



**SOUTHWEST**  
**HEALTH & HUMAN**  
**S E R V I C E S**

Southwest Health and Human Services  
 Board Agenda  
 Wednesday, January 15, 2014  
 Government Center, 2<sup>nd</sup> Floor  
 Marshall  
 9:00 a.m.

**HUMAN SERVICES**

- A. Call to order
- B. Pledge of Allegiance
- C. Election of Officers
- D. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 12/18/13 board minutes

E. Financial

F. Caseload

	12/13	11/13	10/13
Social Service	3,294	3,367	3,347
Out-of-Home Placements	112	119	124
Income Maintenance	10,329	11,065	11,233
Child Support Cases	3,710	3,737	3,724
Child Support Collections	\$912,617	\$882,277	\$880,833

G. Decision Items

- 1.
- 2.

H. Discussion/Information

- 1.
- 2.

**COMMUNITY HEALTH**

- I. Call to order
- J. Election of Officers
- K. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 12/18/13 board minutes
- L. Financial
- M. Caseload

	12/13	11/13	10/13
WIC		2,300	2,311
Family Home Visiting	30	40	36
PCA Assessments	24	21	18
Managed Care	196	204	261
Dental Varnishing	137	98	67
- N. Decision Items
  - 1. Resolution
  - 2. Environmental Health Policy Number 5 – Environmental Health Inspection Policy
  - 3. Environmental Health Policy Number 6 – Food and Beverage Re-Inspection Policy
  - 4. Environmental Health Policy Number 17 – Inspection Follow-Up Activity/Corrective Action Policy
  - 5. Environmental Health Policy Number 18 – Non-Community PWS Significant Deficiency Policy
- O. Discussion/Information
  - 1. Dental Varnishing – Kristin Deacon
  - 2.

**GOVERNING BOARD**

- P. Call to order
- Q. Election of Officers
- R. Election of Executive Committee

**GOVERNING BOARD (cont.)**

- S. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 12/18/13 board minutes
  
- T. Financial
  
- U. Introduce new staff member; Janet Bush, Registered Dietician
  
- V. Decision Items
  - 1. Lori McGee, Social Worker, completion of 12 month probationary period, no salary increase, effective 01/22/14
  - 2. Renae VanGelderen, Public Health Nurse, completion of 12 month probationary period, no salary increase, effective 01/31/14
  - 3. Idriss Ibrahim, Eligibility Worker, resignation, effective 01/08/14
  - 4. Jean Hoven, Eligibility Worker, retirement, effective 01/31/14
  - 5. Request for Eligibility Workers (2 positions)
  - 6. Request for Case Aide
  - 7. Personnel Policy Number 16 – Employee Recognition
  - 8. Personnel Policy Number 21 – Tobacco-Free and Electronic Device Policy
  - 9. Contracts
  - 10. Request for agency vehicle
  - 11. Acceptance of Family Group Decision Making (FGDM) grant
  - 12. Acceptance of Capacity Building Award (NACCHO) grant
  - 13. Moving expenses
  - 14.
  
- W. Discussion/Information
  - 1. Rental agreements
  - 2.
  
- X. Closed session – union negotiations
  
- Y. Adjournment

# SOUTHWEST HEALTH & HUMAN SERVICES

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

## SUMMARY OF FINANCIAL ACCOUNTS REPORT

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

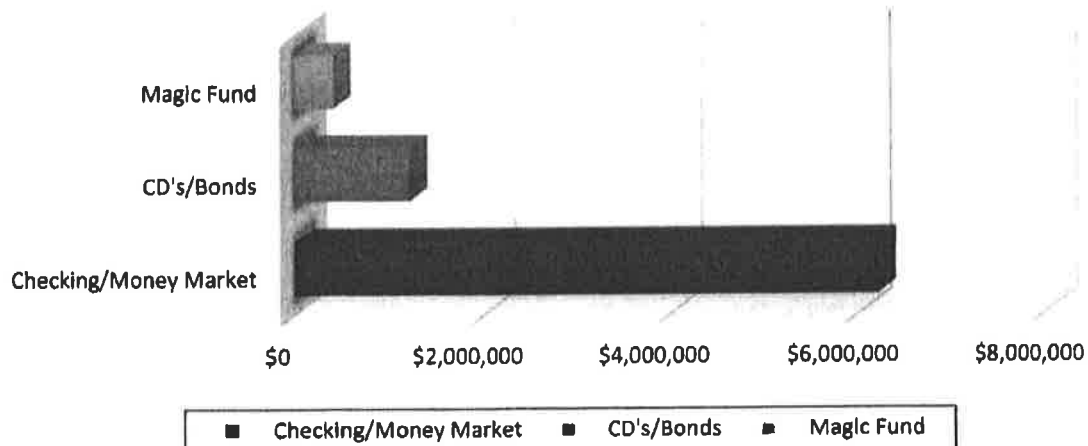
**\* Income Maintenance \* Social Services \* Information Technology \* Health \***

Description	Month	Running Balance
<b>BEGINNING BALANCE</b>		<b>\$3,563,136</b>
<b>RECEIPTS</b>		
Monthly Receipts	1,272,379	
County Contribution	3,851,311	
Interest on Investments	2,666	
<b>TOTAL MONTHLY RECEIPTS</b>		<b>5,126,356</b>
<b>DISBURSEMENTS</b>		
Monthly Disbursements	2,087,818	
<b>TOTAL MONTHLY DISBURSEMENTS</b>		<b>2,087,818</b>
<b>ENDING BALANCE</b>		<b>\$6,601,674</b>

## REVENUE

<i>Checking/Money Market</i>	<b>\$6,197,060</b>	<b>Average Balance last two years \$6,918,552</b>
<i>CD's/Bonds</i>	<b>\$1,200,000</b>	
<i>Magic Fund</i>	<b>\$404,614</b>	
<i>(December 2013 - yield .04%)</i>		
<b>ENDING BALANCE</b>	<b>\$7,801,674</b>	

## REVENUE DESIGNATION



# Southwest Health And Human Services

TREASURER'S CASH TRIAL BALANCE

As of 12/10/13



<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		323,015.68	3,803,214.29	
Disbursements		52,289.48	1,169,369.06	
Payroll		170,249.48	2,122,200.65	
Journal Entries		0.00	101,243.30	
Fund Total .....		100,476.72	410,401.28	1,528,614.52
5				
Human Services Fund	306,970.30			
Receipts		51,649.02	2,512,679.15	
Disbursements		21,352.97	2,671,706.71	
Payroll		7,316.05	45,029.72	
Dept Total .....		22,980.00	204,057.28	102,913.02
5				
Human Services Fund	1,478,708.43			
Receipts		1,055,562.72	7,207,743.38	
Disbursements		318,943.25	3,197,111.11	
Payroll		316,542.22	4,015,418.17	
Journal Entries		0.00	322,228.94	
Dept Total .....		420,077.25	327,014.84	1,805,723.27
5				
Human Services Fund	24,236,915.12			
Receipts		2,565.03	127,748.09	
Disbursements		80,673.16	1,401,180.97	
Payroll		468,405.90	5,837,156.94	
Journal Entries		0.00	480,008.20	
Dept Total .....		546,514.03	7,590,598.02	31,827,513.14
5				
Human Services Fund	31,296,082.32			
Receipts		3,512,235.32	16,202,930.22	
Disbursements		21,817.71	352,072.78	
SSIS		595,881.15	7,375,847.64	

# Southwest Health And Human Services



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TREASURER'S CASH TRIAL BALANCE

As of 12/2013

Fund	Journal Entries	Beginning Balance	This Month	YTD	Current Balance
5	Human Services Fund	1,408,795.11-	2,894,536.46	8,475,009.82	39,771,092.14
	Information Systems				
	Receipts	6,875.20		83,945.12	
	Disbursements	767.98-		26,493.35-	
	Payroll	20,944.04-		241,726.75-	
	Dept Total	14,836.82-		184,274.98-	1,593,070.09-
5	Human Services Fund	0.00			
	ICTS Collaborative Agency				
	Receipts	0.00		80,044.00	
	Journal Entries	0.00		80,044.00-	
	Dept Total	0.00		0.00	0.00
	Fund Total	4,478,633.96	2,776,242.86	169,064.70	4,647,698.66
61	Agency Health Insurance	0.00			
	Receipts		168,821.48	168,821.48	
	Fund Total		168,821.48	168,821.48	168,821.48
71	LCTS Lyon Murray Collaborative Fund	73,752.45			
	ICTS Collaborative Agency				
	Receipts	0.00		69,856.22	
	Disbursements	0.00		53,314.03-	
	Journal Entries	0.00		25,538.33	
	Dept Total	0.00		42,080.52	115,832.97
	Fund Total	73,752.45	0.00	42,080.52	115,832.97
73	LCTS Rock Pipestone Collaborative Fund	64,830.53			
	ICTS Collaborative Agency				
	Receipts	0.00		38,713.19	
	Disbursements	6,034.74-		77,791.47-	

# Southwest Health And Human Services

As of 12/2013

TREASURER'S CASH TRIAL BALANCE

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1/9/14

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Journal Entries		0.00	12,624.67	
Dept Total .....		6,034.74	26,453.61	38,376.92
<b>Fund Total .....</b>	<b>64,830.53</b>	<b>6,034.74</b>	<b>26,453.61</b>	<b>38,376.92</b>
75 Redwood ICTS Collaborative				
	471			
	LCTS Collaborative Agency			
Receipts	0.00	5,631.00	256,224.85	
Disbursements		6,600.00	195,776.23	
Journal Entries		0.00	41,881.00	
Dept Total .....		969.00	102,329.62	102,329.62
<b>Fund Total .....</b>	<b>0.00</b>	<b>969.00</b>	<b>102,329.62</b>	<b>102,329.62</b>
All Funds .....	5,735,430.18			
Receipts		5,126,355.45	30,551,919.99	
Disbursements		508,479.29	9,144,815.71	
SSIS		595,881.15	7,375,847.64	
Payroll		983,457.69	12,261,532.23	
Journal Entries		0.00	903,480.42	
<b>Total .....</b>		<b>3,038,537.32</b>	<b>866,243.99</b>	<b>6,001,674.17</b>

# Southwest Health And Human Services



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1 Health Services Fund

## TRIAL BALANCE REPORT As of 12/2013

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	100,476.72	410,401.28	1,528,614.52
1090 Investments	300,000.00	0.00	100,000.00	400,000.00
<b>Total Assets</b>	<b>1,418,213.24</b>	<b>100,476.72</b>	<b>510,401.28</b>	<b>1,928,614.52</b>
--- Liabilities and Balance Liabilities				
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance</b>				
2881 Unassigned Fund Balance	1,418,213.24	0.00	0.00	1,418,213.24
2885 Revenue Control	0.00	322,196.03	3,785,469.04	3,785,469.04
2887 Expenditure Control	0.00	221,719.31	3,275,067.76	3,275,067.76
<b>Total Fund Balance</b>	<b>1,418,213.24</b>	<b>100,476.72</b>	<b>510,401.28</b>	<b>1,928,614.52</b>
<b>Total Liabilities and Balance</b>	<b>1,418,213.24</b>	<b>100,476.72</b>	<b>510,401.28</b>	<b>1,928,614.52</b>
<b>410 General Administration</b>				
--- Total Assets	0.00	0.00	0.00	0.00
--- Liabilities and Balance Liabilities				
<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>
<b>1 Health Services Fund</b>				



# Southwest Health And Human Services



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5 Human Services Fund

## TRIAL BALANCE REPORT

As of 12/2013

Report Basis: Cash

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Account	Beginning Balance	Actual This Month	Actual Year-To-Date	Current Balance
410 General Administration				
1001 Cash in Bank - Checking	306,970.30	22,980.00	204,057.28	102,913.02
1090 Investments	0.00	0.00	800,000.00	800,000.00
<b>Total Assets</b>	306,970.30	22,980.00	595,942.72	902,913.02
--- Liabilities and Balance ---				
Liabilities				
2080 Medical Insurance Payable	169,148.56	0.00	173,206.75	4,058.19
2090 Due To Flexible Plan Employees	0.00	0.08	1,920.70	1,920.70
<b>Total Liabilities</b>	169,148.56	0.08	175,127.45	5,978.89
<b>Fund Balance</b>	137,821.74	0.00	800,000.00	937,821.74
2881 Unassigned Fund Balance	0.00	0.00	59,711.55	59,711.55
2885 Revenue Control	0.00	22,980.08	88,641.38	88,641.38
2887 Expenditure Control	137,821.74	22,980.08	771,070.17	908,891.91
<b>Total Fund Balance</b>	137,821.74	22,980.08	771,070.17	908,891.91
<b>Total Liabilities and Balance</b>	306,970.30	22,980.00	595,942.72	902,913.02
420 Income Maintenance				
1001 Cash in Bank - Checking	1,478,708.43	420,077.25	327,014.84	1,805,723.27
<b>Total Assets</b>	1,478,708.43	420,077.25	327,014.84	1,805,723.27
--- Liabilities and Balance ---				
Liabilities				
<b>Total Liabilities</b>	0.00	0.00	0.00	0.00
<b>Fund Balance</b>	1,478,708.43	0.00	320,000.00	1,798,708.43
2881 Unassigned Fund Balance	0.00	1,025,373.76	7,094,619.70	7,094,619.70
2885 Revenue Control	0.00	605,296.51	7,101,634.54	7,101,634.54
2887 Expenditure Control	1,478,708.43	420,077.25	327,014.84	1,805,723.27
<b>Total Fund Balance</b>	1,478,708.43	420,077.25	327,014.84	1,805,723.27
<b>Total Liabilities and Balance</b>	1,478,708.43	420,077.25	327,014.84	1,805,723.27
430 Social Services				

# Southwest Health And Human Services



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## STATEMENT OF REVENUES AND EXPENDITURES

As Of 12/2013 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2013		% OF YEAR
			BUDGET	% OF BUDG	
<b>FUND 1 HEALTH SERVICES FUND</b>					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	0.00	778,597.00-	776,722.00-	100	100
INTERGOVERNMENTAL REVENUES	80,669.14-	235,101.06-	369,500.00-	64	100
STATE REVENUES	30,395.25-	804,121.75-	540,634.00-	149	100
FEDERAL REVENUES	169,243.86-	1,091,122.71-	890,960.00-	122	100
FEES	41,410.52-	456,938.46-	463,780.00-	99	100
EARNINGS ON INVESTMENTS	408.15-	2,115.27-	0.00	0	100
MISCELLANEOUS REVENUES	69.11-	417,472.79-	8,000.00-	5,218	100
<b>TOTAL REVENUES</b>	<b>322,196.03-</b>	<b>3,785,469.04-</b>	<b>3,049,596.00-</b>	<b>124</b>	<b>100</b>
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	554.10	0.00	0	100
PAYROLL AND BENEFITS	170,022.92	2,131,408.98	2,245,694.00	95	100
OTHER EXPENDITURES	51,696.39	1,143,104.68	803,902.00	142	100
<b>TOTAL EXPENDITURES</b>	<b>221,719.31</b>	<b>3,275,067.76</b>	<b>3,049,596.00</b>	<b>107</b>	<b>100</b>

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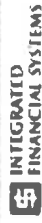
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# Southwest Health And Human Services

## STATEMENT OF REVENUES AND EXPENDITURES

As Of 12/2013

Report Basis: Cash



INTEGRATED  
FINANCIAL SYSTEMS

Page 3

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2013 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	3,851,310.80-	9,217,637.03-	9,088,387.00-	101	100
INTERGOVERNMENTAL REVENUES	15,708.24	7,253.42	25,058.00-	29-	100
STATE REVENUES	111,995.82-	3,456,738.63-	3,892,352.00-	89	100
FEDERAL REVENUES	410,616.41-	6,414,720.45-	6,181,865.00-	104	100
FEES	111,793.98-	1,384,311.75-	1,265,250.00-	109	100
EARNINGS ON INVESTMENTS	2,257.66-	7,121.23-	1,300.00-	548	100
MISCELLANEOUS REVENUES	56,552.05-	2,941,127.91-	1,606,067.00-	183	100
TOTAL REVENUES	4,528,818.48-	23,414,403.58-	22,060,279.00-	106	100
EXPENDITURES					
PROGRAM EXPENDITURES	718,500.47	9,260,704.16	9,722,653.00	95	100
PAYROLL AND BENEFITS	779,965.54	10,087,887.31	10,202,186.00	99	100
OTHER EXPENDITURES	254,109.53	2,840,870.49	2,135,440.00	133	100
TOTAL EXPENDITURES	1,752,575.54	22,189,461.96	22,060,279.00	101	100

# Southwest Health And Human Services

## REVENUES & EXPENDITURES BY PROG, DEPT, AND FUND AS OF 12/2013

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Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
483 DEPT	Health Education	Totals:	57,305.23-	623,930.31-	485,961.00-	128	100
			35,598.89	612,154.17	613,050.00	100	100
			21,706.34-	11,776.14-	127,089.00	9-	100
485 DEPT	Environmental Health						
800 PROGRAM	Environmental		44,860.64-	143,207.86-	143,292.00-	100	100
			11,737.60	158,367.95	147,744.00	107	100
			33,123.04-	15,160.09	4,452.00	341	100
820 PROGRAM	Healthy Homes Grant						
			Revenue		0.00	0	100
			Expend.		0.00	0	100
			Net		0.00	0	100
485 DEPT	Environmental Health	Totals:	44,860.64-	143,207.86-	143,292.00-	100	100
			11,737.60	158,372.81	147,744.00	107	100
			33,123.04-	15,164.95	4,452.00	341	100
1 FUND	Health Services Fund	Totals:	322,196.03-	3,785,469.04-	3,049,596.00-	124	100
			221,719.31	3,275,067.76	3,049,596.00	107	100
			100,476.72-	510,401.28-	0.00	0	100

# Southwest Health And Human Services

REVENUES & EXPENDITURES BY PROG, DEPT, AND FUND AS OF 12/2013

Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
702 PROGRAM	LCTS		Revenue	0.00	80,044.00-	0.00	0	100
			Expend.	0.00	80,044.00	0.00	0	100
			Net	0.00	0.00	0.00	0	100
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	0.00	80,044.00-	0.00	0	100
			Expend.	0.00	80,044.00	0.00	0	100
			Net	0.00	0.00	0.00	0	100
5 FUND	Human Services Fund	Totals:	Revenue	4,528,818.48-	23,414,403.58-	21,660,279.00-	108	100
			Expend.	1,752,575.54	22,189,461.96	21,660,279.00	102	100
			Net	2,776,242.94-	1,224,941.62-	0.00	0	100
FINAL TOTALS	967 Accounts		Revenue	4,851,014.51-	27,199,872.62-	24,709,875.00-	110	100
			Expend.	1,974,294.85	25,464,529.72	24,709,875.00	103	100
			Net	2,876,719.66-	1,735,342.90-	0.00	0	100

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

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	<b>BALANCE FORWARD</b>				3,563,136.85
12/2/13	6039-41	Dep	1,527,594.46		5,090,731.31
12/3/13	38285-38309	Disb		6,733.56	5,083,997.75
12/3/13	38310-38388	Disb		52,630.69	5,031,367.06
12/3/13	101-107 ACH	Disb		940.06	5,030,427.00
12/3/13	6016-38,6042-66,6072-82	Dep	1,239,530.56		6,269,957.56
12/6/13	38389	Disb		88.19	6,269,869.37
12/6/13	6084-6103,6105,6113, 6115-37,6150-62	Dep	170,146.54		6,440,015.91
12/9/13	38390-38423	Disb		7,811.75	6,432,204.16
12/9/13	ACH 108-121	Disb		2,032.07	6,430,172.09
12/9/13	38424-38549	Disb		250,737.91	6,179,434.18
12/10/13	6067-71,6083,6104,6106- 12,6114,6138-49,6163-6200	Dep	746,410.80		6,925,844.98
12/13/13	6179-6194	PAYROLL		115,468.33	6,810,376.65
12/13/13	22799-23013 ACH	PAYROLL		375,654.73	6,434,721.92
12/13/13	6201-6266	Dep	156,935.90		6,591,657.82
12/16/13	38550-38617	Disb		12,628.11	6,579,029.71
12/16/13	122 ACH	Disb		57.60	6,578,972.11
12/16/13	38618-38778	Disb		310,422.28	6,268,549.83
12/16/13	123-133 ACH	Disb		1,408.61	6,267,141.22
12/17/13	6267-6315	Dep	107,039.94		6,374,181.16
12/20/13	134 ACH	Disb		228.25	6,373,952.91
12/20/13	38779-39061	Disb		77,608.97	6,296,343.94
12/23/13	39062-39184	Disb		116,758.09	6,179,585.85
12/23/13	135-143 ACH	Disb		1,263.38	6,178,322.47
12/23/13	39185-39234	Disb		8,849.62	6,169,472.85
12/20/13	6316-6393	Dep	239,000.89		6,408,473.74
12/27/13	6195 - 6217	PAYROLL		115,138.40	6,293,335.34
12/27/13	23014 - 23237 ACH	PAYROLL		377,196.23	5,916,139.11



**SOUTHWEST HEALTH AND HUMAN SERVICES  
COMMUNITY HEALTH BOARD**

Member \_\_\_\_\_ introduced the following Resolution and moved its adoption on \_\_\_\_\_.  
Date

**RESOLUTION DESIGNATING CHS ADMINISTRATOR AND AUTHORIZED AGENT FOR  
SOUTHWEST HEALTH AND HUMAN SERVICES COMMUNITY HEALTH BOARD**

WHEREAS; the Minnesota Department of Health (Minn. Rules 4736.0110) requires that a Community Health Board adopt a resolution appointing a Community Health Services (CHS) Administrator as an Agent authorized by the Community Health Board to act on its behalf for specified purposes according to Minn. Stat. §145A and Minn. Rues 4736.0110 and consistent with SWHHS policies; and

WHEREAS; the Community Health Board for Southwest Health and Human Services designates Carol Blren, as the Agent for the Community Health Board effective January 1, 2014; and

WHEREAS, Southwest Health and Human Services has followed Minnesota Administrative rule 4736.0110 which sets forth the required qualifications for a CHS Administrator to ensure qualified public health leadership at the local level.

NOW, THEREFORE BE IT RESOLVED by the Community Health Board for Southwest Health and Human Service that this Resolution authorizes the above-referenced designee to act on behalf of and bind the Board to the extent and for the purposes indicated in this Resolution.

The motion for the adoption of the foregoing Resolution was duly seconded by \_\_\_\_\_ and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted.



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

EFFECTIVE DATE: 06/20/12

REVISION DATE: 01/15/14

AUTHORITY: Southwest Health and Human Services Community Health Board

**--- ENVIRONMENTAL HEALTH INSPECTION POLICY ---**

**Section 1 - Background**

- a. Southwest Health and Human Services shall inspect all food, beverage, lodging, swimming pool, youth camps and MHP/RCA licensed establishments and establishments under construction in our service area.

**Section 2 - Purpose**

- a. The purpose of this policy is to provide guidelines for the inspection of licensed establishments to ensure compliance with requirements of county public health ordinances and all applicable State Rules in the SWHHS service area.

**Section 3 - Procedure**

- a. Inspection
  - 1. The sanitarian will review plans, reports, conditions, previous inspection reports and other pertinent materials prior to conducting the inspection.
  - 2. All pertinent material and equipment should be taken into the field by the registered sanitarian to aid him/her in a thorough inspection of the establishment.
  - 3. The sanitarian must announce his or her arrival at the establishment and present an identification card to the owner/operator of the establishment.
  - 4. If the sanitarian is denied access to the establishment, he or she should leave and discuss the situation with his/her supervisor for the recommended action.
  - 5. Inspection frequency will be determined according to the risk categories of the licensed establishment. Additional establishment inspections may be conducted as necessitated by a degree of non-compliance at the site or other relevant factors.
  - 6. The appropriate inspection report forms should be used to assist the sanitarian in the inspection and to assure the consistency and comprehensiveness of the inspections. Inspection information will be entered into the inspection program.

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7. Information to be noted on the inspection report form should indicate the establishment's name and address, licensee's name and address, license number, date, type of facility, points of non-compliance, food temperatures, dishwasher temperatures, chemical sanitation concentration, food and water samples taken, information provided and inspection score.
8. A water sample must be collected annually from all licensed establishments utilizing a private water supply.
9. If the sample is found contaminated upon analysis, the sanitarian shall follow procedures dictated by the Safe Drinking Water Act and the MDH Non-Community Water Supply Program.
10. Sampling of food and/or beverages in a licensed facility for bacterial and/or chemical analysis may be done at the discretion of the sanitarian and based on his/her professional judgment. The purpose of the sample(s) shall assist the sanitarian in the evaluation of the establishment's sanitation practices. The sanitarian will reimburse the owner/operator of the establishment for the cost of the food or beverage samples upon the owner's request.
11. Photos may be taken of the establishment or procedures within the establishment by the sanitarian to document areas of non-compliance in the establishment.
12. All violations observed should be noted on the computer generated inspection report form. Orders issued for the correction of violations should include a description of the nature of the violation and the general location of the violation. Orders issued for correction of the violations must include a compliance date. The sanitarian shall use his/her professional judgment when establishing compliance dates for specific violations and should take into consideration the following items:
  - a. Ease of correction
  - b. If the violation must be corrected on site
  - c. Significance of the health hazard presented by the violation
  - d. Structural
  - e. Repeat violation
13. At the time of inspection, informational items may be noted on the inspection form. Such items would be listed under the heading of "General Comment" and include areas of marginal compliance, things that are coming due, or to point out initial signs of physical deterioration of equipment and facilities which should receive the operator's attention.
14. The inspection and inspection report will be discussed and a copy of the