



**PLEASE NOTE**  
**THE BOARD MEETING WILL BE HELD IN SLAYTON**

Southwest Health and Human Services  
 Board Agenda  
 Wednesday, August 21, 2013  
 3001 Maple Road  
 Slayton  
 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 07/17/13 board minutes

D. Financial

E. Caseload

	07/13	06/13	05/13
Social Service	3249	3314	3313
Out-of-Home Placements	113	103	127
Income Maintenance	11,209	11,191	11,047
Child Support Cases	3794	3835	3816
Child Support Collections	\$862,834	\$849,246	\$917,183

- F. Decision Items
  - 1. 2014 budget
  - 2.

- G. Discussion/Information
  - 1.
  - 2.

**COMMUNITY HEALTH**

- H. Call to order
- I. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 07/17/13 board minutes
- J. Financial
- K. Caseload

	07/13	06/13	05/13
WIC		2285	2322
Family Home Visiting	34	36	51
PCA Assessments	15	17	24
Managed Care	285	181	265
Dental Varnishing	83	79	126
- L. Decision Items
  - 1. 2014 budget
  - 2.
- M. Discussion/Information
  - 1. SHIP success story/SHIP update
  - 2. FP&L update
  - 3.

**GOVERNING BOARD**

- N. Call to order
- O. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 07/17/13 board minutes
- P. Financial
- Q. Introduce new staff members; Penny Scheffler, Social Worker (CPS), Anita Van Veldhuisen, Office Support Specialist, and Krista Kopperud, Planner

## **GOVERNING BOARD (cont.)**

### R. Decision Items

1. Deb Moon, Eligibility Worker, completion of 6 month probationary period, no salary increase, effective 08/25/13
2. Becky McMahon, Eligibility Worker, completion of 6 month probationary period, no salary increase, effective 09/04/13
3. Megan Gullickson, Social Worker, probationary appointment (12 months), \$35,892.00 annual, effective 07/29/13
4. Holly Louwagie, Social Worker, probationary appointment (12 months), \$35,892.00 annual, effective 08/12/13
5. Jessica Thurstin, Support Enforcement Aide, probationary appointment (12 months), \$13.49 per hour, effective 08/19/13
6. Brenda Rothmeier, Social Worker, probationary appointment (12 months), \$35,892.00 annual, effective 08/21/13
7. Twyla Rabaey, Social Worker, resignation, effective 08/26/13
8. Request for Social Worker
9. Request for SHIP Coordinator
10. Personnel Policy Number 8 – Employee Resignation
11. Contracts
12. Southern Prairie Community Care 2013 contribution
13. Short-Term Disability Plan
14. 2014 budget
- 15.
- 16.

### S. Discussion/Information

1. 2013 Dividend Notice
2. 2014 health and dental insurance
3. Non-emergency transportation
4. September board location
- 5.
- 6.

### T. Adjournment

# SOUTHWEST HEALTH & HUMAN SERVICES

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

## SUMMARY OF FINANCIAL ACCOUNTS REPORT

For the Month Ending: **July 31, 2013**

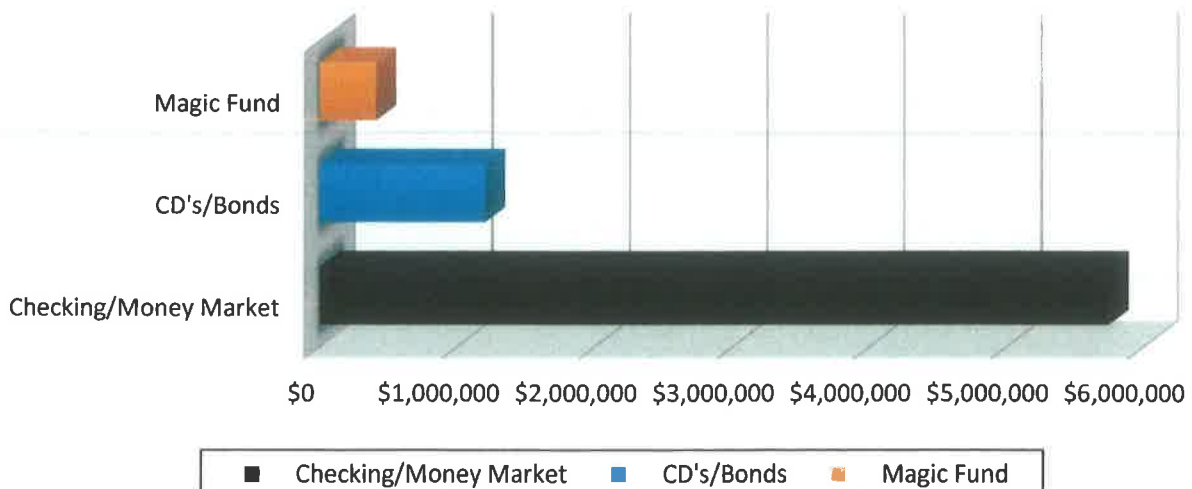
**\* Income Maintenance \* Social Services \* Information Technology \* Health \***

Description	Month	Running Balance
<b>BEGINNING BALANCE</b>		<b>\$5,109,808</b>
<b>RECEIPTS</b>		
Monthly Receipts	2,346,518	
County Contribution	1,144,754	
Interest on Investments	465	
<b>TOTAL MONTHLY RECEIPTS</b>		<b>3,491,737</b>
<b>DISBURSEMENTS</b>		
Monthly Disbursements	2,454,436	
<b>TOTAL MONTHLY DISBURSEMENTS</b>		<b>2,454,436</b>
<b>ENDING BALANCE</b>		<b>\$6,147,109</b>

## REVENUE

<i>Checking/Money Market</i>	<b>\$5,742,564</b>	<div style="border: 1px solid black; padding: 5px;"> <b>Average Balance last two years \$6,470,504</b> </div>
<i>CD's/Bonds</i>	<b>\$1,200,000</b>	
<i>Magic Fund</i>	<b>\$404,545</b>	
<i>(July 2013 - yield .04%)</i>		
<b>ENDING BALANCE</b>	<b>\$7,347,109</b>	

## REVENUE DESIGNATION



# Southwest Health And Human Services



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TREASURER'S CASH TRIAL BALANCE As of 07/2013

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1	Health Services Fund			
	Receipts	212,029.76	2,191,832.44	
	Disbursements	144,708.53-	806,231.61-	
	Payroll	166,214.34-	1,204,361.33-	
	Journal Entries	0.00	101,243.30-	
	<b>Fund Total . . . . .</b>	<b>98,893.11-</b>	<b>79,996.20</b>	<b>1,198,209.44</b>
5	Human Services Fund			
	Receipts	215,855.85	1,596,545.54	
	Disbursements	221,350.66-	1,729,517.61-	
	Payroll	3,206.71-	12,083.54-	
	<b>Dept Total . . . . .</b>	<b>8,701.52-</b>	<b>145,055.61-</b>	<b>161,914.69</b>
5	Human Services Fund			
	Receipts	677,021.07	4,325,345.11	
	Disbursements	274,397.31-	1,765,774.92-	
	Payroll	314,775.21-	2,296,160.60-	
	Journal Entries	0.00	322,009.86-	
	<b>Dept Total . . . . .</b>	<b>87,848.55</b>	<b>58,600.27-</b>	<b>1,537,308.70-</b>
5	Human Services Fund			
	Receipts	4,953.05	93,492.95	
	Disbursements	210,648.64-	887,670.00-	
	Payroll	465,114.84-	3,304,393.42-	
	Journal Entries	0.00	480,000.00-	
	<b>Dept Total . . . . .</b>	<b>670,810.43-</b>	<b>4,578,570.47-</b>	<b>28,815,485.59-</b>
5	Human Services Fund			
	Receipts	2,376,563.74	9,762,696.73	
	Disbursements	24.00-	310,376.26-	
	SSIS	623,431.65-	4,308,383.43-	

# Southwest Health And Human Services



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TREASURER'S CASH TRIAL BALANCE As of 07/2013

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Journal Entries		0.00	0.02	
Dept Total . . . . .		1,753,108.09	5,143,937.06	36,440,019.38
5 Human Services Fund	1,408,795.11-	Information Systems		
Receipts		5,314.00	52,593.72	
Disbursements		0.00	22,592.02-	
Payroll		20,093.78-	131,742.28-	
Dept Total . . . . .		14,779.78-	101,740.58-	1,510,535.69-
5 Human Services Fund	471	LCTS Collaborative Agency		
Receipts	0.00			
Journal Entries		0.00	80,044.00	
Dept Total . . . . .		0.00	80,044.00-	0.00
Fund Total . . . . .		1,146,664.91	259,970.13	4,738,604.09
71 LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
Receipts	73,752.45			
Disbursements		0.00	18,355.67	
Journal Entries		0.00	24,815.00-	
Dept Total . . . . .		0.00	25,538.33	92,831.45
Fund Total . . . . .		0.00	19,079.00	92,831.45
73 LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
Receipts	64,830.53			
Disbursements		0.00	15,920.69	
Journal Entries		3,120.58-	58,766.62-	
Dept Total . . . . .		0.00	12,624.67	34,609.27
Fund Total . . . . .		3,120.58-	30,221.26-	34,609.27

# Southwest Health And Human Services



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TREASURER'S CASH TRIAL BALANCE As of 07/2013

Page 4

<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
75	Redwood LCTS Collaborative	0.00			
	471 LCTS Collaborative Agency				
	Receipts		0.00	192,910.90	
	Disbursements		7,350.00-	151,936.26-	
	Journal Entries		0.00	41,881.00	
	Dept Total .....		7,350.00-	82,855.64	82,855.64
	Fund Total .....		7,350.00-	82,855.64	82,855.64
All Funds .....		5,735,430.18			
	Receipts		3,491,737.47	18,329,737.75	
	Disbursements		861,599.72-	5,757,680.30-	
	SSIS		623,431.65-	4,308,383.43-	
	Payroll		969,404.88-	6,948,741.17-	
	Journal Entries		0.00	903,253.14-	
	Total .....		1,037,301.22	411,679.71	6,147,109.89

# Southwest Health And Human Services



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1 Health Services Fund

## TRIAL BALANCE REPORT As of 07/2013

Report Basis: Cash

Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
1001 Cash	1,118,213.24	98,893.11-	79,996.20	1,198,209.44
1090 Investments	300,000.00	0.00	100,000.00	400,000.00
<b>Total Assets</b>	<b>1,418,213.24</b>	<b>98,893.11-</b>	<b>179,996.20</b>	<b>1,598,209.44</b>
--- Liabilities and Balance----- Liabilities	0.00	0.00	0.00	0.00
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Fund Balance	1,418,213.24-	0.00	0.00	1,418,213.24-
2881 Unassigned Fund Balance	0.00	211,275.78-	2,179,015.63-	2,179,015.63-
2885 Revenue Control	0.00	310,168.89	1,999,019.43	1,999,019.43
2887 Expenditure Control	1,418,213.24-	98,893.11	179,996.20-	1,598,209.44-
<b>Total Fund Balance</b>	<b>1,418,213.24-</b>	<b>98,893.11</b>	<b>179,996.20-</b>	<b>1,598,209.44-</b>
<b>Total Liabilities and Balance</b>	<b>1,418,213.24-</b>	<b>98,893.11</b>	<b>179,996.20-</b>	<b>1,598,209.44-</b>
410 General Administration	0.00	0.00	0.00	0.00
----- Assets----- <b>Total Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
--- Liabilities and Balance----- Liabilities	0.00	0.00	0.00	0.00
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Liabilities and Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1 Health Services Fund	0.00	0.00	0.00	0.00



# Southwest Health And Human Services



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8/7/13 11:26AM

5 Human Services Fund

## TRIAL BALANCE REPORT As of 07/2013

Report Basis: Cash

Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
410 General Administration				
1001 Cash In Bank - Checking	306,970.30	8,701.52	145,055.61	161,914.69
1090 Investments	0.00	0.00	800,000.00	800,000.00
<b>Total Assets</b>	306,970.30	8,701.52	654,944.39	961,914.69
--- Liabilities and Balance---				
Liabilities				
2080 Medical Insurance Payable	169,148.56	2,938.00	125,848.25	43,300.31
2090 Due To Flexible Plan Employees	0.00	1,302.24	318.06	318.06
<b>Total Liabilities</b>	169,148.56	4,240.24	126,166.31	42,982.25
<b>Fund Balance</b>				
2881 Unassigned Fund Balance	137,821.74	0.00	800,000.00	937,821.74
2885 Revenue Control	0.00	0.00	59,711.55	59,711.55
2887 Expenditure Control	0.00	4,461.28	78,600.85	78,600.85
<b>Total Fund Balance</b>	137,821.74	4,461.28	781,110.70	918,932.44
<b>Total Liabilities and Balance</b>	306,970.30	8,701.52	654,944.39	961,914.69
420 Income Maintenance				
1001 Cash In Bank - Checking	1,478,708.43	87,848.55	58,600.27	1,537,308.70
<b>Total Assets</b>	1,478,708.43	87,848.55	58,600.27	1,537,308.70
--- Liabilities and Balance---				
Liabilities				
<b>Total Liabilities</b>	0.00	0.00	0.00	0.00
<b>Fund Balance</b>				
2881 Unassigned Fund Balance	1,478,708.43	0.00	320,000.00	1,798,708.43
2885 Revenue Control	0.00	671,654.15	4,259,018.62	4,259,018.62
2887 Expenditure Control	0.00	583,805.60	3,997,618.89	3,997,618.89
<b>Total Fund Balance</b>	1,478,708.43	87,848.55	58,600.27	1,537,308.70
<b>Total Liabilities and Balance</b>	1,478,708.43	87,848.55	58,600.27	1,537,308.70
430 Social Services				

# Southwest Health And Human Services



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## STATEMENT OF REVENUES AND EXPENDITURES

As Of 07/2013 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2013 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	0.00	388,361.00-	776,722.00-	50	58
INTERGOVERNMENTAL REVENUES	683.00-	432,732.76-	219,500.00-	197	58
STATE REVENUES	18,152.67-	318,275.19-	540,634.00-	59	58
FEDERAL REVENUES	119,187.55-	626,576.53-	890,960.00-	70	58
FEES	29,186.38-	278,552.74-	443,780.00-	63	58
EARNINGS ON INVESTMENTS	93.04-	814.89-	0.00	0	58
MISCELLANEOUS REVENUES	43,973.14-	133,702.52-	178,000.00-	75	58
<b>TOTAL REVENUES</b>	<b>211,275.78-</b>	<b>2,179,015.63-</b>	<b>3,049,596.00-</b>	<b>71</b>	<b>58</b>
EXPENDITURES					
PROGRAM EXPENDITURES	82.32	82.32	0.00	0	58
PAYROLL AND BENEFITS	169,421.34	1,207,568.33	2,245,694.00	54	58
OTHER EXPENDITURES	140,665.23	791,368.78	803,902.00	98	58
<b>TOTAL EXPENDITURES</b>	<b>310,168.89</b>	<b>1,999,019.43</b>	<b>3,049,596.00</b>	<b>66</b>	<b>58</b>

# Southwest Health And Human Services



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8/7/13 9:53AM

## STATEMENT OF REVENUES AND EXPENDITURES

As Of 07/2013 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2013 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	1,144,754.19-	4,867,121.06-	9,088,387.00-	54	58
INTERGOVERNMENTAL REVENUES	0.00	1,867,506.38-	325,058.00-	575	58
STATE REVENUES	1,258,523.52-	2,412,112.42-	3,492,352.00-	69	58
FEDERAL REVENUES	400,062.56-	3,454,335.47-	6,181,865.00-	56	58
FEES	130,779.85-	815,592.29-	1,265,250.00-	64	58
EARNINGS ON INVESTMENTS	372.15-	1,294.80-	1,300.00-	100	58
MISCELLANEOUS REVENUES	111,164.59-	760,597.14-	1,306,067.00-	58	58
<b>TOTAL REVENUES</b>	<b>3,045,656.86-</b>	<b>14,178,559.56-</b>	<b>21,660,279.00-</b>	<b>65</b>	<b>58</b>
EXPENDITURES					
PROGRAM EXPENDITURES	724,849.05	5,456,878.72	9,322,653.00	59	58
PAYROLL AND BENEFITS	800,421.55	5,730,339.84	10,202,186.00	56	58
OTHER EXPENDITURES	369,481.11	1,724,455.09	2,135,440.00	81	58
<b>TOTAL EXPENDITURES</b>	<b>1,894,751.71</b>	<b>12,911,673.65</b>	<b>21,660,279.00</b>	<b>60</b>	<b>58</b>

# Southwest Health And Human Services



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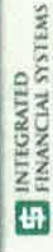
## REVENUES & EXPENDITURES BY PROG, DEPT, AND FUND AS OF 07/2013

Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
800 PROGRAM	Environmental		Revenue	5,079.00-	61,746.18-	143,292.00-	43	58
			Expend.	14,611.94	89,278.92	147,744.00	60	58
			Net	9,532.94	27,532.74	4,452.00	618	58
820 PROGRAM	Healthy Homes Grant		Revenue	0.00		0.00	0	58
			Expend.	0.00	4.86	0.00	0	58
			Net	0.00	4.86	0.00	0	58
485 DEPT	Environmental Health	Totals:	Revenue	5,079.00-	61,746.18-	143,292.00-	43	58
			Expend.	14,611.94	89,283.78	147,744.00	60	58
			Net	9,532.94	27,537.60	4,452.00	619	58
1 FUND	Health Services Fund	Totals:	Revenue	211,275.78-	2,179,015.63-	3,049,596.00-	71	58
			Expend.	310,168.89	1,999,019.43	3,049,596.00	66	58
			Net	98,893.11	179,996.20-	0.00	0	58

# Southwest Health And Human Services

REVENUES & EXPENDITURES BY PROG, DEPT, AND FUND AS OF 07/2013



NJW  
8/7/13 9:53AM

Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of Bdg't	% of Year
702 PROGRAM	LCTS		80,044.00--	0.00	80,044.00--	0.00	0	58
			Expend.	0.00	80,044.00	0.00	0	58
			Net	0.00	0.00	0.00	0	58
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	0.00	80,044.00--	0.00	0	58
			Expend.	0.00	80,044.00	0.00	0	58
			Net	0.00	0.00	0.00	0	58
5 FUND	Human Services Fund	Totals:	Revenue	3,045,656.86--	14,178,559.56--	21,660,279.00--	65	58
			Expend.	1,894,751.71	12,911,673.65	21,660,279.00	60	58
			Net	1,150,905.15--	1,266,885.91 -	0.00	0	58

# Southwest Health And Human Services

REVENUES & EXPENDITURES BY PROG, DEPT, AND FUND AS OF 07/2013



Report Basis: Cash

Element 702 PROGRAM	Description LCTS	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	0.00	80,044.00-	0.00	0	58
			Expend.	0.00	80,044.00	0.00	0	58
			Net	0.00	0.00	0.00	0	58
		Totals:	Revenue	0.00	80,044.00-	0.00	0	58
			Expend.	0.00	80,044.00	0.00	0	58
			Net	0.00	0.00	0.00	0	58
5 FUND	Human Services Fund	Totals:	Revenue	3,045,656.86-	14,178,559.56-	21,660,279.00 -	65	58
			Expend.	1,894,751.71	12,911,673.65	21,660,279.00	60	58
			Net	1,150,905.15-	1,266,885.91-	0.00	0	58
FINAL TOTALS	925 Accounts		Revenue	3,256,932.64-	16,357,575.19-	24,709,875.00-	66	58
			Expend.	2,204,920.60	14,910,693.08	24,709,875.00	60	58
			Net	1,052,012.04-	1,446,882.11-	0.00	0	58

**SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER****JULY 2013**

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	<b>BALANCE FORWARD</b>				5,109,808.67
7/1/13	32795-32797	Disb		395.92	5,109,412.75
7/1/13	32798-32822	Disb		23,207.77	5,086,204.98
7/2/13	3868-73,3888-98,3903,3917-18,3923,3938-42	Dep	584,608.58		5,670,813.56
7/8/13	32823-32874	Disb		5,944.53	5,664,869.03
7/5/13	3899-3902, 3915-16, 3919-22,3924-37, 3943-70	Dep	373,535.98		6,038,405.01
7/8/13	32875-33010	Disb		393,382.69	5,645,022.32
7/9/13	3974-4032	Dep	1,170,670.51		6,815,692.83
7/10/13	interest		297.53		6,815,990.36
7/12/13	5984-5998	PAYROLL		486,085.85	6,329,904.51
7/12/13	4033-4118	Dep	150,241.59		6,480,146.10
7/15/13	33011-33081	Disb		10,536.20	6,469,609.90
7/15/13	33082-33280	Disb		444,962.97	6,024,646.93
7/16/13	4119-4166	Dep	12,429.75		6,037,076.68
7/17/13	9097	Disb		106.00	6,036,970.68
7/19/13	33281 - 33541	Disb		56,670.80	5,980,299.88
7/22/13	33542 - 33595	Disb		7,377.76	5,972,922.12
7/19/13	4167-4223	Dep	335,389.87		6,308,311.99
7/22/13	33596-33733 2 ACH	DISB		300,340.22	6,007,971.77
7/23/13	4224-4258	Dep	596,482.52		6,604,454.29
7/26/13	5999-6019	PAYROLL		483,319.03	6,121,135.26
7/15/13	9098	Neg. Rect.	22.00		6,121,157.26
7/15/13	9099 EFT-MNCare Tax	Disb		248.66	6,120,908.60
7/17/13	9100	Neg. Rect.	-128.80		6,120,779.80
7/24/13	79587	INT	15.40		6,120,795.20
7/24/13	79588	INT	19.11		6,120,814.31
7/24/13	79589	INT	133.15		6,120,947.46
7/26/13	4259-4299	Dep	114,812.06		6,235,759.52

7/29/13	33734-33780	DISB		4,324.32	6,231,435.20
7/29/13	33781-33845 3 ACH	DISB		158,310.34	6,073,124.86
7/30/13	4300-4332,4336,4343,4346-4348	Dep	40,383.09		6,113,507.95
7/31/13	33846-33883	DISB		11,151.58	6,102,356.37
7/31/13	33884-33939	DISB		68,071.61	6,034,284.76
7/31/13	4333-35, 4337-42, 4344-45, 4349-79	Dep	112,825.13		6,147,109.89
		<b>TOTALS</b>		<b>3,491,737.47</b>	<b>2,454,436.25</b>



Southwest Health and Human Services 2014 Budget		SWHHS (combined)	SWHHS (combined)	SWHHS
	2011	2012	2013	2014
Category	Final	Final	Final	Proposed
<b>EXPENDITURES</b>				
<b>600 Income Maintenance</b>				
6100 - Personnel	\$2,052,112	\$2,345,803	\$4,111,265	\$4,348,445
6200- Services & Charges	\$234,400	\$301,105	\$404,775	\$383,700
6300- Administrative Overhead Costs	\$175,050	\$281,425	\$474,727	\$856,720
6000- Payment for/belief clients	\$1,088,000	\$1,374,670	\$2,130,605	\$1,442,000
<b>Subtotal Income Maintenance</b>	<b>\$3,549,562</b>	<b>\$4,303,003</b>	<b>\$7,121,372</b>	<b>\$7,030,865</b>
<b>700 Social Services</b>				
710 - Children's Services	\$1,509,038	\$1,773,689	\$2,497,988	\$2,497,347
720 - Child Care/MFIP Admin./PIC.	\$240,678	\$277,933	\$489,988	\$64,665
730 - Chemical Dependency	\$230,000	\$260,270	\$426,600	\$496,500
740 - Mental Health	\$1,170,652	\$2,016,599	\$3,153,603	\$3,337,143
750 - Developmental Dis.	\$341,082	\$352,159	\$577,924	\$576,207
760 - Adult Services	\$265,500	\$222,688	\$239,200	\$204,300
<b>Subtotal</b>	<b>\$3,756,950</b>	<b>\$4,903,338</b>	<b>\$7,385,303</b>	<b>\$7,176,162</b>
6100- Personnel	\$3,186,746	\$3,955,317	\$5,810,344	\$6,375,757
6200- Services and Charges				\$265,500
6300- Administrative Overhead	\$538,600	\$681,655	\$1,053,083	\$730,380
<b>Subtotal Social Services</b>	<b>\$3,725,346</b>	<b>\$4,636,972</b>	<b>\$6,863,427</b>	<b>\$7,371,637</b>
<b>461 Information Systems</b>				
6100- Personnel	\$248,787	\$322,555	\$280,577	\$272,149
6200- Services and Charges				\$250
6300-Administrative Overhead Costs	\$6,200	\$7,250	\$9,600	\$7,000
<b>Subtotal Information Services</b>	<b>\$254,987</b>	<b>\$329,805</b>	<b>\$290,177</b>	<b>\$279,399</b>
<b>Combined</b>				
Personnel	\$5,487,645	\$6,623,675	\$10,202,186	\$10,996,351
Services & Charges	\$234,400	\$301,105	\$404,775	\$649,450
Administrative Overhead	\$719,850	\$970,330	\$1,537,410	\$1,594,100
Payments for/belief of clients	\$4,844,950	\$6,278,008	\$9,515,908	\$8,618,162
<b>Total Expenditures</b>	<b>\$11,286,845</b>	<b>\$14,173,118</b>	<b>\$21,660,279</b>	<b>\$21,858,063</b>
<b>REVENUE</b>				
<b>420 Income Maintenance</b>				
5400 - Federal	\$1,570,000	\$2,016,400	\$3,017,900	\$3,470,000
5300 - State	\$400,421	\$393,800	\$865,575	\$777,500
5500/5800 - Other	\$421,300	\$680,520	\$1,161,550	\$785,700
Reserve spending	\$0	\$0	\$0	\$0
5000 - County Taxes	\$829,129	\$1,052,971	\$1,738,824	\$1,635,910
<b>Subtotal</b>	<b>\$3,220,850</b>	<b>\$4,143,691</b>	<b>\$6,783,849</b>	<b>\$6,669,110</b>
<b>431 Social Services</b>				
5400 - Federal	\$2,145,644	\$2,469,458	\$2,849,187	\$3,105,482
5300 - State	\$1,134,622	\$1,772,613	\$2,595,881	\$2,622,338
5500/5800 - Other	\$969,085	\$1,055,397	\$2,025,299	\$1,963,937
Reserve spending	\$0	\$0	\$0	\$0
5000 - County Taxes	\$3,777,144	\$4,672,259	\$7,349,563	\$7,452,477
<b>Subtotal</b>	<b>\$8,026,495</b>	<b>\$9,969,727</b>	<b>\$14,819,930</b>	<b>\$15,144,234</b>
<b>461 Information Systems</b>				
5900- Participating Entities	\$39,500	\$59,700	\$56,500	\$58,000
<b>Subtotal</b>	<b>\$39,500</b>	<b>\$59,700</b>	<b>\$56,500</b>	<b>\$58,000</b>
<b>Combined</b>				
5400 - Federal	\$3,715,644	\$4,485,858	\$5,867,087	\$6,575,482
5300 - State	\$1,535,043	\$2,166,413	\$3,461,456	\$3,399,838
5500/5800 - Other	\$1,429,885	\$1,795,617	\$3,243,349	\$2,807,637

Reserves	\$0	\$0	\$0	\$0
5000- County Taxes	\$4,606,273	\$5,725,230	\$9,088,387	\$9,088,387
<b>Total Revenues</b>	<b>\$11,286,845</b>	<b>\$14,173,118</b>	<b>\$21,660,279</b>	<b>\$21,871,344</b>
<b>Summary</b>				
Revenue	\$11,286,845	\$14,173,118	\$21,660,279	\$21,871,344
Expenditures	\$11,286,845	\$14,173,118	\$21,660,279	\$21,858,063
Difference	\$0	\$0	\$0	\$13,281

Southwest Health and Human Services 2014 Budget	SWHHS	SWHHS	SWHHS
	2012	2013	2014
Category	Final	Final	Proposed
<b>EXPENDITURES</b>			
<b>481 Nursing</b>			
Personnel	\$934,620	\$1,323,428	\$1,340,844
6200- Services & Charges	\$192,454	\$247,112	\$236,874
6300- Administrative Overhead Costs	\$94,697	\$120,982	\$114,467
<b>Subtotal Nursing</b>	<b>\$1,221,771</b>	<b>\$1,691,522</b>	<b>\$1,692,185</b>
<b>483 Health Education</b>			
Personnel	\$237,289	\$352,306	\$313,631
6200- Services & Charges	\$111,473	\$194,761	\$136,551
6300- Administrative Overhead Costs	\$120,179	\$65,983	\$46,874
<b>Subtotal Health Education</b>	<b>\$468,941</b>	<b>\$613,050</b>	<b>\$497,056</b>
<b>485 Environmental Health</b>			
Personnel	\$125,267	\$111,848	\$132,571
6200- Services & Charges	\$19,121	\$5,600	\$1,100
6300- Administrative Overhead Costs	\$46,043	\$30,296	\$26,781
<b>Subtotal Environmental Health</b>	<b>\$190,431</b>	<b>\$147,744</b>	<b>\$160,452</b>
<b>410 Administration</b>			
Personnel	\$261,544	\$458,112	\$551,771
6200- Services & Charges	\$58,156	\$39,463	\$52,700
6300- Administrative Overhead Costs	\$58,961	\$99,705	\$108,850
<b>Subtotal Administration</b>	<b>\$378,661</b>	<b>\$597,280</b>	<b>\$713,321</b>
<b>Combined Expenditures</b>			
Personnel	\$1,558,720	\$2,245,694	\$2,338,817
Services & Charges	\$381,204	\$486,936	\$427,225
Administrative Overhead	\$319,880	\$316,966	\$296,972
<b>Total Expenditures</b>	<b>\$2,259,804</b>	<b>\$3,049,596</b>	<b>\$3,063,014</b>
<b>REVENUE</b>			
<b>481 Nursing</b>			
5400 - Federal	\$538,306	\$771,380	\$796,397
5300 - State	\$4,800	\$96,261	\$211,296
5500/5800 - Other	\$399,544	\$769,480	\$374,210
Reserve spending	\$0	\$0	\$0
5000 - County Taxes	\$0	\$0	\$0
<b>Subtotal Nursing</b>	<b>\$942,650</b>	<b>\$1,637,121</b>	<b>\$1,381,903</b>
<b>483 Health Education</b>			
5400 - Federal	\$3,000	\$120,000	\$120,900
5300 - State	\$0	\$0	\$223,200
5500/5800 - Other	\$426,820	\$365,961	\$184,850
Reserve spending	\$0	\$0	\$0
5000 - County Taxes	\$0	\$0	\$0
<b>Subtotal Health Education</b>	<b>\$429,820</b>	<b>\$485,961</b>	<b>\$528,950</b>
<b>485 Environmental Health</b>			
5400 - Federal	\$50,000	\$0	\$0
5300 - State	\$0	\$0	\$35,500

5500/5800 - Other	\$98,000	\$143,292	\$103,000
Reserve spending	\$0	\$0	\$0
5000 - County Taxes	\$0	\$0	\$0
Subtotal Environmental Health	\$148,000	\$143,292	\$138,500
<b>410 Administration</b>			
5400 - Federal	\$0	\$0	\$0
5300 - State	\$0	\$0	\$225,708
5500/5800 - Other	\$310,768	\$6,500	\$0
Reserve spending	\$0	\$0	\$0
5000 - County Taxes	\$428,566	\$776,722	\$776,722
Subtotal Administration	\$739,334	\$783,222	\$1,002,430
<b>Combined Revenues</b>			
5400 - Federal	\$591,306	\$891,380	\$917,297
5300 - State	\$4,800	\$96,261	\$695,704
5500/5800 - Other	\$1,235,132	\$1,285,233	\$662,060
Reserves	\$0	\$0	\$0
5000- County Taxes	\$428,566	\$776,722	\$776,722
Total Revenues	\$2,259,804	\$3,049,596	\$3,051,783
<b>Summary</b>			
Revenue	\$2,259,804	\$3,049,596	\$3,051,783
Expenditures	\$2,259,804	\$3,049,596	\$3,063,014
Difference	\$0	\$0	(\$11,231)

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 8**

EFFECTIVE DATE: 11/16/11

REVISION DATE: 08/21/13

AUTHORITY: Southwest Health and Human Services Joint Governing Board

**---EMPLOYEE RESIGNATION---**

**Section 1 – Resignation Procedures**

- a. A minimum of ten working days notice shall be given.
- b. Written resignation which contains an effective date shall be submitted to the immediate supervisor with a copy to the director. The immediate supervisor will respond in writing to the resignation letter. The response will include the date the resignation was received and the effective date of the resignation.
- c. Employees may not use more than three days of vacation leave during the last two weeks of employment.
- d. Employees may not use medical leave during the last two weeks of employment after submitting their resignation, except in the case of accident, injury or documented illness of the employee.
- e. Upon notice of resignation, that employee will not work a flex schedule for the last 2 weeks of the employee's employment with the agency.
- f. Office keys, manuals, and assigned equipment must be turned in to the supervisor on the last working day.
- g. Exit interview (AG#076) is optional and will be offered by the Deputy Director prior to the last working day. Separation Rating form (DHS 858) must be completed by supervisor prior to the last working day.
- h. Employees will remain covered under the agency's group insurance policy for 30 days after the termination date. If dependent coverage was in effect at the time of termination, it too may continue for 30 days after the termination. (See accounting for details.)
- i. Employees may purchase continued insurance coverage (single and dependent) at actual cost under COBRA. Coverage will be discontinued if premiums are not paid within deadline set by the agency. (See accounting for details.)
- j. An employee who terminates employment the day before a paid holiday will be paid

**AUGUST 2013**  
**BOARD APPROVAL ON THE FOLLOWING:**

- Rock County (Luverne, MN) – 01/01/13 to 12/31/13;** Luverne office building lease at \$2428.75/mo, utilities paid separately (renewal).
  
- Rock County (Luverne, MN) – 01/01/13 to 12/31/13;** Information Technology Specialist Services (Shawn Sweeney), \$2553.17/mo or \$30,638 annually for approximately 20 hours/week (renewal).
  
- MDH Eliminating Health Disparities in Refugee and Foreign-born Populations Grant – 05/15/13 to 06/21/13;** Funding for health screening and follow-up services to tuberculosis and for foreign born persons, \$2037 (new).
  
- MDH Eliminating Health Disparities in Refugee and Foreign-born Populations Grant – 06/21/13 to 04/30/14;** Funding for health screening and follow-up services to tuberculosis and for foreign born persons, \$2037 (new).
  
- Redwood County Collaborative (Redwood Falls, MN) – 07/01/13 to 06/30/14;** Contract for School Linked mental health services provided by Greater MN Family Services social workers in the Tracy, Westbrook Walnut Grove, and Wabasso school districts, \$2916 annually (renewal from Redwood Family Services).
  
- Hills Beaver Creek School ISD#671 (Rock County, MN) – 07/01/13 to 06/30/14;** Agreement for a school MH social worker in the Luverne and HBC school districts, \$27,080.50 annually (renewal).

SOUTHERN PRAIRIE COMMUNITY CARE  
2013 COUNTY CONTRIBUTION BILLINGS

	2013 TOTAL CONTRIBUTION	2013 1/3 CONTRIBUTION PAID	2013 REMAINING 2/3 CONTRIBUTION
LYON	\$ 57,793.00	\$ 19,264.00	\$ 38,529.00
LINCOLN	\$ 34,591.00	\$ 11,530.00	\$ 23,061.00
MURRAY	\$ 38,248.00	\$ 12,749.00	\$ 25,499.00
REDWOOD	\$ 44,967.00	\$ 14,989.00	\$ 29,978.00
ROCK	\$ 38,091.00	\$ 12,697.00	\$ 25,394.00
TOTAL SOUTHWEST HEALTH AND HUMAN SERVICES	\$ 213,690.00	\$ 71,229.00	\$ 142,461.00
CHIPPEWA	\$ 43,507.00	\$ 14,502.00	\$ 29,005.00
COTTONWOOD	\$ 45,172.00	\$ 15,057.00	\$ 30,115.00
JACKSON	\$ 39,598.00	\$ 13,199.00	\$ 26,399.00
KANDIYOHI	\$ 97,512.00	\$ 32,504.00	\$ 65,008.00
NOBLES	\$ 65,894.00	\$ 21,965.00	\$ 43,929.00
SWIFT	\$ 41,624.00	\$ 13,875.00	\$ 27,749.00
YELLOW MEDICINE	\$ 39,002.00	\$ 13,001.00	\$ 26,001.00
TOTAL	\$ 585,999.00	\$ 195,332.00	\$ 390,667.00



ASSURANT  
Employee  
Benefits\*

## Voluntary Short-Term Disability



Answer these questions to help determine the need for Voluntary Short-Term Disability:

- How is maternity leave handled?
- What is your sick leave policy?
- What happens to an employee if an accident happens outside of work and is not covered by workers' compensation?
- Are you spending more on employee benefits, and yet offering your employees fewer coverages?



## Balancing what's best for your employees with what's best for your bottom line

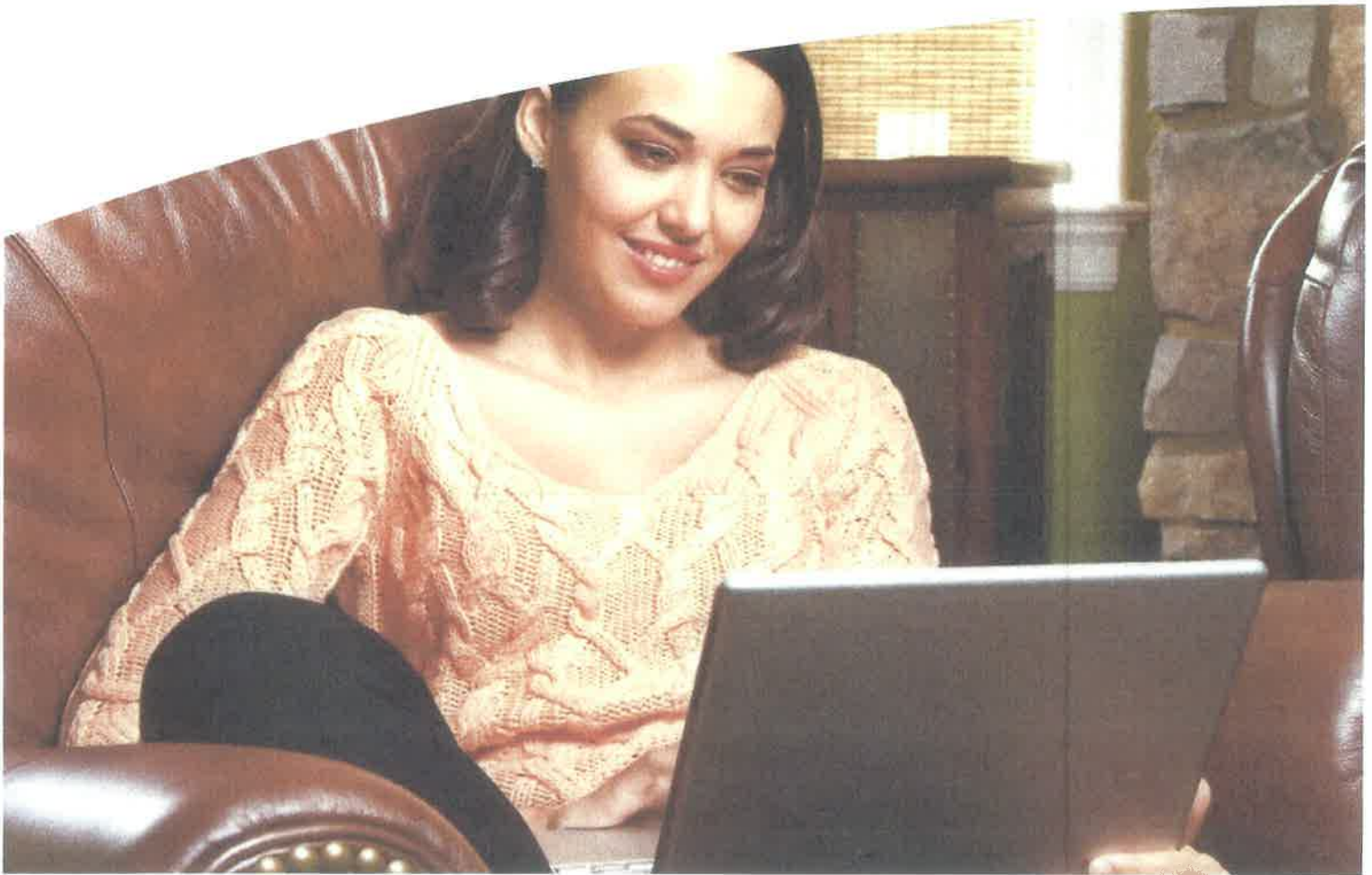
You understand there are illnesses, accidents and life-changing events that keep an employee temporarily out of work. You also know that when an employee is temporarily away from work, your company's productivity can be altered.

You want to do what's best for your employees. You know when they're out of work, their earning power decreases, and you don't want your employees to be in a temporary financial pinch. But can your company afford to keep paying an employee that's not working?

### What's a solution?

## A Voluntary Short-Term Disability policy from Assurant Employee Benefits

- **Keep employees and accounting happy** – with 100 percent employee-paid benefits, it costs your company nothing other than plan administration expenses.
- **To help employees save money** – a group rate is often 10-20 percent less than what they would pay if they bought it themselves outside of work.\*
- **Processes to suit you** – easy administration allows you to choose your billing cycle preference or access your plan online 24/7.
- **Simple enrollment** – with no employee medical questions. And, personalized forms make the process easy to navigate.
- **Help employees be productive sooner** – with partial disability and rehabilitation services, you may be able to get your employees back to work sooner.



Disability products marketed by Assurant Employee Benefits are underwritten by Union Security Insurance Company. In New York, group insurance products and services are marketed by Assurant Employee Benefits and underwritten by Union Security Life Insurance Company of New York, which is licensed in New York and has its principal place of business in Syracuse, New York. Plans contain limitations, exclusions and restrictions.

## Flexible plan options specifically for your business

- **Keep things streamlined** – coordinate a sick leave plan or Long-Term Disability policy, with the following customizations:

- Begin benefits as early as 1st day of disability for accident and 8th day for sickness, all the way up to the 31st day of disability.

- Add 1st day hospital benefits, with benefits beginning on the earlier of the first day of hospital inpatient confinement, or the benefit commencement date you selected for the plan.

- Choose a maximum benefit duration – how long benefits last – up to 52 weeks!

- Select a weekly maximum amount.

- **Advantages to buying disability insurance on a voluntary basis** – voluntary plans may help workers get coverage more easily than if they were to purchase an individual policy on their own outside of the workplace. Premiums are typically paid through an automatic payroll deduction and can be as much as 10 to 20 percent less because of efficiencies in enrollment and billing procedures.\*

- **Give employees a say** – select a unit plan and employees can choose coverage amounts in \$50 increments up to 60 percent of basic pre-disability income. Or, go with a percentage-based plan that can cover from 40 percent to 60 percent of basic pre-disability income.

- **Fewer complaints** – our Pre-Existing Bridge Benefit may mean money in an employee's pocket quicker. Here's how it works: if the employee is disabled and has satisfied the qualifying period, but there is a question about whether the disability is caused by a pre-existing condition or not, we'll pay 25 percent of the scheduled amount of benefit for four weeks. If we conclude the disability is due to a pre-existing condition, the employee can keep the benefit already paid but will not be entitled to any additional benefits. If we conclude the disability is *not* due to a pre-existing condition, we will pay the full Short-Term Disability benefit as described in the policy, less any amounts already paid.

- **Tailored for your company** – you choose if a disability is based on the inability to do his or her *own* job versus his or her *regular* occupation.

### Eligibility

Our standard eligibility definition would provide coverage to any active employee working at least 20 hours per week, year-round, and earning at least \$12,000 annually in basic pay from the policyholder. Further customization is possible.

### Limitations

The plan pays no benefit for any disability which begins in the first 12 months of a person's coverage, if the disability results from a pre-existing condition. A pre-existing condition is one for which the employee has seen a medical practitioner or taken medication in the six months prior to the coverage effective date. We will not pay unless the disability begins after 12 consecutive months during which the employee is continuously insured under this plan.

### Exclusions

We will not pay benefits for any time the insured is confined to any facility because he or she was convicted of a crime or public offense. We will not pay benefits for any part of a period of disability during which the insured is receiving benefits under any Workers' Compensation Act (or similar law) or the Maritime Doctrine of Maintenance, Wages, or Cure. We will not pay benefits for any disability caused by: war or any act of war, whether declared or not; intentionally self-inflicted injury, while sane or insane; taking part or the result of taking part in committing an assault or felony; any injury or sickness that arises out of or occurs in the course of any occupation for pay or profit; any accidental bodily injury arising out of or in the course of any occupation for pay or profit or any sickness for which the insured is entitled to benefits under any Workers' Compensation Act or similar law, the Maritime Doctrine of Maintenance, Wages, or Cure, or the Jones Act (Title 46, United States Code Section 688). All insurance policies contain limitations, exclusions, reductions, and restrictions. Assurant Employee Benefits reserves the right to cancel the policy with advance written notice to the policyholder. Issued contracts determine all plan features and benefits. For costs, complete details, and other limitations and exclusions, contact Assurant Employee Benefits.

\*LIFE Foundation, 2008