



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

**Board Agenda
Wednesday February 21, 2024
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 01/17/2024 Board Minutes
- D. Introduce New Staff
 - Lacey Hubers, Office Support Specialist, Sr., Pipestone
 - Kevin Spivey, Information Technology Specialist, Marshall
 - Christine Gieseke, Eligibility Worker, Luverne
- E. Employee Recognition
 - Savannah DuFrane, Social Worker (CMH)- Marshall 1 Year
 - Kelly DeJager, Eligibility Worker- Slayton 10 Years
 - Gail Bielen- Social Service Supervisor (Licensing)-Luverne 25 Years
- F. Financial

HUMAN SERVICES (Cont.)

G. Caseload

	<u>01/24</u>	<u>01/23</u>	<u>12/23</u>	<u>11/23</u>
Social Services	3,791	3,719	3,810	3,841
Licensing	383	400	407	389
Out-of-Home Placements	163	172	162	159
Income Maintenance	14,053	14,624	13,703	14,219
Child Support Cases	2,684	2,795	2,694	2,686
Child Support Collections	\$706,364	\$686,967	\$690,518	\$711,023
Non IV-D Collections	\$103,585	\$108,489	\$59,079	\$112,170

H. Discussion/Information

1. Family Group Grant Update- Michelle Buysse, Heather Bruse
2. Determination of need for day services for people with disabilities- Sherri Pickthorn

I. Decision Items

COMMUNITY HEALTH

J. Call to Order

K. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 01/17/2024 Board Minutes

L. Financials

M. Caseloads

	<u>01/23</u>	<u>12/23</u>	<u>11/23</u>
WIC	N/A	2106	2091
Family Home Visiting	26	24	30
PCA Assessments	13	8	4
Managed Care	261	214	186
Dental Varnishing	0	0	0
Refugee Health	0	11	0
Latent TB Medication Distribution	0	5	4
Water Tests	113	95	97
FPL Inspections	31	37	43
Immunizations	19	52	103
Car Seats	19	33	18

COMMUNITY HEALTH (Cont.)

N. Discussion/ Information

1. Public Health Strategic Plan update
 - a. March 18, April 8, May 6, 1pm-4pm

O. Decision Items

- 1.

GOVERNING BOARD

P. Call to Order

Q. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 01/17/2024 Board Minutes

R. Financial

S. Human Resources Statistics

	<u>01/24</u>	<u>01/23</u>	<u>12/23</u>	<u>11/23</u>
Number of Employees	240	231	239	238
Separations	1	1	3	3
New Hires	2	4	2	
Current Open Positions		12		
Public Health Nurses		5		
Eligibility Worker		1		
Social Worker CW		1		
Case Aide – Parent Educator		1		
Social Worker Children's Intake		1		
Communications Specialist		1		
Emergency Preparedness Planner		1		
Social Worker CP		1		

GOVERNING BOARD (Cont.)

T. Discussion/Information

U. Decision Items

1. Amy Marks, Lead Child Support Officer, probationary appointment (6 months), \$26.50 hourly, effective 1/29/2024- Marshall Office
2. Maleah Roiger, County Agency Social Worker- Child Protection, probationary appointment (6 months), \$28.46 hourly, effective 2/12/2024- Redwood Falls Office
3. Deann Holland, reclassification from Public Health Educator to Emergency Preparedness Planner, probationary appointment (6 months), no change in rate of pay- Marshall Office
4. Joshua Flink, County Agency Social Worker- Adult Mental Health, probationary appointment (12 months), \$28.00 hourly, effective 2/26/2024- Redwood Falls Office
5. 2023 Single Audit Engagement Letter
6. Personnel Policy 06 Reimbursement Lodging and Other Expenses
7. Personnel Policy 10 Volunteer for Emergency Community Services
8. Request to move AS400/iSeries Data
9. Request for Backup Storage
10. Donations
 - Anonymous donation of three fleece blankets to foster children in need.
11. Contracts

V. Adjournment

Next Meeting Dates:

Wednesday, March 20, 2024 – Marshall

Wednesday, April 17, 2024 – Marshall

Wednesday, May 15, 2024 – Marshall

New Commissioner Training May 15, 2024- Marshall

SOUTHWEST HEALTH & HUMAN SERVICES

Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne

SUMMARY OF FINANCIAL ACCOUNTS REPORT

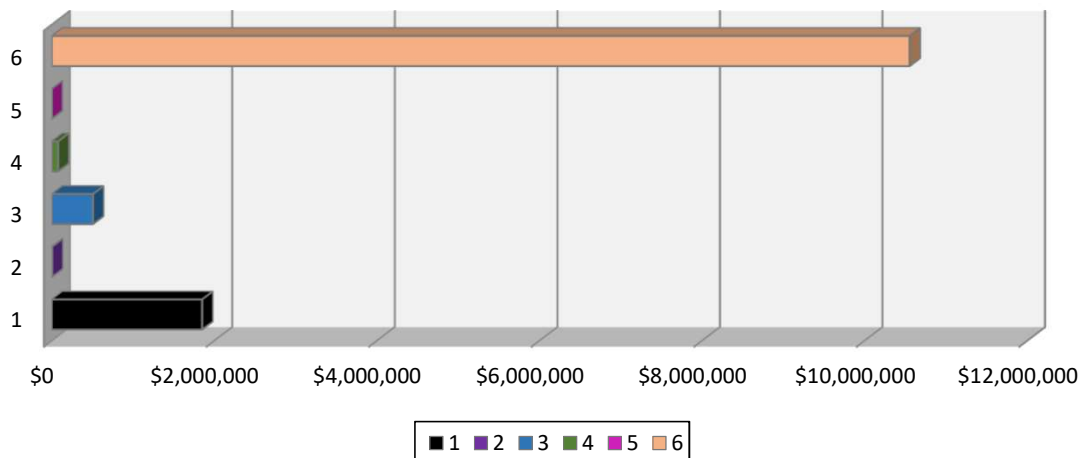
For the Month Ending:

January 31, 2024

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

Description	Month	Running Balance	
BEGINNING BALANCE		\$3,522,186	
RECEIPTS			
Monthly Receipts	1,374,960		
County Contribution	547,133		
Interest on Savings	49,466		
TOTAL MONTHLY RECEIPTS		1,971,559	
DISBURSEMENTS			
Monthly Disbursements	3,644,533		
TOTAL MONTHLY DISBURSEMENTS		3,644,533	
ENDING BALANCE		\$1,849,212	
REVENUE			
<i>Checking/Money Market</i>	<i>\$1,849,212</i>		
<i>SS Benefits Checking</i>	<i>\$3,000</i>		
<i>Bremer Savings</i>	<i>\$506,320</i>		
<i>First Interstate Bank Savings</i>	<i>\$77,198</i>		
<i>CD or Term Investment - Magic Fund</i>	<i>\$0</i>		
<i>Investments - MAGIC Fund</i>	<i>\$10,554,683</i>		
ENDING BALANCE		\$12,990,413	Jan 2023 Ending Balance \$11,060,333
DESIGNATED/RESTRICTED FUNDS			
Opioid Settlement		\$541,402	Jan 2023 Ending Balance
Agency Health Insurance		\$1,275,155	\$612,669
Private Purpose Trust Fund		\$7,630	
LCTS Lyon Murray Collaborative		\$163,070	
LCTS Rock Pipestone Collaborative		\$46,445	
LCTS Redwood Collaborative		\$78,859	
Local Advisory Council		\$598	Jan 2023 Ending Balance
AVAILABLE CASH BALANCE		\$10,877,254	\$10,144,794

REVENUE DESIGNATION



SWHHS TREND ANALYSIS

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	\$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	\$13,789,129.14	\$14,781,337.63	\$14,708,502.17	\$13,461,381.69	\$12,826,934.47	\$13,827,985.91	\$14,612,668.79	\$12,531,279.32
2024	\$12,990,412.51												

PUBLIC HEALTH

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
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	\$1,813,230.15
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	\$1,974,715.22
2020	\$1,967,807.21	\$2,029,158.92	\$2,191,628.66	\$2,443,036.94	\$2,039,616.86	\$1,918,780.30	\$2,044,401.82	\$2,039,261.99	\$2,236,196.53	\$2,383,533.05	\$2,377,097.32	\$2,458,002.48	\$2,177,376.84
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	\$2,783,206.62
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	\$3,699,967.15
2023	\$4,092,369.86	\$4,485,621.04	\$4,522,574.88	\$4,317,365.64	\$4,392,590.53	\$4,413,234.48	\$4,329,419.65	\$4,465,577.48	\$4,276,687.45	\$4,346,328.21	\$4,280,939.44	\$3,969,889.82	\$4,324,383.21
2024	\$4,038,252.01												

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	\$934,705.49	\$3,904,218.27	\$4,115,284.54	\$3,342,408.83	\$4,305,643.19	\$3,134,667.60	\$3,557,047.37	\$5,699,958.61	\$3,371,501.75
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	\$7,797,583.18	\$8,821,277.15	\$8,602,178.45	\$7,457,835.03	\$6,724,760.36	\$7,810,473.46	\$8,528,878.75	\$6,665,679.38
2024	\$6,839,001.71												

HEALTH INSURANCE

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
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	\$727,502.48
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	\$1,049,203.01
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	\$1,203,691.07
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	\$1,062,945.54
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	\$857,244.01
2023	\$612,668.68	\$678,479.43	\$767,125.93	\$804,622.27	\$763,093.34	\$779,663.23	\$844,301.69	\$833,854.87	\$909,715.53	\$929,036.75	\$862,791.28	\$1,271,163.67	\$838,043.06
2024	\$1,275,154.66												

Southwest Health and Human Services



LMD

2/9/24

9:20AM

Treasurer's Cash Trial Balance

As of 01/2024

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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				
	3,969,985.76			
Receipts		440,240.30	440,240.30	
Disbursements		109,162.32-	109,162.32-	
Payroll		262,811.73-	262,811.73-	
Fund Total		68,266.25	68,266.25	4,038,252.01
2 Opioid Settlement				
	541,414.68			
Disbursements		12.42-	12.42-	
Fund Total		12.42-	12.42-	541,402.26
5 Human Services Fund	410	General Administration		
	966,127.41-			
Receipts		67,603.03	67,603.03	
Disbursements		56,320.64-	56,320.64-	
Payroll		11,452.04-	11,452.04-	
Dept Total		169.65-	169.65-	966,297.06-
5 Human Services Fund	420	Income Maintenance		
	5,589,704.72			
Receipts		361,429.26	361,429.26	
Disbursements		755,675.46-	755,675.46-	
Payroll		384,162.68-	384,162.68-	
Dept Total		778,408.88-	778,408.88-	4,811,295.84
5 Human Services Fund	431	Social Services		
	8,128,535.55			
Receipts		859,870.90	859,870.90	
Disbursements		192,655.55-	192,655.55-	
SSIS		723,984.78-	723,984.78-	
Payroll		835,170.25-	835,170.25-	
Dept Total		891,939.68-	891,939.68-	7,236,595.87
5 Human Services Fund	461	Information Systems		

Southwest Health and Human Services



LMD

2/9/24

9:20AM

Treasurer's Cash Trial Balance

As of 01/2024

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	4,227,244.05-			
Receipts		4,493.36	4,493.36	
Disbursements		1,293.40-	1,293.40-	
Payroll		18,548.85-	18,548.85-	
Dept Total		15,348.89-	15,348.89-	4,242,592.94-
5 Human Services Fund	471	LCTS Collaborative Agency		
	0.00			
Dept Total		0.00	0.00	0.00
Fund Total	8,524,868.81	1,685,867.10-	1,685,867.10-	6,839,001.71
61 Agency Health Insurance				
	1,271,163.67			
Receipts		284,359.78	284,359.78	
Disbursements		280,368.79-	280,368.79-	
Fund Total		3,990.99	3,990.99	1,275,154.66
71 LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
	175,720.21			
Receipts		100.00	100.00	
Disbursements		12,750.00-	12,750.00-	
Dept Total		12,650.00-	12,650.00-	163,070.21
Fund Total	175,720.21	12,650.00-	12,650.00-	163,070.21
73 LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
	46,144.81			
Receipts		300.00	300.00	
Dept Total		300.00	300.00	46,444.81
Fund Total	46,144.81	300.00	300.00	46,444.81
75 Redwood LCTS Collaborative	471	LCTS Collaborative Agency		
	78,858.51			

Southwest Health and Human Services



LMD

2/9/24

9:20AM

Treasurer's Cash Trial Balance

As of 01/2024

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<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	Dept Total		0.00	0.00	78,858.51
	Fund Total	78,858.51	0.00	0.00	78,858.51
77	Local Advisory Council	477	Local Advisory Council		
		598.34			
	Dept Total		0.00	0.00	598.34
	Fund Total	598.34	0.00	0.00	598.34
78	Private Purpose Trust Fund	431	Social Services		
		3,914.00			
	Receipts		3,880.00	3,880.00	
	Disbursements		164.00-	164.00-	
	Dept Total		3,716.00	3,716.00	7,630.00
	Fund Total	3,914.00	3,716.00	3,716.00	7,630.00
All Funds		14,612,668.79			
	Receipts		2,022,276.63	2,022,276.63	
	Disbursements		1,408,402.58-	1,408,402.58-	
	SSIS		723,984.78-	723,984.78-	
	Payroll		1,512,145.55-	1,512,145.55-	
	Total		1,622,256.28-	1,622,256.28-	12,990,412.51

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 01/2024

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO- DATE	2024 BUDGET	% OF BUDG	% OF YEAR	
FUND 1 HEALTH SERVICES FUND						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	122,082.00 -	122,082.00 -	883,692.00 -	14	8	
INTERGOVERNMENTAL REVENUES	144,717.00 -	144,717.00 -	168,500.00 -	86	8	
STATE REVENUES	192.33 -	192.33 -	1,320,150.00 -	0	8	
FEDERAL REVENUES	129,572.04 -	129,572.04 -	1,399,913.00 -	9	8	
FEES	34,505.64 -	34,505.64 -	457,605.00 -	8	8	
EARNINGS ON INVESTMENTS	8,903.81 -	8,903.81 -	29,850.00 -	30	8	
MISCELLANEOUS REVENUES	267.48 -	267.48 -	7,550.00 -	4	8	
TOTAL REVENUES	440,240.30 -	440,240.30 -	4,267,260.00 -	10	8	2% over
EXPENDITURES						
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	8	
PAYROLL AND BENEFITS	263,171.52	263,171.52	4,007,394.00	7	8	
OTHER EXPENDITURES	108,802.53	108,802.53	652,006.00	17	8	
TOTAL EXPENDITURES	371,974.05	371,974.05	4,659,400.00	8	8	0% at budget

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 01/2024

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO- DATE	2024 BUDGET	% OF BUDG	% OF YEAR	
FUND 5 HUMAN SERVICES FUND						
REVENUES						
CONTRIBUTIONS FROM COUNTIES	425,051.27 -	425,051.27 -	13,305,205.00 -	3	8	
INTERGOVERNMENTAL REVENUES	42,568.50 -	42,568.50 -	123,841.00 -	34	8	
STATE REVENUES	54,203.89 -	54,203.89 -	5,973,027.00 -	1	8	
FEDERAL REVENUES	148,460.14 -	148,460.14 -	7,697,964.00 -	2	8	
FEES	161,218.02 -	161,218.02 -	2,306,164.00 -	7	8	
EARNINGS ON INVESTMENTS	40,561.74 -	40,561.74 -	149,100.00 -	27	8	
MISCELLANEOUS REVENUES	353,374.96 -	353,374.96 -	1,546,600.00 -	23	8	
TOTAL REVENUES	1,225,438.52 -	1,225,438.52 -	31,101,901.00 -	4	8	4% under
EXPENDITURES						
PROGRAM EXPENDITURES	1,318,705.35	1,318,705.35	11,791,540.00	11	8	
PAYROLL AND BENEFITS	1,240,860.61	1,240,860.61	16,512,609.00	8	8	
OTHER EXPENDITURES	351,740.40	351,740.40	2,797,752.00	13	8	
TOTAL EXPENDITURES	2,911,306.36	2,911,306.36	31,101,901.00	9	8	1% over

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					8
			Expend.	824.79	824.79	0.00	0	8
			Net	824.79	824.79	0.00	0	8
910 PROGRAM	CHA/ CHIP		Revenue	0.00	0.00	4,170.00 -	0	8
			Expend.	6,023.54	6,023.54	70,907.00	8	8
			Net	6,023.54	6,023.54	66,737.00	9	8
915 PROGRAM	CDC Infrastructure Grant		Revenue	0.00	0.00	57,702.00 -	0	8
			Expend.	4,938.26	4,938.26	59,954.00	8	8
			Net	4,938.26	4,938.26	2,252.00	219	8
919 PROGRAM	PH Foundational		Revenue	0.00	0.00	172,800.00 -	0	8
			Expend.	0.00	0.00	152,507.00	0	8
			Net	0.00	0.00	20,293.00 -	0	8
930 PROGRAM	Administration		Revenue	131,248.23 -	131,248.23 -	1,036,704.00 -	13	8
			Expend.	85,297.23	85,297.23	928,689.00	9	8
			Net	45,951.00 -	45,951.00 -	108,015.00 -	43	8
410 DEPT	General Administration	Totals:	Revenue	131,248.23 -	131,248.23 -	1,271,376.00 -	10	8
			Expend.	97,083.82	97,083.82	1,212,057.00	8	8
			Net	34,164.41 -	34,164.41 -	59,319.00 -	58	8
481 DEPT	Nursing							
100 PROGRAM	Family Health		Revenue	432.88 -	432.88 -	15,445.00 -	3	8
			Expend.	1,837.69	1,837.69	20,341.00	9	8
			Net	1,404.81	1,404.81	4,896.00	29	8
103 PROGRAM	Follow Along Program		Revenue	0.00	0.00	20,117.00 -	0	8
			Expend.	2,993.32	2,993.32	46,791.00	6	8
			Net	2,993.32	2,993.32	26,674.00	11	8
110 PROGRAM	TANF		Revenue	23,807.45 -	23,807.45 -	130,240.00 -	18	8
			Expend.	18,533.11	18,533.11	96,564.00	19	8
			Net	5,274.34 -	5,274.34 -	33,676.00 -	16	8
125 PROGRAM	Asthma Program		Revenue					8
			Expend.	587.85	587.85	0.00	0	8
			Net	587.85	587.85	0.00	0	8

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year- To- Date</u>	<u>Budget</u>	<u>%of</u> <u>Bdgt</u>	<u>%of</u> <u>Year</u>
130 PROGRAM	WIC		Revenue	0.00	0.00	514,577.00 -	0	8
			Expend.	51,823.70	51,823.70	679,605.00	8	8
			Net	51,823.70	51,823.70	165,028.00	31	8
210 PROGRAM	CTC Outreach		Revenue	0.00	0.00	179,962.00 -	0	8
			Expend.	9,699.52	9,699.52	177,866.00	5	8
			Net	9,699.52	9,699.52	2,096.00 -	463 -	8
265 PROGRAM	Strong Foundations FHV		Revenue	34,924.22 -	34,924.22 -	182,218.00 -	19	8
			Expend.	10,670.40	10,670.40	177,476.00	6	8
			Net	24,253.82 -	24,253.82 -	4,742.00 -	511	8
270 PROGRAM	Maternal Child Health - Title V		Revenue	2,594.34 -	2,594.34 -	180,373.00 -	1	8
			Expend.	16,627.73	16,627.73	265,729.00	6	8
			Net	14,033.39	14,033.39	85,356.00	16	8
280 PROGRAM	MCH Dental Health		Revenue	0.00	0.00	1,000.00 -	0	8
			Expend.	518.84	518.84	7,081.00	7	8
			Net	518.84	518.84	6,081.00	9	8
285 PROGRAM	MCH Blood Lead		Revenue					8
			Expend.	357.72	357.72	16,644.00	2	8
			Net	357.72	357.72	16,644.00	2	8
295 PROGRAM	MCH Car Seat Program		Revenue	1,309.38 -	1,309.38 -	11,000.00 -	12	8
			Expend.	4,704.26	4,704.26	75,086.00	6	8
			Net	3,394.88	3,394.88	64,086.00	5	8
300 PROGRAM	Case Management		Revenue	25,557.73 -	25,557.73 -	336,212.00 -	8	8
			Expend.	44,923.10	44,923.10	353,928.00	13	8
			Net	19,365.37	19,365.37	17,716.00	109	8
330 PROGRAM	MNChoices		Revenue	0.00	0.00	203,974.00 -	0	8
			Expend.	15,554.87	15,554.87	244,193.00	6	8
			Net	15,554.87	15,554.87	40,219.00	39	8
603 PROGRAM	Disease Prevention and Control		Revenue	10.00 -	10.00 -	199,158.00 -	0	8
			Expend.	15,011.71	15,011.71	192,911.00	8	8
			Net	15,001.71	15,001.71	6,247.00 -	240 -	8
660 PROGRAM	MIIC		Revenue					8
			Expend.	9.41	9.41	3,746.00	0	8
			Net	9.41	9.41	3,746.00	0	8

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year- To- Date</u>	<u>Budget</u>	<u>%of</u> <u>Bdgt</u>	<u>%of</u> <u>Year</u>
481 DEPT	Nursing	Totals:	Revenue	88,636.00 -	88,636.00 -	1,974,276.00 -	4	8
			Expend.	193,853.23	193,853.23	2,357,961.00	8	8
			Net	105,217.23	105,217.23	383,685.00	27	8
483 DEPT	Health Education							
500 PROGRAM	Direct Client Services		Revenue	0.00	0.00	5,112.00 -	0	8
			Expend.	575.64	575.64	18,292.00	3	8
			Net	575.64	575.64	13,180.00	4	8
510 PROGRAM	SHIP		Revenue	0.00	0.00	224,631.00 -	0	8
			Expend.	20,331.16	20,331.16	293,888.00	7	8
			Net	20,331.16	20,331.16	69,257.00	29	8
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	0.00	16,598.00 -	0	8
			Expend.	770.03	770.03	16,322.00	5	8
			Net	770.03	770.03	276.00 -	279 -	8
541 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	0.00	16,458.00 -	0	8
			Expend.	432.40	432.40	16,703.00	3	8
			Net	432.40	432.40	245.00	176	8
551 PROGRAM	Pipestone Drug Free Communities		Revenue	40,239.14 -	40,239.14 -	125,000.00 -	32	8
			Expend.	15,358.61	15,358.61	125,475.00	12	8
			Net	24,880.53 -	24,880.53 -	475.00	5,238 -	8
565 PROGRAM	Cannabis		Revenue	0.00	0.00	50,000.00 -	0	8
			Expend.					8
			Net	0.00	0.00	50,000.00 -	0	8
570 PROGRAM	Regional Health Equity Network Grant		Revenue	1,765.46 -	1,765.46 -	0.00	0	8
			Expend.	922.51	922.51	0.00	0	8
			Net	842.95 -	842.95 -	0.00	0	8
900 PROGRAM	Emergency Preparedness		Revenue	23,856.78 -	23,856.78 -	93,761.00 -	25	8
			Expend.	9,020.64	9,020.64	94,885.00	10	8
			Net	14,836.14 -	14,836.14 -	1,124.00	1,320 -	8
903 PROGRAM	Response Sustainability- PHEP		Revenue	0.00	0.00	173,110.00 -	0	8
			Expend.	5.80	5.80	175,478.00	0	8
			Net	5.80	5.80	2,368.00	0	8
905 PROGRAM	COVID- 19 Pandemic		Revenue	4,929.69 -	4,929.69 -	0.00	0	8
			Expend.	535.02	535.02	0.00	0	8
			Net	4,394.67 -	4,394.67 -	0.00	0	8

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
907 PROGRAM	Crisis Response Workforce Grant (CO)		Revenue					8
			Expend.	6,395.05	6,395.05	0.00	0	8
			Net	6,395.05	6,395.05	0.00	0	8
483 DEPT	Health Education	Totals:	Revenue	70,791.07 -	70,791.07 -	704,670.00 -	10	8
			Expend.	54,346.86	54,346.86	741,043.00	7	8
			Net	16,444.21 -	16,444.21 -	36,373.00	45 -	8
485 DEPT	Environmental Health							
800 PROGRAM	Environmental		Revenue	145,065.00 -	145,065.00 -	226,858.00 -	64	8
			Expend.	20,741.86	20,741.86	251,407.00	8	8
			Net	124,323.14 -	124,323.14 -	24,549.00	506 -	8
809 PROGRAM	Environmental Water Lab		Revenue	4,500.00 -	4,500.00 -	90,080.00 -	5	8
			Expend.	5,349.97	5,349.97	96,932.00	6	8
			Net	849.97	849.97	6,852.00	12	8
830 PROGRAM	FDA Standardization Grant		Revenue					8
			Expend.	598.31	598.31	0.00	0	8
			Net	598.31	598.31	0.00	0	8
485 DEPT	Environmental Health	Totals:	Revenue	149,565.00 -	149,565.00 -	316,938.00 -	47	8
			Expend.	26,690.14	26,690.14	348,339.00	8	8
			Net	122,874.86 -	122,874.86 -	31,401.00	391 -	8
1 FUND	Health Services Fund	Totals:	Revenue	440,240.30 -	440,240.30 -	4,267,260.00 -	10	8
			Expend.	371,974.05	371,974.05	4,659,400.00	8	8
			Net	68,266.25 -	68,266.25 -	392,140.00	17 -	8

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					8
			Expend.	170.39	170.39	33,605.00	1	8
			Net	170.39	170.39	33,605.00	1	8
410 DEPT	General Administration	Totals:	Revenue					8
			Expend.	170.39	170.39	33,605.00	1	8
			Net	170.39	170.39	33,605.00	1	8
420 DEPT	Income Maintenance							
0 PROGRAM	...		Revenue					8
			Expend.	5.10	5.10	0.00	0	8
			Net	5.10	5.10	0.00	0	8
600 PROGRAM	Income Maint Administrative/ Overhea		Revenue	140,037.53 -	140,037.53 -	4,209,520.00 -	3	8
			Expend.	157,352.46	157,352.46	1,491,047.00	11	8
			Net	17,314.93	17,314.93	2,718,473.00 -	1 -	8
601 PROGRAM	Income Maint/ Random Moment Payro		Revenue					8
			Expend.	239,459.29	239,459.29	3,019,158.00	8	8
			Net	239,459.29	239,459.29	3,019,158.00	8	8
602 PROGRAM	Income Maint FPI Investigator		Revenue	0.00	0.00	210,256.00 -	0	8
			Expend.	9,603.69	9,603.69	200,109.00	5	8
			Net	9,603.69	9,603.69	10,147.00 -	95 -	8
605 PROGRAM	MN Supplemental Aid (MSA)/ GRH		Revenue	4,838.57 -	4,838.57 -	50,000.00 -	10	8
			Expend.	10,445.61	10,445.61	50,000.00	21	8
			Net	5,607.04	5,607.04	0.00	0	8
610 PROGRAM	TANF(AFDC/ MFIP/ DWP)		Revenue	55.00 -	55.00 -	8,400.00 -	1	8
			Expend.	14.06	14.06	5,040.00	0	8
			Net	40.94 -	40.94 -	3,360.00 -	1	8
620 PROGRAM	General Asst (GA) / Burials		Revenue	4,209.66 -	4,209.66 -	37,000.00 -	11	8
			Expend.	42,178.25	42,178.25	301,000.00	14	8
			Net	37,968.59	37,968.59	264,000.00	14	8
630 PROGRAM	Food Support (FS)		Revenue	15,438.00 -	15,438.00 -	635,500.00 -	2	8
			Expend.	572.15	572.15	2,500.00	23	8
			Net	14,865.85 -	14,865.85 -	633,000.00 -	2	8

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	61,009.56 -	61,009.56 -	1,597,558.00 -	4	8
			Expend.	91,438.64	91,438.64	1,231,801.00	7	8
			Net	30,429.08	30,429.08	365,757.00 -	8 -	8
650 PROGRAM	Medical Assistance (MA)		Revenue	135,840.94 -	135,840.94 -	4,620,000.00 -	3	8
			Expend.	588,768.89	588,768.89	3,345,000.00	18	8
			Net	452,927.95	452,927.95	1,275,000.00 -	36 -	8
420 DEPT	Income Maintenance	Totals:	Revenue	361,429.26 -	361,429.26 -	11,368,234.00 -	3	8
			Expend.	1,139,838.14	1,139,838.14	9,645,655.00	12	8
			Net	778,408.88	778,408.88	1,722,579.00 -	45 -	8
431 DEPT	Social Services							
0 PROGRAM	...		Revenue	224,526.57 -	224,526.57 -	0.00	0	8
			Expend.	14.00	14.00	0.00	0	8
			Net	224,512.57 -	224,512.57 -	0.00	0	8
700 PROGRAM	Social Service Administrative/ Overhea		Revenue	352,886.13 -	352,886.13 -	11,980,137.00 -	3	8
			Expend.	317,369.41	317,369.41	3,279,379.00	10	8
			Net	35,516.72 -	35,516.72 -	8,700,758.00 -	0	8
701 PROGRAM	Social Services/ SSTs		Revenue					8
			Expend.	698,655.59	698,655.59	9,269,397.00	8	8
			Net	698,655.59	698,655.59	9,269,397.00	8	8
710 PROGRAM	Children's Social Services Programs		Revenue	74,385.17 -	74,385.17 -	1,993,256.00 -	4	8
			Expend.	384,483.16	384,483.16	4,439,251.00	9	8
			Net	310,097.99	310,097.99	2,445,995.00	13	8
711 PROGRAM	YIP Grant (Circle)- Dept of Public Safet		Revenue					8
			Expend.	2,060.67	2,060.67	0.00	0	8
			Net	2,060.67	2,060.67	0.00	0	8
712 PROGRAM	CIRCLE Program		Revenue	5,000.00 -	5,000.00 -	5,000.00 -	100	8
			Expend.	368.79	368.79	13,000.00	3	8
			Net	4,631.21 -	4,631.21 -	8,000.00	58 -	8
713 PROGRAM	STAY Program Grant (formerly SELF)		Revenue	0.00	0.00	45,000.00 -	0	8
			Expend.	113.97	113.97	45,000.00	0	8
			Net	113.97	113.97	0.00	0	8
714 PROGRAM	PrimeWest Reinvestment Grant		Revenue					8
			Expend.	5,026.17	5,026.17	0.00	0	8
			Net	5,026.17	5,026.17	0.00	0	8

Southwest Health and Human Services



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715 PROGRAM	Children Waivers		Revenue	0.00	0.00	110,000.00 -	0	8
			Expend.					8
			Net	0.00	0.00	110,000.00 -	0	8
716 PROGRAM	FGDM/ Family Group Decision Making		Revenue	0.00	0.00	123,032.00 -	0	8
			Expend.	9,795.29	9,795.29	123,032.00	8	8
			Net	9,795.29	9,795.29	0.00	0	8
717 PROGRAM	Family Assmt Response Grant/ Discr F		Revenue	0.00	0.00	37,888.00 -	0	8
			Expend.	529.92	529.92	37,888.00	1	8
			Net	529.92	529.92	0.00	0	8
718 PROGRAM	PSOP/ Parent Support Outreach Progra		Revenue	8,289.00 -	8,289.00 -	30,113.00 -	28	8
			Expend.	1,778.98	1,778.98	30,113.00	6	8
			Net	6,510.02 -	6,510.02 -	0.00	0	8
720 PROGRAM	Child Care/ Child Protection		Revenue	1,700.00 -	1,700.00 -	20,500.00 -	8	8
			Expend.	892.50	892.50	2,500.00	36	8
			Net	807.50 -	807.50 -	18,000.00 -	4	8
721 PROGRAM	CC Basic Slide Fee/ Cty Match to DHS		Revenue	0.00	0.00	46,194.00 -	0	8
			Expend.	7,225.00	7,225.00	43,365.00	17	8
			Net	7,225.00	7,225.00	2,829.00 -	255 -	8
726 PROGRAM	MFIP/ SW MN PIC		Revenue	0.00	0.00	7,000.00 -	0	8
			Expend.					8
			Net	0.00	0.00	7,000.00 -	0	8
730 PROGRAM	Chemical Dependency		Revenue	22,688.63 -	22,688.63 -	207,500.00 -	11	8
			Expend.	8,027.99	8,027.99	233,500.00	3	8
			Net	14,660.64 -	14,660.64 -	26,000.00	56 -	8
741 PROGRAM	Mental Health - Adults Only		Revenue	13,165.38 -	13,165.38 -	1,299,626.00 -	1	8
			Expend.	191,141.90	191,141.90	1,862,749.00	10	8
			Net	177,976.52	177,976.52	563,123.00	32	8
742 PROGRAM	Mental Health - Children Only		Revenue	15,898.22 -	15,898.22 -	884,553.00 -	2	8
			Expend.	85,458.50	85,458.50	1,069,265.00	8	8
			Net	69,560.28	69,560.28	184,712.00	38	8
750 PROGRAM	Developmental Disabilities		Revenue	0.00	0.00	774,144.00 -	0	8
			Expend.	14,187.46	14,187.46	257,169.00	6	8
			Net	14,187.46	14,187.46	516,975.00 -	3 -	8

Southwest Health and Human Services



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760 PROGRAM	Adult Services		Revenue	140,976.80 -	140,976.80 -	1,284,724.00 -	11	8
			Expend.	4,872.01	4,872.01	85,200.00	6	8
			Net	136,104.79 -	136,104.79 -	1,199,524.00 -	11	8
765 PROGRAM	Adult Waivers		Revenue	0.00	0.00	844,000.00 -	0	8
			Expend.	19,454.27	19,454.27	198,500.00	10	8
			Net	19,454.27	19,454.27	645,500.00 -	3 -	8
431 DEPT	Social Services	Totals:	Revenue	859,515.90 -	859,515.90 -	19,692,667.00 -	4	8
			Expend.	1,751,455.58	1,751,455.58	20,989,308.00	8	8
			Net	891,939.68	891,939.68	1,296,641.00	69	8
461 DEPT	Information Systems							
0 PROGRAM	...		Revenue	4,493.36 -	4,493.36 -	41,000.00 -	11	8
			Expend.	19,842.25	19,842.25	433,333.00	5	8
			Net	15,348.89	15,348.89	392,333.00	4	8
461 DEPT	Information Systems	Totals:	Revenue	4,493.36 -	4,493.36 -	41,000.00 -	11	8
			Expend.	19,842.25	19,842.25	433,333.00	5	8
			Net	15,348.89	15,348.89	392,333.00	4	8
5 FUND	Human Services Fund	Totals:	Revenue	1,225,438.52 -	1,225,438.52 -	31,101,901.00 -	4	8
			Expend.	2,911,306.36	2,911,306.36	31,101,901.00	9	8
			Net	1,685,867.84	1,685,867.84	0.00	0	8
FINAL TOTALS	1,155 Accounts		Revenue	1,665,678.82 -	1,665,678.82 -	35,528,214.00 -	5	8
			Expend.	3,283,292.83	3,283,292.83	35,920,354.00	9	8
			Net	1,617,614.01	1,617,614.01	392,140.00	413	8

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	2820	575	3395
2024			

2024	Adult Services	Children's Services	Total Programs
January	2770	638	3408
February			0
March			0
April			0
May			0
June			0
July			0
August			0
September			0
October			0
November			0
December			0
Average	2770	638	3408

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	8	406	10	0	246	83	1065	17	228	450	306	2757
2024												

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

2024	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	11	398	10	0	242	93	1026	22	194	470	304	2770
February												0
March												0
April												0
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	11	398	10	0	242	93	1026	22	194	470	304	923

Children's - Social Services Caseload

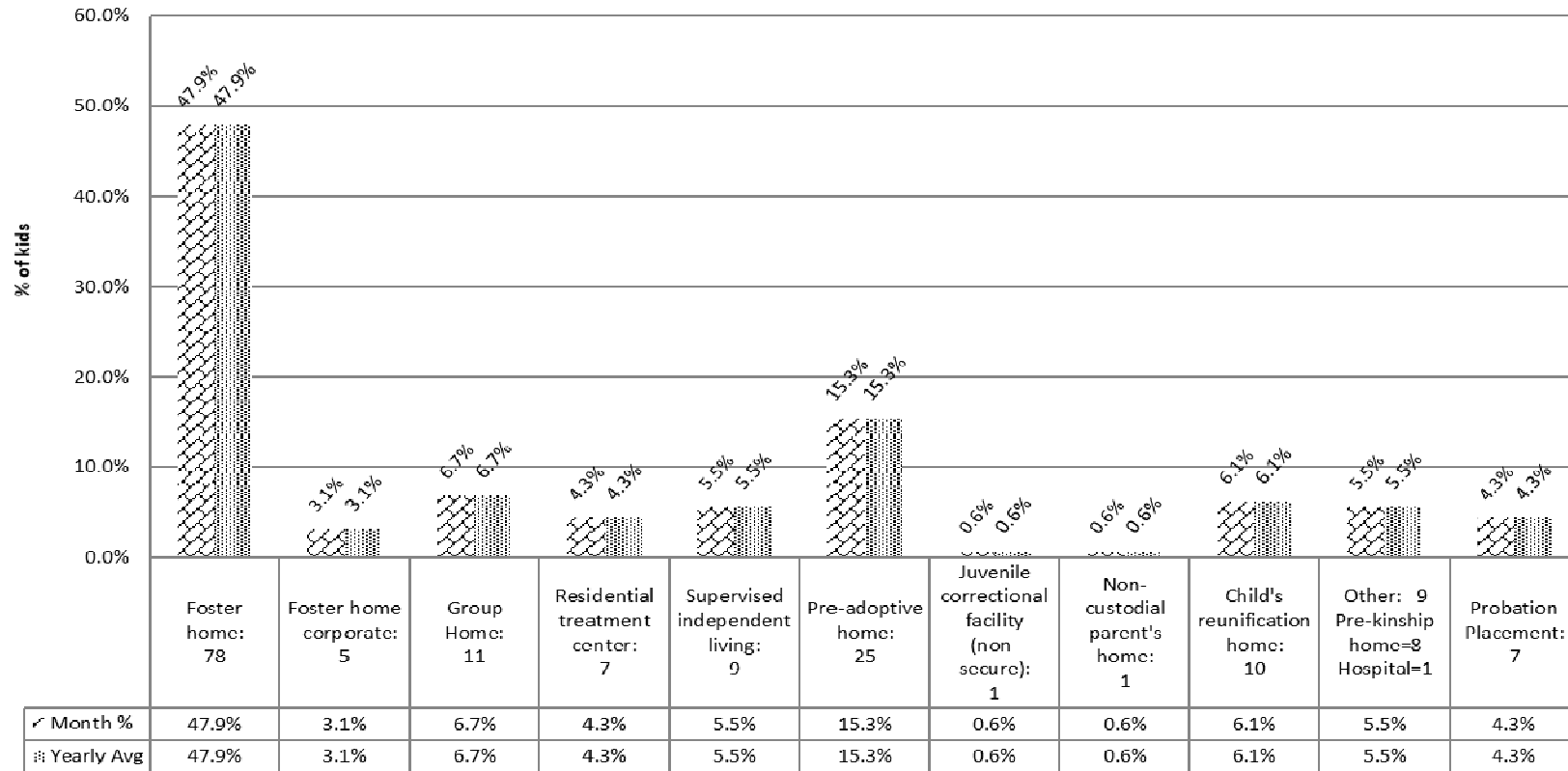
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	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	22	31	0	12	64	166	158	86	0	0	37	584
2024												

2024	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	23	26	0	12	65	189	178	99	0	0	46	638
February												0
March												0
April												0
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	23	26	0	12	65	189	178	99	0	0	46	213

2024 KIDS IN OUT OF HOME PLACEMENT - BY COUNTY

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	YTD Average	2023 Average
Lincoln	5												5	5
Lyon	69												69	51
Murray	14												14	14
Pipestone	22												22	21
Redwood	43												43	53
Rock	10												10	10
Monthly Totals	163	0	0	0	0	0	0	0	0	0	0	0		

January 2024 - Placement by Category
163 Kids in Placement



January 2024: Total kids in placement = 163

Total of 9 Children entered placement

1	Lyon	Foster Home
1	Lyon	Residential Treatment Center
1	Lyon	Group Home
1	Lyon	Probation/court ordered
1	Murray	Foster Home
1	Pipestone	Group Home
1	Pipestone	Residential Treatment Center
1	Pipestone	Foster Home
1	Redwood	Probation

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

1	Lyon	ADOPTED
1	Lyon	Pre-Kinship Home
1	Lyon	Foster Home
1	Murray	Foster Home - Corporate
3	Pipestone	ADOPTED
1	Rock	Residential Treatment Center

NON IVD COLLECTIONS

January 2024

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5803	3,695
TANF (MFIP/DWP/AFDC)	05-420-610.5803	55
GA	05-420-620.5803	0
GA County Burial Recovery	05-420-620.5804	4,210
FS	05-420-630.5803	338
CS (PI Fee, App Fee, etc)	05-420-640.5501	223
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	78,721
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	4,763
OOH/FC Recovery	05-431-710.5803	1,903
CHILDCARE		
Licensing	05-431-720.5502	100
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	2,217
CD Assessments	05-431-730.5519	1,740
Detox Fees	05-431-730.5520	20
SUD Treatment	05-431-730.5523	3,890
Over Payments	05-431-730.5803	0
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	0
Over Payments	05-431-741 or 742.5803	109
DEVELOPMENTAL DISABILITIES		
Insurance Copay/Overpayments	05-431-750.5803	0
ADULT		
Court Visitor Fee	05-431-760.5515	0
Insurance Copay/Overpayments	05-431-760.5803	0
TOTAL NON-IVD COLLECTIONS		103,585

2024 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
'22 Avg	1984	35	9	189	-	1	17	171	47	41	12	4
'23 Avg	2096	33	11	175	-	4	2	133	41	57	16	-

	WIC	Family Home Visiting	MnChoices Assessments	Managed Care	Dental Varnish	Refugee Health	LTBI/DOT Medication Distribution	Water Tests	FPL Inspections	Imm	Car Seats
11/23	2091	30	4	186	0	0	4	97	43	103	18
12/23	2106	24	8	214	0	11	5	95	37	52	32
1/24		26	13	261	0	0	0	113	31	19	19
2/24											
3/24											
4/24											
5/24											
6/24											
7/24											
8/24											
9/24											
10/24											
11/24											
12/24											



Julie Blaha
State Auditor

Suite 500
525 Park Street
Saint Paul, MN 55103

January 29, 2024

Lisa DeBoer, Director of Business Management
Southwest Health and Human Services
607 West Main Street
Marshall, Minnesota 56175

Members of the Joint Health and Human Services Board
Director
Deputy Director
Southwest Health and Human Services

We are pleased to confirm our understanding of the services we are to provide pursuant to Minnesota Laws for Southwest Health and Human Services for the year ended December 31, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Southwest Health and Human Services as of and for the year ended December 31, 2023. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Southwest Health and Human Services' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Southwest Health and Human Services' RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by accounting principles generally accepted in the United States of America (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Budgetary Comparison Schedules for the General Fund and Health Services Special Revenue Fund
- Schedule of Changes in Total OPEB Liability and Related Ratios – Other Postemployment Benefits

- PERA retirement plan schedules
- Notes to the Required Supplementary Information

We have also been engaged to report on supplementary information other than RSI that accompanies Southwest Health and Human Services' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the basic financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- Combining statements for fiduciary funds
- Schedule of Intergovernmental Revenue
- Schedule of Expenditures of Federal Awards and related notes

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance; and the legal provisions of the *Minnesota Legal Compliance Audit Guides*, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions and to report in conformity with the provisions of the *Minnesota Legal Compliance Audit Guides*. As part of audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (a) errors, (b) fraudulent financial reporting, (c) misappropriation of assets, or (d) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by

the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Risk of management override of controls
- Risk of misclassification or misstatement of receivables, unavailable revenues, unearned revenue and related revenues, or contracts payable

Please note that our audit planning is still in progress, and modifications may be made. We will inform you of any changes in significant risks as we conduct our planning of the audit.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the entity and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Southwest Health and Human Services' compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Southwest Health and Human Services' major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Southwest Health and Human Services' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

If assistance is needed in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Southwest Health and Human Services, we will assist with the preparation in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on the information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole

professional judgment, reserve the right to refuse to perform any procedures or take any action that could be construed as assuming management responsibilities. Southwest Health and Human Services understands this will result in additional costs and agrees to pay for these services.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. If you are unable to prepare the information needed for the financial statements, schedule of expenditures of federal awards, or related notes, or if the completion schedule varies significantly, we will, based on our staffing availability, provide the additional nonaudit services necessary to assist in the preparation of your draft financial statements, schedule of expenditures of federal awards, and related notes, in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on management's chart of accounts and other information determined and approved by management. You will be required to acknowledge in the management representation letter our assistance, if any, with preparation of the financial statements, schedule of expenditures of federal awards, and related notes, and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Furthermore, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

We will provide clerical assistance consisting of typing, formatting, and printing and/or binding the financial report.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (a) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (d) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America with oversight of those charged with governance; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and

completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (a) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (b) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (c) additional information that we may request for the purpose of the audit; and (d) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters required by auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings, if applicable, should be available for our review.

With regard to using or making reference to the auditor's report or the audited financial statements in a document other than your annual financial report, including bond offering official statements, you understand that prior to issuing the document you must provide the document to us. We will read and consider if any material inconsistencies or material misstatements of fact exist between the document and the auditor's report or audited financial statements. These services do not constitute an assurance engagement on other information. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for providing us with the other document. Southwest Health and Human Services understands that this will result in additional costs and agrees to

pay for these services.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the management representation letter that (a) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (b) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the management representation letter that (a) you are responsible for presentation of the supplementary information in accordance with accounting principles generally accepted in the United States of America; (b) you believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing us with report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions,

and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide your governing body, management, and related organization representatives with copies of our reports. Management is responsible for all other distribution of the reports and the financial statements. Pass-through entities and others can obtain a copy of your report from our website or the federal audit clearinghouse. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of the Minnesota Office of the State Auditor and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under our supervision. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained, pursuant to our record retention plan, for a period of ten years after the date the auditor's report is issued. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact those contesting the audit finding for guidance prior to destroying the audit documentation. We will be available throughout the year to answer questions, provide assistance, or assist you in implementing any of our recommendations.

The Office of the State Auditor's use of FILR is solely to transmit and exchange information and is not intended to store Southwest Health and Human Services' information. Upon completion of the audit, Southwest Health and Human Services is responsible for downloading any files from FILR that it wishes to retain for its own records.

Amy Thomas, Audit Director, is the lead on this engagement and is primarily responsible for the audit.

Any questions or concerns that may arise during the course of the audit should be directed to the Audit Director.

Our fees are based on standard hourly rates plus travel and any out-of-pocket expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Auditing procedures are planned to be conducted remotely, to the extent possible. Periodic progress billings will be sent to you. The condition of your records and the assistance you are able to provide us affects both the timeliness and cost of the audit.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract when requested by you. Our 2021 peer review report can be found on our website at www.osa.state.mn.us.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing body of Southwest Health and Human Services. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add emphasis-of-matter or other-matter paragraphs to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (a) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (b) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Southwest Health and Human Services and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please contact me at (651) 296-6280 or Amy.Thomas@osa.state.mn.us, or Stephanie Erickson, Audit Manager, at (651) 297-7106 or Stephanie.Erickson@osa.state.mn.us. If you agree with the terms of our engagement as described in this letter, please sign where provided below and return it to us.

Sincerely,

Amy Thomas

Amy Thomas, CPA, Audit Director

Approved: This letter correctly sets forth the understanding of Southwest Health and Human Services.

Chair, Joint Health and Human Services Board

Date

Director

Date

Deputy Director

Date

Director of Business Management

Date

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 6**

EFFECTIVE DATE: 01/01/11

REVISION DATE: 04/18/12; 04/18/2018; 08/21/2019; 6/15/2022; 03/01/2024

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- REIMBURSEMENT, LODGING, AND OTHER EXPENSES---

Section 1 – Meals

- a. 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 member Counties.
- b. The maximum flat rate reimbursement for meals will be actual expense of meals up to \$50.00 per day. Tips up to 15% of the subtotal (before tax) may be included within the flat maximum rate. Meal reimbursement is not available for meals included in the registration fee for conference and seminars. Expenses for alcoholic beverages are not reimbursable.
- c. IRS regulations require that meal reimbursement without overnight lodging be included as income and is subject to income tax withholding and FICA deduction. If meals are included as part of a conference or registration fee and are not separately identified, they are not treated as taxable income.
- d. When claiming reimbursement for meals, claim form AG#100 must be completed for meals that are not connected with an overnight or conference. Claim form AG#101 must be completed for meals that are connected with an overnight. Include lodging costs, travel, etc., on this claim form. It is the employee's and supervisor's responsibility to identify and separate the two types of meals for reimbursement. Itemized receipts must be submitted along with the appropriate form. Receipts showing method of payment (such as credit card proof of payment) are not adequate.

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Section 2 - Lodging

- a. Requests for overnight lodging will be reviewed and approved in advance on a case by case basis based on public purpose criteria. Reimbursement will be the normal single rate with an itemized, original receipt. If the room is direct billed, attach a copy of the bill to your claim form.

Section 3 - Other Expenses

- a. All expenses written on claim forms must have itemized, original receipts attached to

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 6**

the claim form except for mileage. No items other than the room charge, tax, and parking will be allowed on a direct billing to the agency from the motel. Any phone calls or meals that you may have charged to your room must be paid by you when you check out. Reimbursements for agency provided services, transportation and refreshments may include tips up to 15% of the subtotal (before tax).

- b. Note: Credit card receipts document only the method of payment. Itemized, original receipts are required in order to detail each expenditure.
- c. If an itemized or original receipt is lost or is unattainable, AG#002 Declaration of Expenses Paid Form must be completed.
- d. Reimbursement for State reimbursable expenses will be at rates specified in this policy. We will follow agency, not state, policy.
- e. All claim forms must be signed and indicate expense date, purpose, location, number of miles, and dollar amount claimed.
- f. Claim form must be submitted and signed by your supervisor for approval. Please do not use white-out.

Agency Forms Regarding This Policy:

AG#100 - Employee Reimbursement for Non-Overnight Meals and On Call

AG#101 - Employee Reimbursement for Overnight Meals, Mileage, and Misc. Costs
Declaration Form

AG#002 Declaration of Expenses Paid Form

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 10**

EFFECTIVE DATE: 06/01/11

REVISION DATE: 04/20/16; 02/21/24

AUTHORITY: Southwest Health and Human Services Joint Governing Board

---VOLUNTEER FOR EMERGENCY/COMMUNITY SERVICES---

Section 1 - Purpose

- a. Whenever an employee becomes a member of a volunteer emergency service, that person shall be allowed to use up to 3 hours per month of agency time (as per the employee's approved schedule) when called to perform assigned duties. These hours are not cumulative. Any hours needed over 3 hours shall be either comp time or vacation time. Approval to use agency time in this manner must be obtained by submitting a written request to the employee's supervisor.
- b. Employees may volunteer for community service organizations which have been approved by the staff Executive Committee, and shall be allowed to use up to **7.5 hours per year** of agency time (as per the employee's approved schedule) when called to perform these duties. These hours are not cumulative. Any hours needed over 7.5 hours shall be either comp time or vacation time. Approval to use agency time in this manner must be obtained by submitting a written request to the employee's supervisor. In addition, staff shall indicate the organization volunteered at on their timesheet in the employee comment section. The purpose of these hours are to allow staff to volunteer as a representative of the agency and support local community efforts or services that do not benefit the employee directly. Community service hours cannot be used for fulfilling volunteer requirements for the employee's family or child's activities.
- c. For an organization to be considered, any staff person may make that request in writing to the Deputy Director who take the request to next scheduled staff Executive Committee meeting. The requesting person will be notified within 30 days if the request is approved and the list of Community Service Organizations will be updated accordingly. The list of approved Community Service Organizations will be posted on SharePoint under Agency Resources – Policies.
- d. It will be each department supervisor's responsibility to monitor and track time used for volunteer emergency service and community service organizations.
- e. Training time must be at employee's own time and expense.

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Deleted: 6

Deleted: Personnel Policy Number 10
Volunteer for Emergency/Community Services

Approval Date – 06/15/11
Revision Date – 09/16/15; 05/06/2016; 10/18/2016;
11/4/2016; 11/15/16; 01/24/17; 06/05/17; 06/21/17;
08/22/17; 04/03/18; 06/26/18; 10/02/18; 12/04/18;
01/08/19;
04/02/19;06/19/19;06/15/20;09/15/20;12/01/2020;05/19
/2021;08/02/2021;11/22/2021;
05/31/22;07/18/23;10/17/23;11/7/23

Approved Community Service Organizations

<#>United Way
<#>Heart to Heart
<#>Meals on Wheels
<#>Red Cross
<#>New Horizons Crisis Center
<#>Second Harvest
<#>Special Olympics
<#>Let's Go Fishing
<#>Murray County Hospice
<#>Prairie Home Hospice
<#>Share
<#>Southwest Crisis Center
<#>VFW Honor Guard
<#>Ruby's Pantry
<#>Relay for Life
<#>Western Community Action (Community Blooms,
Kitchen Table Food Shelf, Big Buddies, Coats for Kids)
<#>Share the Spirit
<#>Salvation Army
<#>Redwood Area Kids' Weekend Food Program
<#>Minnesota Patriot Guard
<#>Loaves for Fishes (Esther's Kitchen)
<#>4H
<#>Kids Against Hunger
<#>Rock County Food Shelf
<#>Wabasso Area Food Emergency Relief
<#>Habitat for Humanity
<#>Love INC.
<#>Walnut Grove Loggers
<#>Patriot Guard Riders
<#>Sioux Falls Humane Society

(See next page)

<#>Out of the Darkness
<#>Marshall Pet Rescue
<#>Tracy Area Animal Rescue
<#>Marshall Free Thanksgiving Dinner
<#>Horsepower (Handi-riders)
<#>Marshall Greenstep
<#>Boy and Girl Scouts
<#>Dress for Success
<#>Canby4Kids

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509 Atlantic Ave., Morris, MN 56267
(320) 589-2110

Southwest Health and Human Services

Quote

February 4, 2024

iSeries Shared Hosting

Setup(one-time fee)	\$250.00
2024 monthly support	464.00

Your hosting monthly support insures Server OS maintenance, hardware maintenance, routine backup services utilizing a tier III location, User management and disaster recovery solution for your server.

- ❖ The above quote does NOT include fees for bringing ACOM IFS check forms, etc. from the Lyon server to the SWHHS iSeries. This will be billed separately.
- ❖ Note that this quote is for a a shared partition. We also provide a dedicated partition where you would have dedicated resources. We can do a quote on that also if you would like that option.
- ❖ Quote expires in 90 days

Signature

Approval Date

Select Domain
All Domains

Filter By

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

☐ Any Words


☒ All Words

☐ Exact Phrase

e.g. 1606N020Q02

*Counties Providing Technology

cpt



No matches found

Your search did not return any results for active records.

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

Yes

Go back

45



Cell: 507-706-2204

E-mail: shawn.larsen@morriselectronics.net

Page 1 of 1
All prices and descriptions are subject to change without notice.



[Continue Shopping](#)

Shopping Cart


Save to Cart

Email Cart

ADD ITEM TO CART

Enter CDW# or MFG#

Add

ITEM	AVAILABILITY	PRICE	QUANTITY	ITEM TOTAL
 BUFFALO TeraStation 5020 Series TS5420RN6404 - NAS server - 64 TB - TAA Com MFG Part: TS5420RN6404 CDW Part: T292555 UNSPSC: 43201035	In Stock Get it Monday, February 19	\$2,919.99 \$2,686.95	2	\$5,373.90

ADD SAVED CART

Choose Saved Cart:

Add

Save to Cart

Email Cart

[Update All](#) | [Remove All](#)

Order Summary

Subtotal: **\$5,373.90**

Tax and Shipping calculated at checkout.

Lease Option Pricing ⓘ
\$150.95 / Month

Checkout

Quote

Search All Words e.g. 1606N020Q02 🔍
Search Results Saved Searches Actions

Select Domain
All Domains

Filter By

Keyword Search
For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

☐ Any Words
☒ All Words
☐ Exact Phrase

e.g. 1606N020Q02
"Morris Electronics"

Federal Organizations

Showing 1 - 9 of 9 results

Sort by
Date Modified/Updated

SERVICE FOR CALIBRATION OF AC MEASUREMENT STANDARD
Notice ID: M6700424Q0036
Subject:Test, Measurement and Diagnostic Equipment (TMDE) Calibration
Description:
Th
...
Department/Ind.Agency
DEPT OF DEFENSE
Subtier
DEPT OF THE NAVY
Office
COMMANDER
Contract Opportunities
Current Response Date
February 05, 2024 at 10:00 AM CST
Notice Type
Original Special Notice
Updated Date
Jan 31, 2024
Published Date
Jan 31, 2024

AGGRESSIVE POWER PRODUCTS INC. Active Registration
Unique Entity ID
MAEMA6FLS8L9
CAGE Code
3F2Q9
Physical Address
6301 FIFTH ST, GREEN LANE,
PA 18054 USA
Entity
Expiration Date
Jan 24, 2025
Purpose of Registration
All Awards

WWW ELECTRONICS INC. Active Registration
Unique Entity ID
DRBWQVLXJ36
CAGE Code
75T85
Physical Address
3670 DOBLEANN DR,
CHARLOTTESVILLE, VA 22911
USA
Entity
Expiration Date
Apr 17, 2024
Purpose of Registration
All Awards

Search All Words e.g. 1606N020Q02 🔍
Search Results Saved Searches Actions

Select Domain
All Domains

Filter By

Keyword Search
For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

☐ Any Words
☒ All Words
☐ Exact Phrase

e.g. 1606N020Q02
"Computer Discount Warehouse"
"CDW-G"

Federal Organizations

Showing 1 - 8 of 8 results

Sort by
Date Modified/Updated










Open, Inspect, Report and Overhaul 270' SSDG STBD Generator
Notice ID: 70Z08024QAG027
The United States Coast Guard Surface Forces Logistics Center has a requirement to Open, Inspect, Report and Possible Overhaul of the below item an
...
Department/Ind.Agency
HOMELAND SECURITY,
DEPARTMENT OF
Subtier
U.S. COAST GUARD
Office
SFLC PROCUREMENT
BRANCH 1(00080)
Contract Opportunities
Current Date Offers Due
February 23, 2024 at 09:00 AM CST
Notice Type
Original Combined
Synopsis/Solicitation
Updated Date
Feb 14, 2024
Published Date
Feb 14, 2024

6515--Wearable Patient Monitor Device
Notice ID: 36C26224Q0435
(i) This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Federal Acquisition Regulation (FAR) ...
Department/Ind.Agency
VETERANS AFFAIRS,
DEPARTMENT OF
Subtier
VETERANS AFFAIRS,
DEPARTMENT OF
Office
262-NETWORK CONTRACT
OFFICE 22 (36C262)
Contract Opportunities
Current Date Offers Due
February 21, 2024 at 06:00 PM CST
Notice Type
Original Combined
Synopsis/Solicitation
Updated Date
Feb 14, 2024
Published Date
Feb 14, 2024

February 2024

GRANTS ~ AGREEMENTS ~ CONTRACTS

for Board review and approval

-  **DHS Children's Mental Health Respite Care Grant** – 01/01/20 to 12/31/24; Amendment and extension of grant agreement to provide funds to support children's mental health respite care services through 12/31/24 and establish BP5 for \$23,545; (renewal).
Fiscal Note: SFY 2024, \$47,090; 2023 \$47,090; 2022 \$47,090; 2021 - \$71,133
-  **DHS IV-D Cooperative Agreement (DHS)** – 01/01/24 to 12/31/25; Agreement with all 6 counties and DHS; County Attorney contract reimbursement amount will be \$80,749 per year and County Sheriff Process Service fee amount will be \$7,400 per year across the six counties (no change) (renewal).
Fiscal Note: child support reimbursement
-  **Greater MN Family Services (Willmar, MN)** – 01/01/24 to 12/31/24; MH Family Based Services and Counseling, provide 4,578 service hours at \$71.92/hour and diagnostic assessments at \$101.56/unit, \$75,000 max for 3.5 FTE (3% increase) (renewal).
Fiscal Note: 2023 \$5,230; 2022 \$10,130; \$2021 \$31,257; 2020 \$67,742; 2019 \$61,105
-  **Jason Anderson Consulting (Grand Rapids, MN)** – 04/01/24 to 06/30/24; contract for strengths finders introductory and advanced workshop, \$3,500, maximum (New).
Fiscal Note: COVID funding will be utilized
-  **Lamar Companies (Sioux Falls, SD)** – 03/11/24 to 03/09/25; advertising agreement for billboard posters promoting alcohol and drug prevention, Drug Free Communities grant monies of \$5070 (\$20 decrease)(renewal).
Fiscal Note: 2023 \$5079; 2022 \$4797; 2021 \$5,733; 2020 \$5,560; 2019 \$8,300
-  **Lincoln County (IT Services)** - 02/01/24 to 12/31/24; Information technology services, \$95/hour plus mileage (\$30/hour increase) (renewal).
Fiscal Note: IT Revenue 2023 \$41,119; 2022 \$21,198.52; 2021 \$20,981; 2020 \$22,556; 2019 \$20,091
-  **Murray County (Slayton, MN)** – 01/01/24 to 12/31/24; office lease agreement, \$8,000/month, utilities included (no increase) (renewal).
Fiscal Note:
-  **PrimeWest Health (Pipestone, MN)** – 01/01/24 to 12/31/24; Amendment to the Behavioral Health participation agreement to provide targeted case management services to clients; \$1009/mo for children (\$742/2023) and \$608/mo for adults (\$437/2023) (renewal).
Fiscal Note:
-  **See Moua-Leske (Marshall, MN)** – 02/21/24 to ongoing; contract to have a poverty simulation trainer locally for agency's annual use; \$1700 for certification costs (New).
Fiscal Note: Health Equity Grant will be utilized



Signatures None
Signatures Partial
Signatures Completed