



Southwest Health and Human Services
 Board Agenda
 Wednesday, March 13, 2013
 Government Center, 2nd Floor
 Marshall
 9:00 a.m.

HUMAN SERVICES

- A. Call to order
- B. Pledge of Allegiance
- C. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 02/20/13 board minutes
- D. Financial
- E. Caseload

	02/13	01/13
Social Service	3231	3369
Out-of-Home Placements	116	116
Income Maintenance	11,046	10,838
Child Support Cases	Not Available	
Child Support Collections	Not Available	
- F. Decision Items
 - 1. Income Maintenance Policy Number 2 – Consolidated Fund
Emergency Assistance (EA) and Emergency General
Assistance (EGA) Guidelines
 - 2.
- G. Discussion/Information
 - 1. Affordable Care Act
 - 2. MN Choices

COMMUNITY HEALTH

- H. Call to order
- I. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 02/20/13 board minutes
- J. Financial
- K. Caseload

	02/13	01/13
WIC		2327
Family Home Visiting	30	44
PCA Assessments	21	29
Managed Care	152	198
Dental Varnishing	70	76
- L. Decision Items
 - 1. Memorandum of Agreement
 - 2. Fee Schedule
 - 3.
- M. Discussion/Information
 - 1. Peer Breast Feeding Program
 - 2.
 - 3.

GOVERNING BOARD

- N. Call to order
- O. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 02/20/13 board minutes
- P. Financial
- Q. E. J. Moberg, Lyon County Auditor/Treasurer
- R. Introduce new staff member; Renae VanGelderren, Public Health Nurse

GOVERNING BOARD (cont.)

- S. Decision Items
 - 1. Jeff Lowery, Social Worker, resignation, effective 02/22/13
 - 2. Monica Christianson, Office Support Specialist, probationary appointment (12 months), \$15.72 per hour, effective 03/04/13
 - 3. Christine Forry-Tauer, Public Health Nurse, probationary appointment (12 months), \$25.00 per hour, effective 03/11/13
 - 4. Douglas Walker, Information Technology Specialist, Senior, probationary appointment (12 months), \$55,000.00/annual, effective 04/01/13
 - 5. Kim Patzlaff, Case Aide, completion of 12 month probationary period, no salary increase, effective 04/02/13
 - 6. Tara Sundberg, Social Worker, completion of 12 month probationary period, no salary increase, effective 04/02/13
 - 7. Request for Social Worker
 - 8. Annual approval for staff vacancies
 - 9. Personnel Policy Number 19 - Wellness
 - 10. Contracts
 - 11. Donations
 - 12. Approval to purchase agency vehicles
 - 13. Approval for Southern Prairie Community Care (SPCC) county contribution
 - 14. Volume license quote
 - 15. IT equipment request
 - 16.
 - 17.
 - 18.

- T. Discussion/Information
 - 1.
 - 2.
 - 3.

- U. Adjournment

SOUTHWEST HEALTH & HUMAN SERVICES

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

SUMMARY OF FINANCIAL ACCOUNTS REPORT

For the Month Ending: **February 28, 2013**

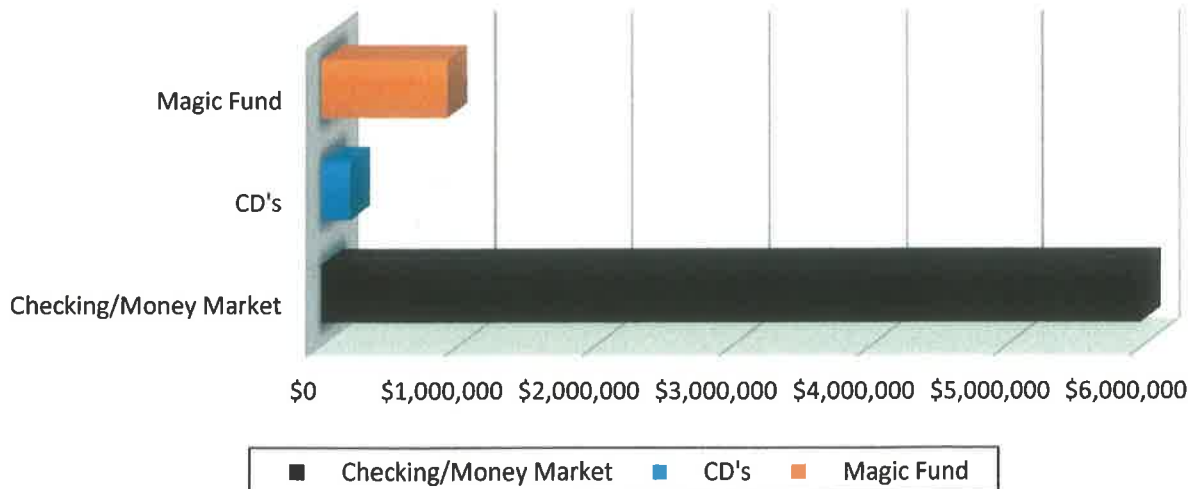
*** Income Maintenance * Social Services * Information Technology * Health ***

Description	Month	Running Balance
BEGINNING BALANCE		\$5,117,241
RECEIPTS		
Monthly Receipts	4,315,225	
County Contribution	0	
Interest on Investments	189	
TOTAL MONTHLY RECEIPTS		4,315,414
DISBURSEMENTS		
Monthly Disbursements	2,560,736	
TOTAL MONTHLY DISBURSEMENTS		2,560,736
ENDING BALANCE		\$6,871,919

REVENUE

<i>Checking/Money Market</i>	\$5,967,486	Average Balance last two years \$5,219,318
<i>CD's</i>	\$200,000	
<i>Magic Fund</i>	\$904,433	
<i>(February 2013 - yield .04%)</i>		
ENDING BALANCE	\$7,071,919	

REVENUE DESIGNATION



Southwest Health And Human Services



NJW
3/5/13 7:32AM

TREASURER'S CASH TRIAL BALANCE

As of 02/2013

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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			
	Receipts	608,154.08	817,135.72	
	Disbursements	102,153.71-	166,772.73-	
	Payroll	158,335.32-	312,009.16-	
	Journal Entries	100,000.00	100,000.00	
	Fund Total	447,665.05	438,353.83	1,556,567.07
5	Human Services Fund			
	Receipts	261,660.93	468,412.75	
	Disbursements	382,522.57-	606,148.41-	
	Payroll	643.50-	1,287.00-	
	Dept Total	121,505.14-	139,022.66-	167,947.64
5	Human Services Fund			
	Receipts	1,362,939.72	1,683,453.68	
	Disbursements	234,132.90-	515,014.74-	
	Payroll	320,962.67-	572,275.17-	
	Dept Total	807,844.15	596,163.77	867,881.66-
5	Human Services Fund			
	Receipts	46,295.75	74,343.57	
	Disbursements	89,397.43-	214,274.96-	
	Payroll	455,986.95-	828,618.37-	
	Dept Total	499,088.63-	968,549.76-	25,208,977.68-
5	Human Services Fund			
	Receipts	1,853,494.97	2,396,791.17	
	Disbursements	1,762.65-	219,238.15-	
	SSIS	782,466.30-	1,084,257.16-	
	Dept Total	1,069,266.02	1,093,295.86	32,378,227.98

Southwest Health And Human Services



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TREASURER'S CASH TRIAL BALANCE As of 02/2013

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<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
5	Human Services Fund	1,408,795.11-	Information Systems		
	Receipts		0.00	9,604.75	
	Disbursements		180.68-	1,214.06-	
	Payroll		15,364.88-	32,835.67-	
	Dept Total		15,545.56-	24,444.98-	1,433,240.09-
5	Human Services Fund	471	LCTS Collaborative Agency		
	Receipts	0.00			
	Disbursements		80,044.00	80,044.00	
	Dept Total		0.00	100.00-	79,944.00
	Fund Total		80,044.00	79,944.00	79,944.00
			1,321,014.84	637,386.23	5,116,020.19
71	LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
	Disbursements	73,752.45			
	Dept Total		484.00-	24,100.00-	49,652.45
	Fund Total		484.00-	24,100.00-	49,652.45
73	LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
	Receipts	64,830.53			
	Disbursements		2,825.00	3,125.00	
	Dept Total		2,682.00-	14,470.02-	53,485.51
	Fund Total		143.00	11,345.02-	53,485.51
			143.00	11,345.02-	53,485.51
75	Redwood LCTS Collaborative	471	LCTS Collaborative Agency		
	Receipts	0.00			
	Disbursements		0.00	127,130.46	
	Dept Total		13,660.42-	30,935.84-	96,194.62
			13,660.42-	96,194.62	96,194.62

Southwest Health And Human Services



NJW

3/5/13

7:32AM

As of 02/2013

TREASURER'S CASH TRIAL BALANCE

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
All Funds	5,735,430.18	13,660.42-	96,194.62	96,194.62
Fund Total				
Receipts		4,215,414.45	5,660,041.10	
Disbursements		826,976.36-	1,792,268.91-	
SSIS		782,466.30-	1,084,257.16-	
Payroll		951,293.32-	1,747,025.37-	
Journal Entries		100,000.00	100,000.00	
Total		1,754,678.47	1,136,489.66	6,871,919.84

Southwest Health And Human Services



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1 Health Services Fund

Report Basis: Cash

TRIAL BALANCE REPORT
As of 02/2013

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
1001 Cash	1,118,213.24	447,665.05	438,353.83	1,556,567.07
1090 Investments	300,000.00	100,000.00-	100,000.00-	200,000.00
Total Assets	1,418,213.24	347,665.05	338,353.83	1,756,567.07
---- Liabilities and Balance----- Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	1,418,213.24-	0.00	0.00	1,418,213.24-
2885 Revenue Control	0.00	608,073.76-	815,300.30-	815,300.30-
2887 Expenditure Control	0.00	260,408.71	476,946.47	476,946.47
Total Fund Balance	1,418,213.24-	347,665.05-	338,353.83-	1,756,567.07-
Total Liabilities and Balance	1,418,213.24-	347,665.05-	338,353.83-	1,756,567.07-
410 General Administration				
--- Liabilities and Balance----- Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
1 Health Services Fund	0.00	0.00	0.00	0.00

Southwest Health And Human Services

STATEMENT OF REVENUES AND EXPENDITURES



As Of **02/2013** 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	21,931.50-	307,726.00-	7	17
STATE REVENUES	479,944.60-	551,354.27-	1,228,630.00-	45	17
FEDERAL REVENUES	85,777.54-	150,726.48-	889,260.00-	17	17
FEES	40,495.97-	86,582.51-	445,480.00-	19	17
EARNINGS ON INVESTMENTS	188.71-	491.18-	0.00	0	17
MISCELLANEOUS REVENUE	1,666.94-	4,214.36-	178,500.00-	2	17
TOTAL REVENUES	608,073.76-	815,300.30-	3,049,596.00-	27	17
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	17
PAYROLL AND BENEFITS	158,335.32	312,009.16	2,245,694.00	14	17
OTHER EXPENDITURES	102,073.39	164,937.31	803,902.00	21	17
TOTAL EXPENDITURES	260,408.71	476,946.47	3,049,596.00	16	17

Southwest Health And Human Services



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STATEMENT OF REVENUES AND EXPENDITURES

As Of 02/2013 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2013 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	0.00	218,233.82-	4,618,381.00-	5	17
STATE REVENUES	1,926,739.62-	2,066,512.09-	8,287,416.00-	25	17
FEDERAL REVENUES	1,044,073.75-	1,386,198.77-	6,181,865.00-	22	17
FEES	66,941.08-	170,688.93-	1,135,250.00-	15	17
EARNINGS ON INVESTMENTS	0.00	0.00	1,300.00-	0	17
MISCELLANEOUS REVENUE	251,750.03-	314,670.00-	1,436,067.00-	22	17
TOTAL REVENUES	3,289,504.48-	4,156,303.61-	21,660,279.00-	19	17
EXPENDITURES					
PROGRAM EXPENDITURES	900,357.11	1,571,010.96	9,322,653.00	17	17
PAYROLL AND BENEFITS	794,382.39	1,446,539.96	10,202,186.00	14	17
OTHER EXPENDITURES	155,242.14	377,931.71	2,135,440.00	18	17
TOTAL EXPENDITURES	1,849,981.64	3,395,482.63	21,660,279.00	16	17

SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

YEAR 2013 MONTH February PAGE 1 OF

DATES	CHECK/RECEIPTS #'S	DESC.	DEPOSITS	CHECKS	BALANCE
	<u>BALANCE FORWARD</u>				5,117,241. ³⁷
2/1/13	76945 x	Dep	135,746.66		
2/04/13	27113-27149	Disb		129,520.15	
2/04/13	27150-27150	Disb		238.00	
2/04/13	27151-27226	Disb		184,658.16	
2/04/13	27227-27233	Disb		14,018.59	
2/5/13	1581-1620 x	Dep	41,386.62		
2/08/13	5797-5811	Payroll		474,598.63	
2/08/13	1621-1688 x	Dep.	512,059.22		
2/11/13	27234-27409	Disb		328,979.03	
2/11/13	27410-27504	Disb		253,237.03	
2/12/13	1689-1708 x	Dep	1,826,197.86		
2/14/13	36231 ^{CD} CASHED	Dep.	100,000.-		
2/14/13 15 ^{3AD}	1709-1754, 1762, 1766, 1769-1782, 1784-1794 x	Dep.	48,378.76		
2/19/13	27505-27573	Disb		181,088.02	
2/19/13	27574-27679	Disb		128,069.24	
2/19/13	1760-61, 1763-65, 1767-68, 1783, 1795-1817 x	Dep.	267,825.79		
2/20/13	1833 x	Dep.	493,636.20		
2/22/13	5812-5826	Disb		476,694.69	
2/22/13	27680-27960	Disb		72,331.11	
2/22/13	1818-1825, 1827-1903 x	Dep.	362,639.43		
2/25/13	27961-28072	Disb		68,898.68	
2/25/13	28073-28113	Disb		115,685.17	
2/26/13	1904-25, 1927, 1932 x 1936-38, 40, 43, 1945-58	Dep	132,103.79		
2/28/13	28114-28170	Disb		440,40.14	
2/28/13	28171-28206	Disb		88,679.34	
2/28/13	1926, 1928-31, 1933-35, 1939, x 1941-42, 1944, 1957-86, 1988, 1991-92, 1994-96	Dep	392,549.11		

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 2**

Effective: 02/16/11

Revision Date: ~~11/21/12~~ 03/13/13

Authority: Southwest Health and Human Services – Human Services Board
Special Session CM0004
MN Admin Rules 9500.1261

**--CONSOLIDATED FUND EMERGENCY ASSISTANCE (EA) AND EMERGENCY GENERAL
ASSISTANCE (EGA) GUIDELINES--**

Section 1 – Policy Statement

- a. Resolution of the emergency must be assessed and approved in a cost effective manner. If the emergency cannot be resolved cost effectively, the agency can deny the request.
- b. Based on available funding the Agency Director and Eligibility Supervisor may adjust eligibility and payment factors.
- c. SWHHS will work cooperatively with WESCAP, SMOC, Heat Share, and other resources as to availability and eligibility for funding necessary to resolve the emergency.

Section 2 – Definitions

- a. **EA** – Emergency Assistance Consolidated Fund (EA) meets the emergency needs of eligible households that include a child who meets the MFIP definition of minor child and/or a pregnant woman. less than 21 years of age.
- b. **EGA** - Emergency General Assistance (EGA) meets the emergency needs of eligible individuals, married couples, or families who are in an emergency. Families must not be eligible for MFIP/DWP or emergency aid from other programs such as EA Consolidated Fund.
- c. **Emergency/Crisis** – Threat of eviction from a landlord/management or homelessness as a result of domestic abuse. The latter would require a determination of need by social services. Threat of utility shutoff and refusal of service for fuel required. Utility is defined as electricity, water, sewer, fuel oil, natural gas or propane. Shelter is defined as rent and/or deposit. Mortgage payments are not considered unless in a foreclosure situation or from an employment crisis.
 - The emergency must require immediate financial assistance.
 - The financial assistance required by the emergency must be temporary and must not exceed two months before the month of application.

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 2**

- **All eviction notices, mortgage foreclosures and utilities bills submitted for determination of emergency assistance must be in the name of the person applying for emergency assistance or a current eligible household member.**

- d. **Employment Crisis** – This is for non-MFIP families who have experienced an unexpected occurrence which puts them at risk of losing their employment without EA/EGA. Employment related expenses could be car payments, car repairs, insurance, or mortgage/rent payments if the household will be able to maintain their mortgage/rent payments after their current crisis is resolved. These expenses are all dependent on the applicant’s work history.

- e. **Work Expenses** – Car payments, car registration, car insurance, upkeep and repairs; gas to get to work.

- f. **Basis Needs** – Shelter, utilities, food, clothing, work expense costs required for current employment, or other items which pose a direct threat to the physical health or safety of the assistance unit as determined by the county agency. Basic needs do not include TV, water softeners or phone.

Section 3 – Eligibility Criteria

- a. A family member must meet the 30 day state residency requirement. No exceptions.

- b. Refusing employment or training for employment without good cause for employment in Minnesota must not have caused the crisis.

- c. A unit member cannot be in a sanction for any reason or be disqualified from the Cash or SNAP Food Support programs.

- d. Assistance unit is limited to EA/EGA once within 12 month period of time.

- e. Assistance unit net income must be at or below 200% of the federal poverty guidelines in effect.
 - EA – At the time of the application. Income to be considered is for the current month of application and the past two months.
 - EGA – From the previous calendar year. Income to be considered is for the current month of application and the past two months.

- f. The assistance unit must be unable to resolve its crisis by combining:
 - Liquid assets and assets they can liquidate in time to help.

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 2**

- Income they will receive in time to help.
 - Other funds for which they are eligible.
- g. The assistance unit must not have used more than 50% of its income and liquid assets for purposes other than basic needs during the two months immediately preceding the month of application.
- h. Assistance for moving expenses:
- Units must meet emergency eligibility criteria prior to approval.
 - Moving will resolve the emergency.
 - Expenses are prior authorized.
 - New housing is cost effective.
 - Cover costs of 1st month's rent, deposit and utility hook up.
 - Will provide moving costs if necessary.
- i. Home Repairs:
- Units must meet the emergency eligibility criteria period to approval.
 - Unit member must own and live in the home.
 - Prior authorization is required for all repair expenses.
 - Must provide two estimates for repair costs and loan denial.
 - Must be denied by WESCAP/SMOC.
 - Vendor paid only on completion of repair and with proof of actual costs.

Section 4 – Application Process

- a. Offer information, application and interview the same day as inquiry.
- b. Complete referral to social services as needed.
- c. Follow application process timelines as used for applications for cash assistance.

Section 5 – Mandatory Verifications

- a. Applicant's identity.
- b. Caregiver/child relationship.
- c. Immigration status if necessary.
- d. Emergency situation and actual cost to alleviate the emergency.

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 2**

- e. Income for all unithousehold members for the application month and two prior months.
- f. Liquid assets for all unithousehold members.
- g. Work expenses for each employed unithousehold member.

Section 6 – Determining Need

- a. Determine the minimum amount needed to resolve the assistant unit's emergency.
- b. Determine the amount of income and liquid assets the unit has or will have that can be applied toward the emergency. Count all income for all unit members. There are no exclusions.
 - Use gross income of all unit members minus actual expenses. Actual expenses depend on the type of income and include items such as; self-employment expenses, work transportation costs, taxes, dependent care, tuition, student fees and child support paid.
 - Count assets the unit can convert to cash in time to resolve the emergency. Do not count assets if converting them to cash creates an undue hardship for the unit.
 - Do not count assets and income the unit has or will have that they need to cover their current basic needs. The remainder is the amount the unit can apply towards the emergency.

Section 7 – Amount of Payments

- a. EA
 - The maximum amount of EA for shelter and utilities for MFIP/DWP assistance unit will be the amount needed to resolve the crisis for bills incurred during application month and 2 months prior.
 - The maximum amount of EA for an employed non-MFIP assistance unit must not exceed 2 times the amount of the MFIP transitional standard for a family of that size for bills incurred during the application month and 2 months prior.
 - EA may be used if immediate action is needed to protect the life or health of a child and non-payment could result in out-of-home placement of child.
- b. EGA
 - The maximum amount of EGA is limited to 4 times the assistance unit monthly assistance standard.
 - Standards
 - Single Adult - \$203

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 2**

- Married couple without children - \$260
- Units with Minor Children
 - ❖ First adult, \$187
 - ❖ Second adult, \$73
 - ❖ First Child, \$250
 - ❖ Second Child, \$95
 - ❖ Third child, \$89
 - ❖ Fourth child, \$76
 - ❖ Fifth child, \$76
 - ❖ Sixth child, \$76
 - ❖ Seventh child, \$66
 - ❖ Eighth child, \$64
 - ❖ Ninth child, \$55
 - ❖ Tenth child, \$54
 - ❖ Each additional child, \$53

Section 8 – Appeal Rights

- a. Clients must appeal within 30 days of notice.
- b. Do not issue benefits while appeal is pending.
- c. County agency must submit all appeal requests within 2 working days of receipt to the State Appeals Office.
- d. If the client wins the appeal, issue corrective payment within 7 days of receiving the appeal decision.

Forms: Combined Application
Crisis Work Sheet
Crisis Information Letter

Memorandum of Agreement Environmental Health Long Term Staffing

This agreement is hereby entered into between the Southwest Minnesota Public Health agencies that hold delegation agreement for environmental health licensing with the Minnesota Department of Health, including:

- Countryside Public Health (Big Stone, Chippewa, Lac qui Parle, Swift, Yellow Medicine)
 - Southwest Health and Human Services (Lincoln, Lyon, Murray, Pipestone, Redwood, Rock)
 - Kandiyohi – Renville Public Health
1. The purpose of the staffing plan is to provide guidance to the agency when the environmental health staff becomes absent for an extended length of time.
 2. The staffing plan will become activated if the absence exceeds three weeks and not longer than six months unless agreed upon by all participants.
 3. Agencies that have signed this document will be contacted and schedules will be developed so that emergency public health nuisance investigation, plan reviews, consultations, and other general environmental health services, including routine inspections, can be conducted.
 4. The agency requesting environmental health services shall compensate the supporting agency \$50 for every hour of service provided. Hours of service shall include portal travel time. Actual mileage will be paid at the current IRS rate. The supporting agency will bill the requesting agency for services rendered.
 5. Alternately, other qualified Registered Sanitarians/Environmental Health staff may be contracted to work.
 6. Provisions of services will commence upon request. This agreement shall end upon formal written notification by any party.

Finalized this _____ day of _____ 2013.

Countryside Public Health

Administrator

Southwest Health and Human Services

Administrator

Kandiyohi – Renville Public Health

Administrator

Attachment 1

Example: Long Term Staffing Plan Schedule

Environmental health staff at an agency (A) are absent from work over three weeks are expect to be absent for several additional months.

The Long Term Staffing Plan is activated.

Agency A contacts the agencies that have signed the Long Term Staffing Plan (LTS) Agreement and develop the following schedule for environmental health services:

Agency B works 1 day in the first week of LTS activation
Agency C works 1 day in the first week of LTS activation
Agency D works 1 day in the second week of LTS activation
Agency E works 1 day in the second week of LTS activation

- The above rotation continues for the duration of the requesting agency environmental health staff absence with each support agency providing one staff for one day every two weeks.
- Note that this plan maintains a staffing level of about 40% at the requesting agency and at least 90% at the home agency throughout the long term absence.



HEALTH SERVICES DEPARTMENT 2013 FEES

Car Seat Education	\$80/session
Day Care Consultations	\$35/month, including windshield time and preparation time as appropriate. Mileage at the IRS Tax Free rate is additional
Day Care Inspections	\$50/hour + windshield time Mileage at the IRS Tax Free rate is additional
Dental Varnish	\$25/visit
Educational/Wellness Presentation	\$50/hour per staff with a minimum of one hour charge. Mileage at the IRS Tax Free rate is additional
Immunizations	\$20/immunization
Mantoux Testing	\$25/test
Foot clinic(available in Redwood)	\$20.00/visit
Radon Kits – Short Term (fee includes tax)	\$6.00/kit
Radon Kits – Long Term (fee includes tax)	\$15.00/kit
UA Collection	\$25.00
Sharps Container	\$6.00 – Small \$8.00 – Medium \$10.00 - Large

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

EFFECTIVE DATE: 02/15/12

REVISION DATE: 03/13/13

AUTHORITY: Southwest Health and Human Services Joint Governing Board

- - -WELLNESS- - -

Section 1 - General Policy Statement

- a. It is the policy of SWHHS to promote the health and safety of employees and encourage regular participation in moderate to vigorous physical activity.
- b. SWHHS is dedicated to creating a healthy work environment that supports employee and workplace health. SWHHS feels it is important to provide employees with healthy physical activity opportunities to support our efforts to prevent disease and attain optimum health.
- c. SWHHS and the Wellness Committee will:
 - Provide educational information and resource information on health-related activity.
 - Establish a physical activity notice board or circulate opportunities to staff via newsletters or e-mails.
 - Utilize promotional and motivational posters encouraging employees to make active choices.
 - Provide details or maps of suitable lunch and break time walking routes to promote walking/jogging.
 - Provide bikes and bike routes that are suitable for lunch and break time routes.
 - Provide storage racks for bikes.
 - Provide on-site space for physical activity.
 - Promote participation of BCBS fitness discount program.
 - Encourage participation in employee sports teams/activity groups.
 - Provide flexible work weeks to allow for physical activity participation before, during or after the working day.
 - Ensure that new working practices do not contribute to existing barriers to physical activity participation.
 - Employees are informed of this policy through the department director/supervisor upon orientation.
 - Encourage employees to promote a physically active environment both at work and at home.
 - Director/supervisors are encouraging and/or are a role model, provide support to employees for physical activity opportunities.

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

Section 2 - Employee Benefit

- a. Employees who have accumulated medical leave balances may trade their medical leave hours to cover the cost of health and wellness-related expenses for the employee and their eligible dependents as defined by eligibility to be on a parents' insurance or aged 18 and younger.
- b. General Provisions
- Maximum of ~~\$750~~ **1,000** (gross pay) in claims per employee per calendar year beginning the year of 2013.
 - Claims can be submitted for expenses incurred for the employee, spouse, or eligible dependents, as defined under the agency's health insurance plan.
 - A minimum of three weeks (112.50 hours) of medical leave must remain after reimbursement; only medical leave can be cashed in for this taxable reimbursement.
 - Employees who are in the process of terminating employment are not eligible for this program.
 - Expenses that have been reimbursed by flexible spending or VEBA are not eligible.
 - Staff may only be reimbursed for the net cost of any expense, less any other reimbursements such as the BCBS fitness discount.
- c. Eligible Expenses
- Health club memberships (single, couple, family if eligible and including any tax and/or enrollment fees)
 - Smoking cessation programs
 - Weight loss programs
 - Stress management classes/programs
 - Fitness/exercise programs (i.e., Jazzercise, Curves, martial arts, etc...)
 - Personal trainers
 - New or used stationary personal exercise equipment that can be used year-round in the home (i.e., treadmill, exercise bike, stair-stepper, etc....) or non-stationary exercise equipment (i.e., bike)
 - Maintenance/repairs/warranties on eligible equipment
- d. Expenses not Eligible
- Club membership of a primarily social nature (i.e., Country club/golf course membership)
 - Clothing items (i.e., running shoes, shorts, jackets, etc...)
 - Food/supplements purchased in conjunction with a weight loss program
 - Medical related expenses (i.e., lab tests, prescriptions, etc...)

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- Camping or recreational equipment (i.e., tents, canoes, packs, golf clubs, skis, skates, etc...)
- Fees (i.e., registrations, park entrances, court/green fees, lift tickets, lockers, tanning, etc...)

- DVD's, software and gaming systems, such as Wii or Xbox.

Section 3 – Procedures

- a. To claim a reimbursement under this program, submit a Medical Leave for Fitness Reimbursement Form with appropriate documentation attached, to the Wellness Coordinator. Providing the request meets the general provisions and is an eligible expense, it will be approved within 10 business days. You will be reimbursed on your regular payroll check, providing it is approved by Monday noon the week of payroll.

- b. Submission Deadlines
 - Expenses must be submitted in the year incurred. Reimbursement requests may not exceed the maximum amount of ~~\$750~~ 1,000 per payroll year and must be received before the last full payroll period of the year in order to be processed for that year.

MARCH 2013
BOARD APPROVAL ON THE FOLLOWING:

- IV-D Cooperative Agreement** – 01/01/13 to 12/31/13; All 6 counties, County Attorneys at \$120 and Sheriff Process Service Fees of Lyon \$45, Murray \$0, Pipestone \$75, Redwood \$50, and Rock \$40 (no contract with Lincoln).

- Mary Htoo (Interpreter)** – 03/01/13 to open; Interpreter services for Burmese and Karen languages.

- Home Care of SD** – 01/01/13 to 12/31/16; Home Community Based Service contract (renewal).

- Hiawatha Manor** – 01/01/13 to 12/31/15; Home Community Based Service contract.

- Advanced Opportunities** – 01/01/13 to 12/31/16; Home Community Based Service contract (renewal).

- Good Samaritan Society Luverne** – 01/01/13 to 12/31/16; Home Community Based Service contract (renewal).

- Public Health Emergency Preparedness (PHEP)** – 08/10/12 to 06/30/13; Amendment to increase grant amount by \$13,929.62, which is Redwood portion (original \$110,000 to amended of \$123,929.62).

BOARD MEETING – 03/13/13

DONATIONS

- **Donation of 4 layette bundles from Rolling Plans Sewing Circle in Ward, SD**
- **Donation of baby items from St. Leo's Catholic Church in Pipestone**
- **Donation of 40 to 60 Easter baskets for children in need from Our Savior's Lutheran Church in Canby**