Standards Board (GASB) issued new pension accounting and financial reporting requirements. GASB Statement No. 68 is effective for financial statements for fiscal periods beginning after June 15, 2014. The GASB is the authoritative standard-setting body for governmental accounting principles. The new requirements fundamentally change the way state and local governments and school districts account for public pension liabilities and expenses.

Governments will now report their proportionate share of PERA's unfunded pension liability, referred to as the net pension liability or NPL, on their government-wide financial statements. The NPL is the difference between the present value of future pensions benefit payments to employees and the amount of plan assets currently available to pay the future pension benefits. PERA will allocate the NPL to participating employers. PERA will calculate each employer's proportionate share of the NPL based on the employer's contributions to the pension plan as a percentage of the total of all employer's contributions to the plan.

Pension expenses will be equal to the change in the NPL from the prior year to the current year (with some adjustments for deferred amounts). Pension expense will be calculate by PERA's actuary, and similar to the allocation of the NPL, PERA will allocate pension expense and deferred amounts to participating employers each year.

Employers will include fairly extensive pension footnote disclosures and pension-related schedules as Required Supplementary Information. The GASB believes the additional pension information will better inform financial statement users how the pension liability changes over time and what economic events and assumptions impacted the changes in the liability.

It is important to note the NPL will not impact the fund balance of governmental operating funds. The new accounting standards require that the NPL only be reported on the government-wide financial statements, which are prepared on the accrual basis.

Governments will continue to pay off the unfunded pension liabilities in the same way that they always have. The timing of when pension plans will be funded does not change as a result of the new accounting and financial reporting requirements. They will not be solely responsible for paying off those liabilities. Employers, employees, and retirees all share the responsibility to pay off unfunded pension liabilities. Investment earnings on contributions fund the majority of pension benefits in Minnesota.

### **Investment Policy**

It is the intent of this policy to define and standardize procedures to be used in the investment of Southwest Health and Human Services funds. This policy shall apply to all financial assets of the agency. Any new funds created by the Southwest Health and Human Services Joint Governing Board shall be bound by this policy unless specifically exempted by the Southwest Health and Human Services Joint Governing Board through resolution. These funds are accounted for in the agency's annual financial report and include General Revenue Funds.

All investments by SWHHS will take into consideration investment objectives, ethics and conflict of interest, standards of prudence, delegation of authority and internal controls, reporting, authorized investment institutions and dealers, competitive selection of investment instruments and authorized investments and portfolio composition.

See Administrative Policy 7.

### **ELECTRONIC FUNDS TRANSFER POLICY**

Minnesota Statute 385.071 states "...the county board shall establish policies and procedures for investment and expenditure transactions via electronic funds transfer."

**To ensure the safety of county funds through controlling the electronic flow of these funds.** The SWHHS Board of Commissioners delegates the authority to make electronic fund transfers to the Lyon County Auditor/Treasurer as SWHHS's fiscal agent.

Minnesota Statute 471.38 states "A local government may make an electronic funds transfer..."

In order for employee reimbursements to be paid via EFT the employees are to complete the AG #026 form and submit it to accounting along with a copy of a voided check.

Other vendors are also encouraged, but not required to complete and submit to accounting a direct deposit authorization form along with a voided check.

All EFT's are signed off on by the authorized signors which are designated annually. EFT's are authorized along with the warrants weekly and can be identified on the reports provided to the board at the monthly meetings. See check processing narrative.

## REVENUES

According to M.S. §385.05 Receipt and Payment of Money, "The county treasurer shall receive all money directed by law to be paid to the treasurer and pay them out only on the order of the proper authority."

The Lyon County Auditor/Treasurer is the custodian of all receipts and revenue. SWHHS prepares all receipts. Actual income should be credited to budgeted revenue line items. Accounts and budget line items are setup according to COFARS (State Auditor "County Financial Accounting and Reporting Standards") requirements and GASB34 Reporting. See the COFARS manual for a more detailed explanation.

Reimbursements for current year expenses should be credited to an expenditure line item in a budget. If the reimbursement is received in a new fiscal year, it will be credited to an income line item. There may be exceptions according to State rules and regulations.

See General Receipting and Recording Narrative for detailed procedures.

### Classification of Program Revenues

Program revenues are revenues that apply directly to a program from revenue sources, not including tax collections. Program revenues include charges for services applicable to the program, specific grants, allocations and contributions to the program, and earnings of endowments or investments specifically restricted to that program. Those revenues not designated by rule, statute, or policy to a program, are considered General Revenues to SWHHS.

## **Other Acquisitions**

Donations of property and goods to SWHHS must first be approved by the SWHHS Joint Governing Board as per the MN Statue 465.03. "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full."

## **Accounts Receivable**

Billing customers for services provided is performed by the accounting or collections department depending on the service. Second notices or reminders are sent if payments are not received within a reasonable period.

During January and February, any payments received for those outstanding invoices must be marked as Accounts Receivable.

Receivables are set up for year-end accrual entries. Receivables are set up just like regular cash receipts, but with an added step.

Receipts received in January and February for any prior year are coded in IFSpi with an accrual code of AR (Accounts Receivable) or DFG (Due from other Governments) in IFSpi indicating the transaction as a receivable. It is the Accounting Technicians' responsibility to flag receivables. The ~~Fiscal Manager~~[Director of Business Management](#) and Fiscal Officer reviews all receivables.

See Accrual Codes Narrative for detailed procedures.

## **Grants Accounting**

All grant applications must be approved by the SWHHS Governing Board. Accounts are setup using COFARS for the correct Local, State or Federal grant category for income and expenses. The necessary information needed for financial reporting is included.

## **NSF Checks**

The banks automatically return NSF checks to SWHHS after 2 attempts. The Lyon County Auditor/Treasurer is advised by SWHHS when documentation is received from the bank and has been verified via the online banking system. Once notified, SWHHS will contact the payer directly when possible, to make the check good.

## **Uniform Grant Reporting**

According to M.S. §200.331 Requirements for pass-through entities, all pass-through entities of federal funds must ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:

1. Federal Award Identification.
2. All requirements imposed by the pass-through entity on the subrecipient so that federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award.
3. Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports.
4. An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the pass-through entity and the subrecipient (in compliance with this part), or a de minimis indirect cost rate as defined in §200.414 Indirect (F&A) costs, paragraph (f).
5. A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of this part.
6. Appropriate terms and conditions concerning closeout of the subaward.

Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring.

Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in §200.207 Specific conditions.

Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

Verify that every subrecipient is audited as required when it is expected that the subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in §200.501 Audit requirements.

Consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records.

Consider taking enforcement action against noncompliant subrecipients as described in §200.338 Remedies for noncompliance of this part and in program regulations.



~~Although these are the new rules and regulations, Southwest Health and Human Services will be utilizing the extension on the grace period for the implementation of the new procurement standards of up to 2 years (2015 and 2016) as granted by the new federal guidance.~~

## **TRAVEL AND MEAL POLICY**

### **MILEAGE AND PER DIEM EXPENSE**

This policy shall be for employees incurring work related expenses.

Travel: When there are no agency vehicles available for use, the agency will pay the current IRS rate which is determined annually. The rate of reimbursement, when an agency vehicle is available, when using your personal vehicle, will be the agency rate of \$0.23 per mile.

See Personnel Policy 5.

Meals: Meal expenditures are eligible for reimbursement when the situation meets public purpose criteria. Employees are encouraged to consider whether the same result can be obtained without the expenditure. Employees are not eligible to claim meals for agency business or training within counties covered by SWHHS.

See Personnel Policy 6.

If reimbursement is made after 60 days of original receipts, all reimbursable expenses become taxable, per IRS Regulations.

### **FRAUD POLICY**

In broad terms, fraud refers generally to any intentional act committed to secure an unfair or unlawful gain. For the purposes of Southwest Health and Human Services' Fraud Policy, it is defined as an intentional act to deprive Southwest Health and Human Services, or any individual or entity related to Southwest Health and Human Services' business, of something of value, or to gain an unfair advantage through the use of deception, false suggestions, suppression of the truth, or some other unfair means, which are believed and relied upon.

All employees of Southwest Health and Human Services who have a reasonable basis for believing fraud or other wrongful acts have occurred have a responsibility to report such incidents to their immediate supervisor. If notifying the supervisor is not possible because of absence or because you believe your supervisor may be involved, you should notify the Director. All supervisory personnel informed of suspected fraud or other wrongful acts must immediately notify the Director. All information will be treated confidentially.

Minnesota Statute 609.456 Subd. 1, requires any employee or official, upon discovery of evidence of theft, embezzlement or unlawful use of public funds, to report it to law enforcement and in writing to the State Auditor a detailed description of the alleged incident or incidents.

See Administrative Policy 3.

## **MONTH END ACCOUNTING AND REPORTING**

After all receipts and checks have been processed in the IFSpi System, the Treasurer's Cash Trial Balance is prepared and Funds are balanced. Monthly department budget reports are then emailed to Department Supervisor. This work is completed no later than the tenth day of each month, however, there may be extenuating circumstances which may cause a delay.

Southwest Health and Human Services has adopted Integrated Financial System pi (IFS) as our general ledger package.

## **CONFLICT OF INTEREST**

Board members and administration/supervision have an obligation to act in the best interests of SWHHS. Outside financial interests and/or legal commitments should not be permitted to create conflicts of interest that interfere with the performance of such duties. A conflict of interest exists when a Board member or administration/supervision has an external financial interest or other legal obligation that reasonably could be seen as creating an incentive for the individual to modify the conduct of his or her duties or to influence the conduct of others.

Conflicts of interest can arise from stock ownership, board memberships, consulting relationships, and any activity from which an individual derives legal obligations or expects to receive remuneration from an entity outside of SWHHS. Conflicts can arise from many ordinary and appropriate activities; the existence of a conflict does not imply wrong doing on anyone's part.

When a conflict arises the individual must recognize and disclose it. Some relations may create an appearance of conflict; which shall also be disclosed so public confidence is maintained.

A Conflict of Interest Disclosure Questionnaire will be filed annually, by each Board member, Administrator, and Supervisor of SWHHS.

See Administrative Policy 12.

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## APPENDIX

### General Agency Information

The agency is separated into the following units/programs: Social Services; Income Maintenance; Child Support/Fraud; Accounting/Collections; Office Support; Information Technology; Nursing; Health Education; and Environmental Health. The agency keeps staff well informed and has a system in place to communicate all information. The Director, Deputy Director, Public Health Division Director, Social Services Division Director, and ~~Fiscal Manager~~[Director of Business Management](#) meet bi-weekly to discuss overall agency business and future topics for the supervisors meeting. The Director, the Deputy Director, Public Health Division Director, and Social Services Division Director meet monthly with the supervisors. Each unit supervisor holds meetings with their staff, but the frequency of those meetings are set by the unit supervisor and are determined by need. Staff meetings are held in each location following each monthly Board meeting and are recorded.

The Minnesota Department of Human Services (DHS) sends bulletins and other publications to the SWHHS. Most of these are sent electronically and are available through the Department of Human Service's website. Supervisors forward bulletins to staff and they are also discussed at individual unit meetings. Also, there are state-wide conferences that staff members have the opportunity to attend.

### Monthly Working Trial Balance Process

On a rotating basis each month, the Fiscal Officers prints a "Treasurer's Cash Trial Balance" from the IFSpI system. This report is compared to the check registers to ensure receipts and disbursements balance for the month. If there are any differences, they are investigated and corrections are made.

The Governing Board is given a copy of the "Treasurer's Cash Trial Balance" and check register monthly. ~~Fiscal Manager~~[Director of Business Management](#) balances this amount with the Lyon County Auditor/Treasurer's office. If there is a discrepancy, both offices work together to balance. In addition, the Governing Board is given the IFSpI report "statement of Revenues and Expenditures". This way the Governing Board is seeing figures directly from IFSpI and is directly approving the financial report.

### General Fund Balance (Cash Basis)

The general fund balance fluctuates throughout the year based on the timing of the receipt of revenues. SWHHS receives more revenues in the third and fourth quarter, compared to the first and second quarter. This is directly reflected on the timing of payments from the six counties for tax levy monies. The general fund balance (cash basis) is monitored monthly and reported at each Board meeting. If the balance is below two million dollars the amount of expenses is closely monitored by the ~~Fiscal Manager~~[Director of Business Management](#). If at any time the ~~Fiscal Manager~~[Director of Business Management](#) feels that the balance will become \$500,000 or less, bills are held until the next check run. Before this happens, a couple of other things happen prior.

All Accounting Technicians report an approximate amount of bills owing in their possession. The payroll date and amount is taken into consideration. The check register balance is reviewed. Then the [Fiscal Manager/Director of Business Management](#) discusses the issue with the Director and Deputy Director and they make a joint decision.

If bills are held, only bills that will not become past due or create fees or interest are held. All bills that are due within that check run time will be paid. This procedure will continue as long as the general fund in cash basis is low.

### Chart of Accounts

Occasionally during the year, a new chart of account will need to be added to the IFSpi system. When an account is added, the [Fiscal Manager/Director of Business Management](#) or a Fiscal Officer will check the COFARS manual to determine what the code should be and then will check the chart of accounts to make sure that number is available. The [Fiscal Manager/Director of Business Management](#) or Fiscal Officer will add accounts to IFSpi and SSIS where appropriate. The Accounting Technicians use form AC#004 to request the element and chart of accounts title when they feel the need for an additional account or change to an existing account. Any Agency Supervisor may request a change or addition to the chart of accounts. The [Fiscal Manager/Director of Business Management](#) will either approve or disapprove all requests. The account will then be added by the [Fiscal Manager/Director of Business Management](#) or Fiscal Officer.

After the accounts are entered, they have to be mapped to the proper line item in the working trial balance. The [Fiscal Manager/Director of Business Management](#) and Fiscal Officer work together to ensure correct mapping for all accounts are completed. All accounts are reviewed through printing of the GASB 34 audit list from IFSpi on an annual basis or more frequently as needed.

### Office Supplies/Administrative Expenses

When regular office supplies are needed the employees will notify the Office Services Supervisor. All purchases are made by the Office Services Supervisor. Major purchases (\$200.00 or over) go through the Office Services Supervisor and the Director. Supplies are ordered when needed.

The items are received from the vendor, along with an invoice. The invoice and the items received are compared to each other to verify that the department received all items. The supplies are then either placed in the supply cabinet, or they are distributed to the requesting party. The Office Services Supervisor approves all of these invoices and sends them to accounting for payment with the purchase order attached.

The supervisors, Director, Public Health Division Director, Social Services Division Director and the Deputy Director can also sign off approving the invoices for payment.

Administrative claims are received and examined for correctness by the Executive Committee, [Fiscal Manager/Director of Business Management](#), Office Services Supervisor, or Fiscal Officers, dated and signed off on and sent to accounting for payment. If there is a carry forward balance on

a bill, the issue is investigated by Accounting Technician, ~~Fiscal Manager~~Director of Business Management or Fiscal Officer who verifies possible previous payments. Travel requests are signed when approved. They are not attached to the bills but are consulted when the bills come through. Agency cars are available for use and Microsoft Outlook is used to track the applicable information. For only the use of the Wright Express cards located in the agency vehicles, an itemized receipt is not needed. This information is available and retrievable via the website for the vendor, WEX. The appropriate Supervisor and Accounting Technician verifies information on the employee's requests for reimbursements with the information in Outlook. Fiscal Officers may sign off on routine bills at their respective office locations, such as monthly copier maintenance (bills that are consistent in amounts and do not vary). All other claims must be approved by a supervisor (indicated by initials, employee number and date.)

The Accounting Technician ensures mathematical accuracy of all claims. Any material changes to the employee reimbursement forms are sent back to the appropriate supervisor to be discussed with the employee. Approved claims are coded by an Accounting Technician or Fiscal Officer and then entered by another Accounting Technician into IFSpi. Batch tape totals of the bills are compared to IFSpi totals for data entry accuracy.

It is the practice at year end to not prepay payables. If a bill comes in at year end for the next year it is held, and paid in the first check run for the next year.

The signature needed on any bill may be executed through the process of e-signature. This is equivalent to an original document.

See Administrative Policy 21.

## Social Services Expenses

For the Social Services program payments, a need is first determined by a social worker; a service arrangement is prepared for most Social Service costs and entered into Social Service Information System (SSIS), ~~by the social worker or case aide~~. A service arrangement is created in SSIS by the social worker or case aide, approved by a Social Services Supervisor, and forwarded to the Accounting Department to be approved for payment. For the time frame of services on the service arrangement, pre-coded vouchers/invoices are printed and mailed to the vendor. When the vendor is requesting payment, they complete the SSIS voucher/invoice, sign & date it and return it to the accounting department. Some vendors also include a detailed bill from their own billing system. The accounting technician reviews it for accuracy and contacts the social worker or social service supervisor if the bill does not match the service arrangement or if the service arrangement does not have enough units to pay the entire bill. The service arrangement would either be corrected or amended. The supervisor can sign the voucher if it is decided to not use the service arrangement as the source of authorization or if the vendor filled in the blue form incorrectly. When a voucher/bill has service dates of more than the most recent month of services, SSIS payment history is checked for potential duplication. There also is an edit report in SSIS that is done before submitting a batch to IFSpi. That report also shows potential duplicate payments for the same dates of service, same vendor, and/or same

client. If there actually is a duplicated payment, then the current voucher/bill is pulled from the batch and not paid, and totals are adjusted accordingly.

In the case of social service bills from businesses that do not have a service arrangement authorizing payment, a supervisor can review, sign & date it, and list the proper chart of accounts number. If it is more than \$3000, a SSIS service arrangement must be created & the voucher/invoice must be signed by the vendor in addition to providing their detailed bill. In the case of receiving receipts from individuals requesting reimbursement, a SS 009 form is available to use for documentation. Both the individual & supervisor need to sign it, unless the individual signed each receipt. Some payments do not have SSIS service arrangements because they are for state "mandated services". Examples of these are for chemical dependent detoxification services, state-operated facilities or medical hospitals for mental health hold orders or Poor Relief services for inpatient clients, and various bills paid on behalf of clients. These bills are signed & dated by a Social Services Supervisor for payment approval, along with listing a chart of accounts number.

After entry of vouchers/bills, an Accounting Technician reviews the keyed-in vouchers and balances the computer control total to the total of the vouchers/bills. The payments are approved by the Accounting Technician, the batch is submitted and will wait for the SSIS process of interfacing with IFSpi. In IFSpi, the SSIS batches are merged with other administrative batches and will be a part of the check registers and the checks will be printed.

## MA Transportation/Insurance Payments

The Accounting Technician receives the MA reimbursement requests from the Transportation Coordinator. They review the reimbursement form for proper approvals, and ~~proof the math calculations~~calculate the payment, recording corrections as is needed. The Accounting Technicians prepare payments for Medicare and Cost Effective Insurance reimbursements. Transportation is paid every Friday with the regular weekly check run and the monthly insurance premium reimbursements are paid the Friday following SWHHS's Board meeting. Claiming is billed per line and submitted through MN-IT's for claim reimbursement. This is done for each client for MA transportation and related expenses that are claimable. All claims are tracked to ensure SWHHS receives all funds due.

## Credit Card

The agency has credit cards held by certain employees of SWHHS, per policy. These credit cards are utilized to make approved purchases. An itemized receipt is collected and given to accounting. Each month when the bill is received, the receipts are matched up to the bill and paid from the appropriate chart of account.

See Administrative Policy 5.

## Check Processing

Accounting Technician ~~prints the checks after processing is completed~~do the steps to create the

checks and ACH file. The check stock is kept in the Marshall office, separate from the printer (the office is always locked when no one is present.) ~~After~~For each check run, the warrant register needs two signatures done in either order as described below. ~~T~~the checks and warrant register are reviewed by another Accounting Technician or ~~Fiscal Manager~~Director of Business Management to ensure that ~~the correct bank account has been selected~~the correct warrant and ACH numbers were chosen according to the check register and that all checks have printed clearly. The reviewing individual puts the date and their name on the bottom of the first page of the warrant register using their electronic signature. The warrant register is emailed to the director who offered to authorize payments namely the Agency Director, Deputy Director, Social Services Division Director, or Public Health Division Director. That director uses their electronic ~~for electronic sign~~signature and they emails the register back to the accounting technician. The warrant register is scanned into imaging after ~~appropriate~~the two signatures.

The abbreviated register is emailed to the Lyon County Auditor/Treasurer's office, ~~along with t~~The checks are dropped off to obtain the signature on each check of the Lyon County Auditor/Treasurer.

The checks are mailed to the vendors via USPS by the Accounting Technician. If a check/warrant is to be held a proper form is required (AC#003 Request to Pull Check/Warrant). The person scheduled for PP (positive pay) that week is required to submit the ACH through the Bremer Bank Online Banking. The transfer is completed, the confirmation page is printed and scanned to the back of the signed warrant register. An email is then sent to the accounting department stating that the check run is complete. The print vouchers are scanned in through the imaging program by check date. The Accounting Technician marks "reviewed by" on the appropriate print voucher after verifying all necessary documents have been scanned in through the imaging program. ~~The print vouchers are scanned in through the imaging program by check date. If a warrant/check is to be picked up, a proper form is required (AC#003). The warrant/check is only given to the requesting staff. The Fiscal Manager or Fiscal Officer transmits the check batch file to the Bremer Bank positive pay file.~~

The Audit List for Board is given to the Office Services Supervisor to provide to the Governing Board. The Governing Board reviews the report and if there is a concern, the claims are available for review in the accounting department. The listings are not signed by anyone.

## Positive Pay

Positive pay is operated through the agency banking system (Bremer). The Positive Pay system allows users to create a file to upload to their bank for use with the bank's Positive Pay programs. Every check run is uploaded into the SWHHS Bremer account.

This is a Fraud Management service. With Positive Pay Management, SWHHS provides Bremer a list of checks issued. As checks are presented for payment, the dollar amount and check number fields are compared to our list of issued checks and an exception report is produced for any unmatched items. The following business day, we are able to view any exceptions or Paid Not Issued items and make "Pay" or "Return" decisions through the Positive Pay Management System.



This process is monitored via e-mails received from Bremer bank by the ~~Deputy Director, Fiscal Manager~~Director of Business Management, Fiscal Officers and the Lyon County Auditor/Treasurer.

## Vendors

An Accounting Technician requests a new/change vendor be added/changed to IFSpi vendor file as needed, using form AC#002. All requests will be entered immediately by the assigned Fiscal Officer or a designated Accounting Technician. If the assigned Fiscal Officer or designated Accounting Technician is unavailable the Accounting Technician will then direct their request to another Fiscal Officer or the ~~Fiscal Manager~~Director of Business Management. The vendor request form is sent via e-mail. All vendor forms are ~~printed,~~ signed and dated when vendors are entered/changed. The vendor information is then transferred into the vendor request log and saved in the accounting folder ~~forms are scanned into imaging to be indexed appropriately.~~

When appropriate the Accounting Technician will send the new vendor a W-9 Request for Taxpayer Identification and Certification form to be completed and returned, ~~to SWHHS. A cover letter and stamped, self-addressed envelope is included, reminder is placed out 60 days on their Outlook calendar for tracking purposes. If the W-9 is not received from the vendor an additional notice is sent to that vendor.~~ When the W-9 is received, it is scanned in and F ~~the~~ form AC#002 is completed by the Accounting Technician to have that vendor information updated in IFSpi by the Fiscal Officer, designated Accounting Technician or ~~Fiscal Manager~~Director of Business Management.

The ~~Fiscal Manager~~Director of Business Management will complete periodic monthly reviews of the vendor added/changed listing. The Deputy Director runs the "Vendor Added/Change Report" from IFSpi quarterly. It is reviewed and any questions or concerns are addressed with the Accounting Technician and Fiscal Officer or ~~Fiscal Manager~~Director of Business Management who added the vendor. When completely reviewed it is initialed and dated in the upper right hand corner.

## Vendor Rebate or Reward Tracking

In the rare occurrence that a vendor offers a rebate or reward in response to a particular purchase or purchases, an employee must not gain personally from it. If the application to receive the award does not prohibit businesses from participating, forward the application and information to the ~~Fiscal Manager~~Director of Business Management or Fiscal Officers for completion, along with any required proofs of purchase. The paperwork will be forwarded to the accounting department.

If the rebate is in the form of a check, it will be made payable to SWHHS. It will be receipted into the account that the expense was paid. If the rebate is in the form of a debit card, the bearer of the card will be determined by the Division Director of that program. The card must be used only for allowed business expenses and the receipts saved, which will be filed in the accounting department along with the application paperwork. In the case of a hotel which may offer a free night's stay or a restaurant which may offer a free meal, that reward must be used for an approved trip or meal during the course of business, not for personal gain.

## Capital Assets

Additions to capital assets are normally initiated by the department heads involved and authorized by the Director to present for Board approval. For equipment valued over \$50,000, sealed bids are solicited per Minnesota Statute. It is the primary responsibility of the [Fiscal Manager/Director of Business Management](#) to document depreciation of capital assets.

Additions are supported with the vendor invoice, purchase order, and payment in IFSpi. The [Fiscal Manager/Director of Business Management](#) keeps a spreadsheet updated with additions and removals of capital assets \$5,000 or greater. Funds are listed separately for Human Services and Health Services. This is updated normally when the change happens and at the end of the year.

A Capital Asset expense report is run from the IFSpi system, all appropriate warrant vouchers and supporting documentation is copied and then added to the Capital Asset report by the [Fiscal Manager/Director of Business Management](#). The [Fiscal Manager/Director of Business Management](#) Works with the IT Department to determine depreciation for equipment purchases. A physical inventory will be completed annually by comparing the capital assets to the asset listing.

## Budget Process

The budget process for the year begins with submission from department heads to the Director usually by the end of May. IFSpi budget sheets with figures for the last 2 years, plus current based on revenue and expenditure accounts and the Allocation Bulletin are used to determine amounts for the proposed budget. Beginning in January and until the August Board meeting, the Director, Deputy Director, Public Health Division Director, Social Services Division Director, and the Supervisors analyze and prepare the proposed budget. During the August board meeting, the Board is presented with a proposed budget. The Board will normally approve the preliminary levy amounts in the budget at the August board meeting. In turn, this information is passed on to the respective County Boards for approval by mid-September. The process is completed within this timeframe to ensure the tax levy will be on the tax rolls for the proper year. The final budget is approved at the November or December Board. Once approved by the Board, the [Fiscal Manager/Director of Business Management](#) approves the budget in IFSpi on the first working day in January, activating it to the working budget for the year.

Expenditure budgets are based on actual projected costs of operations. Inflating projected expenditures to provide a cushion for expenditures that may occur is strongly discouraged. Southwest Health and Human Services continually works to reduce expenditures and increase revenues during the year.

There have not been budget amendments in the past. Any overages in budget have been absorbed through the use of reserves.

The [Fiscal Manager/Director of Business Management](#) enters the proposed and approved budget into SWHHS's system, Integrated Financial System (IFSpi). The department supervisors, Deputy

Director, Public Health Division Director, Social Services Division Director and the Director review the information entered. Only the ~~Fiscal Manager~~[Director of Business Management](#) or Fiscal Officer has security to update the budgetary information. The Director and Deputy Director have inquiry access to the budgetary information.

The Director, Deputy Director, Public Health Division Director, Social Services Division Director and ~~Fiscal Manager~~[Director of Business Management](#) regularly compare budget to expense and revenue throughout the year. In addition, all Department Supervisors review their related program expenditures on a monthly basis. Any discrepancies are reported to the accounting department and any necessary adjustments/corrections are completed. The Governing Board is given monthly updates at the regularly scheduled Board meetings.

### General Receipting and Recording

SWHHS receives money at all six locations (Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock) through various sources such as over the counter, US postal mail, and EFT.

All money received has a written receipt [including whom the money was received from, the amount, a description, whether cash or check, and the GL account number it should be recorded to if known](#) by an Office Support Specialist. A receipt copy is given to the client if received over the counter or attached to the money if received via USPS. An EFT report is pulled from the on-line banking system on a daily basis and given to the Accounting Technicians. The ~~collections-receipt amounts on the manual receipts are verified with what was received and~~ are recorded directly into our cash register receipting program by an Accounting Technician or Fiscal Officer individually. [A miscellaneous receipt is printed and signed by the Accounting Technician or Fiscal Officer as an indication of review.](#)

Money received in Lincoln, ~~Rock~~ and Redwood County is transported to Lyon County for receipting into cash register. Money receipted into the cash register in Murray ~~or~~, Pipestone ~~,~~ ~~or~~ ~~Rock~~ County is transported weekly to Lyon County. The cash register batch for that location is closed and the money prepared for transportation to Lyon County using form Ac#022.

When transporting money to Lyon County all money must be accounted for. Form Ac#022 is completed by the Office Support Specialist, Accounting Technician, or Fiscal Officer in that location. The staff that transports the money, verifies the amount on the form AC#022, then signs for it. The money is transported to Lyon County in an interoffice envelope. The money is then counted by the Office Support Specialist or Office Support Supervisor in Lyon County and again signed for. The money goes directly into a zipper envelope where it is locked up and the Accounting Technician will pick it up on a daily basis. The original Form Ac#022 is directed to the Accounting Department and scanned into the imaging system.

On Tuesday, Friday, and the last working day of the month, all batches with money in Lyon County are closed out and deposited into the SWHHS's bank account. The Accounting Technician prints a Bank Deposit/Cash reconciliation report from the cash register and verifies that amount with the actual money being deposited. The money/EFT and the report are taken to the Lyon County Auditor/Treasurer's office for them to receipt and transport to the bank for deposit. The Bank

Deposit/Cash reconciliation report is given back to the Accounting Technician by the Lyon County Auditor/Treasurer's office with a receipt showing the dollars deposited. The amount is verified with the amount SWHHS's records show as being deposited. The amount is recorded in SWHHS's manual, electronic check register. All receipts, the receipt registers, and the report are uploaded or scanned into the imaging system.

### Reimbursement for Services Monitoring

After monthly and quarterly reports have been submitted to DHS for reimbursement purposes, the EFT's are monitored to make sure reimbursements are received for all submissions processed.

### Identifying State and Federal Dollars

All dollars received from DHS via EFT are receipted in based on the invoice code provided. All dollars that come into SWHHS from DHS are coded per the DHS Bulletin, "DHS Publishes Standard Invoice Field Codes for Calendar Year 20\_\_". This bulletin is updated annually. It indicates all intergovernmental, state, and federal dollars associated with Human Services.

All dollars that come into SWHHS from MDH are receipted into the appropriate grant. There is no document from MDH or coding on check to indicate monies as intergovernmental, state, or federal dollars. At this time SWHHS accounting department is working on their own to determine what each of the dollars received are. Some have been determined and a proper chart of account(s) has been set up, while some monies still remain unidentified at this time. MDH does not have one department to contact for these questions as each is coming out of a different unit. SWHHS will continue to work toward all monies being identified and properly coded.

### MA Recoveries

When a payment is determined to be a MA recovery, it is receipted into the cash register with a copy of the CL#033 form attached to the receipt and is deposited into the bank account. The Collections Officer ~~Accounting Technician~~ makes a copy of the form CL#033 and gives the copy and a copy of the check to the Fiscal Officer or Accounting Technician to process the MA recovery.

The ~~Fiscal Officer~~Accounting Technician logs onto the "Medicaid Management Information System" (MMIS) using the assigned sign on and secure password. The appropriate county's sign on needs to be used according to the county of financial responsibility of the recovery. The Fiscal Officer reports receipt of funds 30 days from receiving the funds to allow for payment of all approved final expenses. The Fiscal Officer will also enter the payment portion of the form CL#033 into the MMIS System against MA Recovery monies as a negative amount.

The types of MA Recoveries are:

EA - Estate Affidavit  
IV - Ineligible Voluntary  
~~EP - Estate Probate~~

The ~~Fiscal Manager~~ Director of Business Management or the Fiscal Officer monitors monthly the Health Care Invoice to ensure we are being billed regularly for the state's share of the recoveries. This is also monitored monthly through the budget spreadsheets.

#### Claiming Process:

Accounting Technicians process and claim for ~~maintain~~ the following state programs; Waivers/AC and TCM/case management (TCM programs include MH-Adult, MH-Child, child welfare, relocation, VA/DD), Rule 5 and care coordination mainly for reimbursement of purchased items and direct time of case managers. Claims are processed through SSIS (clients on MA); Availity; Nightingale Notes and MN-IT's. The following programs are submitted by the following: MA Access Transportation (MN-IT's) TCM – CW, MH, VA/DD, DD-Screenings (SSIS); Care Coordination (Nightingale Notes) & TCM (Nightingale Notes & SSIS); and CD Assessments (Nightingale Notes).

Nightingale Notes claims are submitted to Accounting by case workers and pulled from SSIS, Social Services Supervisors, and Health Services for billing purposes. Claims submitted through Nightingale Notes have remittance advances from the Managed Care Organizations, available through Availity. These advices are saved showing reimbursements and denials.

Those claims submitted through SSIS and MN-IT's, have remittance advices from DHS. ~~Claims submitted through Nightingale Notes, have remittance advices from the Managed Care Organizations, available through Availity. These advices are saved showing reimbursements and denials.~~ - RA's (rejects/denials) are reviewed in SSIS. Supervisors and/or Social Workers are contacted to make appropriate adjustments in MMIS, so claim can be re-submitted to DHS for reimbursement. Resubmission is done in SSIS or through MN-IT's. For claims that are denied through MN-IT's ~~IGI~~ and Availity, they are reviewed and corrected appropriately for resubmission for payment.

The Accounting Technician processes Public Health claims produced through Nightingale Notes. Claims are then submitted through DHS MN-IT's and Availity and some statements are mailed to payers. Once payments are received, they are posted in Nightingale Notes to the appropriate client's account for the corresponding date(s) of service. For claims that are denied, they are reviewed and corrected for resubmission to the appropriate payer or written off when uncollectable.

For waived service claims that are denied due to the patient not meeting their waiver obligation requirements at the time their insurance company received our claim, the information is sent to the Collections Officer so that the client is billed. Infrequent waiver obligations of \$20 or less may be written off with the approval of the Director of Business Management. Unpaid bills will not be turned over to Collections.

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Revenue regenerated through this reporting, is receipted into each program where appropriate.

#### Manual Journal Entries:

A manual journal entry is only used when an alternative method through IFSpi is not possible, such as ~~“nega such astive receipt”~~ or “manual warrant/void/correction”. Manual journal entries are tracked through an electronic tracking form and are entered and posted by the ~~Fiscal Manager~~ Director of Business Management or Fiscal Officer.

All manual journal entries completed by the ~~Fiscal Manager~~ Director of Business Management are reviewed and signed off on by a Fiscal Officer. All manual journal entries completed by the Fiscal Officer are reviewed and signed off on by the ~~Fiscal Manager~~ Director of Business Management. The originals are scanned into the imaging system to be indexed appropriately.

When a check needs to be voided, an email is sent to the designated Fiscal Officer with a copy of the check, if available, and the reason for the action. The proper entry is completed and an email goes out to the accounting unit. If the check was created in SSIS, someone needs to do the proper cancellation in SSIS. The IFS register is attached to the print voucher in scanning with VOID typed on the print voucher itself. The check does not need to be receipted in, but if it is, the receipt should be voided. The Fiscal Officer sends the Lyon County Auditor’s office an email explaining the void.

### Receipt/Disbursement Adjustments

After balancing for the month is completed, the Fiscal Officer(s) and Public Health Program Specialist review the Accounting Activity Report for that month and notes any corrections that need to be made. The Fiscal Officer(s) or Public Health Program Specialist signs off on the changes and sends the corrections to be made to the Accounting Technician or Fiscal Officer on an Account Activity Report with the changes highlighted and the account information showing account numbers. The Accounting Technician or Fiscal Officer enters the corrections into IFSpi using the “Receipt Batches” or M/V/C Batches”. The J/E Data Entry Listing report is printed. The completed corrections and documentation are scanned into imaging to be indexed appropriately.

On occasion there are changes needed per the request of a supervisor. The supervisor requesting the change or moving of receipts or expenses puts the request in writing, indicating what and the amount that is to be moved. This will also indicate where those funds are to be moved to. The supervisor signs off on the documentation and the Accounting Technician or Fiscal Officer makes the needed change to funds. Once completed, the documents are scanned into imaging to be indexed appropriately.

### Accrual Codes

SSIS interfaces with IFSpi, accrual codes are added to social services payments in the IFSpi system. Accounting Technicians are responsible for the accrual codes. Accrual codes will be used January and February of each year.

When a payment is made that has a service date from the previous year the payment is marked with one of the following accrual codes:

AP = Accounts payable  
DTG = Due to other governments

When receipt money into the IFSpi system that is from the previous year the receipt is marked with one of the following accrual codes:

AR = Accounts receivable  
DFG = Due from other governments

The Fiscal Manager/Director of Business Management or Fiscal Officers will review all transactions (receipts/disbursements) to ensure they are properly coded. The IFSpi report "Account Activity with service dates" will be used. This report is signed and dated by the Fiscal Manager/Director of Business Management or Fiscal Officer once completely reviewed and appropriate changes made as needed. All changes will be completed by the Fiscal Manager/Director of Business Management or a Fiscal Officer.

### Contracts with Providers

Our in-house contracts with providers are open ended with standard opt out language. Changes to the contracts are made through addendums or amendments. As of January 2014, model contracts for Home Community Based Services or waived services (CAC, CADI, MRRC, BI) will be administered and maintained at the State level. EW and AC programs utilize our in-house contract that is renewed yearly. Rates for all the above programs are set by the State.

All contracts include HIPPA, EEOC, Fair hearing/grievance, and safeguard of data language. Liability limits for general and professional liability insurance policy are set as per Minn. Stat. 466.04.

### Payroll

The SWHHS Joint Governing Board approves all starting rates of pay for all new employees. Southwest Health and Human Services payroll processing is performed at different levels. Upon board approval, for each new employee, the HR Specialist enters all employee information into the HR System and then interfaces that into the Payroll System. The Accounting Technician or Fiscal Officer proofs the information provided by the employee and employee's supervisor which determines the taxes to be withheld, his/her position, work comp code, PERA eligibility, and appropriate department based on the information on the Payroll Enrollment Form and Benefit Cafeteria Enrollment Form. The Accounting Technician or Fiscal Officer provides the IFSpi formula distribution when applicable for new staff (health services employees formula distribution is determined through an interface process), under the direction of the Deputy Director or Human Resource Specialist. This formula is used to interface the payroll PayLib system to the IFSpi System when the payroll is processed at the end of each pay period. The HR Specialist prepares a report containing any payroll changes and it is reviewed and entered into the payroll system by the Accounting Technician or Fiscal Officer. Any payroll changes must be into payroll by Monday noon the week of payroll.

Payroll deductions for insurances are entered directly from a copy of the employee's Benefit

**Cafeteria** Enrollment Form completed before the beginning of each year or as new employees become eligible. These forms are generated from a web-based human resource program with employee personnel insurance information listed on it.

Before a payroll is run, the Deputy Director or Human Resource Specialist and the Accounting Technician or Fiscal Officer review and make necessary adjustments to the billings from the providers of insurance for health care, dental, life and disability. Note adjustments for medical/dental insurance cannot be made on the bill. They normally occur after the fact as an adjustment on a later bill. Real time adjustments can be made on the life insurance bill. Other deductions (such as garnishments and child support) are processed by the Accounting Technician or Fiscal Officer from official orders. The Deputy Director and ~~Fiscal Manager~~Director of Business Management are the agency representatives served those orders normally via US postal mail.

All employees are paid bi-weekly. The Southwest Health and Human Services Governing Board members are paid bi-weekly following the receipt of their voucher. The Governing Board Per Diem pay is paid through payroll. All Governing Board mileage and other costs are paid through the administrative bill process.

At the end of each pay period, web based timesheets are created by each human services employee, by signing into the web based timesheet program created by Counties Providing Technology (CPT). The web based timesheets for all health services employees are created by an interface program pulling the data from Nightingale Notes Dailies into the web based timesheets. The interfacing program was created by CPT. The web based timesheet is accessed by the employee signing in by using their unique ID and password. This web based timesheet is approved by the employee and also by the employee's supervisor. Payroll Disclaimers appear on the screen when being approved. Any errors that are found are relayed back to the employee by the supervisor. The Human Resource Specialist and Accounting Technician audits all Vacation, Sick, and Comp Time Balances. The Balances are shown on the Employee's pay stub.

Any overtime pay is prior authorized and requires supervisory and Director approval. Any concerns regarding payroll are referred to the HR Specialist, Deputy Director and/or Director.

At the end of the year, a report is generated that lists year-end balances in vacation, sick, and comp time banks and year-end rates of pay, which are used in calculating Compensated Absences Liability. The Accounting Technician maintains a spreadsheet that calculates the compensated time absence liability based on the total accrued time to date and what has been paid out over the past few years.

A transaction edit is run on the computer in batches, which is then compared to the time sheets prepared by each employee. If incorrect, the errors are located and reconciled. The HR Specialist performs these tasks.

After the transaction edit has been deemed correct, the Accounting Technician or Fiscal Officer runs the payroll journal and then another Accounting Technician checks it for errors and signs off approval. (This register does not have any warrant numbers yet.) It also includes taxes, cafeteria contributions and recurring deductions, which are reconciled.



If no errors are located on the payroll journal, the Accounting Technician or Fiscal Officer runs the check process which produces the files that print employee direct deposit stubs and vendor checks using direct deposit or electronic funds transfer (EFT). An EFT edit is printed and checked against the payroll journal and also against any new participant's authorization forms. If correct, the file is transferred to Bremer Bank via internet file transfer.

An Accounting Technician or Fiscal Officer prints the checks, direct deposit stubs, and the final payroll journal and all necessary reports. The final journal prints the check number and direct deposit number by each employee's net pay. The check stock is ~~always locked in the Marshall accounting department~~ stored in a locked room. All Payroll reports are then uploaded to the Payroll imaging system for storage.

SWHHS uses a service from CPT, the office that provides support for the Payroll Paylib system, for accessing Payroll Pay stubs (web based timesheets) instead of printing individual pay stubs and sending them directly to the employee. The Accounting Technician or Fiscal Officer still prints out vendor checks and commissioner's checks when necessary. For any employees who are on extended leaves, their direct deposit stub is printed and mailed to each employee via US Postal mail at their home address. The Lyon County Auditor/Treasurer receives a check register listing all check and direct deposits. The Lyon County Auditor/Treasurer stamps the checks with the Auditor/Treasurer's signature. The Lyon County Auditor/Treasurer is the only authorized signatory and maintains custody of the signature plates. The Auditor/Treasurer's Office then emails the Marshall Office Accounting Technicians to come to pick up the signed checks. These checks are either mailed via USPS with proper itemized check remittances or receipted into the IFSpi system and reissued when vendor invoice is received.

With each payroll, the Accounting Technician or Fiscal Officer runs certain reports. These include a Check Register, Payroll Journal, a summary total by employee, a PERA summary, deductions report by vendor, EFT listing showing trace numbers for the Employee Direct Deposit and various reports that are sent in with vendor checks. Some vendors also require other forms to be completed. A comprehensive checklist is used to assure that all vendors have been paid and all reports run in a timely manner. One of the reports, the PERA salary deduction report, requires routine maintenance and the production of a file transmitted electronically via the intranet into their computer system.

Federal and State withholding figures as shown on the grand total page of the payroll journal are transferred to the IRS and MN Dept. of Revenue, respectively. The State and Federal tax payment is transferred using an ACH debit, which becomes part of the file that includes the employees' pay, Nationwide Retirement Deferred Comp, Valic Deferred Comp, Investors Choice Deferred Comp and PERA. The file also includes the required addendums for the vendors.

A payroll distribution summary report is generated during the next step called "updating the master files". This process distributes wages and benefits for many employees to different funds and/or departments. All the figures are automatically posted to IFSpi as printed on the Payroll Distribution Account Summary. Using this report, the Accounting Technician or Fiscal Officer posts total payroll costs to the manual warrant register.

Authorizations for deductions are filed by the vendor for which the deduction is paid. The Deputy Director or Human Resource Specialist maintains files with all insurance changes and Flexible Benefits. Payroll advances are prohibited. The Accounting Technician or Fiscal Officer reports all Quarterly Federal, State and Unemployment insurance withholding and wage reports. The Accounting Technician or Fiscal Officer is also responsible for all year end payroll reporting and to process the end of the year W-2 forms. The 1099's are processed by a different Accounting Technician.

Due to unforeseen problems that may arise, it is always the goal to reach the step in the payroll process that prints the checks and direct deposits stubs and transmits the direct deposit information to Bremer Bank, one or two days before the payroll date. However, the payroll process must be completed by 5:00 pm Thursday of the payroll week to ensure that the EFT processes correctly and the employees receive their pay in a timely manner.

The ~~Fiscal Manager~~Director of Business Management or Fiscal Officers transmits the check batch file to the Bremer Bank positive pay file on the day the payroll checks are mailed.

### Agency Self-Insurance

January 1, 2014, Southwest Health and Human Services began offering employee health insurance through a self-funded account. All premiums are collected by SWHHS and claims are paid to the insurance company upon billing. This fund is monitored by the Deputy Director and reported on to the Governing Board on a monthly basis. A brief overview is provided to the Governing Board each month at the regularly scheduled meetings. A Health Insurance Benefits committee has been formed to review and make recommendations to the Governing Board annually in regards to the plans, benefits, and premiums. Any reserves in the fund are addressed on an annual basis.

See Administrative Policy 22.

### Child Care Payments

Child Care payments are entered in the MEC2 State Centralized Payment System by an Accounting Technician. ~~Paper vouchers are scanned and emailed, by the Office Support staff, to specific Eligibility Workers to approve. The paper payments vouchers are entered after the Eligibility Worker emails by the the Accounting Technician, with approval to pay.~~ The electronic payments are approved daily by the Accounting Technician. All manual payment requests are sent by an Eligibility Worker to the Accounting Technician to approve the payment. The State approves payments nightly. If the provider added notes as to why they added more hours than authorized the Accounting Technician will forward that information to the Eligibility Worker and wait for an answer before approving the voucher. A Child Care Eligibility Worker approves eligibility, and then enters service authorizations into the State System for all clients, which authorizes payment. ~~A Child Care Eligibility Worker must also note specific case notes regarding authorized days as well as the number of hours authorized each day (example: 8 hrs M, T, Th and 6 hrs W, F). This information will go out with the letter to the provider when eligibility is approved~~

~~by the Elig Worker.~~ Billing forms are generated by the State System and mailed out to the provider. The provider completes the billing form and mails the form to SWHHS for entry in the State System or the provider will enter their information into MECpro and submit electronically for payment. All applications and verifications are filed in the case file in the case worker's office. Once the billing forms are entered in the State System, the System compares the billing form to the service authorization and then at this point it can accept or reject the payment request. Rejected billing forms are put on hold for review by caseworker. The State then makes the payment directly to the provider and the Income Maintenance Supervisor and CCAP workers can access this information. ~~All manual payment requests are approved by an Income Maintenance worker prior to the Accounting Technician processing the payment.~~  
Once the paper voucher payments or any manual payments have been made the Accounting Technician will scan the forms into the imaging system.

### County Collections Billing

The Collections Officer enters corrections and new accounts on monthly credit and debit spreadsheets. The Accounting Technician will enter these spreadsheets along with the recurring spreadsheet. ~~These services are for~~ daycare centers, cobra or retiree insurance premiums, out of home placement fees, waiver obligations (spenddowns) for waived services paid only, -and courtesy care into the County Collections System (CCS).

Statements are prepared, printed and mailed once a month by the sixth ~~tenth~~ of each month. Two Accounting Technicians work on preparing these statements. When statements are printed all statements for an entity, that have a credit balance, zero balance or have an administrative charge ~~are~~ reviewed by the ~~Fiscal Manager~~ Director of Business Management and/or Collections Officer. After the statements are mailed the Accounting Technicians prepare trial balances or activity reports that are given to the ~~appropriate Department Supervisors to monitor their programs~~ Collections Officer to review.

### Nightingale Notes Billing

Public Health Claiming– The accounts receivable/claiming system for Public Health is one part of a larger time tracking system known as Nightingale Notes. Everyone in the Public Health Department is required to fill out an electronic service form. This form tracks all of their hours (worked, sick, vacation, etc.) along with what they worked on and/or what patients they saw that day. Nightingale Notes is used for billing nursing services to the appropriate insurance companies.

Once all the services are entered for the previous month and communicated to various employees, the Accounting Technician generates the billing cycle in Nightingale Notes. The Accounting Technician then reviews the claims for inconsistencies or errors. Some pay sources are reviewed for data entry error by generating a report built in Nightingale Note report system i.e. "BluePlus Services that should be Bridgeview". Any questions are emailed to the staff person who entered the activity. Once reviewed and corrected, the Accounting Technician generates the claim file, handles those error messages and submits the batch through Availity for most pay sources and through MN-ITS for the Medical Assistance pay source. Availity will then send back three to four edit reports

per batch submitted. MN-ITS posts a report which shows acceptance or rejection. The claim file is stored on the shared drive for record retention.

The first edit report is the acknowledgement report which shows if the entire file was accepted or rejected. Accounting staff assigned to that task depending on insurance company and/or type of claim researches the reason for rejection to see if something can be corrected at our end. If it is more complicated, the insurance company and/or Nightingale Notes Support is contacted to troubleshoot the issue. Once corrected the batch file is generated again and submitted through Availity.

The Accounting Technician must also view other edit reports found in Availity that are posted within 24 hours of the upload. These reports are the Immediate Batch Text Response (IBT), Electronic Batch Report (EBT), and the Delayed Payer Report (DPR). These reports will list some detail for each claim in the batch and state if it was accepted or if it was rejected, along with the reason for the rejection.

Rejected claims shown in these edits are reviewed by the Accounting Technician who uploaded the claim file. The Accounting Technician determines the corrective action, makes the correction and resubmits the claim promptly. If Availity rejects a claim or batch, the insurance company has not received it from Availity. At this point, the Accounting Technician must not mark the claims as paid, remove the pay source or write it off.

Staff need to be aware of deadlines for submitting claims, which vary between insurance companies. A timely filing chart is available for reference and is updated as needed.

Once a claim has been processed by the insurance company, an Electronic Remittance Advice (ERA) or Explanation of Payment (EOP) is sent to the clearinghouse (MN-ITS, MN E Connect, or Availity). Some insurance companies mail these reports. These reports show the details of the payments made, partial payments or denial of the claim. The ERAs and EOPs are uploaded onto the share drive as they are only available on Availity for 30 days. These reports are saved for reference and proof. Once the payment has been coded for the person doing the receipts the ERA is uploaded to Nightingale Notes, so the detail of the payment or non-payment is linked to the corresponding claim. Each payment is posted in Nightingale Notes to show the claim was paid or the next subscriber should be billed if necessary. Claims that were not paid are researched to determine if they can be corrected and rebilled. The NN system allows payments to be applied over claim line so that if only one line was paid and another was rejected, the rejected line can be resubmitted rather than adjusting it off. The Accounting Technician may call the insurance company for assistance and explanations.

## Radon & Water Testing Kits Procedures

When the general public purchases either a short-term or long-term radon testing kit or a water testing kit at the front counter, they pay a nominal fee for any type of kit to the Office Support staff. The fee is charged to discourage misuse by customers, to recover part of the cost of offering the kits, and to encourage customers to actually use the kits. Office Support staff receipts the

payment into the receipt book & gives the customer the yellow ~~white~~-copy. The white ~~yellow~~  
~~ecopy~~ goes with the cash or check and is given to the accounting unit.

Water testing bottles are supplied to regular customers, such as city and rural water systems and construction companies, at no charge.

The charge for the water test itself is based on which test or tests are performed with the prices listed on the test request form. The general public makes their payment when dropping off their request form and sample. When the water testing is performed for a regular customer as described previously, a bill will be sent to them by the sanitarian on a monthly basis. The sanitarian monitors the receipt of payments by referencing a list provided by the ~~Fiscal~~  
~~Manager~~Director of Business Management on a monthly basis.

## QUICK REFERENCES GUIDE

### Policies

- Administrative Policy 2
- Administrative Policy 3
- Administrative Policy 4
- Administrative Policy 5
- Administrative Policy 7
- Administrative Policy 12
- Administrative Policy 21
- Administrative Policy 22
- Personnel Policy 5
- Personnel Policy 6

### Forms

- Ac#002
- Ac#003
- Ac#022
- Ac#043
- Ag#100
- Ag#101
- Cl#033

DHS Bulletins (available on DHS website)

<http://mn.gov/dhs/>

COFARS Manual

**SOUTHWEST HEALTH AND HUMAN SERVICES**

**Resolution of Signature Authority**

The Governing Board, the Human Services Board and the Community Health Board (by virtue of its authority under Minnesota Statutes, Chapter 145A) of Southwest Health and Human Services authorizes the following people to sign all necessary contracts and forms needed to carry on the business of the agency.

<b>Name</b>	Beth Wilms	<b>Name</b>	Nancy Walker	<b>Name</b>	Carol Biren	<b>Name</b>	Cindy Nelson
<b>Title</b>	Director	<b>Title</b>	Deputy Director	<b>Title</b>	PH Division Director	<b>Title</b>	SS Division Director
<b>Address</b>	607 W Main Street, Suite 100 Marshall, MN 56258	<b>Address</b>	2 Roundwind Road Luverne, MN 56156	<b>Address</b>	607 W Main Street, Suite 200 Marshall, MN 56258	<b>Address</b>	607 W Main Street, Suite 100 Marshall, MN 56258
<b>Phone</b>	507.532.1248 – W 507.706.2198 – C	<b>Phone</b>	507.532.1256 – W 507.706.2200 - C	<b>Phone</b>	507.532.4136 – W 507.706.2202 - C	<b>Phone</b>	507.532.1260 – W 507.706.2201 - C

Resolution Adopted on December 21<sup>st</sup>, 2022

**Southwest Health and Human Services – Governing Board**

Signature: \_\_\_\_\_

Title: Chairperson

Date: \_\_\_\_\_

**Southwest Health and Human Services – Human Services Board**

Signature: \_\_\_\_\_

Title: Chairperson

Date: \_\_\_\_\_

**Southwest Health and Human Services – Community Health Board**

Signature: \_\_\_\_\_

Title: Chairperson

Date: \_\_\_\_\_

**RESOLUTION TO DESIGNATE DEPOSITORIES AND AUTHORIZE LYON COUNTY  
AUDITOR/TREASURER TO MAKE INVESTMENTS**

WHEREAS, Minnesota Statute § 118A.02, subdivision 1 (a) states “The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions”;

WHEREAS, Minn. Stat. § 118A.02, subdivision. 1. (b) (2) allows the governing body to authorize the treasurer or chief financial officer to make investments of funds under Minn. Stat. § 118A.01 to 118A.06 or other applicable law;

THEREFORE, BE IT RESOLVED, that the Southwest Health and Human Services Governing Board designates as depositories the following financial institutions and designates the following as brokers and authorized investment holders:

- Bank of the West
- BNP Paribas
- Bremer Bank
- Bremer Investment Management and Trust
- First Interstate Bank
- MAGIC Fund, management by PFM Asset Management
- Multi-Bank Securities
- State Farm Bank
- Wells Fargo
- Wells Fargo Advisors

BE IT FURTHER RESOLVED, that the Governing Board authorizes the Lyon County Auditor/Treasurer to make investments of funds under Minn. Stat. § 118A.01 to 118A.06 or other applicable law at any one or more of the above based on direction provided by the Executive Committee;

BE IT FURTHER RESOLVED, the Lyon County Auditor/Treasurer is hereby authorized to act and serve as agent on any Southwest Health and Human Services accounts set up or active at any of the above financial institutions, brokers, or investment holders; and

BE IT FURTHER RESOLVED, the above designations and authority conferred shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the financial institution, broker, or investment holder at each location where an account is maintained and the financial institution, broker, or investment holder shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution.

Passed and adopted by the Southwest Health and Human Services Governing Board this 21st day of December, 2022.

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Chairperson – Governing Board  
Southwest Health and Human Services

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Director  
Southwest Health and Human Services



Member Commissioner \_\_\_\_\_ introduced the following Resolution and moved its adoption:

**AUTHORIZATION FOR HUMAN RESOURCES TO FILL REPLACEMENT POSITIONS**

WHEREAS, throughout the year there will be positions vacated at Southwest Health and Human Services,

and

WHEREAS, the Executive Team thoroughly vets each vacancy prior to recommending replacement.

NOW, THEREFORE, BE IT RESOLVED, the Southwest Health and Human Services Joint Governing Board appoints the authority to the Executive Team to refill replacement positions when a vacancy occurs in 2023 without additional approval from the Southwest Health and Human Services Joint Governing Board providing that the position is vetted by the Executive Team, is in the current year's budget and is not a new position.

BE IT FURTHER RESOLVED, this is an annual appointment to come before the Southwest Health and Human Services Joint Governing Board.

The motion for the adoption of the foregoing Resolution was duly seconded by Commissioner \_\_\_\_\_ and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted on \_\_\_\_\_.

October 21, 2022

**PROPOSAL FOR**

# **SOUTHWEST HEALTH & HUMAN SVC - MARSHALL**

**CHRIS CAUWELS**

Prepared by:

**Erin VanderVeen**

Technology Advisor

320.241.3505 or 800.847.3098

[Erin.VanderVeen@marconet.com](mailto:Erin.VanderVeen@marconet.com)



**MANAGED SERVICES**



**AUDIO VISUAL**



**COPIERS & PRINTERS**



**BUSINESS IT SERVICES**



*taking technology further*

**800.847.3098 • MARCONET.COM**

## Executive Summary:

- The current device at this location is listed below:
  - Konica Bizhub 808 with an average monthly volume of 16,177 black
  - Term Date 1/10/2023
  - Current Monthly Lease Payment: \$710.18
  - Current Monthly Service Portion: \$132.52
    - Total Average Monthly Spend: \$842.70

## RECOMMENDED PRINT SOLUTION

Qty	Description
1	Konica Bizhub 808

### Specifications

- 80 Monochrome Pages Per Minute
- 150 Sheet Bypass Tray
- (4) 500 Sheet Paper Tray's
- 300 Sheet Single Pass Document Feeder
  - Scans two sided documents in a single pass
- Network Scanning
  - Scan to E-Mail/Network Folder/USB
  - Connects to Microsoft Exchange and Gmail.
  - Blank page removal feature
  - Scan to Searchable PDF, Word, Excel, PowerPoint
  - Scan Preview and Edit from touchscreen
- Scan to E-Mail/Network Folder/USB
- Automatic Duplexing
- 50-Sheet Stapling Finisher
- 2/3 Hole Punch
- Network Printing (PCL & Postscript Drivers)
- Google Cloud Print and Apple Air Print
- Secure Print Options
- Mailbox/ User Box
- Customizable touchscreen display
- Papercut Card Reader





**MANAGED ACCOUNT PROGRAM (MAP)**

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

- **60 Month MAP** ..... **\$269.38/Month**
- Monochrome Prints **included** per Month: 16,500
- Monochrome Print Overages: \$0.0045/Print

**DELIVERY, INSTALLATION, INITIAL SUPPLIES, AND INITIAL TRAINING**

Delivery, Returning Current Device, Installation, Initial Supplies & Initial Training..... Included

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

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

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

October 17, 2022

**PROPOSAL FOR**

# **SOUTHWEST HEALTH & HUMAN SVC - IVANHOE**

**CHRIS CAUWELS**

Prepared by:

**Erin VanderVeen**

Technology Advisor

320.241.3505 or 800.847.3098

Erin.VanderVeen@marconet.com



**MANAGED SERVICES**



**AUDIO VISUAL**



**COPIERS & PRINTERS**



**BUSINESS IT SERVICES**



*taking technology further*

**800.847.3098 • MARCONET.COM**

## Executive Summary:

- The current device at this location is listed below:
  - Konica Bizhub 364e with an average monthly volume of 5,098 black
  - Term Date 1/10/2023
  - Current Monthly Lease Payment: \$227.85
  - Current Monthly Service Portion: \$77.36
    - Total Average Monthly Spend: \$305.21

## RECOMMENDED PRINT SOLUTION

Qty	Description
1	Konica Bizhub 360i

### Specifications

- 36 Monochrome Pages Per Minute
- 150 Sheet Bypass Tray
- (4) 500 Sheet Paper Tray's
- 300 Sheet Single Pass Document Feeder
  - Scans two sided documents in a single pass
- Network Scanning
  - Scan to E-Mail/Network Folder/USB
  - Connects to Microsoft Exchange and Gmail.
  - Blank page removal feature
  - Scan to Searchable PDF, Word, Excel, PowerPoint
  - Scan Preview and Edit from touchscreen
- Scan to E-Mail/Network Folder/USB
- Automatic Duplexing
- Network Printing (PCL & Postscript Drivers)
- Google Cloud Print and Apple Air Print
- Secure Print Options
- Mailbox/ User Box
- Customizable touchscreen display
- Internal Stapling Finisher
- Papercut Card Reader





## MANAGED ACCOUNT PROGRAM (MAP)

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

- **60 Month MAP** ..... **\$135.82/Month**
- Monochrome Prints **included** per Month: 5,100
- Monochrome Print Overages: \$0.0055/Print

### DELIVERY, INSTALLATION, INITIAL SUPPLIES, AND INITIAL TRAINING

Delivery, Returning Current Device, Installation, Initial Supplies & Initial Training..... Included

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

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
By signing this proposal, you are authorizing Marco Technologies LLC to order, install and invoice the above listed equipment.

# Canon imageRUNNER Advance 4845i

## Features:

- Up to 45 Pages per Minute (B&W)
- Scan up to 270 ipm (300 dpi)
- Copy Resolution: 600 x 600 dpi
- Print Resolution: 1200 x 1200 dpi
- (2) 550 sheet Paper Drawer + 100 Sheet Stack Bypass (Standard)
- Up to 12" x 18" print/copy size
- 10.1" TFT LCD WSVGA Color Touch-panel
- Memory 3.5 GB RAM
- Standard: Color Platen
- Optional: Platen Cover-Y3, Single Pass DADF-C114 or DADF-BA1 [2-sided to 2-sided (Automatic with DADF)]
- Power Requirements: 110 - 127 V 60 Hz, 8.5 A

## Accessories

- Cassette Feeding Unit
- Inner Finisher



(Stock image may not reflect actual configuration)

**Equipment:**  
Canon 4845i



# Canon imageRUNNER Advance DX 6870i

## Features:

- Up to 70 Pages per Minute (B&W)
- Scan up to 270/270 ipm (300 dpi) (BW/color, duplex)
- 1200 x 1200 dpi
- 200-sheet Single Pass Duplex Automatic Document Feeder
- Dual 550-Sheet Paper Cassettes, 100-sheet Stack Bypass
- Up to 12" x 18" print/copy size
- 5.0 GB RAM & 256 GB HDD Memory
- 10.1" TFT LCD WSVGA Color Flat-panel
- 120V/12A, NEMA 5-15P

## Accessories

- High-Capacity Cassette Feeding Unit
- Staple Finisher
- 2/3 Hole Puncher
- Buffer Pass Unit



**Equipment:**  
Canon 6870i

# Investment Information

## Acquisition Options:

Equipment	MN State Contract 60-Month Lease
Canon 4845i	\$117.49
Canon 6870i	\$231.67
Price includes delivery, professional installation, implementation, and training	

## Service & Supply Agreement

B&W overages bill monthly at \$0.0046 per copy.

Pricing is good for 5 years



# Minnesota Counties Computer Cooperative

Phone: (651) 401-4200 www.mnccc.gov



INVOICE NO: 2301156  
INVOICE DATE: 1/1/23  
AMOUNT DUE: 9,914.72

**Please send payment to:**  
MnCCC Lockbox  
PO Box 860687  
Minneapolis, MN 55486-0687

**Invoice Due Date** January 31, 2023

**CUSTOMER:**

*I declare under penalty of law that this amount is true and correct and not part of it has been paid.*

South West Health/Human Services  
607 W Main Street  
Marshall, MN 56258

Lisa Christine Meredith, Executive Director

Item/Description	Units	Price/Unit	Net
2023 IFS General Support (CMHS)	1.00	5,564.72	5,564.72
2023 JIC - IFS Enh Fund (\$600/office)	1.00	600.00	600.00
2023 MnCCC Dues for JIC (Joint Integrated Committee) \$1150/ea office	1.00	1,150.00	1,150.00
2023 Information Services Support Group - Enhancement Fund contribution	1.00	300.00	300.00
2023 MnCCC Information Services Support Group (ISSG) Annual Dues	1.00	2,300.00	2,300.00
			9,914.72



# Minnesota Counties Computer Cooperative

Phone: (651) 401-4200 www.mnccc.gov

Please return this portion with payment

**CUSTOMER:** South West Health/Human Services  
607 W Main Street  
Marshall, MN 56258

INVOICE NO: 2301156  
INVOICE DATE: 1/1/23  
AMOUNT DUE: 9,914.72

**Please send payment to:**  
MnCCC Lockbox  
PO Box 860687  
Minneapolis, MN 55486-0687

AMOUNT ENCLOSED:



# Minnesota Counties Computer Cooperative

Phone: (651) 401-4200 www.mnccc.gov



## INVOICE

**Please send payment to:**  
MnCCC Lockbox  
PO Box 860687  
Minneapolis, MN 55486-0687

INVOICE NO: 2211088  
INVOICE DATE: 11/3/22  
AMOUNT DUE: 18,934.40

**Invoice Due Date December 3, 2022**

**CUSTOMER:**

South West Health/Human Services  
607 W Main Street  
Marshall, MN 56258

*I declare under penalty of law that this amount is true and correct and not part of it has been paid.*

Lisa Christine Meredith, Executive Director

Item/Description	Units	Price/Unit	Net
Adobe Acrobat Pro DC-license renewal (11/11/22 - 11/10/23)	244.00	77.60	18,934.40

**Notice:** 18,934.40

*As allowed by our bylaws and approved at the Executive Board Meeting on 10/09/2003,*



# Minnesota Counties Computer Cooperative

Phone: (651) 401-4200 www.mnccc.gov

Please return this portion with payment

**CUSTOMER:** South West Health/Human Services  
607 W Main Street  
Marshall, MN 56258

INVOICE NO: 2211088  
INVOICE DATE: 11/3/22  
AMOUNT DUE: 18,934.40  
AMOUNT ENCLOSED:

**Please send payment to:**  
MnCCC Lockbox  
PO Box 860687  
Minneapolis, MN 55486-0687

# DECEMBER 2022

## GRANTS ~ AGREEMENTS ~ CONTRACTS

### for Board review and approval

- Avera Marshall d/b/a Avera Marshall Regional Medical Center (Marshall, MN)** – 01/01/23 to 12/31/23; Mental Health Hold Orders and Civil Commitment Beds and Services, not to exceed \$1,300/day for hospital services (23% increase)(renewal).  
*Fiscal Note: 2022 \$5,470.75; 2021 \$28,254; 2020 \$28,198; 2019 \$47,239; 2018 \$12,915;*
- Brown County Evaluation Center Inc. (New Ulm, MN)** – 01/01/23 to 12/31/23; Detoxification and evaluation services, \$460/day (3% increase) or according to client's insurance plan plus a 12% service fee of total per diem cost for insurance processing (renewal).  
*Fiscal Note: 2022 \$58,922.61; 2021 \$115,149; 2020 \$100,588; 2019 \$58,406; 2018 \$67,973;*
- Bud's Bus Service (Reading, MN)** – 01/01/23 – 12/31/23; Transportation for DD clients, \$21.20 per one way trip (no change) (renewal).  
*Fiscal Note: 2022 \$15,794; 2021 \$22,430; 2020 \$19,780; 2019 \$25,715; 2018 \$30,370;*
- Central MN Mental Health Center (St Cloud, MN)** – 01/01/23 to 12/31/23; an agreement to provide detoxification services at \$600/day (\$100/ day increase) plus additional charges for agreed upon medical care, and commitment holds at \$1000/day (79% increase) beyond the 72-hour maximum stay (renewal).  
*Fiscal Note: 2022 \$0; 2021 \$1,470*
- Client Community Services Inc (Worthington, MN)** – 01/01/23 to 12/31/23; provide non-waivered client semi-independent living skills (SILS); \$35.89/hour (no increase) (renewal).  
*Fiscal Note: 2022 \$11,185; 2021 \$14,392; 2020 \$14,917; 2019 \$18,138; 2018 \$11,982;*
- DHS Adult Protection Services** – 11/01/22 to 09/30/22; provide funds to enhance Adult Protection Services for vulnerable adults who have been reported as abused, neglected, or exploited. \$4,827.17 (NEW).  
*Fiscal Grant Award:*
- Dr. Joshua Friese & Community Health Board (Marshall, MN)** - 01/01/23 – 12/31/23; medical consultant contract, \$2,000 annually at \$500/qtr and \$150/hr during a public health emergency when deemed necessary by agency director (no increase) (renewal).  
*Fiscal Note: 2022 \$2,000; 2021 \$2,000; 2020 \$2,000; 2019 \$2,000; 2018 \$2,000*
- Ellison Center (St Cloud, MN)** - 01/01/23 – 12/31/23; contract to provide reflective consultation for home visits related to the MDH Strong Foundations FHV grant; \$22,950 (5% decrease) (renewal).  
*Fiscal Note: 2022 \$14,195*
- Ivonne Hart (Marshall, MN)** - 01/01/23 – open; Agreement covering data sharing, HIPAA and privacy rules (new).

- Ivonne Hart (Marshall, MN)** – 01/01/23 to 12/31/23; contract to provide interpreting services at \$40/hour for face-to-face during office hours and \$50/printed page for written document translation (no increase)(renewal).  
*Fiscal Note: 2022 \$4880; 2021 \$390; 2020 \$50*
  
- Hunter's Place (Marshall, MN)** – 01/01/23 to 12/31/23; Contract to provide residential children's mental health treatment and care at new facility in Marshall; \$250/day or estimated unit cost of \$7,750/month plus any transportation costs (\$50/day decrease) (renewal).  
*Fiscal Note: 2022 \$148,550; 2021 \$129,485*
  
- Journeys of Healing LLC** – 01/01/23 to 12/31/23; Contract that will provide children's mental health clients with home based therapy to minimize family disruptions; \$200/hour (33% increase) (renewal).  
*Fiscal Note: 2022 \$38,702.50; 2021 \$28,840*
  
- Journeys of Healing LLC** – 01/01/23 to 12/31/23; Contract that will provide children's mental health client families with Parent Education Group services to help with family stability; \$200/hour, up to 2 hours per week (33% increase) (renewal).  
*Fiscal Note: 2022 \$0*
  
- Lac qui Parle County Family Services** – 01/01/23 to 12/31/23; providing various human resource services, \$85/hour plus mileage (NEW).  
*Fiscal Note:*
  
- Lutheran Social Services of SD (Sioux Falls, SD)** – 07/01/22 to 06/30/23; Rule 5 mental health residential treatment services, \$312.86/day (11% increase) (renewal).  
*Fiscal Note: 2022 - \$0 (no client), 2021 - \$0 (no client); 2020 - \$53,711 (1 client); 2019 - \$74,118 (1 client)*
  
- Lyon County** – 01/01/23 to 12/31/26; Office lease amendment, reduction of leased space to 29,777 square feet. \$27,295/month in 2023, \$28,536/month in 2024, \$29,777/month in 2025, and \$31,018/month in 2026 (amendment).  
*Fiscal Note:*
  
- MDH Strong Foundations Family Home Visiting Grant (St Paul, MN)** - 01/01/23 – 12/31/23; grant to support evidenced based home visiting program for at risk families; \$154,000 (renewal).  
*Fiscal Note: 2022 \$146,453*
  
- MN Dept of Revenue – Revenue Recapture** – 01/01/23– 04/30/23; Amendment to update contracts for the agreement defining the statutes and policies to follow when using Revenue Recapture system to collect debts for claimant agencies (renewal).
  
- New Horizons Crisis Center** – 01/01/22 to 12/31/22; amendment to increase 2022 parenting time contract by \$20,000. Original 2022 contract amount was \$100,000.
  
- New Horizons Crisis Center (Marshall, Slayton, Redwood locations)** – 01/01/23 to 12/31/23; Block grant payment for supervised parenting time services, \$120,000 (\$20,000 increase) (renewal).  
*Fiscal Note: 2022 \$101,954; 2021 \$73,525; 2020 \$91,330; 2019 \$101,802; 2018 \$107,649*

- New Horizon Crisis Center** – 11/16/22 to 06/30/23; **REVISED to show the actual counties that will be serviced by New Horizon** - 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*
- Jana Piotter (Jeffers, MN)** – 01/01/23 to 12/31/23; Client guardianship services, \$25/hour plus expenses (no increase) (renewal).  
*Fiscal Note: 2022 \$371; 2021 \$836; 2020 \$2,237; 2019 \$4,773; 2018 \$4,895*
- Pipestone County (Pipestone, MN)** - 01/01/23 – 12/31/23; Office space lease, \$58,000.00 annually at \$14,500/qtr (no increase) (renewal).  
*Fiscal Note: 2022 \$58,000; 2021 \$58,000; 2020 \$68,379.60; 2019 \$68,379.60; 2018 \$68,379.60*
- Redwood County (Redwood Falls, MN)** – 01/01/23 to 12/31/27; Office lease contract, \$10,571/month in 2023 (2.3% increase), \$10,817/month in 2024 (2.3% increase), \$11,063/month in 2025 (2.3% increase), \$11,308/month in 2026 (2.2% increase), \$11,800/month in 2027 (4.4% increase) (renewal).  
*Fiscal Note: 2022 \$123,900; 2021 \$123,900; 2020 \$123,000; 2019 \$123,000; 2018 \$123,000*
- Rock County Opportunities Inc (Luverne, MN)** – 12/01/22 to 12/31/23; Shredding services contract, \$0.55/lb, billable monthly (.05/lb increase)(renewal).
- Top 20 Trainer (St Paul, MN)** - 06/26/23; Consultant services to provide PH Response and Recovery training and an additional all staff training for staff and supervisors, \$4000+hotel+mileage through the Workforce grant, \$1200 through HS; \$5200 + mileage & hotel (renewal).  
*Fiscal Note: 2022 \$3327*
- United Community Action Partnership (Marshall, MN)** – 01/01/23 to 12/31/23; Client transportation services that now services all agency counties, volunteer driver rate of \$ 1.005/mile (IRS rate + .38 administrative fee) with local support at \$2,500/county or \$15,000/year (.03 increase to administrative fee, no other increases)(renewal).

- Signatures None
- Signatures Partial
- Signatures Completed