



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

**Board Agenda
Wednesday June 21, 2023
Marshall Government Center
Commissioners Room – 2nd Floor
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 5/17/2023 Board Minutes
- D. Introduce New Staff
 - Jasmine Clark, Social Worker – Adult Mental Health, Pipestone
 - Lowell Freeman, Social Worker- Child Protection, Marshall
- E. Employee Recognition
 - Jada Griffin, Social Worker, CMH– Pipestone 1 Year
 - Kristin Heltzel, Child Support – Luverne 1 Year
 - Tannen Kanengieter, Social Worker, LTC – Luverne 1 Year
 - Brittney Ormberg, Accounting Technician – Marshall 1 Year
 - Nicole Longtin, Social Worker, APS – Marshall 10 Years
 - Shannon Leyson, Eligibility Worker - Slayton 15 Years
 - Shelly Schrunck, Eligibility Worker – Marshall 25 Years
- F. Financial

HUMAN SERVICES (cont.)

G. Caseload

	<u>5/23</u>	<u>5/22</u>	<u>4/23</u>	<u>3/23</u>
Social Services	3,814	3,744	3,818	3,746
Licensing	395	404	391	394
Out-of-Home Placements	151	178	152	159
Income Maintenance	14,863	14,002	14,794	14,727
Child Support Cases	2,749	2,900	2,767	2,778
Child Support Collections	776,490	755,421	759,953	761,371
Non IV-D Collections	161,380	238,020	120,009	81,743

H. Discussion/Information

1. Child Protection Services – Mariah Cleppe, Taalyr Egeness, and Emilie Potter

I. Decision Items

- 1.

COMMUNITY HEALTH

J. Call to Order

K. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 5/17/2023 Board Minutes

L. Financial

M. Caseload

	<u>5/23</u>	<u>4/23</u>	<u>3/23</u>
WIC	N/A	2,057	2,082
Family Home Visiting	39	36	45
PCA Assessments	9	9	16
Managed Care	213	166	157
Dental Varnishing	0	0	0
Refugee Health	8	0	4
Latent TB Medication Distribution	0	1	1
Water Tests	152	90	97
FPL Inspections	39	52	27
Immunizations	33	56	90
Car Seats	11	13	11

N. Discussion/ Information

COMMUNITY HEALTH (Cont.)

O. Decision Items

GOVERNING BOARD

P. Call to Order

Q. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 5/17/2023 Board Minutes

R. Financial

S. Human Resources Statistics

	<u>5/23</u>	<u>5/22</u>	<u>4/23</u>	<u>3/23</u>
Number of Employees	236	230	236	235
Separations	4	3	3	2
New Hires	2		3	2
Current Open Positions		11		
Public Health Nurses		3		
Social Worker LADC		1		
Collections Officer		1		
Lead Eligibility Worker		1		
Social Worker CPS		2		
Eligibility Worker		2		
Community Public Health Supervisor		1		

T. Discussion/Information

1. Notice of Desire to Negotiate

GOVERNING BOARD(Cont.)

U. Decision Items

1. Lowell Freeman, County Agency Social Worker- Child Protection, probationary appointment (12 months), \$32.00 hourly, effective 5/22/2023 – Marshall Office
2. Krista Zimmer, Office Support Specialist, Sr., probationary appointment (12 months), \$16.32 hourly, effective 6/5/2023- Redwood Falls Office
3. Jessica Kronke, Case Aide, probationary appointment (12 months), \$18.53 hourly, effective 6/12/2023- Ivanhoe Office
4. Destinee Miranowski, County Agency Social Worker- Child Protection, no probationary appointment, no change in rate of pay, effective 6/19/2023- Slayton Office
5. Khailee Nelson, Eligibility Worker, probationary appointment (12 months), \$19.07 hourly, effective 7/3/2023- Luverne Office
6. Tami Dorenkamper, County Agency Social Worker- Developmental Disabilities, probationary period (12 months), \$26.50 hourly, effective 7/10/2023 –Redwood Falls Office
7. Jennifer Klenken, Child Support Officer, probationary appointment (12 months), \$19.62 hourly, amended start date from 6/19/2023 to 6/26/2023 –Marshall Office
8. Memorandum of Agreement with AFSCME Council 65 Local 2398 - Juneteenth
9. Personnel Policy 3 – Leaves and Holidays
10. Personnel Policy 14 – Wellbeing Policy
11. Personnel Policy 19 – Medical Leave for Fitness
12. Request to renew Backup Software Subscription
13. Donations
 - \$200 Donation for Diapers- Trinity Lutheran Church, Balaton, MN
 - 9 Family Pool Passes to Redwood Falls Pool for CP Families – First Presbyterian Church, Redwood Falls, MN
14. Contracts

V. Adjournment

Next Meeting Dates:

Wednesday, June 21, 2023 – Marshall - Personnel Committee

Wednesday, June 21, 2023 – Marshall – Joint Personnel/Finance Committee Meeting

Wednesday, July 19, 2023 – Marshall

Wednesday, July 19, 2023 – Marshall – Annual Board Meeting

Wednesday, August 16, 2023 – Marshall

Wednesday, September 20, 2023 - Marshall

SOUTHWEST HEALTH & HUMAN SERVICES

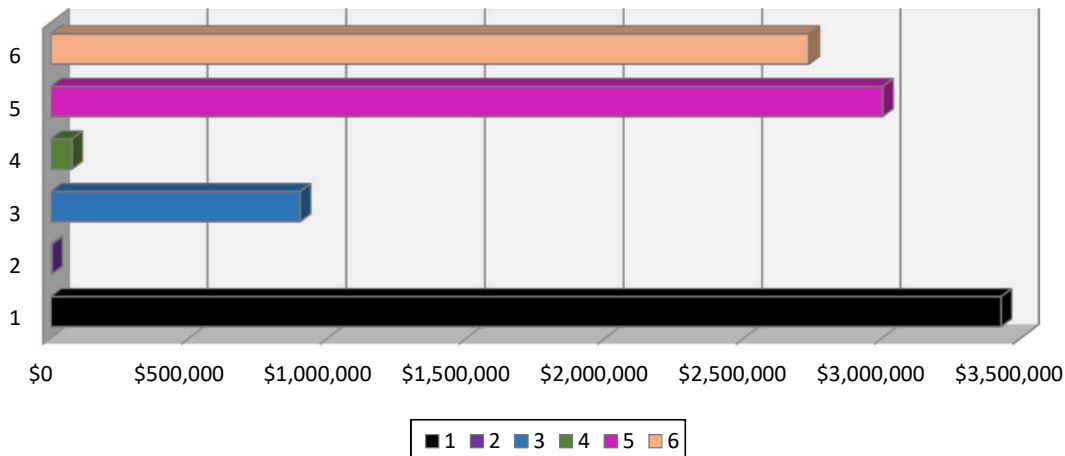
Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne Offices

SUMMARY OF FINANCIAL ACCOUNTS REPORT For the Month Ending: **May 31, 2023**

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

Description	Month	Running Balance	
BEGINNING BALANCE		\$2,614,645	
RECEIPTS			
Monthly Receipts	3,091,451		
County Contribution	791,746		
Interest on Savings	23,519		
TOTAL MONTHLY RECEIPTS		3,906,715	
DISBURSEMENTS			
Monthly Disbursements	3,093,285		
TOTAL MONTHLY DISBURSEMENTS		3,093,285	
ENDING BALANCE		\$3,428,075	
REVENUE			
<i>Checking/Money Market</i>	<i>\$3,428,075</i>		
<i>SS Benefits Checking</i>	<i>\$3,000</i>		
<i>Bremer Savings</i>	<i>\$898,504</i>		
<i>First Interstate Bank Savings</i>	<i>\$75,742</i>		
<i>CD or Term Investment - Magic Fund</i>	<i>\$3,000,000</i>		
<i>Investments - MAGIC Fund</i>	<i>\$2,733,627</i>		
ENDING BALANCE		\$10,138,948	May 2022 Ending Balance \$7,600,155
DESIGNATED/RESTRICTED FUNDS			
Opioid Settlement		\$475,215	May 2022 Ending Balance
Agency Health Insurance		\$763,093	\$933,827
LCTS Lyon Murray Collaborative		\$216,380	
LCTS Rock Pipestone Collaborative		\$67,560	
LCTS Redwood Collaborative		\$133,066	
Local Advisory Council		\$678	May 2022 Ending Balance
AVAILABLE CASH BALANCE		\$8,482,957	\$6,265,087

REVENUE DESIGNATION



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

MAY 2023

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				2,614,645.04
05/01/23	10380	Disb		130,525.89	2,484,119.15
05/02/23	53152-53169	Deposit	76,696.80		2,560,815.95
05/02/23	VOID 93965	Disb		(15.00)	2,560,830.95
05/03/23	VOID 53074	Deposit	(100.00)		2,560,730.95
05/04/23	VOID 127052	Disb		(50.00)	2,560,780.95
05/04/23	10381	Disb		75,565.89	2,485,215.06
05/05/23	10690-10710	Payroll		150,598.60	2,334,616.46
05/05/23	82301-82549 ACH	Payroll		543,521.16	1,791,095.30
05/05/23	127483-127504	Disb		1,885.01	1,789,210.29
05/05/23	17176-17184 ACH	Disb		942.54	1,788,267.75
05/05/23	127505-127551	Disb		97,202.21	1,691,065.54
05/05/23	17185-17258 ACH	Disb		110,849.27	1,580,216.27
05/05/23	53170-53209	Deposit	306,921.47		1,887,137.74
05/05/23	10382	Disb		14,931.40	1,872,206.34
05/08/23	10383	Disb		3,290.35	1,868,915.99
05/08/23	10384	Disb		223.00	1,868,692.99
05/10/23	53210-53248	Deposit	487,227.08		2,355,920.07
05/11/23	10385	Disb		46,624.70	2,309,295.37
05/12/23	127552-127568	Disb		2,418.07	2,306,877.30
05/12/23	17259-17272 ACH	Disb		1,861.67	2,305,015.63
05/12/23	127569-127622	Disb		137,049.07	2,167,966.56
05/12/23	17273-17324 ACH	Disb		272,046.49	1,895,920.07
05/15/23	10386	Disb		507.57	1,895,412.50
05/16/23	53249-53297	Deposit	656,639.58		2,552,052.08
05/18/23	10387	Disb		13,774.84	2,538,277.24
05/19/23	10711-10728	Payroll		150,077.27	2,388,199.97
05/19/23	82550-82791 ACH	Payroll		541,228.92	1,846,971.05
05/19/23	127623-127730 Unassigned numbers	Disb		0.00	1,846,971.05
05/19/23	17325-17503 ACH Unassigned numbers	Disb		0.00	1,846,971.05
05/19/23	127731-127766	Disb		6,348.70	1,840,622.35
05/19/23	17504-17562 ACH	Disb		9,877.50	1,830,744.85
05/19/23	127767-127792	Disb		4,286.84	1,826,458.01
05/19/23	17563-17569 ACH	Disb		1,012.18	1,825,445.83
05/19/23	127793-127834	Disb		168,575.69	1,656,870.14
05/19/23	17570-17585 ACH	Disb		28,430.94	1,628,439.20
05/19/23	127835-127943	Disb		73,601.30	1,554,837.90
05/19/23	17586-17763 ACH	Disb		113,605.37	1,441,232.53
05/19/23	53298-53341	Deposit	490,006.18		1,931,238.71
05/19/23	10388	Disb		14,930.81	1,916,307.90
05/22/23	10389	Disb		10,723.83	1,905,584.07
05/23/23	53342-53372	Deposit	343,397.62		2,248,981.69
05/25/23	transfer from SS	Transfer	4,670.00		2,253,651.69
05/25/23	VOID 127516	Disb		(38.76)	2,253,690.45
05/25/23	10390	Disb		32,519.56	2,221,170.89
05/25/23	10391	Disb		723.75	2,220,447.14
05/26/23	127944-127967	Disb		2,362.39	2,218,084.75
05/26/23	17764-17776 ACH	Disb		2,490.25	2,215,594.50
05/26/23	127968-128020	Disb		165,792.23	2,049,802.27
05/26/23	17777-17809 ACH	Disb		166,785.15	1,883,017.12
05/26/23	53373-53415	Deposit	515,462.34		2,398,479.46
05/30/23	10392	Disb		396.00	2,398,083.46
05/31/23	53416-53442	Deposit	1,025,794.18		3,423,877.64
05/01/23	VOID 126928			(3,810.26)	3,427,067.38
05/01/23	VOID 124797			(15.00)	3,427,052.38
05/17/23	VOID 125903			(312.00)	3,426,740.38
05/30/23	VOID 128011			(60.00)	3,426,680.38
	balanced 6/2/23 js	TOTALS	3,906,715.25	3,093,285.39	

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

3,000.00
898,503.82
75,742.13
2,733,627.35

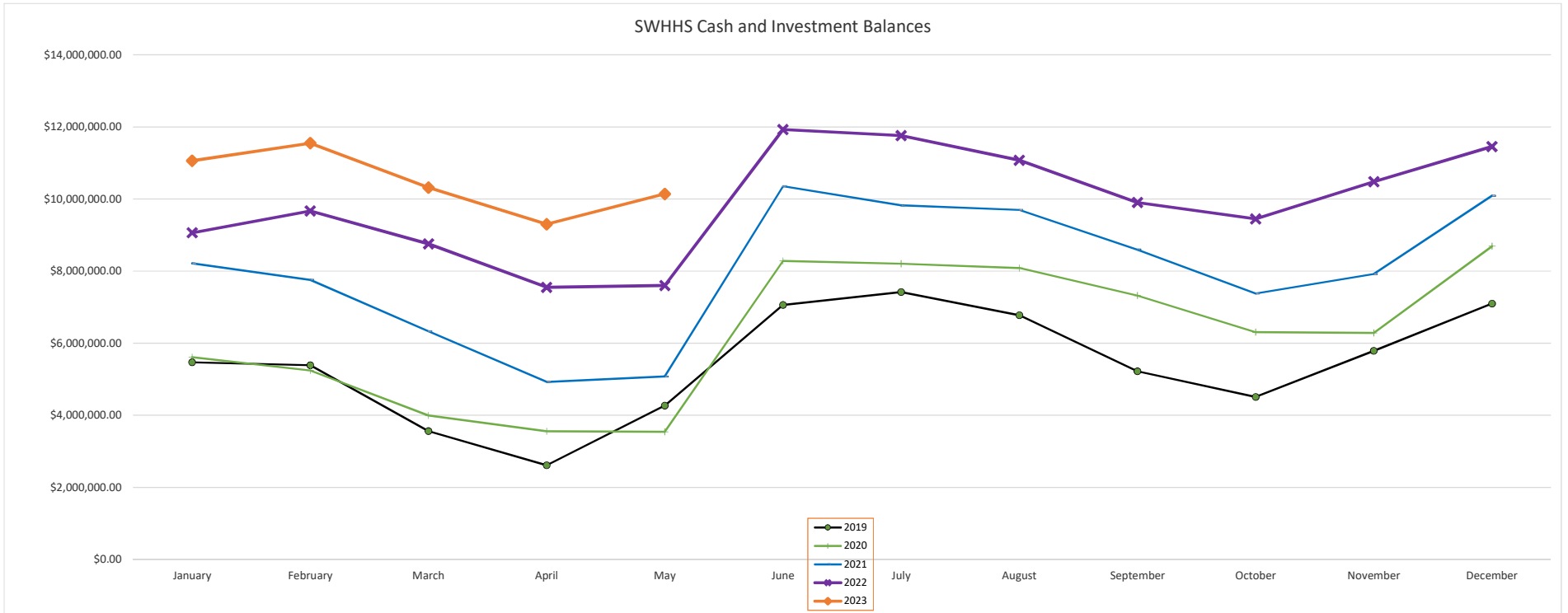
TOTAL CASH BALANCE

7,138,948.20

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
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	\$11,454,718.79	\$9,890,005.07
2023	\$11,060,333.16	\$11,548,890.82	\$10,317,240.69	\$9,301,999.20	\$10,138,948.20								

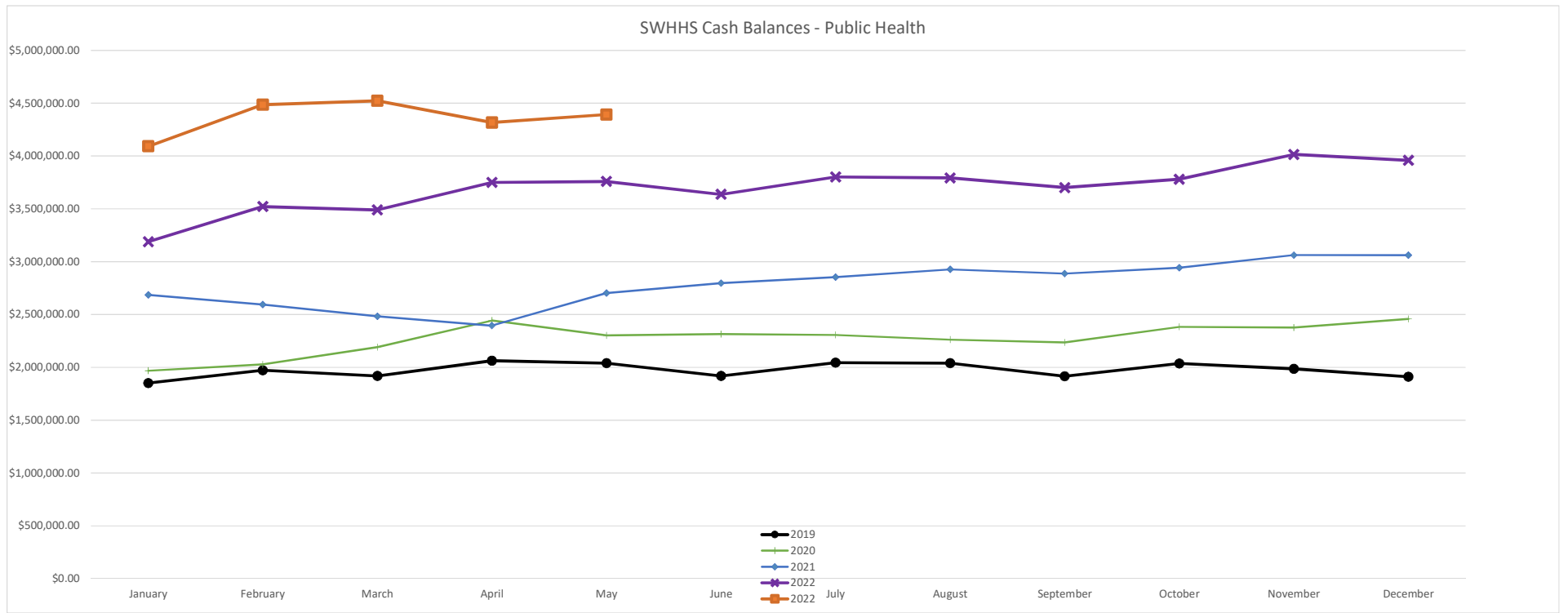


**SWHHS
Total Cash and Investment Balance by Month**

PUBLIC HEALTH

	January	February	March	April	May	June	July	August	September	October	November	December
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	\$3,958,921.27
2023	\$4,092,369.86	\$4,485,621.04	\$4,522,574.88	\$4,317,365.64	\$4,392,590.53							

Average for Year
\$1,974,715.22
\$2,272,723.97
\$2,783,206.62
\$3,699,967.15
\$4,362,104.39

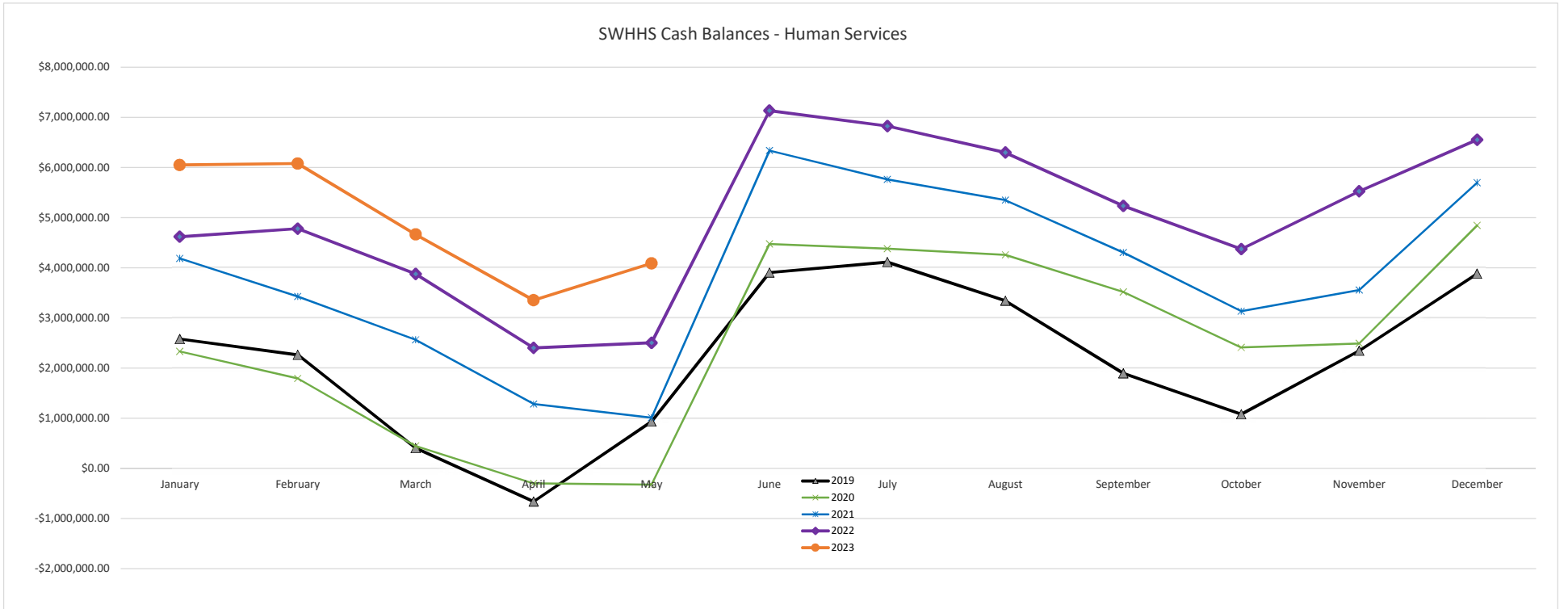


SWHHS

Total Cash and Investment Balance by Month

HUMAN SERVICES

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
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	\$6,555,357.85	\$5,012,035.09
2023	\$6,052,424.45	\$6,081,720.18	\$4,666,308.71	\$3,354,346.73	\$4,090,366.08								\$4,849,033.23

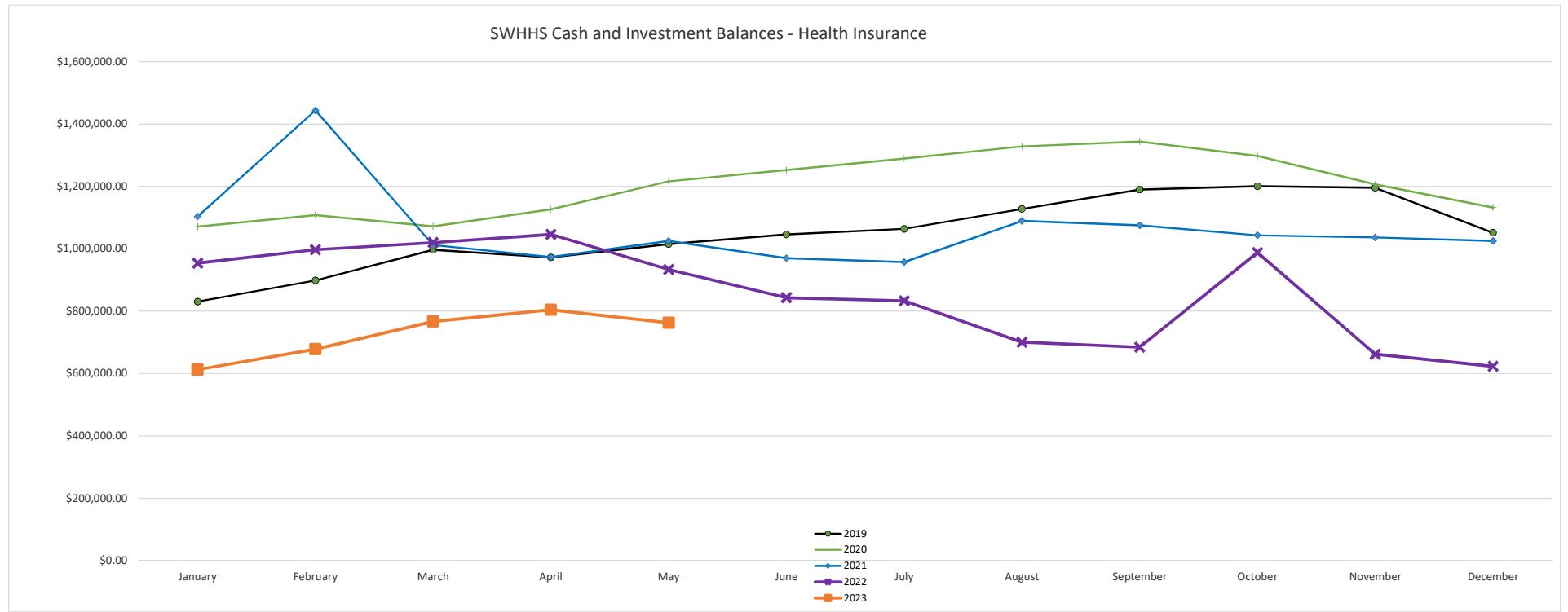


**SWHHS
Total Cash Balance by Month**

HEALTH INSURANCE

	January	February	March	April	May	June	July	August	September	October	November	December
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	\$623,422.50
2023	\$612,668.68	\$678,479.43	\$767,125.93	\$804,622.27	\$763,093.34							

Average for Year
\$1,049,203.01
\$1,203,691.07
\$1,062,945.54
\$857,244.01
\$725,197.93



Southwest Health and Human Services



LMD
6/12/23 6:22PM

Treasurer's Cash Trial Balance

As of 05/2023

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 Health Services Fund	3,958,324.87			
Receipts		350,526.67	2,000,108.38	
Disbursements		43,127.53-	423,529.13-	
Payroll		232,174.25-	1,151,257.20-	
Journal Entries		480,000.00-	471,056.39-	
Fund Total		404,775.11-	45,734.34-	3,912,590.53
2 Opioid Settlement	0.00			
Receipts		0.00	487,124.57	
Disbursements		42.78-	2,090.35-	
Payroll		875.53-	875.53-	
Journal Entries		0.00	8,943.61-	
Fund Total		918.31-	475,215.08	475,215.08
5 Human Services Fund		410	General Administration	
	561,625.96-			
Receipts		61,899.05	313,278.24	
Disbursements		61,866.81-	308,625.61-	
Payroll		10,353.54-	47,927.41-	
Dept Total		10,321.30-	43,274.78-	604,900.74-
5 Human Services Fund		420	Income Maintenance	
	3,483,235.92			
Receipts		1,245,297.74	3,761,961.01	
Disbursements		314,708.53-	2,039,656.22-	
Payroll		361,877.84-	1,812,295.73-	
Journal Entries		870,000.00-	870,000.00-	
Dept Total		301,288.63-	959,990.94-	2,523,244.98
5 Human Services Fund		431	Social Services	
	7,637,971.96			
Receipts		1,873,299.78	5,218,585.80	
Disbursements		103,596.59-	550,726.25-	

Southwest Health and Human Services



LMD
6/12/23 6:22PM

Treasurer's Cash Trial Balance

As of 05/2023

Page 3

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
SSIS		812,302.74-	3,126,537.21-	
Payroll		753,796.62-	3,757,089.07-	
Jurnal Entries		1,650,000.00-	1,650,000.00-	
Dept Total		1,446,396.17-	3,865,766.73-	3,772,205.23
5 Human Services Fund	461	Information Systems		
	4,003,627.67-			
Receipts		1,372.83	17,822.77	
Disbursements		999.21-	2,877.23-	
Payroll		26,348.17-	131,501.26-	
Dept Total		25,974.55-	116,555.72-	4,120,183.39-
5 Human Services Fund	471	LCTS Collaborative Agency		
	0.00			
Receipts		68,152.00	146,263.00	
Disbursements		68,152.00-	146,263.00-	
Dept Total		0.00	0.00	0.00
Fund Total	6,555,954.25	1,783,980.65-	4,985,588.17-	1,570,366.08
61 Agency Health Insurance				
	623,422.50			
Receipts		261,534.32	1,580,262.52	
Disbursements		303,063.25-	1,440,591.68-	
Fund Total		41,528.93-	139,670.84	763,093.34
71 LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
	194,668.51			
Receipts		30,345.00	65,061.00	
Disbursements		0.00	43,350.00-	
Dept Total		30,345.00	21,711.00	216,379.51
Fund Total	194,668.51	30,345.00	21,711.00	216,379.51
73 LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
	47,935.81			

Southwest Health and Human Services



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Treasurer's Cash Trial Balance

As of 05/2023

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		10,014.00	22,521.00	
Disbursements		0.00	2,897.00-	
Dept Total		10,014.00	19,624.00	67,559.81
Fund Total	47,935.81	10,014.00	19,624.00	67,559.81
75 Redwood LCTS Collaborative	471	LCTS Collaborative Agency		
	73,734.51			
Receipts		27,793.00	59,331.00	
Dept Total		27,793.00	59,331.00	133,065.51
Fund Total	73,734.51	27,793.00	59,331.00	133,065.51
77 Local Advisory Council	477	Local Advisory Council		
	678.34			
Dept Total		0.00	0.00	678.34
Fund Total	678.34	0.00	0.00	678.34
All Funds	11,454,718.79			
Receipts		3,930,234.39	13,672,319.29	
Disbursements		895,556.70-	4,960,606.47-	
SSIS		812,302.74-	3,126,537.21-	
Payroll		1,385,425.95-	6,900,946.20-	
Jurnal Entries		3,000,000.00-	3,000,000.00-	
Total		2,163,051.00-	4,315,770.59-	7,138,948.20

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 05/2023

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO- DATE	2023 BUDGET	% OF BUDG	% OF YEAR	
FUND 1 HEALTH SERVICES FUND						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	0.00	524,692.00-	1,049,384.00-	50	42	
INTERGOVERNMENTAL REVENUES	2,371.00-	10,746.04-	168,500.00-	6	42	
STATE REVENUES	43,448.00-	451,970.91-	1,076,231.00-	42	42	
FEDERAL REVENUES	101,688.57-	631,704.64-	1,279,428.00-	49	42	
FEES	35,377.23-	197,303.80-	527,650.00-	37	42	
EARNINGS ON INVESTMENTS	3,708.61-	17,904.37-	1,100.00-	1,628	42	
MISCELLANEOUS REVENUES	163,678.81-	165,073.52-	5,950.00-	2,774	42	
TOTAL REVENUES	350,272.22-	1,999,395.28-	4,108,243.00-	49	42	7% over
EXPENDITURES						
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	42	
PAYROLL AND BENEFITS	232,174.25	1,142,308.49	3,281,440.00	35	42	
OTHER EXPENDITURES	42,873.08	422,821.13	826,803.00	51	42	
TOTAL EXPENDITURES	275,047.33	1,565,129.62	4,108,243.00	38	42	4% under

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 05/2023

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO- DATE	2023 BUDGET	% OF BUDG	% OF YEAR	
FUND 5 HUMAN SERVICES FUND						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	791,745.55-	1,525,362.27-	12,552,080.00-	12	42	
INTERGOVERNMENTAL REVENUES	0.00	51,985.50-	268,863.00-	19	42	
STATE REVENUES	502,657.99-	1,879,717.99-	5,815,087.00-	32	42	
FEDERAL REVENUES	1,197,767.01-	3,757,426.99-	7,595,371.00-	49	42	
FEES	256,675.72-	957,055.57-	2,414,700.00-	40	42	
EARNINGS ON INVESTMENTS	19,756.08-	93,525.50-	4,600.00-	2,033	42	
MISCELLANEOUS REVENUES	414,611.40-	871,391.36-	1,440,400.00-	60	42	
TOTAL REVENUES	3,183,213.75-	9,136,465.18-	30,091,101.00-	30	42	12% under
EXPENDITURES						
PROGRAM EXPENDITURES	1,143,519.73	4,820,247.28	12,079,777.00	40	42	
PAYROLL AND BENEFITS	1,152,345.71	5,746,635.76	15,281,056.00	38	42	
OTHER EXPENDITURES	151,330.74	1,037,063.11	2,730,268.00	38	42	
TOTAL EXPENDITURES	2,447,196.18	11,603,946.15	30,091,101.00	39	42	3% under

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
1 FUND	Health Services Fund						
410 DEPT	General Administration						
0 PROGRAM	...						
			Revenue				42
			Expend.	4,475.77	14,204.54	0.00	0
			Net	4,475.77	14,204.54	0.00	0
910 PROGRAM	CHA/ CHIP		Revenue	163,509.00 -	167,407.47 -	60,000.00 -	279
			Expend.	6,368.26	151,356.50	84,834.00	178
			Net	157,140.74 -	16,050.97 -	24,834.00	65 -
930 PROGRAM	Administration		Revenue	3,939.34 -	646,744.72 -	1,056,434.00 -	61
			Expend.	48,198.09	267,189.69	704,150.00	38
			Net	44,258.75	379,555.03 -	352,284.00 -	108
410 DEPT	General Administration	Totals:	Revenue	167,448.34 -	814,152.19 -	1,116,434.00 -	73
			Expend.	59,042.12	432,750.73	788,984.00	55
			Net	108,406.22 -	381,401.46 -	327,450.00 -	116
481 DEPT	Nursing						
100 PROGRAM	Family Health		Revenue	2,260.00 -	7,975.44 -	22,500.00 -	35
			Expend.	3,821.47	9,692.29	17,862.00	54
			Net	1,561.47	1,716.85	4,638.00 -	37 -
103 PROGRAM	Follow Along Program		Revenue	0.00	11,342.82 -	32,900.00 -	34
			Expend.	2,456.36	13,868.17	64,179.00	22
			Net	2,456.36	2,525.35	31,279.00	8
110 PROGRAM	TANF		Revenue	0.00	48,559.72 -	127,876.00 -	38
			Expend.	556.61	40,446.48	127,673.00	32
			Net	556.61	8,113.24 -	203.00 -	3,997
130 PROGRAM	WIC		Revenue	46,425.00 -	287,133.00 -	525,000.00 -	55
			Expend.	49,517.25	229,838.18	562,507.00	41
			Net	3,092.25	57,294.82 -	37,507.00	153 -
140 PROGRAM	Peer Breastfeeding Support Program		Revenue				
			Expend.	0.00	0.66 -	0.00	0
			Net	0.00	0.66 -	0.00	0
210 PROGRAM	CTC Outreach		Revenue	12,490.01 -	80,953.43 -	179,961.00 -	45
			Expend.	9,938.46	61,177.59	184,017.00	33
			Net	2,551.55 -	19,775.84 -	4,056.00	488 -

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>
265 PROGRAM	Strong Foundations FHV		Revenue	1,544.03-	52,890.65-	195,000.00-	27	42
			Expend.	7,174.72	36,047.22	156,792.00	23	42
			Net	5,630.69	16,843.43-	38,208.00-	44	42
270 PROGRAM	Maternal Child Health - Title V		Revenue	14,717.65-	68,002.70-	232,037.00-	29	42
			Expend.	9,430.09	61,316.18	285,070.00	22	42
			Net	5,287.56-	6,686.52-	53,033.00	13-	42
280 PROGRAM	MCH Dental Health		Revenue	0.00	0.00	1,000.00-	0	42
			Expend.	0.00	974.92	2,496.00	39	42
			Net	0.00	974.92	1,496.00	65	42
285 PROGRAM	MCH Blood Lead		Revenue					42
			Expend.	743.77	2,303.57	11,723.00	20	42
			Net	743.77	2,303.57	11,723.00	20	42
295 PROGRAM	MCH Car Seat Program		Revenue	831.48-	5,395.60-	35,000.00-	15	42
			Expend.	2,701.10	14,324.17	63,861.00	22	42
			Net	1,869.62	8,928.57	28,861.00	31	42
300 PROGRAM	Case Management		Revenue	28,038.63-	193,810.00-	466,000.00-	42	42
			Expend.	26,524.40	141,208.10	424,559.00	33	42
			Net	1,514.23-	52,601.90-	41,441.00-	127	42
330 PROGRAM	MNChoices		Revenue	24,792.00-	84,252.78-	182,000.00-	46	42
			Expend.	15,262.21	97,230.54	222,008.00	44	42
			Net	9,529.79-	12,977.76	40,008.00	32	42
603 PROGRAM	Disease Prevention and Control		Revenue	3,412.80-	56,872.51-	164,920.00-	34	42
			Expend.	15,377.25	76,677.40	269,599.00	28	42
			Net	11,964.45	19,804.89	104,679.00	19	42
660 PROGRAM	MIIC		Revenue					42
			Expend.	141.38	713.81	2,237.00	32	42
			Net	141.38	713.81	2,237.00	32	42
481 DEPT	Nursing	Totals:	Revenue	134,511.60-	897,188.65-	2,164,194.00-	41	42
			Expend.	143,645.07	785,817.96	2,394,583.00	33	42
			Net	9,133.47	111,370.69-	230,389.00	48-	42
483 DEPT	Health Education							
500 PROGRAM	Direct Client Services		Revenue	0.00	2,554.41-	950.00-	269	42
			Expend.	785.78	3,789.41	19,002.00	20	42
			Net	785.78	1,235.00	18,052.00	7	42

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>
510 PROGRAM	SHIP		Revenue	22,259.34 -	107,333.28 -	224,631.00 -	48	42
			Expend.	17,539.61	102,593.41	223,619.00	46	42
			Net	4,719.73 -	4,739.87 -	1,012.00 -	468	42
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	729.00 -	1,761.00 -	16,768.00 -	11	42
			Expend.	1,056.00	2,452.94	16,829.00	15	42
			Net	327.00	691.94	61.00	1,134	42
541 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	503.49 -	16,768.00 -	3	42
			Expend.	294.79	1,233.24	16,829.00	7	42
			Net	294.79	729.75	61.00	1,196	42
551 PROGRAM	Pipestone Drug Free Communities		Revenue	0.00	65,647.20 -	223,950.00 -	29	42
			Expend.	9,070.71	53,584.71	223,950.00	24	42
			Net	9,070.71	12,062.49 -	0.00	0	42
560 PROGRAM	Opioid Settlement		Revenue	0.00	142,101.96	0.00	0	42
			Expend.	0.00	780.87 -	0.00	0	42
			Net	0.00	141,321.09	0.00	0	42
570 PROGRAM	Regional Health Equity Network Grant		Revenue	0.00	76.33 -	0.00	0	42
			Expend.	516.13	5,450.88	0.00	0	42
			Net	516.13	5,374.55	0.00	0	42
900 PROGRAM	Emergency Preparedness		Revenue	20,186.54 -	41,588.66 -	94,148.00 -	44	42
			Expend.	5,880.37	33,475.34	97,493.00	34	42
			Net	14,306.17 -	8,113.32 -	3,345.00	243 -	42
905 PROGRAM	COVID- 19 Pandemic		Revenue	713.40 -	19,835.45 -	0.00	0	42
			Expend.	7,110.91	14,421.18	0.00	0	42
			Net	6,397.51	5,414.27 -	0.00	0	42
906 PROGRAM	COVID- 19 Vaccination Planning Grant		Revenue	0.00	1,005.64 -	0.00	0	42
			Expend.	26.60	480.60	0.00	0	42
			Net	26.60	525.04 -	0.00	0	42
907 PROGRAM	Crisis Response Workforce Grant (CO)		Revenue	0.00	10,622.50 -	0.00	0	42
			Expend.					42
			Net	0.00	10,622.50 -	0.00	0	42
483 DEPT	Health Education	Totals:	Revenue	43,888.28 -	108,826.00 -	577,215.00 -	19	42
			Expend.	42,280.90	216,700.84	597,722.00	36	42
			Net	1,607.38 -	107,874.84	20,507.00	526	42
485 DEPT	Environmental Health							

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>
800 PROGRAM	Environmental		Revenue	2,461.00 -	153,118.00 -	217,900.00 -	70	42
			Expend.	19,876.23	96,102.31	240,944.00	40	42
			Net	17,415.23	57,015.69 -	23,044.00	247 -	42
809 PROGRAM	Environmental Water Lab		Revenue	1,963.00 -	26,110.44 -	32,500.00 -	80	42
			Expend.	10,203.01	33,757.78	86,010.00	39	42
			Net	8,240.01	7,647.34	53,510.00	14	42
485 DEPT	Environmental Health	Totals:	Revenue	4,424.00 -	179,228.44 -	250,400.00 -	72	42
			Expend.	30,079.24	129,860.09	326,954.00	40	42
			Net	25,655.24	49,368.35 -	76,554.00	64 -	42
1 FUND	Health Services Fund	Totals:	Revenue	350,272.22 -	1,999,395.28 -	4,108,243.00 -	49	42
			Expend.	275,047.33	1,565,129.62	4,108,243.00	38	42
			Net	75,224.89 -	434,265.66 -	0.00	0	42

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>
2 FUND	Opioid Settlement							
483 DEPT	Health Education							
560 PROGRAM	Opioid Settlement		Revenue	0.00	487,124.57 -	0.00	0	42
			Expend.	918.31	11,909.49	0.00	0	42
			Net	918.31	475,215.08 -	0.00	0	42
483 DEPT	Health Education	Totals:	Revenue	0.00	487,124.57 -	0.00	0	42
			Expend.	918.31	11,909.49	0.00	0	42
			Net	918.31	475,215.08 -	0.00	0	42
2 FUND	Opioid Settlement	Totals:	Revenue	0.00	487,124.57 -	0.00	0	42
			Expend.	918.31	11,909.49	0.00	0	42
			Net	918.31	475,215.08 -	0.00	0	42

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>	<u>Current Month</u>	<u>Year- To- Date</u>	<u>Budget</u>	<u>%of Bdgt</u>	<u>%of Year</u>
5 FUND	Human Services Fund						
410 DEPT	General Administration						
0 PROGRAM	...						
			Revenue				42
			Expend.	10,323.08	45,167.58	89,449.00	50
			Net	10,323.08	45,167.58	89,449.00	50
410 DEPT	General Administration	Totals:	Revenue				42
			Expend.	10,323.08	45,167.58	89,449.00	50
			Net	10,323.08	45,167.58	89,449.00	50
420 DEPT	Income Maintenance						
600 PROGRAM	Income Maint Administrative/ Overhea		Revenue	370,551.38 -	646,337.41 -	3,950,641.00 -	16
			Expend.	106,491.30	583,622.27	1,611,243.00	36
			Net	264,060.08 -	62,715.14 -	2,339,398.00 -	3
601 PROGRAM	Income Maint/ Random Moment Payro		Revenue				42
			Expend.	218,600.81	1,080,153.90	2,841,938.00	38
			Net	218,600.81	1,080,153.90	2,841,938.00	38
602 PROGRAM	Income Maint FPI Investigator		Revenue	24,545.00 -	51,019.00 -	130,000.00 -	39
			Expend.	8,770.86	45,517.44	117,717.00	39
			Net	15,774.14 -	5,501.56 -	12,283.00 -	45
605 PROGRAM	MN Supplemental Aid (MSA)/ GRH		Revenue	538.00 -	15,217.92 -	50,300.00 -	30
			Expend.	11,677.57	27,377.46	50,000.00	55
			Net	11,139.57	12,159.54	300.00 -	4,053 -
610 PROGRAM	TANF(AFDC/ MFIP/ DWP)		Revenue	25.00 -	1,614.00 -	8,400.00 -	19
			Expend.	0.00	161.00	5,040.00	3
			Net	25.00 -	1,453.00 -	3,360.00 -	43
620 PROGRAM	General Asst (GA) / Burials		Revenue	1,508.36 -	16,617.79 -	36,500.00 -	46
			Expend.	19,373.00	112,214.01	351,000.00	32
			Net	17,864.64	95,596.22	314,500.00	30
630 PROGRAM	Food Support (FS)		Revenue	151,927.45 -	363,431.84 -	553,000.00 -	66
			Expend.	394.41	1,513.64	2,500.00	61
			Net	151,533.04 -	361,918.20 -	550,500.00 -	66
640 PROGRAM	Child Support (IVD)		Revenue	193,751.25 -	556,008.18 -	1,555,233.00 -	36
			Expend.	76,565.27	417,548.53	1,271,035.00	33
			Net	117,185.98 -	138,459.65 -	284,198.00 -	49

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
650 PROGRAM	Medical Assistance (MA)		Revenue	497,813.30-	2,105,955.80-	4,168,000.00-	51	42
			Expend.	230,813.15	1,579,121.63	3,105,000.00	51	42
			Net	267,000.15-	526,834.17-	1,063,000.00-	50	42
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	738.00-	1,037.00-	0.00	0	42
			Expend.					42
			Net	738.00-	1,037.00-	0.00	0	42
420 DEPT	Income Maintenance	Totals:	Revenue	1,241,397.74-	3,757,238.94-	10,452,074.00-	36	42
			Expend.	672,686.37	3,847,229.88	9,355,473.00	41	42
			Net	568,711.37-	89,990.94	1,096,601.00-	8-	42
431 DEPT	Social Services							
0 PROGRAM	...		Revenue					42
			Expend.	14.00	14.00	0.00	0	42
			Net	14.00	14.00	0.00	0	42
700 PROGRAM	Social Service Administrative/ Overhea		Revenue	1,118,083.94-	2,253,010.31-	11,396,200.00-	20	42
			Expend.	198,951.32	1,049,802.62	3,159,729.00	33	42
			Net	919,132.62-	1,203,207.69-	8,236,471.00-	15	42
701 PROGRAM	Social Services/ SSTS		Revenue					42
			Expend.	646,787.12	3,221,628.00	8,322,128.00	39	42
			Net	646,787.12	3,221,628.00	8,322,128.00	39	42
710 PROGRAM	Children's Social Services Programs		Revenue	172,553.62-	704,776.01-	2,189,242.00-	32	42
			Expend.	320,350.17	1,705,898.52	4,313,127.00	40	42
			Net	147,796.55	1,001,122.51	2,123,885.00	47	42
711 PROGRAM	YIP Grant (Circle)- Dept of Public Safet		Revenue	8,992.89-	17,016.96-	0.00	0	42
			Expend.	2,208.45	13,028.13	0.00	0	42
			Net	6,784.44-	3,988.83-	0.00	0	42
712 PROGRAM	CIRCLE Program		Revenue	0.00	5,000.00-	5,000.00-	100	42
			Expend.	1,761.95	3,894.44	23,379.00	17	42
			Net	1,761.95	1,105.56-	18,379.00	6-	42
713 PROGRAM	STAY Program Grant (formerly SELF)		Revenue	0.00	16,006.00-	51,500.00-	31	42
			Expend.	2,255.90	9,389.68	51,500.00	18	42
			Net	2,255.90	6,616.32-	0.00	0	42
715 PROGRAM	Children Waivers		Revenue	9,592.24-	35,682.88-	220,000.00-	16	42
			Expend.					42
			Net	9,592.24-	35,682.88-	220,000.00-	16	42

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	30,509.91 -	53,330.43 -	123,032.00 -	43	42
			Expend.	12,381.57	41,797.35	123,032.00	34	42
			Net	18,128.34 -	11,533.08 -	0.00	0	42
717 PROGRAM	Family Assmt Response Grant/ Discr F		Revenue	0.00	11,977.48 -	38,506.00 -	31	42
			Expend.	3,991.88	16,486.55	38,506.00	43	42
			Net	3,991.88	4,509.07	0.00	0	42
718 PROGRAM	PSOP/ Parent Support Outreach Progra		Revenue	0.00	10,118.31 -	33,156.00 -	31	42
			Expend.	3,552.11	7,879.54	33,156.00	24	42
			Net	3,552.11	2,238.77 -	0.00	0	42
720 PROGRAM	Child Care/ Child Protection		Revenue	1,350.00 -	8,650.00 -	18,500.00 -	47	42
			Expend.	1,383.65	2,267.95	2,700.00	84	42
			Net	33.65	6,382.05 -	15,800.00 -	40	42
721 PROGRAM	CC Basic Side Fee/ Cty Match to DHS		Revenue	1,242.00 -	7,285.00 -	40,020.00 -	18	42
			Expend.	3,614.00	18,397.00	43,365.00	42	42
			Net	2,372.00	11,112.00	3,345.00	332	42
722 PROGRAM	Child Care/ MFIP		Revenue	0.00	216.00 -	0.00	0	42
			Expend.					42
			Net	0.00	216.00 -	0.00	0	42
726 PROGRAM	MFIP/ SW MN PIC		Revenue	640.00 -	3,263.00 -	10,000.00 -	33	42
			Expend.					42
			Net	640.00 -	3,263.00 -	10,000.00 -	33	42
730 PROGRAM	Chemical Dependency		Revenue	29,500.03 -	100,362.74 -	345,000.00 -	29	42
			Expend.	30,899.90	78,689.36	244,000.00	32	42
			Net	1,399.87	21,673.38 -	101,000.00 -	21	42
740 PROGRAM	Mental Health (Both Adults & Children		Revenue	0.00	56.80 -	0.00	0	42
			Expend.					42
			Net	0.00	56.80 -	0.00	0	42
741 PROGRAM	Mental Health - Adults Only		Revenue	54,767.90 -	403,454.14 -	1,320,836.00 -	31	42
			Expend.	271,730.96	732,980.80	1,938,385.00	38	42
			Net	216,963.06	329,526.66	617,549.00	53	42
742 PROGRAM	Mental Health - Children Only		Revenue	168,811.46 -	381,101.25 -	899,838.00 -	42	42
			Expend.	140,322.95	307,490.96	1,388,975.00	22	42
			Net	28,488.51 -	73,610.29 -	489,137.00	15 -	42

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
750 PROGRAM	Developmental Disabilities		Revenue	74,687.05-	319,649.75-	804,000.00-	40	42
			Expend.	18,909.36	102,035.76	342,412.00	30	42
			Net	55,777.69-	217,613.99-	461,588.00-	47	42
760 PROGRAM	Adult Services		Revenue	139,714.80-	530,464.29-	1,268,197.00-	42	42
			Expend.	5,619.52	34,088.30	81,700.00	42	42
			Net	134,095.28-	496,375.99-	1,186,497.00-	42	42
765 PROGRAM	Adult Waivers		Revenue	61,845.34-	353,719.12-	844,000.00-	42	42
			Expend.	3,952.54	85,138.24	199,500.00	43	42
			Net	57,892.80-	268,580.88-	644,500.00-	42	42
431 DEPT	Social Services	Totals:	Revenue	1,872,291.18-	5,215,140.47-	19,607,027.00-	27	42
			Expend.	1,668,687.35	7,430,907.20	20,305,594.00	37	42
			Net	203,603.83-	2,215,766.73	698,567.00	317	42
461 DEPT	Information Systems	0 PROGRAM	Revenue	1,372.83-	17,822.77-	32,000.00-	56	42
			Expend.	27,347.38	134,378.49	340,585.00	39	42
			Net	25,974.55	116,555.72	308,585.00	38	42
461 DEPT	Information Systems	Totals:	Revenue	1,372.83-	17,822.77-	32,000.00-	56	42
			Expend.	27,347.38	134,378.49	340,585.00	39	42
			Net	25,974.55	116,555.72	308,585.00	38	42
471 DEPT	LCTS Collaborative Agency	702 PROGRAM	Revenue	68,152.00-	146,263.00-	0.00	0	42
			Expend.	68,152.00	146,263.00	0.00	0	42
			Net	0.00	0.00	0.00	0	42
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	68,152.00-	146,263.00-	0.00	0	42
			Expend.	68,152.00	146,263.00	0.00	0	42
			Net	0.00	0.00	0.00	0	42
5 FUND	Human Services Fund	Totals:	Revenue	3,183,213.75-	9,136,465.18-	30,091,101.00-	30	42
			Expend.	2,447,196.18	11,603,946.15	30,091,101.00	39	42
			Net	736,017.57-	2,467,480.97	0.00	0	42
FINAL TOTALS	1,103 Accounts		Revenue	3,533,485.97-	11,622,985.03-	34,199,344.00-	34	42
			Expend.	2,723,161.82	13,180,985.26	34,199,344.00	39	42
			Net	810,324.15-	1,558,000.23	0.00	0	42

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	2729	567	3295
2023			

2023	Adult Services	Children's Services	Total Programs
January	2744	571	3315
February	2764	594	3358
March	2764	588	3352
April	2817	610	3427
May	2841	578	3419
June			0
July			0
August			0
September			0
October			0
November			0
December			0
Average	2786	588	3374

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	8	387	12	0	260	72	996	16	230	448	303	2671
2023												

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

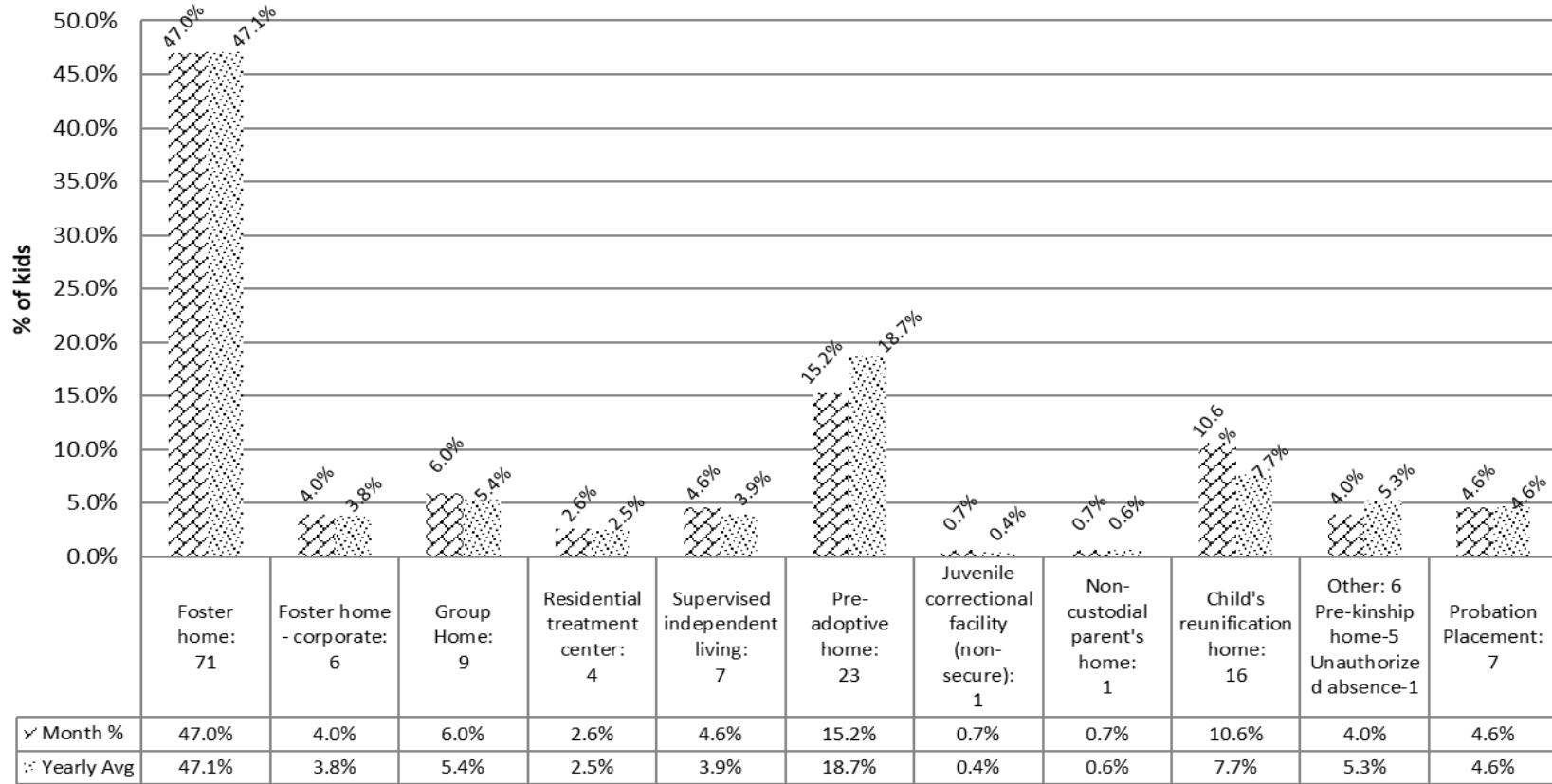
2023	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
January	8	401	10	0	244	48	1036	17	222	448	310	2744
February	8	404	10	0	245	61	1044	15	222	445	310	2764
March	8	406	10	0	243	73	1049	16	202	446	311	2764
April	8	412	10	0	245	81	1065	15	220	450	311	2817
May	8	411	10	0	250	91	1074	16	233	448	300	2841
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	8	407	10	0	245	71	1054	16	220	447	308	2757

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	23	30	0	13	64	176	145	78	0	0	38	592
2023												

2023	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	20	35	0	11	63	179	154	76	0	0	33	571
February	20	35	0	11	62	196	160	76	0	0	34	594
March	20	34	0	11	63	179	170	76	0	0	35	588
April	20	34	0	12	66	188	170	78	0	0	42	610
May	20	33	0	12	66	167	155	86	0	0	39	578
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	20	34	0	11	64	182	162	78	0	0	37	584

May 2023 - Placement by Category
151 Kids in Placement



May 2023: Total kids in placement = 151

Total of 7 Children entered placement

1	Lyon	Group Home
1	Murray	Foster Home
1	Redwood	Non-Custodial Parent
2	Redwood	Foster Home
2	Rock	Foster Home

Total of 8 Children were discharged from placement (discharges from previous month)

1	Pipestone	ADOPTED
1	Pipestone	Group Home
3	Redwood	ADOPTED
3	Rock	ADOPTED

NON IVD COLLECTIONS

May 2023

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5803	538
TANF (MFIP/DWP/AFDC)	05-420-610.5803	25
GA	05-420-620.5803	0
GA County Burial Recovery	05-420-620.5804	1,508
FS	05-420-630.5803	342
CS (PI Fee, App Fee, etc)	05-420-640.5501	1,838
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	109,172
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	17,200
OOH/FC Recovery	05-431-710.5803	8,624
CHILDCARE		
Licensing	05-431-720.5502	950
Corp FC Licensing	05-431-720.5505	400
Over Payments	05-431-721&722.5803	0
CHEMICAL DEPENDENCY		
SUD Assessment Fee	05-431-730.5504	3,614
CD Assessments	05-431-730.5519	2,156
Detox Fees	05-431-730.5520	3,450
SUD Treatment	05-431-730.5523	9,563
Over Payments	05-431-730.5803	2,000
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	
Insurance Copay/Overpayments	05-431-760.5803	
 TOTAL NON-IVD COLLECTIONS		161,380

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

EFFECTIVE DATE: 01/01/11

REVISION DATE: 10/21/15; 02/17/16; 01/18/17; 04/18/18; 11/28/18; 02/28/19; 10/16/19;
01/01/2020; 03/18/2020; 01/01/2021;10/19/22;06/21/23

AUTHORITY: Southwest Health and Human Services Joint Governing Board

- - -LEAVES AND HOLIDAYS- - -

Section 1 – Vacation Leave

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

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

Section 2 – Medical Leave

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

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

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

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

Section 3 – FMLA Leave

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

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

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

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

d. Designation

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

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

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- f. During FMLA leave, the employee will be required to use any available earned, accumulated leave. However, staff may hold up to 37.5 hours of medical and/or vacation leave to be available upon return from leave. Employees will provide written notification to their supervisor and Human Resources of their intent to bank medical and/or vacation leave prior to FMLA leave. When the reason for the FMLA leave qualifies under the “Medical Leave” section of this policy for either the employee or an eligible family member, then earned, accumulated medical leave must be used. If the reason for FMLA leave does not qualify for use of medical leave, then any accumulated vacation leave must be used before leave without pay will be authorized. An employee shall continue to be eligible for paid holidays while on approved FMLA.

- g. For as long as an employee is on FMLA leave the agency will make its cafeteria contribution towards health insurance.

- h. The agency will require that an employee's FMLA leave be supported by appropriate documentation.
 - 1. For the employee’s serious health conditions, the leave must be supported by a certification issued by the health care provider of the employee. The agency will notify the employee, in writing, that such certification is required. The certification shall contain all of the information permitted by law. Failure of the employee to submit complete Certification of Health Care Provider forms, with all information, may result in a denial of FMLA leave.
 - 2. The employee must provide the medical certification within fifteen (15) days of a request for certification.
 - 3. The agency will also require medical certification from the eligible family member’s health care provider to support a leave request for a leave to care for an eligible family member. In cases where the employee’s use of FMLA leave to care for an immediate family member is of an intermittent nature, a medical certification will be required verifying this fact during each 12-month period in which the employee uses FMLA leave for this purpose.
 - 4. Other appropriate documentation, including military records, verification of adoption and similar records, may be required by the employer.

- i. Second Opinion
 - 1. In General - In any case in which the employer has reason to doubt the validity of the certification provided by the health care provider, the employer may require, at the expense of the employer, that the eligible employee obtain the opinion of

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a second health care provider designated or approved by the employer concerning any information certified by the employee's health care provider.

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

Section 4 Parenting Leave

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

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

Section 5 – Statutory Leaves

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

Section 6 – Educational Leave

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

Section 7 – Jury or Witness Duty

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

Section 8 – Bereavement Leave

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

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

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

Section 9 – Holidays

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

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

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

Section 10 – Leave Without Pay

- a. Up to 37.5 hours of leave without pay per calendar year can be approved by

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

the employee's direct supervisor. The supervisor in his/her discretion has the authority and responsibility to deny a leave request when such a request could have negative effect on the service delivery of the agency.

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

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 14**

EFFECTIVE DATE: 12/17/14

REVISION DATE: 09/19/18; 06/17/20; 12/15/2021; 07/01/23

AUTHORITY: Southwest Health and Human Services Joint Governing Board
Minnesota Statute, Section 181.939

--- WELLBEING POLICY ---

Section 1 - Purpose

- a. It is the policy of Southwest Health and Human Services (SWHHS) to promote health and wellness for all employees through leadership support, peer involvement, resources, education, awareness, environment, and activities. Because employees' health can affect job satisfaction, productivity, healthcare costs, morale, motivation, and overall performance of work, SWHHS encourages employees to make positive lifestyle changes or maintain a healthy lifestyle. As a bonus, their successes can be contagious, inspiring coworkers to take steps toward improving their own health.

Section 2 - Mission

- a. It is the mission of SWHHS to educate, empower, and support employees and their families to strengthen their overall wellbeing.

Section 3 – Vision

- a. It is the vision of SWHHS to create and sustain a healthy culture that supports the personal, physical, and mental wellbeing of employees and their families.

SWHHS is dedicated to creating a healthy work environment that supports employee and workplace health. SWHHS feels it is important to provide employees with healthy physical and mental activity opportunities to support our efforts to prevent disease and attain optimum overall health. SWHHS supports the five (5) keys areas of overall wellbeing: career, social, financial, physical, and community wellbeing.

Section 4 – Wellbeing Committee

- a. Employee involvement is vital to the success of any health and wellbeing program. The Wellbeing Committee will be comprised of SWHHS staff. The goal of the Committee is to encourage employee participation, and to assure that the initiatives are responsive to the needs of all potential participants.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 14**

Section 5 – Supporting Employee Participation in Wellbeing Activities

- a. SWHHS provides health and wellness benefits to all employees of the agency. These benefits have been created to provide a healthier work environment for all employees of SWHHS.

Current benefits include:

- Medical Leave for Fitness Reimbursement (MLFR) is an opportunity for staff to receive reimbursement for approved fitness items via medical leave balance. Refer to MLFR policy Personnel Policy 19.
- Employee Wellbeing Challenges

Section 6 – Career Wellbeing

- a. Career wellbeing is focused on how you occupy your time or what you like to do every day. We will work with you to find your niche or talent so you can thrive and feel good about working in our passionate environment.

- Support for Professional Development
- Board Briefings with Staff
- Opportunities to serve on agency committees.

Section 7 – Social Wellbeing (Work-Life Integration)

- a. SWHHS encourages staff to employ work-life balance/integration. Work-life integration is an outcome of people exercising control and choice in their life to meet life’s challenges. This can be in terms of managing work responsibilities alongside their personal and family needs. SWHHS is cognizant of this struggle and supports a conducive work environment for achieving a work-life integration outcome, knowing it is likely to motivate its employees to work more efficiently and productively. SWHHS is committed to providing a work environment and culture that fosters personal and professional success and satisfaction.

We do this by offering:

- Competitive Benefits Program (Medical and Vacation Time)
- Leave policies that help employees cope with personal and family crises

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 14**

- Flexible Schedules and Telecommuting Options
- Agency Support for Employee Recognition Events and Outings
- Highlight New Employees and Years of Service
- Sand Creek Employee Assistance Program (EAP) – A confidential third-party-administered employee assistance program through Sand Creek. Professionals help with life’s most difficult problems, from counseling referrals to finding day care. Support is available 24/7.

Section 8 – Financial Wellbeing

- a. Effectively managing your economic life is part of your financial wellbeing. We help you plan for the future so you can focus on the present.
- Financial Benefit – Besides health insurance (health and dental coverage), eligible colleagues can contribute to the Public Employees Retirement Association (PERA) which includes an employer-match and deferred compensation options through a 457(b) retirement savings plan.
 - Insurance Broker – Marsh & McLennan Agency (MMA) partners with SWHHS to help colleagues and their families navigate the health care system, from researching conditions to reviewing bills.

Section 9 – Physical Wellbeing

a. **Supporting Physical Activity in the Workplace**

Exercising and physical activity are key to weight management and a strong and healthy body that’s less prone to injury and illness. Studies show that physical fitness among employees leads to fewer sick days, better attitudes, reduce stress, improved goal setting and achievement, and sustained energy and ability to focus on the task at hand.

SWHHS offers the following options for staff to engage in physical activity throughout the 37.5 hour work week:

- Active Paid Breaks (walking, biking, stretching, lifting weights). The agency has made available various walking routes through the Wellness SharePoint page.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 14**

- Active meetings (walking or biking) are limited to 30 minutes. Three or fewer individuals can be involved and the topic doesn't require handouts or note taking. Place "active meeting" on Outlook Calendar.
- Standing meetings are limited to less than 60 minutes. Attendees are welcome to stand or sit as needed. Reasonable accommodations should be considered when hosting a meeting.
- Active transportation, such as biking or walking, to work destinations (reasonable time approximately 15 minutes)
- Flexible workday which accommodates physical activity before, during, or after work hours
- Call outs for standing work stations and anti-fatigue mats are done routinely.

b. Improving Access to Healthier Food in the Workplace

SWHHS encourages healthy food choices for employees and visitors of the agency. These guidelines support a healthy food environment that encourages healthy eating. A healthy food environment includes vending machines, healthy snack stations, work areas and break rooms, as well as meetings, events and celebrations where food and beverages are served.

These guidelines include:

- Examples of healthy food and beverages choices such as vegetables, fresh fruit, whole grain foods, and water as an option for any meeting, event or gathering if offered or provided. SWHHS will prepare a guideline for suggested healthy food options.
- Offer a healthy snack station, low cost honor system, at each county site choosing to participate.
- Food Storage and Preparation: SWHHS provides environmental accommodations for food preparation and storage (e.g. sinks, refrigerators, microwaves) and encourages employees to bring healthy lunches and snacks to work.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 14**

c. **~~Breastfeeding~~ Lactation Support in the Workplace**

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, SWHHS provides a supportive environment to enable breastfeeding employees to express their milk during work hours.

- **Pumping Session During Work** – SWHHS encourages new moms to continue expressing milk for their infant after returning from FMLA. SWHHS will provide a private space for milk expression. Modern hands-free pumping equipment allows for moms to pump while they work in private. SWHHS will provide reasonable break times each day to an employee who needs to express breast milk for her infant child ~~during the twelve months following the birth of the child~~. The break times ~~must, if possible,~~ may run concurrently with any break times already provided to the employee.
- **A Place to Express Milk** – A private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pumps parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private office, or in other comfortable locations agreed upon in consultation with the employee’s supervisor. Expressed milk can be stored in a designated refrigerator.
- **Breastfeeding Equipment** – SWHHS provides electric breast pumps to assist breastfeeding employees with milk expression during work hours at a lactation site. Moms purchase personal attachment kits for individual use. Thermoelectric coolers are available for use during extended work stays such as conferences or workshops.
- **Staff Support** – Supervisors are responsible for alerting pregnant and breastfeeding employees about SWHHS’ worksite lactation support program and for negotiating policies and practices that will help facilitate each employee’s infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding moms.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 14**

Section 10 – Community Wellbeing

- a. Community wellbeing is about your sense of engagement within your community. We give you the chance to give back while at work, which gives you time to find balance in another area in your life.
- Payroll Deduction for Charity – Employees can elect to have dollars directly deducted from their paycheck to contribute to select charities.
 - Community Volunteer Policy – Volunteer for an approved community service for up to 7.5 hours per year on work time. Refer to Personnel Policy 10.
 - Emergency Volunteer Policy - Volunteer emergency service up to **6 hours per month** of agency time (as per the employee’s approved schedule) when called to perform assigned duties. Refer to Personnel Policy 10.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 19**

EFFECTIVE DATE: 02/15/12

REVISION DATE: 03/18/15; 04/20/16; 05/17/17; 1/1/18; 04/18/18; 06/21/23

AUTHORITY: Southwest Health and Human Services Joint Governing Board

- - - **MEDICAL LEAVE FOR FITNESS** - - -

Section 1 - General Policy Statement

- a. It is the policy of SWHHS to promote the health and safety of employees and encourage regular participation in moderate to vigorous physical activity.
- b. SWHHS is dedicated to creating a healthy work environment that supports employee and workplace health. SWHHS feels it is important to provide employees with healthy physical activity opportunities to support our efforts to prevent disease and attain optimum health.

Section 2 - Employee Benefit

- a. Employees who have accumulated medical leave balances may trade their medical leave hours to cover the cost of fitness expenses for the employee, spouse and their eligible dependents as defined by eligibility to be on a parents' insurance.
- b. General Provisions
 - Maximum of \$ ~~1,000~~ 1500 (gross pay) in claims per employee per calendar year.
 - Claims can be submitted for expenses incurred for the employee, spouse, or eligible dependents, as defined under the agency's health insurance plan.
 - A minimum of three weeks (112.50 hours) of medical leave must remain after reimbursement; only medical leave can be cashed in for this taxable reimbursement.
 - Employees who have submitted a notice of resignation/retirement ~~are not eligible for this program~~ must submit final requests for reimbursement prior to two weeks of the employee's final day of work. Staff participating in Phased Retirement Option (PRO) are not eligible for this program.
 - Expenses that have been reimbursed by flexible spending, HSA or VEBA are not eligible.
 - Staff may only be reimbursed for the net cost of any expense, ~~less any other reimbursements such as the Preferred One fitness discount.~~
 - Staff may resubmit an expense purchased in the calendar year more than once, if the expense could not be fully reimbursed up the amount of max claims amount due to accrual of additional medical leave. However, the employee must resubmit this expense, with documentation of how much has already been reimbursed and copies of the original submission.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 19**

c. Eligible Expenses

- Health club memberships, swim passes, and swimming lessons (single, couple, family if eligible and including any tax and/or enrollment fees)
- Fitness/exercise programs (i.e., Jazzercise, Curves, martial arts, etc.)
- Personal trainers
- New or used stationary personal exercise equipment that can be used year-round in the home (i.e., treadmill, exercise bike, stair-stepper, weight lifting equipment, free weights, stability ball, etc.) or non-stationary exercise equipment (i.e., bike, jogger stroller, child carrier, and helmets)
- Maintenance/repairs/warranties on eligible equipment
- Recreational Equipment (i.e., rollerblades, skis, snow shoes, canoes/Kayaks, paddle boards and paddles, tennis/racquetball racquets, paddleboats, etc.)
- Monitoring devices (i.e., pedometer, heart rate monitor, Fitbit, and GPS watch)
- Fitness media; DVDS, videos, games (i.e., fitness games or Wii fit), live streaming (Fitness or Beach Body on demand). Title must be in request.
- Running, walking, cross-trainer or aerobic shoes
- ~~Open water dive equipment (wet suit, weight belts, tanks, etc.)~~
- Bike racks, car mountings, or carriers used to haul fitness equipment.

d. Expenses not Eligible

- Club membership of a primarily social nature (i.e., Country club/golf course membership)
- Clothing items (i.e. shirts, shorts, jackets, running attire, etc.)
- Medical related expenses (i.e., lab tests, prescriptions, glucose monitor, blood pressure monitor, etc.)
- Camping equipment (i.e., tents, packs, etc.)
- Fees (i.e., registrations, park entrances, court/green fees, lift tickets, lockers, tanning, etc.)
- Sports equipment for an activity that is used in school, league, or organized sports (i.e., tennis, football, basketball, baseball, hockey, golf, etc.)
- Gaming systems, such as Wii or Xbox.
- Sit/stand work stations
- Tack, saddle, bridle, breast collar, etc.
- Dock slide or other related accessories
- SAD (seasonal affective disorder) light
- Mattresses and sleep related items
- Massages

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 19**

Section 3 – Procedures

- a. To claim a reimbursement under this program, submit a Medical Leave for Fitness Reimbursement Form (AG# 018) with appropriate documentation attached, to the Wellness Coordinator. Providing the request meets the general provisions and is an eligible expense, it will be approved within 10 business days. You will be reimbursed on your regular payroll check, providing it is approved by Monday noon the week of payroll.
- b. Submission Deadlines
- Reimbursement requests may not exceed the maximum amount of \$ ~~1,000~~ 1500 per calendar year. The date of expense dictates which calendar year the expense will be applied to. Expenses for the previous year must be submitted to the Wellness Coordinator no later than the Monday noon deadline of the second payroll date of the new year.

The Computer Man, Inc.

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

5/1/2023

Quote # 622099



Quote

business partner



Microsoft Partner



Silver Midmarket Solution Provider

Prepared For

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

Description	Qty	Price	Extended Price	PO Number	Terms	Rep
					Net 10 Days	MWT
Support currently expires June 27, 2023 - Socket-based Renewals / Migration to VUL Subscriptions						
1 Year Renewal						
VEEAM ANNUAL BASIC MNT RNWL VBE ENT LICs 2SOCKET BNDL	3	555.50	1,666.50			
SUBTOTAL			1,666.50			
OR						
3 Year Renewal						
VEEAM ANNUAL BASIC MNT RNWL VBE ENT LICs 2SOCKET BNDL	3	555.50	1,666.50			
VEEAM 2YR PREPAID RENEW BASIC SUP LICs VEEAM BCKP ESS PERP SCKT ENT	3	1,111.00	3,333.00			
SUBTOTAL			4,999.50			
OR						
1 Year Migration to 50 VUL Instances						
VEEAM 1YR MIGRATION 6S-50INSTANCES LICs ESS ENT BASIC ESS VUL	1	1,716.50	1,716.50			
SUBTOTAL			1,716.50			
Thank you for your business.				Subtotal		
				Sales Tax (6.875%)		
				Total		

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Southwest Health & Human Services
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 Marshall, MN 56258

PO Number	Terms	Rep
	Net 10 Days	MWT

Description	Qty	Price	Extended Price
OR			
3 Year Migration to 50 VUL Instances			
VEEAM 3YR ESS MIGR SLIC FROM ENT BAS SUP 50DENTY	1	5,149.49	5,149.49
SUBTOTAL			5,149.49

Thank you for your business.	Subtotal	\$13,531.99
	Sales Tax (6.875%)	\$0.00
	Total	\$13,531.99

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MAGNUS MANAGEMENT GROUP LLC ● Active Registration			Entity
Unique Entity ID MMC8C63P2YN4	CAGE Code 59QZ7	Physical Address 15550 SMITHFIELD PL, CENTREVILLE, VA 20120 USA	Expiration Date Jun 8, 2024
			Purpose of Registration All Awards
Spectrum Situational Awareness System (S2AS)			Contract Opportunities
Notice ID: W56KGY-23-R-G143			Current Response Date June 22, 2023 at 03:30 PM CDT
Request for Information (RFI):			Notice Type Updated Sources Sought
** Amendment 0001 - This RFI is being Amended to post Questions and Answers**			Updated Date Jun 7, 2023 (2)
...			Published Date Jun 7, 2023
Department/Ind.Agency DEPT OF DEFENSE	Subtier DEPT OF THE ARMY	Office W6QK ACC-APG	
AOC Multi-Award A/E IDIQ			Contract Opportunities
Notice ID: AOCACB23R0027			Current Date Offers Due

JUNE 2023

GRANTS ~ AGREEMENTS ~ CONTRACTS for Board review and approval

- Blue Cross Blue Shield of Minnesota** – 01/01/23 to 01/01/24; administrative service agreement to sponsor and administer the agency’s healthcare coverage plans (NEW).
Fiscal Note: Projected for 2023 - \$2,632,281
- DHS Fraud Investigation Regional Plan and Grant** – 07/01/23 to 06/30/25; Purpose is to maintain, establish, and fund cost effective fraud prevention investigation programs in the regional counties (Cottonwood, Jackson, Yellow Medicine, Nobles and SWHHS), grant amount of \$210,256/yr (renewal).
Fiscal Note: 2021-2023 \$130,000/year; 2019-2021 \$130,000/yr; 2017-19 \$80,000/yr
- Lutheran Social Services of SD (Sioux Falls, SD)** – 07/01/23 to 06/30/24; Rule 5 mental health residential treatment services, \$433.82/day (39 % increase) (renewal).
Fiscal Note: 2023- \$0 (no clients) 2022 - \$0 (no client), 2021 - \$0 (no client); 2020 - \$53,711 (1 client); 2019 - \$74,118 (1 client)
- New Life Treatment Center (Woodstock, MN)** - 01/01/23 – 12/31/23; CCDTF services, \$400/day plus \$.61 Detox mileage (no increase) (renewal).
Fiscal Note: 2022 \$84,200; 2021 \$57,200; 2020 \$49,075; 2019 \$45,420;
- Regional Fraud Investigation Cooperative Agreement – Des Moines Valley HHS** – 07/01/23 to 06/30/25; Purpose is to maintain, establish, and fund cost effective fraud prevention investigation programs in the regional counties (Cottonwood, Jackson, Yellow Medicine, Nobles and SWHHS), grant amount of \$210,256/yr (renewal).
- Regional Fraud Investigation Cooperative Agreement – Nobles County** – 07/01/23 to 06/30/25; Purpose is to maintain, establish, and fund cost effective fraud prevention investigation programs in the regional counties (Cottonwood, Jackson, Yellow Medicine, Nobles and SWHHS), grant amount of \$210,256/yr (renewal).
- Regional Fraud Investigation Cooperative Agreement – Yellow Medicine County** – 07/01/23 to 06/30/25; Purpose is to maintain, establish, and fund cost effective fraud prevention investigation programs in the regional counties (Cottonwood, Jackson, Yellow Medicine, Nobles and SWHHS), grant amount of \$210,256/yr (renewal).

- Signatures None
- Signatures Partial
- Signatures Completed