



SOUTHWEST
HEALTH & HUMAN
SERVICES

PLEASE NOTE
THE BOARD MEETING WILL BE HELD IN IVANHOE

Southwest Health and Human Services
Board Agenda
Wednesday, May 15, 2013
319 North Rebecca Street
Courthouse
Ivanhoe
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 04/17/13 board minutes

D. Financial

E. Caseload

	04/13	03/13	02/13
Social Service	3309	3324	3231
Out-of-Home Placements	123	123	116
Income Maintenance	10,995	11,032	11,046
Child Support Cases	3846	3877	3860
Child Support Collections	\$976,030	\$896,751	\$823,311

F. Decision Items

- 1.
- 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 04/17/13 board minutes

J. Financial

K. Caseload

	04/13	03/13	02/13
WIC		2302	2279
Family Home Visiting	27	33	30
PCA Assessments	23	22	21
Managed Care	171	168	152
Dental Varnishing	77	106	70

L. Decision Items

- 1.
- 2.

M. Discussion/Information

- 1.
- 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 04/17/13 board minutes

P. Financial

Q. Introduce new staff member; Chris Tauer, Public Health Nurse

GOVERNING BOARD (cont.)

R. Decision Items

1. Eileen Stephenson, Office Support Specialist, resignation, effective 05/06/13
2. Julie Hogen, Social Worker, resignation, effective 05/08/13
3. Kayla Olson, Social Worker, completion of 12 month probationary period, no salary increase, effective 05/21/13
4. Ashlee Grussing, Social Worker (CPS), probationary appointment (12 months), \$35,892.00/annual, effective 05/20/13
5. Penny Scheffler, Social Worker (CPS), probationary appointment (12 months), \$53,500.00/annual, effective 05/21/13
6. Danielle Powell, Social Worker (CPS), probationary appointment (12 months), \$35,892.00/annual, effective 05/23/13
7. Request for Office Support Specialist
8. Administrative Policy Number 5 – Credit Card Policy
9. Request to increase credit card limit
10. Personnel Policy Number 19 - Wellness
11. Contracts
12. Donations
13. Need Determination – Rock County Opportunities
14. Copier lease - Ivanhoe
15. Bomgar remote user software
16. Phone system expansion
17. Request for Ipads for SSIS pilot project
- 18.
- 19.
- 20.

S. Discussion/Information

- 1.
- 2.
- 3.

T. Adjournment

SOUTHWEST HEALTH & HUMAN SERVICES

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

SUMMARY OF FINANCIAL ACCOUNTS REPORT

For the Month Ending: **April 30, 2013**

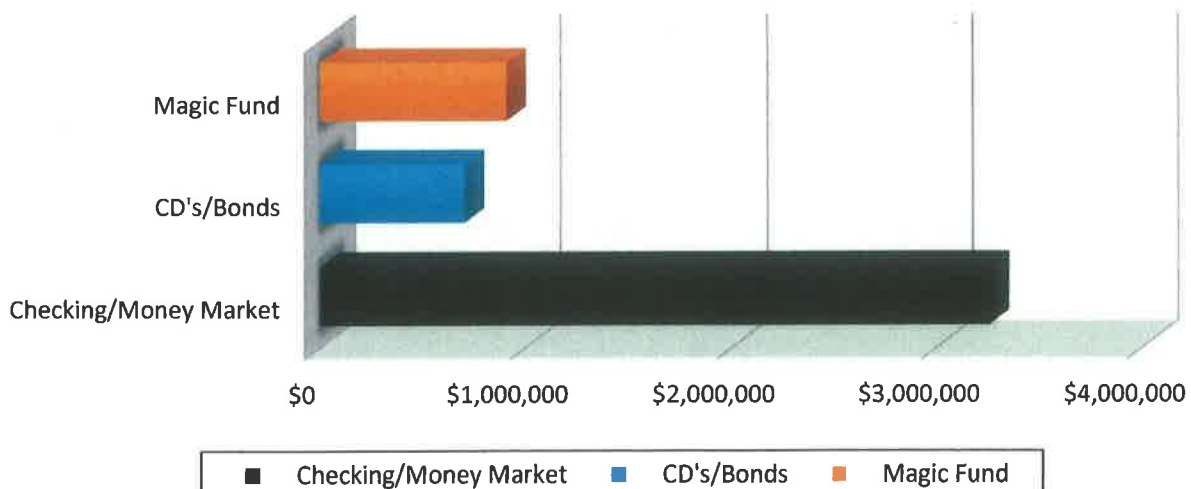
*** Income Maintenance * Social Services * Information Technology * Health ***

Description	Month	Running Balance
BEGINNING BALANCE		\$6,026,675
RECEIPTS		
Monthly Receipts	1,094,658	
County Contribution	0	
Interest on Investments	0	
TOTAL MONTHLY RECEIPTS		1,094,658
DISBURSEMENTS		
Monthly Disbursements	2,968,512	
TOTAL MONTHLY DISBURSEMENTS		2,968,512
ENDING BALANCE		\$4,152,821

REVENUE

<i>Checking/Money Market</i>	\$3,248,333	Average Balance last two years \$3,422,616
<i>CD's/Bonds</i>	\$700,000	
<i>Magic Fund</i>	\$904,488	
<i>(April 2013 - yield .04%)</i>		
ENDING BALANCE	\$4,852,821	

REVENUE DESIGNATION



Southwest Health And Human Services



KJD
5/2/13 1:19PM

TREASURER'S CASH TRIAL BALANCE As of 04/2013

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 Health Services Fund	1,118,213.24			
Receipts		216,256.04	1,271,918.50	
Disbursements		141,981.27-	414,213.27-	
Payroll		162,384.08-	635,252.13-	
Journal Entries		100,248.66-	1,243.30-	
Fund Total		188,357.97-	221,209.80	1,339,423.04
5 Human Services Fund				
410 General Administration	306,970.30			
Receipts		211,896.18	923,851.46	
Disbursements		242,900.21-	1,058,657.60-	
Payroll		638.00-	2,563.00-	
Dept Total		31,642.03-	137,369.14-	169,601.16
5 Human Services Fund				
420 Income Maintenance	1,478,708.43-			
Receipts		190,880.88	2,239,421.70	
Disbursements		263,128.72-	1,051,633.28-	
Payroll		311,698.26-	1,190,179.46-	
Journal Entries		160,000.00-	160,000.00-	
Dept Total		543,946.10-	162,391.04-	1,641,099.47-
5 Human Services Fund				
430 Social Services	24,236,915.12-			
Receipts		1,444.75	85,568.96	
Disbursements		119,864.49-	527,001.20-	
Payroll		435,987.88-	1,697,391.21-	
Journal Entries		240,000.00-	240,000.00-	
Dept Total		794,407.62-	2,378,823.45-	26,615,738.57-
5 Human Services Fund				
431 Purchased Services, SSIS	31,296,082.32			
Receipts		472,911.09	3,512,388.53	
Disbursements		1,397.21-	301,852.91-	
SSIS		746,228.59-	2,375,367.07-	



Southwest Health And Human Services

KJD
5/2/13

1:19PM

TREASURER'S CASH TRIAL BALANCE

As of 04/2013

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
5	1,408,795.11-	274,714.71-	835,168.55	32,131,250.87
	Human Services Fund	Information Systems		
	Receipts	455.00	21,512.75	
	Disbursements	13,822.41-	20,916.29-	
	Payroll	15,499.50-	63,834.67-	
	Dept Total	28,866.91-	63,238.21-	1,472,033.32-
5	0.00	LCTS Collaborative Agency		
	Human Services Fund			
	Receipts	0.00	80,044.00	
	Journal Entries	0.00	80,044.00-	
	Dept Total	0.00	0.00	0.00
	Fund Total	1,673,577.37-	1,906,653.29-	2,571,980.67
71	73,752.45	LCTS Collaborative Agency		
	LCTS Lyon Murray Collaborative Fund			
	Disbursements	715.00-	24,815.00-	
	Journal Entries	0.00	25,538.33	
	Dept Total	715.00-	723.33	74,475.78
	Fund Total	715.00-	723.33	74,475.78
73	64,830.53	LCTS Collaborative Agency		
	LCTS Rock Pipestone Collaborative Fund			
	Receipts	815.00	7,230.00	
	Disbursements	3,218.71-	31,858.40-	
	Journal Entries	0.00	12,624.67	
	Dept Total	2,403.71-	12,003.73-	52,826.80
	Fund Total	2,403.71-	12,003.73-	52,826.80
75	0.00	LCTS Collaborative Agency		
	Redwood LCTS Collaborative			

Southwest Health And Human Services



KJD
5/2/13

1:19PM

TREASURER'S CASH TRIAL BALANCE

As of 04/2013

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		0.00	127,130.46	
Disbursements		8,800.00-	54,896.26-	
Journal Entries		0.00	41,881.00	
Dept Total		8,800.00-	114,115.20	114,115.20
Fund Total		8,800.00-	114,115.20	114,115.20
All Funds	5,735,430.18			
Receipts		1,094,658.94	8,269,066.36	
Disbursements		795,828.02-	3,485,844.21-	
SSIS		746,228.59-	2,375,367.07-	
Payroll		926,207.72-	3,589,220.47-	
Journal Entries		500,248.66-	401,243.30-	
Total		1,873,854.05-	1,582,608.69-	4,152,821.49

Southwest Health And Human Services



NJW
5/3/13 8:48AM
1 Health Services Fund

TRIAL BALANCE REPORT
As of 04/2013
Report Basis: Cash

<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	188,357.97-	221,209.80	1,339,423.04
1090 Investments	300,000.00	100,000.00	0.00	300,000.00
Total Assets	1,418,213.24	88,357.97-	221,209.80	1,639,423.04
--- 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	216,260.44-	1,259,871.60-	1,259,871.60-
2887 Expenditure Control	0.00	304,618.41	1,038,661.80	1,038,661.80
Total Fund Balance	1,418,213.24-	88,357.97	221,209.80-	1,639,423.04-
Total Liabilities and Balance	1,418,213.24-	88,357.97	221,209.80-	1,639,423.04-
410 General Administration				
----- Assets -----				
Total Assets	0.00	0.00	0.00	0.00
--- 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				

Southwest Health And Human Services



NJW
5/3/13 8:48AM

5 Human Services Fund

TRIAL BALANCE REPORT

As of 04/2013

Report Basis: Cash

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This- Month</u>	<u>Actual Year- To- Date</u>	<u>Current Balance</u>
410 General Administration				
1001 Cash In Bank - Checking	306,970.30	31,642.03-	137,369.14-	169,601.16
1090 Investments	0.00	400,000.00	400,000.00	400,000.00
Total Assets	306,970.30	368,357.97	262,630.86	569,601.16
--- Liabilities and Balance ---				
Liabilities				
2080 Medical Insurance Payable	169,148.56-	4,497.00-	121,168.75	47,979.81-
2090 Due To Flexible Plan Employees	0.00	615.59-	615.59-	615.59-
Total Liabilities	169,148.56-	5,112.59-	120,553.16	48,595.40-
Fund Balance				
2881 Unassigned Fund Balance	137,821.74-	400,000.00-	400,000.00-	537,821.74-
2885 Revenue Control	0.00	0.00	36,200.00-	36,200.00-
2887 Expenditure Control	0.00	36,754.62	53,015.98	53,015.98
Total Fund Balance	137,821.74-	363,245.38-	383,184.02-	521,005.76-
Total Liabilities and Balance	306,970.30-	368,357.97-	262,630.86-	569,601.16-
420 Income Maintenance				
1001 Cash In Bank - Checking	1,478,708.43-	543,946.10-	162,391.04-	1,641,099.47-
Total Assets	1,478,708.43-	543,946.10-	162,391.04-	1,641,099.47-
--- Liabilities and Balance ---				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	1,478,708.43	160,000.00	160,000.00	1,638,708.43
2885 Revenue Control	0.00	183,112.25-	2,189,556.69-	2,189,556.69-
2887 Expenditure Control	0.00	567,058.35	2,191,947.73	2,191,947.73
Total Fund Balance	1,478,708.43	543,946.10	162,391.04	1,641,099.47
Total Liabilities and Balance	1,478,708.43	543,946.10	162,391.04	1,641,099.47
430 Social Services				

Southwest Health And Human Services



NJW

5/3/13 8:48AM

STATEMENT OF REVENUES AND EXPENDITURES

As Of 04/2013 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	139,180.50-	776,722.00-	18	33
INTERGOVERNMENTAL REVENUES	1,224.51-	427,485.94-	463,292.00-	92	33
STATE REVENUES	75,858.34-	150,881.72-	296,342.00-	51	33
FEDERAL REVENUES	81,196.22-	293,472.42-	890,960.00-	33	33
FEES	51,748.87-	198,701.25-	443,780.00-	45	33
EARNINGS ON INVESTMENTS	0.00	610.39-	0.00	0	33
MISCELLANEOUS REVENUES	6,232.50-	49,539.38-	178,500.00-	28	33
TOTAL REVENUES	216,260.44-	1,259,871.60-	3,049,596.00-	41	33
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	33
PAYROLL AND BENEFITS	162,384.08	635,252.13	2,245,694.00	28	33
OTHER EXPENDITURES	142,234.33	403,409.67	803,902.00	50	33
TOTAL EXPENDITURES	304,618.41	1,038,661.80	3,049,596.00	34	33

Southwest Health And Human Services



NJW

5/3/13 8:48AM

STATEMENT OF REVENUES AND EXPENDITURES

As Of 04/2013 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-	9,088,387.00-	2	33
INTERGOVERNMENTAL REVENUES	904.48-	1,884,156.89-	325,058.00-	580	33
STATE REVENUES	151,428.13-	799,152.47-	3,492,352.00-	23	33
FEDERAL REVENUES	283,784.78-	2,034,758.26-	6,181,865.00-	33	33
FEES	124,907.52-	389,904.59-	1,135,250.00-	34	33
EARNINGS ON INVESTMENTS	0.00	476.79-	1,300.00-	37	33
MISCELLANEOUS REVENUES	80,533.87-	505,267.32-	1,436,067.00-	35	33
TOTAL REVENUES	641,558.78-	5,831,950.14-	21,660,279.00-	27	33
EXPENDITURES					
PROGRAM EXPENDITURES	889,197.93	3,180,699.38	9,322,653.00	34	33
PAYROLL AND BENEFITS	760,774.95	2,957,834.05	10,202,186.00	29	33
OTHER EXPENDITURES	270,275.86	998,767.37	2,135,440.00	47	33
TOTAL EXPENDITURES	1,920,248.74	7,137,300.80	21,660,279.00	33	33

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

DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				6,026,675.54
4/1/13	29347-29368	DISB		3,864.43	6,022,811.11
4/1/13	29369-29388	DISB		16,795.70	6,006,015.41
4/1/13	29389-29411	DISB		44,187.42	5,961,827.99
4/2/13	2513-2543	Dep	32,981.75		5,994,809.74
4/5/13	5870-5884	PAYROLL		464,285.78	5,530,523.96
4/5/13	2544-2620	Dep	159,014.99		5,689,538.95
4/8/13	29412-29524	DISB		337,955.22	5,351,583.73
4/8/13	29525-29637	DISB		249,348.78	5,102,234.95
4/8/13	29638-29693	DISB		9,356.03	5,092,878.92
4/9/13	2621-32,34-37,40,45-50,52-2682	Dep	155,985.40		5,248,864.32
4/12/13	2633, 2638-39, 2641-44, 2651, 2683-34	Dep	131,346.77		5,380,211.09
4/15/13	29694-29742	DISB		18,568.16	5,361,642.93
4/15/13	29743-29872	DISB		275,976.57	5,085,666.36
4/10/13	2650 neg. mmis \$ from Redwood	System Correction	-26,578.13		5,059,088.23
4/15/13	9094	sales/use tax		465.00	5,058,623.23
4/16/13	2735-61, 2764, 2767-77	Dep	29,209.71		5,087,832.94
4/19/13	5885-5900	PAYROLL		461,921.94	4,625,911.00
4/19/13	2762-63,65-66, 2778-2804	Dep	65,829.73		4,691,740.73
4/19/13	29873 - 30156	Disb		69,376.60	4,622,364.13
4/22/13	30157-30209	Disb		7,315.06	4,615,049.07
4/22/13	30210-30311	Disb		244,944.27	4,370,104.80
4/9/13	9095	wire fee	-22.00		4,370,082.80
4/23/13	2810-2868	Dep	209,256.18		4,579,338.98
4/26/13	2805-09, 2969-2927	Dep	240,299.78		4,819,638.76
4/29/13	30312 - 30341	Disb		2,509.02	4,817,129.74
4/29/13	30342 - 30461	Disb		169,160.78	4,647,968.96
4/30/13	30462-30484	DISB		90,475.08	4,557,493.88
4/30/13	30485-30507	DISB		1,758.49	4,555,735.39
4/30/13	2928-2958	Dep	97,509.76		4,653,245.15
4/5/13	9092	Neg rcpt	-175.00		4,653,070.15
4/12/13	MNCare Tax Est-EFT	DISB		248.66	4,652,821.49
4/17/13	Purchase of Bond	DISB		500,000.00	4,152,821.49
					4,152,821.49
5/2/13	Balanced by LD	TOTALS	1,094,658.94	2,968,512.99	

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 5**

EFFECTIVE DATE: 01/01/11

REVISION DATE: ~~06/20/12~~ 05/15/13

AUTHORITY: Southwest Health and Human Services Joint Governing Board
Minnesota Statute 375.171

--CREDIT CARD POLICY--

Section 1 – Purpose

- a. The purpose of this policy is to provide user information to those employees who have been approved by the Southwest Health and Human Services Governing Board to do business for Southwest Health and Human Services using a credit card issued in the county's name.

Section 2 - Authority to Establish

- a. A county board may authorize the use of a credit card by any county officer otherwise authorized to make a purchase on behalf of the county. If an employee makes a purchase by credit card that is not approved by the county board, the employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all statutes, rules or county policy applicable to county purchases.

SCOPE - It is the policy of Southwest Health and Human Services to allow the use of a credit card by the Director, Deputy Director, Social Services Division Director and Public Health Division Director for certain expenses as outlined below.

Section 3 – Authorization

- a. Southwest Health and Human Services Governing Board approval is necessary for a department head to obtain a credit card.
- b. At this time cards will be issued to: the Director, Deputy Director , Social Services Division Director , and Public Health Division Director.
- c. The above named individuals are the only ones authorized to use the card.
- d. The Southwest Health and Human Services Governing Board may, at any time and without notice, cancel credit card use authorization.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 5**

- e. The Southwest Health and Human Services Governing Board shall review credit card use randomly. If it is determined that credit card use is not in the best interest of Southwest Health and Human Services, they may discontinue credit card privileges.

Section 4 – Controls

- a. The Southwest Health and Human Services Governing Board will approve or deny any request for a credit card.
- b. All existing purchasing policies apply to purchases made on a credit card.
- c. All receipts must be obtained by the person using the card and presented to accounting for reconciliation of the billing.
- d. It will be the responsibility of the ~~Director of Business Management~~ Deputy Director to cancel a lost card immediately and to notify the Director and the Southwest Health and Human Services Governing Board of the same.

Section 5 - Eligible Uses of the Credit Card

- a. The credit card may be used to:
- Guarantee and pay for hotel rooms for conferences, meeting attendance, or client related travel.
 - Purchase supplies and/or materials when purchase of the items by credit card is more time and cost efficient than if purchased by a county warrant (i.e. on line purchases).
 - Out of state travel related to a client and/or approved by the Southwest Health and Human Services Governing Board.

Section 6 - Ineligible Uses of the Credit Card

- a. The credit card may not be used for:
- Personal purchases. Absolutely no personal use of the card is allowed.
 - Meal expenses.
 - Gratuities and excess daily meal allowance.
 - Gasoline for any personal vehicle.
 - Cash advances.
 - Alcoholic beverages.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 5**

- b. Any unallowable expenses charged on a card will be the responsibility of the employee making the purchase. It is the Director ~~and Director of Business Management and Deputy Director~~'s responsibility to ensure that only reimbursable expenses are charged on the card.

Section 7 - Monthly Reconciliation

- a. Each month the administrative accounting technician and/or case aide will be sent the monthly billing statement. It is the personal responsibility of the Director and ~~Director of Business Management Deputy Director~~ to submit the proper original receipts immediately upon receipt to accounting.
- b. Either the administrative accounting technician and/or case aide will reconcile the monthly statement with all original receipts.
- c. No fees or interest charged by a card company because of late payments due to untimely submission of records to accounting will be paid from county funds. The ~~Director and Director of Business Management~~ cardholders will be personally responsible for those fees if they appear on the billing for their department.

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

EFFECTIVE DATE: 02/15/12

REVISION DATE: ~~03/13/13~~ 05/15/13

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 \$ 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, swim passes, and swimming lessons (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, jogger stroller, child carrier, and helmets)
 - Maintenance/repairs/warranties on eligible equipment
 - Recreational Equipment (i.e., rollerblades, skis, snow shoes, etc.)
 - Monitoring devices (i.e., pedometer, heart rate monitor, and scale)
 - Fitness media (DVDS, videos, and games (i.e., fitness games)). Title must be in request.

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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, glucose monitor, blood pressure monitor, etc...)
- 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...)
- Sports equipment for an activity that is used in school, league, or organized sports (i.e., tennis, football, basketball, baseball, hockey, golf, etc.)
- ~~DVD's, software and Gg~~aming 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 \$ 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.

MAY 2013
BOARD APPROVAL ON THE FOLLOWING:

- Sanford Health Network d/b/a Sanford Luverne Medical Center (Luverne, MN)** – 01/01/13 to 12/31/13; provide Rule 25 CD assessments, \$210, no rate change (renewal).

- MSOCS Rum River** – 02/02/13 to 02/02/14; State contract Redwood County had for DT &H services for clients, no rate change (amendment to extend contract for one year).

- Advance Opportunities (Marshall, MN)** – 01/01/13 to 12/31/13; provide DT&H services for non-waivered clients, daily rate \$54.34, partial day \$40.75, and transportation \$4.66 (renewal).

- Service Enterprises Inc. (Redwood, MN)** – 01/01/13 to 12/31/13; provide DT&H services for non-waivered clients, daily rate \$51.02, partial day \$38.26, and transportation \$3.00 (new but prior with Redwood County).

- ARCH Language Network Inc. (St Paul, MN)** – 05/01/13 to 12/31/15; provide interpreting services for all referring office locations, \$40/hour face-to-face during office hours, \$50/hour face-to-face during non-office hours, \$1/minute phone, \$65/hour/2 hour minimum sign language (new).

- VIA Language Resources (Worthington, MN)** – 05/01/13 to 12/31/15; provide interpreting services for all referring office locations, \$40/hour face-to-face during office hours, \$50/hour face-to-face during non-office hours, \$1/minute phone, \$65/hour/2 hour minimum sign language (new).

BOARD MEETING – 05/15/13

DONATIONS

- **Donation of sleep sacks from the Marshall Women of Today together with The Dominick Bruns Memorial Fund. The sleep sack is a wearable blanket to replace a loose blanket in the crib that can cover a baby's face and interfere with breathing.**
- **Donation of a variety of baby and toddler supplies (diapers, lotions, clothing, blankets, etc.) from the Winds of the Prairie Ministry congregations located in Minneota, Arco, Ruthton, Lake Benton, and Ivanhoe. Items to be given to families in need.**