



****PLEASE NOTE****
BOARD MEETING WILL BE HELD IN IVANHOE

Southwest Health and Human Services
 Board Agenda
 Wednesday, May 21, 2014
 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 04/16/14 board minutes

D. Financial

E. Caseload

	04/14	03/14	02/14
Social Service	3763	3741	3699
Licensing	479	480	482
Out-of-Home Placements	133	134	127
Income Maintenance	12,132	11,996	11,926
Child Support Cases	3,669	3,659	3,666
Child Support Collections	\$891,236	\$950,523	\$838,548
Non IV-D Collections	\$51,680.54		

F. Decision Items

- 1.
- 2.

G. Discussion/Information

- 1. Fraud Investigator
- 2. Ann Orren, Circle Coordinator – Circle Update

COMMUNITY HEALTH

- H. Call to order
- I. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 04/16/14 board minutes
- J. Financial
- K. Caseload

	04/14	03/14	02/14
WIC		2165	2246
Family Home Visiting	52	45	41
PCA Assessments	25	27	24
Managed Care	278	216	217
Dental Varnishing	126	99	95
Refugee Health	7	15	18
Latent TB Medication Distribution	22	23	26
- L. Decision Items
 - 1.
 - 2.
- M. Discussion/Information
 - 1.
 - 2.

GOVERNING BOARD

- N. Call to order
- O. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 04/16/14 board minutes
- P. Financial

GOVERNING BOARD (cont.)

Q. Employee Recognition

- Deb Seidel – 1 year
- Ann Orren – 1 year
- Danielle Powell – 1 year
- Stacy Jorgensen – 25 years
- Sue VanWatermeulen – 25 years
- Elaine Lacek – 35 years

R. Decision Items

1. Keri Petersen, Lead Eligibility Worker, completion of 6 month probationary period, no salary increase, effective 06/02/14
2. Danielle Powell, Social Worker (CPS), completion of 12 month probationary period, no salary increase, effective 05/23/14
3. Nicole Prellwitz, Social Worker, completion of 12 month probationary period, no salary increase, effective 06/10/14
4. Christine Versaevel, promotional appointment – Social Worker to Social Services Supervisor, 12 month probationary period, salary - \$51,000.00 annual, effective 05/05/14
5. Lindsay Ourada, Registered Dietitian, resignation, effective 05/09/14
6. Sue Versaevel, Case Aide, retirement, effective 06/06/14
7. Request for Registered Dietitian
8. Request for Case Aide
9. Request for Social Worker
10. Contracts
11. Donations
12. Copier leases
13. Redwood County office quotes
14. Insurance Committee appointment
15. Labor Agreement – Human Services
- 16.
- 17.

S. Discussion/Information

1. Rental agreements
- 2.

T. Adjournment

Next Meeting Dates:

- **Wednesday, June 18, 2014 – Marshall**
- **Wednesday, July 16, 2014 – Redwood**
- **Wednesday, August 20, 2014 - Slayton**

SOUTHWEST HEALTH & HUMAN SERVICES

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

SUMMARY OF FINANCIAL ACCOUNTS REPORT

For the Month Ending: **April 30, 2014**

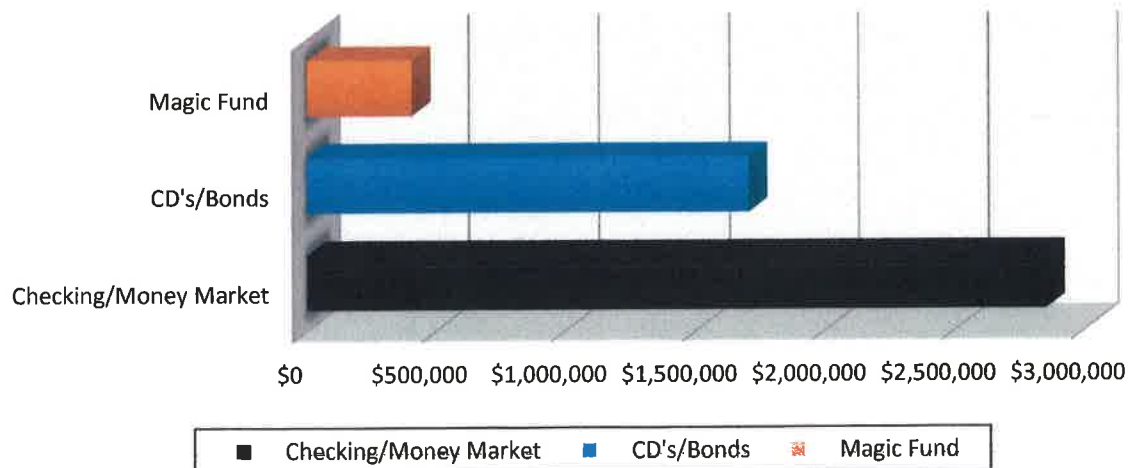
*** Income Maintenance * Social Services * Information Technology * Health ***

Description	Month	Running Balance
BEGINNING BALANCE		\$4,189,729
RECEIPTS		
Monthly Receipts	1,442,975	
County Contribution	0	
Interest on Investments	3,277	
TOTAL MONTHLY RECEIPTS		1,446,252
DISBURSEMENTS		
Monthly Disbursements	2,384,246	
TOTAL MONTHLY DISBURSEMENTS		2,384,246
ENDING BALANCE		\$3,251,735

REVENUE

<i>Checking/Money Market</i>	\$2,847,064	Average Balance last two years \$4,902,153
<i>CD's/Bonds</i>	\$1,699,750	
<i>Magic Fund</i>	\$404,671	
<i>(April 2014 - yield .04%)</i>		
ENDING BALANCE	\$4,951,485	

REVENUE DESIGNATION



Southwest Health and Human Services



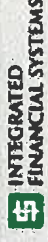
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TREASURER'S CASH TRIAL BALANCE

As of 04/2014

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 Health Services Fund	1,532,833.38			
Receipts		178,587.22	1,042,397.68	
Disbursements		48,176.22-	332,704.96-	
Payroll		184,499.54-	723,485.37-	
Journal Entries		0.00	74,962.50-	
Fund Total		54,088.54-	88,755.15-	1,444,078.23
5 Human Services Fund				
General Administration	947,913.02			
Receipts		51,439.80	205,323.05	
Disbursements		49,436.14-	237,503.28-	
Payroll		9,740.66-	32,930.30-	
Dept Total		7,737.00-	65,110.53-	882,802.49
5 Human Services Fund				
Income Maintenance	2,133,213.06-			
Receipts		298,529.72	1,869,642.74	
Disbursements		252,352.37-	1,028,411.57-	
Payroll		314,872.56-	1,256,251.55-	
Journal Entries		0.00	169,915.00-	
Dept Total		268,695.21-	584,935.38-	2,718,148.44-
5 Human Services Fund				
Social Services	32,305,717.42-			
Receipts		4,277.73	17,731.95	
Disbursements		106,177.89-	474,238.45-	
Payroll		464,627.40-	1,861,061.00-	
Journal Entries		0.00	254,872.50-	
Dept Total		566,527.56-	2,572,440.00-	34,878,157.42-
5 Human Services Fund				
Purchased Services, SSIS	39,771,425.35			
Receipts		607,070.50	2,243,017.09	
Disbursements		3,350.15-	6,977.34-	
SSIS		694,659.19-	2,474,761.28-	

Southwest Health and Human Services



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TREASURER'S CASH TRIAL BALANCE

As of 04/2014

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
5	1,593,070.09-	90,938.84-	238,721.53-	39,532,703.82
		Information Systems		
		461		
		Human Services Fund		
		Receipts	24,023.49	
		Disbursements	1,951.50-	
		Payroll	86,352.93-	
		Dept Total	64,280.94-	1,657,351.03-
5		471		
		LCTS Collaborative Agency		
		Human Services Fund		
		Receipts	131,509.00	
		Dept Total	131,509.00	131,509.00
		Fund Total	3,393,979.38-	1,293,358.42
61				
		Agency Health Insurance		
		Receipts	169,180.71	
		Disbursements	475,937.61-	
		Fund Total	206,457.19	330,278.67
71				
		471		
		LCTS Lyon Murray Collaborative Fund		
		Disbursements	33,773.00-	
		Dept Total	33,773.00-	82,059.97
		Fund Total	33,773.00-	82,059.97
73				
		471		
		LCTS Rock Pipestone Collaborative Fund		
		Disbursements	5,044.00-	
		Dept Total	5,044.00-	33,332.92
		Fund Total	5,044.00-	33,332.92

Southwest Health and Human Services

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
75 Redwood LCTS Collaborative	102,329.62	7,350.00-	33,702.00-	
Disbursements		7,350.00-	33,702.00-	68,627.62
Dept Total				
Fund Total	102,329.62	7,350.00-	33,702.00-	68,627.62
All Funds	6,600,532.17			
Receipts	1,446,252.43		6,216,039.80	
Disbursements	694,557.19-		2,630,243.71-	
SSIS	694,659.19-		2,474,761.28-	
Payroll	995,029.84-		3,960,081.15-	
Journal Entries		0.00	499,750.00-	
Total		937,993.79-	3,348,796.34-	3,251,735.83

Southwest Health and Human Services



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1 Health Services Fund

TRIAL BALANCE REPORT
As of 04/2014

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>
-----Assets-----				
1001 Cash in Bank - Checking	1,532,833.38	54,088.54	88,755.15	1,444,078.23
1090 Investments	400,000.00	0.00	74,962.50	474,962.50
Total Assets	1,932,833.38	54,088.54	13,792.65	1,919,040.73
--- Liabilities and Balance---				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	1,932,833.38	0.00	0.00	1,932,833.38
2885 Revenue Control	0.00	177,736.22	1,040,026.38	1,040,026.38
2887 Expenditure Control	0.00	231,824.76	1,053,819.03	1,053,819.03
Total Fund Balance	1,932,833.38	54,088.54	13,792.65	1,919,040.73
Total Liabilities and Balance	1,932,833.38	54,088.54	13,792.65	1,919,040.73
-----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
-----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
-----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

Southwest Health and Human Services



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5 Human Services Fund

TRIAL BALANCE REPORT

As of 04/2014

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	947,913.02	7,737.00-	65,110.53-	882,802.49
1090 Investments	0.00	0.00	424,787.50	424,787.50
Total Assets	947,913.02	7,737.00-	359,676.97	1,307,589.99
--- Liabilities and Balance----				
Liabilities				
2080 Medical Insurance Payable	40,941.81-	0.00	0.00	40,941.81-
2090 Due To Flexible Plan Employees	1,920.70	0.00	0.00	1,920.70
Total Liabilities	39,021.11-	0.00	0.00	39,021.11-
Fund Balance				
2881 Unassigned Fund Balance	908,891.91-	0.00	424,787.50-	1,333,679.41-
2887 Expenditure Control	0.00	7,737.00	65,110.53	65,110.53
Total Fund Balance	908,891.91-	7,737.00	359,676.97-	1,268,568.88-
Total Liabilities and Balance	947,913.02-	7,737.00	359,676.97-	1,307,589.99-
420 Income Maintenance				
1001 Cash In Bank - Checking	2,133,213.06-	268,695.21-	584,935.38-	2,718,148.44-
1090 Investments	320,000.00	0.00	0.00	320,000.00
Total Assets	1,813,213.06-	268,695.21-	584,935.38-	2,398,148.44-
--- Liabilities and Balance----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	1,813,213.06	0.00	169,915.00	1,983,128.06
2885 Revenue Control	0.00	295,742.51-	1,860,498.85-	1,860,498.85-
2887 Expenditure Control	0.00	564,437.72	2,275,519.23	2,275,519.23
Total Fund Balance	1,813,213.06	268,695.21	584,935.38	2,398,148.44
Total Liabilities and Balance	1,813,213.06	268,695.21	584,935.38	2,398,148.44
430 Social Services				

Southwest Health and Human Services



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5 Human Services Fund

TRIAL BALANCE REPORT

As of 04/2014

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>
-----Assets-----				
1001 Cash In Bank - Checking	32,305,717.42	566,527.56	2,572,440.00	34,878,157.42
1090 Investments	480,000.00	0.00	0.00	480,000.00
Total Assets	31,825,717.42	566,527.56	2,572,440.00	34,398,157.42
--- Liabilities and Balance ---				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	31,825,717.42	0.00	254,872.50	32,080,589.92
2885 Revenue Control	0.00	2,771.76	10,150.96	10,150.96
2887 Expenditure Control	0.00	569,299.32	2,327,718.46	2,327,718.46
Total Fund Balance	31,825,717.42	566,527.56	2,572,440.00	34,398,157.42
Total Liabilities and Balance	31,825,717.42	566,527.56	2,572,440.00	34,398,157.42
431 Purchased Services,SSIS				
-----Assets-----				
1001 Cash In Bank - Checking	39,771,425.35	90,938.84	238,721.53	39,532,703.82
1205 County Advances - MFIP (Chippewa Cty)	80,749.47	0.00	0.00	80,749.47
Total Assets	39,852,174.82	90,938.84	238,721.53	39,613,453.29
--- Liabilities and Balance ---				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	39,852,174.82	0.00	0.00	39,852,174.82
2885 Revenue Control	0.00	584,435.29	2,200,095.30	2,200,095.30
2887 Expenditure Control	0.00	675,374.13	2,438,816.83	2,438,816.83
Total Fund Balance	39,852,174.82	90,938.84	238,721.53	39,613,453.29
Total Liabilities and Balance	39,852,174.82	90,938.84	238,721.53	39,613,453.29
461 Information Systems				
-----Assets-----				
1001 Cash In Bank - Checking	1,593,070.09	16,455.23	64,280.94	1,657,351.03
Total Assets	1,593,070.09	16,455.23	64,280.94	1,657,351.03
--- Liabilities and Balance ---				

Southwest Health and Human Services



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STATEMENT OF REVENUES AND EXPENDITURES

As Of 04/2014 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2014 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	0.00	186,151.00-	744,604.00-	25	33
INTERGOVERNMENTAL REVENUES	764.84-	68,259.25-	231,500.00-	29	33
STATE REVENUES	80,346.80-	223,303.45-	742,202.00-	30	33
FEDERAL REVENUES	67,670.73-	414,983.13-	979,798.00-	42	33
FEES	28,356.20-	120,410.42-	436,160.00-	28	33
EARNINGS ON INVESTMENTS	491.54-	610.35-	0.00	0	33
MISCELLANEOUS REVENUES	106.11-	26,308.78-	13,550.00-	194	33
TOTAL REVENUES	177,736.22-	1,040,026.38-	3,147,814.00-	33	33
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	33
PAYROLL AND BENEFITS	185,892.28	727,895.11	2,441,523.00	30	33
OTHER EXPENDITURES	45,932.48	325,923.92	706,291.00	46	33
TOTAL EXPENDITURES	231,824.76	1,053,819.03	3,147,814.00	33	33

Southwest Health and Human Services



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STATEMENT OF REVENUES AND EXPENDITURES

As Of 04/2014 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2014 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	0.00	121,376.47-	9,088,388.00-	1	33
INTERGOVERNMENTAL REVENUES	8,285.43-	14,139.79-	37,804.00-	37	33
STATE REVENUES	171,668.66-	826,413.70-	3,779,362.00-	22	33
FEDERAL REVENUES	640,793.43-	2,222,823.10-	6,570,948.00-	34	33
FEES	142,506.40-	462,631.97-	1,258,000.00-	37	33
EARNINGS ON INVESTMENTS	2,785.34-	3,458.62-	8,500.00-	41	33
MISCELLANEOUS REVENUES	54,077.05-	575,433.95-	1,530,137.00-	38	33
TOTAL REVENUES	1,020,116.31-	4,226,277.60-	22,273,139.00-	19	33
EXPENDITURES					
PROGRAM EXPENDITURES	828,969.85	3,029,687.44	8,942,678.00	34	33
PAYROLL AND BENEFITS	808,445.22	3,268,699.42	11,086,897.00	29	33
OTHER EXPENDITURES	201,546.08	897,082.62	2,243,564.00	40	33
TOTAL EXPENDITURES	1,838,961.15	7,195,469.48	22,273,139.00	32	33

Southwest Health and Human Services

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REVENUES & EXPENDITURES BY PROG, DEPT, AND FUND AS OF 04/2014

Report Basis: Cash

Element PROGRAM	Description	Account Number	Revenue	Expend.	Net	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
901 PROGRAM	Med Reserve Corps		3,500.00-	0.00		287.83	287.83	4,000.00-	88	33
						287.83	3,212.17-	0.00	0	33
						287.83	3,212.17-	4,000.00-	80	33
483 DEPT	Health Education	Totals:	21,185.74-	40,273.78-	19,088.04	21,185.74-	146,103.22-	532,150.00-	27	33
			40,273.78-	19,088.04		40,273.78-	172,762.01	517,930.00	33	33
						19,088.04	26,658.79	14,220.00-	187-	33
485 DEPT	Environmental Health		36,720.75-	2,367.84-		2,367.84-	36,720.75-	138,500.00-	27	33
			49,121.13	12,097.02		12,097.02	49,121.13	162,422.00	30	33
						9,729.18	12,400.38	23,922.00	52	33
485 DEPT	Environmental Health	Totals:	36,720.75-	2,367.84-		2,367.84-	36,720.75-	138,500.00-	27	33
			49,121.13	12,097.02		12,097.02	49,121.13	162,422.00	30	33
						9,729.18	12,400.38	23,922.00	52	33
1 FUND	Health Services Fund	Totals:	1,040,026.38-	177,736.22-		177,736.22-	1,040,026.38-	3,147,814.00-	33	33
			1,053,819.03	231,824.76		231,824.76	1,053,819.03	3,147,814.00	33	33
						54,088.54	13,792.65	0.00	0	33

Southwest Health and Human Services



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REVENUES & EXPENDITURES BY PROG, DEPT, AND FUND AS OF 04/2014

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
741 PROGRAM	Mental Health/Adults Only		98,376.84	179,563.47	247,500.00	73	33
	Expend.		120,527.71	488,553.64	1,525,996.00	32	33
	Net		22,150.87	308,990.17	1,278,496.00	24	33
742 PROGRAM	Mental Health/Children Only		51,510.70	164,288.62	340,000.00	48	33
	Expend.		175,353.24	519,168.74	1,561,458.00	33	33
	Net		123,842.54	354,880.12	1,221,458.00	29	33
747 PROGRAM	Mental Health Center Cty Contract-Gr		0.00	0.00	594,085.00	0	33
	Expend.		0.00	0.00	594,085.00	0	33
	Net						
750 PROGRAM	Developmental Disabilities		27,258.35	190,607.18	616,907.00	31	33
	Expend.		30,103.05	130,062.04	455,633.00	29	33
	Net		2,844.70	60,545.14	161,274.00	38	33
760 PROGRAM	Adult Services		63,801.61	370,558.81	1,339,000.00	28	33
	Expend.		11,731.29	67,894.39	243,300.00	28	33
	Net		52,070.32	302,664.42	1,095,700.00	28	33
431 DEPT	Purchased Services,SSIS	Totals:	584,435.29	2,200,095.30	15,505,131.00	14	33
	Expend.		675,374.13	2,438,816.83	7,500,678.00	33	33
	Net		90,938.84	238,721.53	8,004,453.00	3-	33
461 DEPT	Information Systems		5,657.75	24,023.49	58,000.00	41	33
	Expend.		22,112.98	88,304.43	281,797.00	31	33
	Net		16,455.23	64,280.94	223,797.00	29	33
461 DEPT	Information Systems	Totals:	5,657.75	24,023.49	58,000.00	41	33
	Expend.		22,112.98	88,304.43	281,797.00	31	33
	Net		16,455.23	64,280.94	223,797.00	29	33
471 DEPT	LCTS Collaborative Agency		131,509.00	131,509.00	0.00	0	33
702 PROGRAM	LCTS		131,509.00	131,509.00	0.00	0	33
	Expend.		131,509.00	131,509.00	0.00	0	33
	Net		131,509.00	131,509.00	0.00	0	33
471 DEPT	LCTS Collaborative Agency	Totals:	131,509.00	131,509.00	0.00	0	33
	Expend.		131,509.00	131,509.00	0.00	0	33
	Net		131,509.00	131,509.00	0.00	0	33
5 FUND	Human Services Fund	Totals:	1,020,116.31	4,226,277.60	22,273,139.00	19	33
	Expend.		1,838,961.15	7,195,469.48	22,273,139.00	32	33
	Net		818,844.84	2,969,191.88	0.00	0	33

Southwest Health and Human Services

REVENUES & EXPENDITURES BY PROG, DEPT, AND FUND AS OF 04/2014



Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>	<u>Revenue</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bddt</u>	<u>% of Year</u>
FINAL TOTALS	819 Accounts			1,197,852.53-	5,266,303.98-	25,420,953.00-	21	33
			Expend.	2,070,785.91	8,249,288.51	25,420,953.00	32	33
			Net	872,933.38	2,982,984.53	0.00	0	33

Adult - Social Services Caseload

Average	Adult Brain Injury (BI)	Adult Community Alternative Care (CAC)	Adult Community Alternatives for Disabled Individuals (CADI)	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
2014	14	14	253	324	35	875	26	478	462	318	2798
2015											
2016											
2017											

2014	Adult Brain Injury (BI)	Adult Community Alternative Care (CAC)	Adult Community Alternatives for Disabled Individuals (CADI)	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
January	14	14	259	327	31	903	24	442	464	312	2790
February	14	14	254	324	31	887	24	451	461	312	2772
March	14	14	253	320	30	885	24	487	460	311	2798
April	14	14	247	326	46	823	31	531	462	336	2830
May											
June											
July											
August											
September											
October											
November											
December											
	14	14	253	324	35	875	26	478	462	318	2798

Children's - Social Services Caseload

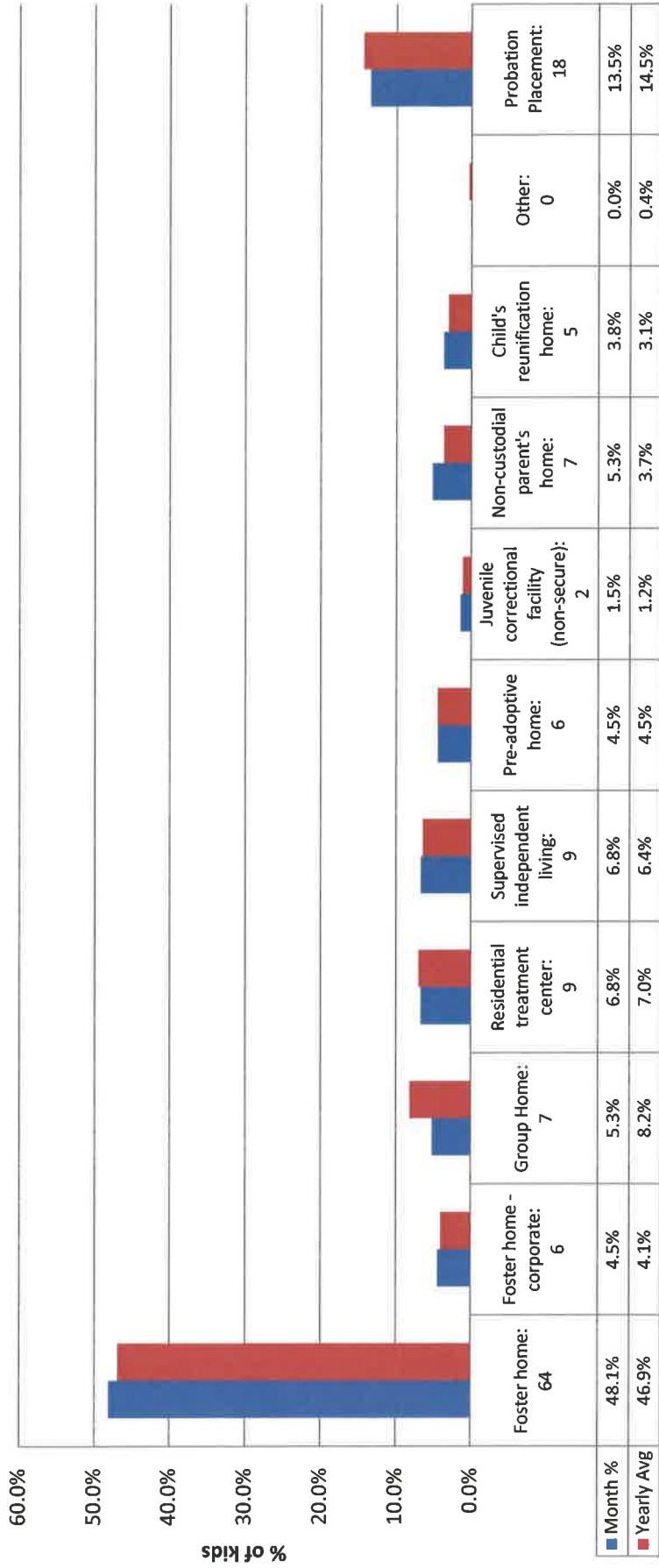
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
2014	43	18	0	5	33	131	103	105	1	1	12	450
2015												
2016												
2017												

2014	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
January	39	18	0	5	33	120	105	99	0	1	16	436
February	44	18	0	5	34	128	99	105	1	1	10	445
March	44	18	0	4	32	143	102	108	1	1	10	463
April	44	17	0	4	33	131	104	108	1	1	11	454
May												
June												
July												
August												
September												
October												
November												
December												
	43	18	0	5	33	131	103	105	1	1	12	450

2014 KIDS IN OUT OF HOME PLACEMENT

April		
	# of placements	Probation placements
Lincoln	5	1
Rock	15	2
Lyon	31	7
Pipestone	18	0
Redwood	36	8
Murray	10	0
Totals	115	18
Total # of kids	133	

**April 2014 - Placement by Category
133 Kids in Placement**



NON IVD COLLECTIONS
April 2014

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	
TANF (MFIP/DWP/AFDC)	05-420-610.5803	2,218.00
GA	05-420-620.5803	32.00
FS	05-420-630.5803	736.00
CS (PI Fee, App Fee, etc)	05-420-640.5501	1,160.88
MA	05-420-650.5803, 5513	23,385.46
REFUGEE	05-420-680.5803	
CHILDRENS		
Parental Fees, Holds	05-431-710.5501	1,599.04
Corp FC Licensing	05-431-710.5505	600.00
OOH/FC Recovery	05-431-710.5803	12,736.93
CHILDCARE		
Licensing	05-431-720.5502	1,400.00
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	4,768.42
Detox Fees	05-431-730.5520	2,871.30
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	23.85
DEVELOPMENTAL DISABILITIES		
Insurance Copay	05-431-750.5803	2.65
ADULT		
Insurance Copay	05-431-760.5803	146.01
TOTAL NON-IVD COLLECTIONS		51,680.54

MAY 2014

GRANTS ~ AGREEMENTS ~ CONTRACTS

for Board review/approval

- Jana Piotter (Jeffers, MN)** – 01/01/14 to 12/31/14; – Guardianship services for clients, \$20/hr plus meal, mileage, and phone reimbursement (no rate change) (Pipestone renewal).

- Pipestone County Sheriff (Welfare Fraud)** – 07/01/14 to 12/31/15; Welfare fraud investigation services, \$36,000 annually at \$3,000/month (\$500/mo increase)(new – formally with Lyon County).

- BluePlus Agreement (St Paul, MN)** - 01/01/14 – open; an agreement for the agency to be a Pass-Through Entity for vendors providing services to HCBS/AC clients (new).

- MDH Statewide Health Improvement Program (SHIP)** - 11/01/13 – 10-31-15; an amendment to the grant for a one time supplemental amount of \$71,944 (new).

BOARD MEETING – 05/21/14

DONATIONS

- **Grace Lutheran Church, Lake Benton donated 10 small quilts and 10 large quilts for consumer use.**
- **Modern Woodmen donated care packages and gift certificates for foster children.**
- **Donation of a variety of baby and toddler supplies for families in need from the Winds of the Prairie Ministry with congregations located in Minneota, Arco, Ruthton, Lake Benton, and Ivanhoe.**
- **Redwood Valley High School's home ec/sewing class donated blankets and pillow cases.**

Donations from businesses for foster families for May, Foster Care Month, 2014

Redwood businesses for Redwood County

- Blossom Town
- Burger King
- Country Kitchen
- Pizza Ranch
- McDonalds
- Subway

Marshall businesses for the Lincoln, Lyon & Murray Counties

- Applebee's
- County Fair
- Family Video
- Hy-Vee
- Jimmy Johns
- McDonalds
- Perkins
- Prairie Pride/Ampride
- Subway

Pipestone businesses for Pipestone County

- Hank's Food
- Kelly's Coffee Grill
- Lange's Café
- McDonald's
- Pizza Hut
- Pizza Ranch
- Subway

Luverne area businesses/individuals for Rock County

- Brandenburg Gallery
- Exchange State Bank
- Kozlowski Insurance
- Luverne Fitness
- Papik's Motors
- Steve & Shirley Top

Access Control / Camera Systems Proposal for: Loren Gewerth

Redwood County

Public Health Building
Redwood Falls, MN 56283

507-637-4031



By: Integrated Protection Systems

John West
14115 Lincoln St. NE,
Ham Lake, MN 55304
612-414-3513

Licensed Bonded and Insured



Scope of Work

Access Control System install:

1. IPS to supply and install Two Kantech KT-400 door controller to be located in the network server room.
2. Customer to supply and install 115 Volt AC Power to the Kantech System from existing Power Panel
3. IPS to supply and install Eight Doors with Card readers, Rex Detectors and Door position Sensors
4. IPS to supply and Install Eight electronic locks on the access doors
5. IPS will supply a new Altronix power supply to power the new locks.
6. IPS will supply and install all wire required for the access control system
7. IPS to make all connections, program and test the access control system
8. IPS will provide and install all door hardware required and discussed in the project walk
9. IPS will make the network connection and work with the IT department to ensure that the systems is on line and working with the head-end equipment

Parts List:

- X2 Kantech KT-400 Access Control Panel
- X1 Power Supply (provides System power)
- X1 Battery Back Up (Emergency back up power)
- X4 Kantech Lock relays
- X8 Man Door Contacts, Kantech P325XSF readers w/KP, T.Rex-LT Sensors
- X8 Electronic Door Strikes
- X1 Power Supply for Locks

Access Control Cost Details

(Does not include state or local sales taxes. These will be added to the final invoice)

Access Control System ----- **\$11,897.00**

Includes all parts from parts list for the Access Control System, as well as labor to install program and train on all of the mentioned systems.

Electronic Locks ----- **\$3,894.00**

Includes all electronic locks and hardware for the 8 doors in question, including installation and parts. A trip charge is also included in the final number.

- | | | |
|----|-----------------------------|---------------|
| 1. | Main Entrance N Side | \$892.10 |
| 2. | Lobby Entrance | \$451.00 |
| 3. | Lobby Doors (N&S) | \$258.00 each |
| 4. | South End of Conference | \$258.00 |
| 5. | East Entrance Door | \$293.00 |
| 6. | Financial Maintenance | \$293.00 |
| 7. | Social Worker Rest Room Ent | \$258.00 |
| 8. | End Of South Hallway | \$293.00 |

Total Access Control System ----- **\$15,791.00**

KANTECH

A Tyco International Company





Camera Cost Details

(Does not include state or local sales taxes. These will be added to the final invoice)

Camera project **\$3840.00**

Includes 4 1080P IP indoor cameras, wire and connectors as well as labor to install program and train on all of the mentioned systems. Cameras to be install in locations provided by the customer. Customer to provide IP addresses as required and the network POE ports as needed. All cameras will be connected to the customers existing Kantech 32 camera NVR for recording and management.

East Employee Entrance Camera Option:

\$710.00 (Installed)

KANTECH
A Tyco International Company





Proposal Approval

Customer responsibilities:

1. All AC power requirements for the proposed systems are the responsibility of the customer. All locations where power is needed will be indicated in the proposal and/or during the site walk-through with the IPS representative.
2. Phone lines will be analog and will be active and tagged for the IPS tech at the demarc in the phone room prior to the install date.
3. All Network and IP information is the responsibility of the customer. All locations where a network drop is needed will be indicated in the proposal and/or during the site walk-through with the IPS representative.

Warranty :

All equipment has a one year parts warranty. Warranty does not cover any "acts of God" such as lightning and or water damage. All warranty parts replacement will be done during normal business hours at normal service rates.

By signing this document you have agreed with the proposed scope of work and equipment list provided, as well as the "customer responsibilities" and warranty. Please sign and date below if you would like to accept this proposal and start the ordering process.

Check the Monitoring and Service agreement choice

- #1. Local Account (no central station monitoring)
- #2. Auto Voice Dialer (no central station monitoring)
- #3. Tech Monitoring
- #4. Central Station IP Monitoring
- #5. Central Station / Tech Combo Monitoring

Check the Service Agreement Options

- Three year Term
- Five Year Term
- I Decline the Service Agreement Option at this time

Signature

Date

Printed name

PO Number

Site Address

If approved, Please scan and e-mail back to John@IPSSEC.com

Southwest Health and Human Services
Insurance Committee Guidelines

Insurance Committee

The Employee Insurance Committee was established to assist the Board members and management in evaluating insurance options. The goal in creating this committee was to fully educate a select number of people on insurance issues within the agency, and to encourage them to share this information with employees in their areas. Members will receive and analyze information on health care trends, claims data, vendor bids/proposals and plan design alternatives. The result should be increased communication with employees on insurance issues. The committee will not be decision makers for insurance changes, but will make recommendations. The Insurance Committee meetings will not be a format for collective bargaining.

As needed, representatives from each group listed below will meet with the Agency's agency of record and/or consultants to learn about, review, discuss and present all types of benefits for the employees of the Agency. This committee reviews experience ratings, listens to presentations on newly developed benefit programs and informs staff of what is happening in the insurance/benefits world. The committee will also meet to discuss new insurance options and/or plans.

Each group representative will bring issues discussed during the committee meetings to their individual groups. Each committee member will act as the liaison between their group and the committee and the committee member will ensure that issues, questions and concerns are addressed.

The Insurance Committee will continue to focus on education, training and implementation of training and insurance programs. The committee will continue to educate themselves on new benefits, changes and trends in the benefit possibilities and updates in legislature that affect benefits.

Below is the Committee Membership Appointments

<u>Department/Division</u>	<u>Representative</u>
Commissioner	
Administration	Chris Sorensen, Nancy Walker
AFSCME Human Services (3)	
AFSCME Public Health (3)	
Non Union (3)	

LABOR AGREEMENT

Between
Southwest Health and Human Services
&
American Federation of State, County
and Municipal Employees

HUMAN SERVICES

January 1, 2014 to December 31, 2014

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APENDIX A & B

DURATION

17,18

ARTICLE 1H - PURPOSE OF AGREEMENT

This AGREEMENT is entered into between the Southwest Health and Human Services, hereinafter called the EMPLOYER, and the American Federation of State, County, and Municipal Employees, hereinafter called the UNION.

The intent and purpose of this AGREEMENT IS TO:

- 1.1 Establish certain wages and other conditions of employment;
- 1.2 Establish procedures for the resolution of disputes concerning this AGREEMENT'S interpretation and/or application;
- 1.3 Specify the full and complete understanding of the parties; and
- 1.4 Place in written form the parties' agreement upon the terms and conditions of employment for the duration of this AGREEMENT.

ARTICLE 2H - RECOGNITION

The EMPLOYER recognizes the UNION as the Exclusive Representative for employees of Southwest Health and Human Services, Minnesota who perform work in Human Services and/or Social Services as well as all clerical employees who are public employees within the meaning of M.S. 179A.03 Subd. 14, excluding supervisory and confidential employees and employees who perform Public Health Services.

ARTICLE 3H - DEFINITIONS

3H

- 3.1 UNION: Council 65 American Federation of State, County and Municipal Employees.
- 3.2 EMPLOYER: Southwest Health and Human Services.
- 3.3 UNION MEMBER: A member of the American Federation of State, County and Municipal Employees.
- 3.4 EMPLOYEE: A member of the exclusively recognized bargaining unit.
- 3.5 BASE PAY RATE: The employee's annual or hourly pay rate exclusive of longevity or any other special allowance. Exempt (salaried) employees shall have their annual salary paid in either 26 or 27 pay periods depending upon calendar

3.6 SENIORITY

- A. EMPLOYER SENIORITY: Length of continuous service with the Employer, subject to Section C.
- B. JOB CLASSIFICATION SENIORITY: Length of service in a job classification covered by this Agreement, subject to section C.
- C. SENIORITY CREDIT FROM PRIOR EMPLOYERS:
- (i) Employees who were previously employed by Lincoln, Lyon, and Murray Human Services, clerical employees who were employed by Lincoln Lyon Murray Pipestone Public Health or a County that becomes a member of Southwest Health and Human Services (EMPLOYER), shall maintain their seniority dates from their initial employment and job classification from those prior employers, and shall be placed on the seniority list accordingly with other employees of the bargaining unit, so long as there was no interruption in continuous employment from their prior employer and the EMPLOYER. Such employees shall not be viewed as new employees and shall not serve a probationary period unless such employees transfer to a new position outside their job classification pursuant to § 11.2 after their employment with the EMPLOYER begins.
 - (ii) For the purpose of job classification seniority, employees of member counties joining the EMPLOYER shall be placed in the job classification that most closely matches the job duties that the employee performed at the member county as determined by the EMPLOYER.
 - (iii) For seniority credit to apply the employee of a County that is a signatory to the Southwest Health and Human Services Joint Powers Agreement for Human Services must have been employed in the Human Services Department of that member county immediately prior to becoming employed by the EMPLOYER.
 - (iv) "Immediately prior" means there shall be no break in service between the employment with any of the member county or LLMHS or, for clerical employees LLMPPH, ending and employment with the EMPLOYER beginning. In the event that the individual is later employed by the EMPLOYER, the individual shall not subsequently be entitled to service credit for past employment with a member county, LLMHS or for clerical employees, LLMPPH.

3.7 OVERTIME: Work performed at the express authorization of the EMPLOYER in excess of forty (40) hours within a seven (7) day period as determined by the employer.

3.8 LAYOFF: Reduction in an employee's scheduled hours of work or elimination of the employee's position.

3.9 TRIAL PERIOD: The first ninety (90) calendar days after a bargaining unit member is promoted, transferred, or accepts a position outside the bargaining unit, after having

completed their initial probationary period within the bargaining unit.

ARTICLE 4H- UNION SECURITY

In recognition of the UNION as the exclusive representative the EMPLOYER shall:

- 4.1 The EMPLOYER shall deduct union dues from the earnings of those employees who authorize such deductions in writing. The UNION shall submit such authorizations in writing to the EMPLOYER at least seven (7) days prior to the end of the pay period for which the deductions are to be effective, verifying the employees for whom full and fair share amounts shall be deducted. Such deductions shall continue in effect until canceled.
- 4.2 The EMPLOYER shall deduct each pay period, an amount as directed by the Union
 - a. Withheld dues shall be forwarded to AFSCME Council 65 Administrative Office (118 Central Ave, Nashwauk, MN 55769) within ten (10) days after the deductions are made, together with a record of the amount and a list of the names of the employees from whose wages deductions were made
 - b. Deduction of dues or fees shall be made each pay period using a formula (or schedule, if applicable) provided by the UNION to the EMPLOYER to calculate the actual dues deduction. The UNION will provide a spreadsheet or formula that can be used to calculate the actual dues in an electronic Excel format or via U.S. mail. Dues deductions shall be continued and terminated in accordance with said authorization card.
- 4.3 The UNION shall provide employees with union authorization cards for membership and union dues. The EMPLOYER shall not be responsible for providing such cards to employees. Cards and information regarding union dues may be obtained through AFSCME Council 65 Administrative Office (118 Central Ave, Nashwauk, MN 55769)
- 4.4 The UNION may designate employees from the bargaining unit to act as stewards and shall inform the EMPLOYER in writing of such choice.
- 4.5 The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the EMPLOYER as a result of any action taken or not taken by the EMPLOYER under the provisions of this Article.
- 4.6 DEDUCT FAIR SHARE fees in accordance with the provisions of M.S. 179.65, Subd. 2.
- 4.7 The EMPLOYER agrees to allow The UNION to use designated bulletin boards and e-bulletins for the purpose of posting notices of UNION meetings, election, election returns, appointments to office and any other items specifically approved by the EMPLOYER. The UNION agrees to limit the posting of such notices to designated locations.

ARTICLE 5V- EMPLOYER AUTHORITY

- 5.1 The EMPLOYER retains the full and unrestricted right to operate and direct the affairs of the EMPLOYER in all its various aspects including, but not limited to the right to direct the work force, select and manage all personnel, assign overtime, layoff employees due to lack of work and other legitimate reasons, make and enforce rules and regulations; determine the utilization of technology; change or eliminate existing methods, equipment or facilities; establish functions, policies and programs; set and amend budgets; establish and modify the organizational structure; and to perform any inherent managerial function not specifically limited by this AGREEMENT.
- 5.2 Any term and condition of employment not specifically established or modified by this AGREEMENT shall remain solely within the discretion of the EMPLOYER to modify, establish, or eliminate.
- 5.3 In the event that the EMPLOYER proposes to make changes to its policies which affect a mandatory subject of bargaining, the UNION shall be notified in advance. The Union shall promptly notify the employer if it is interested in negotiating regarding such subject(s). If negotiation is requested, such policies shall not be implemented for bargaining unit employees until the negotiation process is complete.

ARTICLE 6V- EMPLOYEE RIGHTS- GRIEVANCE PROCEDURE

6.1 DEFINITION OF A GRIEVANCE

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this AGREEMENT.

6.2 UNION REPRESENTATIVES

The EMPLOYER will recognize representatives designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The UNION shall notify the EMPLOYER in writing of the names of such UNION representatives and of their successors when so designated.

6.3 PROCESSING OF A GRIEVANCE

It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the EMPLOYEES and shall therefore be accomplished during normal working hours only when consistent with such EMPLOYEE duties and responsibilities. The aggrieved EMPLOYEE and the UNION REPRESENTATIVE shall be allowed a reasonable amount of time without

loss in pay when a grievance is presented to the EMPLOYER during normal working hours provided the EMPLOYEE and the UNION REPRESENTATIVE have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the EMPLOYER.

6.4 PROCEDURE

Employees are encouraged to attempt to resolve their grievances, as defined by Section 5.1 on an informal basis with their immediate supervisor at the earliest opportunity. If the matter cannot be resolved to the employee's satisfaction by informal discussion, it shall be then processed in accordance with the following procedure:

Step 1. An EMPLOYEE claiming a violation concerning the interpretation or application of this AGREEMENT shall, within twenty-one (21) calendar days after such alleged violation has occurred, present the grievance to the EMPLOYEE'S designated representative in writing, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought. The EMPLOYER-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt.

Step2. A grievance not resolved in Step 1 may be appealed to Step 2 in writing within ten (10) calendar days after the EMPLOYER-designated representative's final answer in Step 1, and shall set forth the nature of the grievance, the facts on which it is based, the provision or provisions of the AGREEMENT allegedly violated, and the remedy requested. Any grievance not appealed in writing to Step 2 by the UNION within ten (10) calendar days shall be considered waived.

If appealed, the grievance shall be presented by the UNION and discussed with the EMPLOYER-designated Step 2 representative. The EMPLOYER-designated representative shall give the UNION the EMPLOYER'S Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance.

Step3. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the EMPLOYER-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the UNION within ten (10) calendar days shall be considered waived.

If appealed, the written grievance may, by mutual written agreement, be submitted to mediation through the Minnesota Bureau of Mediation Services.

Step4. A grievance unresolved in Step 2 which the parties do not mediate or which is unresolved at Step 3 may be appealed to Step 4 and submitted to arbitration.

The EMPLOYER and the UNION representative may endeavor to select a mutually acceptable arbitrator to hear and decide the grievance or may select an arbitrator in accordance with the Rules established by the Bureau of Mediation Services. Absent any factors beyond the control of the Union or the Employer, the Union and the Employer shall select an arbitrator within ninety (90) calendar days from the date the Union appeals the grievance to Step 4 of the grievance procedure. If no selection is made within this ninety (90) day timeframe, the grievance shall be considered waived. However, no such waiver shall occur due to the failure of the Employer to engage in the selection process.

6.5 ARBITRATOR'S AUTHORITY

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted.
- B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this AGREEMENT and to the facts of the grievance presented.
- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

6.6 WAIVER

If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER'S last answer. If the EMPLOYER does not answer a grievance or an appeal

thereof within the specified time limits, the UNION may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the EMPLOYER and the UNION.

6.7 CHOICE OF REMEDY

A grievance unresolved at Step 3 that involves a suspension, demotion or discharge of an employee who has completed the required probationary period may be appealed either to Step 4 of Article VI or a procedure such as: Merit System, Veteran's Preference or other statutory proceeding. If appealed to any procedure other than Step 4, the grievance is not subject to the arbitration procedure as provided in Step 4. The aggrieved employee shall elect in writing which procedure is to be utilized, Step 4, or another appeal procedure, and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Step 4.

ARTICLE 7VII - SAVINGS CLAUSE

In the event any provision of this AGREEMENT shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be voided. All other provisions of the AGREEMENT shall continue in full force and effect. The voided provision may be renegotiated at the request of either party.

ARTICLE 8VIII - WORK SCHEDULES

8.1 The sole authority to establish or modify work schedules is with the EMPLOYER.

8.2 The EMPLOYER will give seven (7) calendar days advance notice to employees affected by the establishment of permanent change in schedule.

8.2 8.3 Any employee directed to work outside of their assigned office shall begin their work day at the beginning of their travel to their unassigned office.

ARTICLE 9IX- OVERTIME PAY AND COMPENSATORY TIME

9.1 All overtime must be approved in advance by the employee's supervisor. Hours worked by non-exempt employees in excess of forty (40) hours within a seven (7) day period (as determined by the employer) will be compensated at one and one-half (1-1/2) times the employee's regular base pay.

9.2 The maximum number of hours that a non-exempt employee should work in any week is 37.5 hours. With supervisory approval, non-exempt employees may work up to two and a half (2.5) hours over the regular 37.5 hours which will be earned as compensatory time.

9.3 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

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- 9.4 Exempt employees may earn compensatory time at one (1) hour for each hour worked in excess of thirty seven and a half (37.5) hours with prior approval of a supervisor, unless a supervisor is unavailable and immediate client needs require attention. In such circumstances, supervisor approval must be obtained the following work day. If an on-call employee takes a call or is called out to work, compensatory time is to be earned at time and a half (1.5).
- 9.5 Compensatory time taken must be approved in advance by the employee's immediate supervisor.
- 9.6 Compensatory time will be earned and taken in 30 minute increments at a minimum. The balance of compensatory time at the end of the payroll period shall never be more than 15 hours. Time in excess of 15 hours at the end of a payroll period will be lost to exempt employees. For non-exempt employees, the time in excess of 15 hours at the end of a payroll period shall be paid out to the employee at the employee's regular rate of pay.

ARTICLE 10X- DISCIPLINE

The EMPLOYER will discipline employees only for just cause. Discipline will be in one or more of the following forms, as appropriate to the circumstances: oral reprimand with written documentation, written reprimand, suspension, demotion, or discharge.

Employees shall be provided with a copy of all disciplinary actions and a copy of their performance evaluations.

ARTICLE 11XI - PROBATIONARY PERIODS

- 11.1 All newly hired or rehired employees will serve an initial one-year probationary period.
- 11.2 At any time during the initial probationary period a newly hired or rehired employee may be terminated at the sole discretion of the EMPLOYER. Such terminations shall not be subject to the grievance procedure.
- 11.3 All employees will serve a six (6) months' bargaining unit probationary period in any job classification within the bargaining unit in which the employee has not served a probationary period. During the initial ninety (90) calendar day trial period, the employee may return to their prior position at their request and shall retain the job classification seniority upon reinstatement to the position previously held.
- 11.4 At any time during the six month bargaining unit probationary period, an employee promoted or reassigned may be demoted or reassigned to the employee's previous position at the sole discretion of the EMPLOYER. If an employee is returned to his or her prior position by the EMPLOYER during their bargaining unit probationary period, that employee shall retain the job classification seniority upon reinstatement to the position previously held.

- 11.5 An employee who accepts a position outside of the bargaining unit shall retain his/her job classification seniority within the unit for a trial period of ninety (90) calendar days during which either the employee or the EMPLOYER may return the employee to the employee's previous job classification. At the conclusion of the trial period, the employee's seniority rights under this agreement shall terminate. Nothing in this provision shall be construed as modifying or impacting any probationary or trial period that is or may be required in the position outside of the bargaining unit.
- 11.6 Newly hired probationary employees may use accrued sick leave as it is earned. They may use accrued vacation leave after three (3) months of employment. Employees serving probationary periods in new job classifications shall be entitled to use all accrued paid leave time consistent with the terms of Article XV.

ARTICLE 12~~XII~~ - SENIORITY

- 12.1 In the event of layoff, employees will be laid off on the basis of job classification seniority. The Employer will endeavor to provide employees with as much notice of temporary layoff as reasonably practicable based upon the circumstances. Notification of permanent layoff will be 3 weeks.
- The employee laid off shall then have the opportunity to bump the least senior employee in the job classification the employee most recently previously held, provided the employee has more seniority than the employee he/she intends to bump.
- 12.2 Recall from layoff will be on the basis of job classification seniority. Recall rights will continue for twelve (12) months after lay off. Recalled employees shall have ten (10) working days after notification of recall by registered mail at the employee's last known address to report to work or forfeit all recall rights.
- No new employee shall be hired to work in classifications in which layoffs have occurred until all employees in those classifications on layoff status who wish to return have been recalled.
- 12.3 Seniority lists: The EMPLOYER shall establish seniority lists by EMPLOYER and job classification seniority and will provide such lists to the UNION upon request. The UNION shall be notified of new hires within the bargaining unit, including job classification and rate of pay.
- 12.4 Seniority: Newly hired employees shall be placed on the seniority lists upon completion of their probationary periods.
- 12.5 EMPLOYER seniority shall be used for the purpose of determining benefits.

ARTICLE 13~~XIII~~ – JOB VACANCIES

- 13.1 Job vacancies within the agency will be posted within the agency for five (5) work days prior to being advertised publicly. Interested employees may submit application for a position after the Board approves the position to be filled, prior to the posting date. The EMPLOYER shall have the discretion to determine whether or not to seek outside applicants.
- 13.2 Employees selected to fill a position in a higher job classification shall be subject to the conditions of ARTICLE XI (PROBATIONARY PERIOD).
- 13.3 The EMPLOYER has the right of final decision in the selection from all applicants (internal and external) to fill jobs based on qualifications, abilities and experience and to set initial salary. In the event that an initial salary is higher than the lowest paid employee in the job classification, the Union shall be notified in advance of the recommendation to the Board. The EMPLOYER shall meet and confer with the UNION upon request and provide information regarding the experience and qualifications of the successful applicant and the reason for the wages/salary.

ARTICLE 14~~XIV~~ – HEALTH, DENTAL, LTD (Long-term disability), and LIFE INSURANCE PLANS

Hereinafter called the Cafeteria Plan

- 14.1 The EMPLOYER will contribute up to a maximum of five hundred ~~ninety one fifty~~ (\$~~59150~~.00) per month per employee for the cafeteria plan for employees taking single coverage. The EMPLOYER will contribute up to a maximum of nine hundred ~~forty one~~ dollars (\$~~94100~~.00) per month per employee to the cafeteria plan for employees taking dependent coverage. Employees are required to carry single or dependent health care coverage, LTD (long-term disability) coverage, and life insurance using the maximum employer contributions stated above.
~~Upon signing of the 2013 contract, \$41.00 cafeteria contribution increase monthly.~~
- 14.2 Retiring employees who:
- a) were employed by Lincoln, Lyon, and Murray Human Services (LLMHS) and were employed by that agency prior to August 22, 2005 and worked continuously for LLMHS through December 31, 2010 with no break in service; and
 - b) were hired by the EMPLOYER effective January 1, 2011 with no break in service and are employed on a full-time basis with the EMPLOYER; and
 - c) are receiving a disability benefit or PERA annuity, or have met age and service requirements necessary to receive a PERA annuity;

shall be entitled to receive 4% per year of service toward the employee's (dependents are excluded) health and dental single insurance premium, including their years of service at LLMHS.

This amount shall not exceed 100% nor shall the total amount exceed the amount paid by Southwest Health and Human Services on behalf of their employees. Payment of this amount will be discontinued if the employee's share of the premium(s) is not paid within the deadline set by the EMPLOYER. Payment shall also be discontinued when the employee becomes eligible for Medicare or if the employee obtains employment where single health insurance is available at no cost to the employee.

Employees hired after August 22, 2005 by Lincoln, Lyon, and Murray Human Services are not eligible for retirement health insurance benefits. No employees hired by the EMPLOYER who were not employed by LLMHS are entitled to retirement health insurance benefits.

- 14.3 The Agency will cover the maintenance costs of the benefit plans. The employee shall be responsible for any lost or extra debit cards.

ARTICLE 15~~XV~~- LEAVES

- 15.1 VACATION LEAVE- Full-time employees shall be granted paid time off as follows: Each permanent or probationary full time employee shall earn, on the last working day of each payroll period:

- 3.7 hours of vacation leave for 1-5 years of service
- 5.55 hours of vacation leave for 6-9 years of service
- 6.45 hours of vacation leave for 10-14 years of service
- 7.35 hours of vacation leave for 15+ years of service

Vacation leave can accumulate to 224 hours. No time is accumulated after reaching the maximum. Vacation leave cannot be used during the first three months of full time equivalency service. When taking vacation leave, the minimum increment that can be used is one-half hour. Vacation leave cannot be used until it is earned.

No Vacation Leave will accrue after the employee reaches 224 hours.

Requests for vacation leave must be made to the employee's supervisor in writing and must be authorized in advance by the supervisor in writing. In the absence of the employee's supervisor, the request may be made to another supervisor in Human Services or the Director of Business Management.

Upon voluntary separation of employment, any employee who has six (6) months of satisfactory service will be paid for any accrued vacation leave that has not been used. Employees may not use more than three days during the last two weeks of employment. Employees terminated for misconduct shall not be entitled to be paid for accrued unused vacation leave. This shall not apply to employees terminated for poor work performance.

15.2 MEDICAL LEAVE

- a. Employees shall earn paid medical leave at the end of the payroll period at the rate of

- 3.7hours.
- b. Paid medical leave will be prorated for part-time employees.
 - c. Paid medical leave can be accumulated to a maximum of 450 working hours. No time is accumulated after reaching this maximum.
 - d. Paid medical leave may not be used in the payroll period it is earned.
 - e. When taking paid medical leave, the minimum increment that can be used is one-half hour.
 - f. Employees shall use paid medical leave for FMLA leave purposes.
 - g. Paid medical leave may be used for illness (self and immediate family), injury, medical and dental appointments.(Immediate family shall be spouse, children, parents, grandparents and legal wards) as prescribed by MN Statute 181.9413.
 - h. The employer may require medical documentation when three days of leave is used within a thirty (30) day period. Such documentation may consist of verification of doctor's or dental appointments without disclosure of diagnosis. The employer reserves the right to require additional information, including medical information, in the event that there is a pattern indicating the possible abuse of sick leave.
 - i. If any employee receives a compensable injury and has benefits accrued under sick leave, the employee may at his/her option, request and receive sick leave to supplement the difference between his/her regular pay and Worker's Compensation. The total amount paid to the employee will not exceed his/her regular earnings.

When an employee cannot report to work due to an illness the employee shall notify the receptionist so the employee's calendar can be updated. The receptionist should then notify the supervisor so that unit coverage is ensured. Medical leave due to preplanned medical appointments must be approved by the employee's supervisor in the same manner as vacation.

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.

15.3 PAID MEDICAL LEAVE DURING VACATION LEAVE

When illness occurs within a period of vacation leave, the period of illness may be charged as paid medical leave and the charge against vacation leave reduced accordingly except when the employee has submitted their resignation.

15.4 FAMILY MEDICAL LEAVE ACT (FMLA) LEAVE will be provided as required by law.

A "rolling forward" period of time for FMLA leave shall be used. Employees must use accumulated

paid leave during FMLA leave. Employees may hold up to 37.5 hours of sick leave to be available upon return from leave. Employees will provide written notification to their supervisor of their intent to bank sick leave prior to FMLA leave.

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15.5 STATUTORY LEAVES - Military leave, bone marrow donation, jury duty and other statutory leaves will be provided by as required by law, and may be enhanced but not diminished by SWHHS policy.

15.6 BEREAVEMENT LEAVE

Each employee shall have up to 30 hours noncumulative annual bereavement leave in the event of the death of the employee's parents, children, spouse, siblings, legal wards, grandparents, grandchildren, nieces, nephews, and spouse's parents. Such days shall be with pay and shall not be deducted from sick leave or vacation balances. Such leave must be taken in a minimum of 1/2 (.5) hour increments.

Upon exhaustion of the noncumulative bereavement leave and approval of their supervisor, an employee may use up to three (3) days of medical leave for bereavement of a parents, children, spouse, siblings, legal wards, grandparents, grandchildren, nieces, nephews, and spouse's parents.

Reasonable leave time without loss of pay will be allowed to attend a funeral of current staff members or former staff members who have left the agency within the last two years.

In the event of a death in the family the employee shall inform the supervisor in the-same manner as for sick leave.

15.7 Union Leave - Upon written request by the Union, unpaid leave shall be granted for up to a maximum of three (3) employees selected by the Union to do union business for up to a maximum of five (5) days per year.

ARTICLE ~~16XVI~~ -
HOLIDAYS

16.1 Employees shall receive the following ten and ½* (10.5*) holidays:

- | | |
|------------------------|---|
| New Year's Day | Veterans' Day |
| Martin Luther King Day | Thanksgiving Day |
| President's Day | Day after Thanksgiving |
| Memorial Day | Christmas Eve day at noon if December 24 |
| Independence Day | falls on <u>Monday</u> ; Tuesday, Wednesday, or |
| Labor Day | Thursday |
| | Christmas Day |

*When Christmas Eve falls on a Monday, 7.5 hours of Holiday will be observed.

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- 16.2 Non-exempt employees required to work on holidays shall be paid one and one-half (1-1/2) times the employee's base pay rate for hours worked. This is in addition to the employee's base pay. In all cases where a non-exempt employee is required to work on a holiday and such hours worked are in excess of forty (40) hours per week, ARTICLE 9.1 shall apply.
- 16.3 In the event that a holiday falls on a Sunday, the following Monday shall be paid holiday, and if any of these fall on a Saturday, the preceding Friday shall be a paid holiday.
- 16.4 Employees shall be required to work their last regularly scheduled work day prior to the holiday and their next regularly scheduled work day after the holiday to qualify for holiday pay, unless the employee is absent due to illness, accident, is on vacation or due to the death in the employee's immediate family.

ARTICLE ~~17XVII~~ - LEAVES OF ABSENCE

Leaves of absence not otherwise set forth in this agreement will be provided as per law or Southwest Health and Human Services Policy.

In the event that the EMPLOYER makes changes to its policies which affect a mandatory subject of bargaining, the UNION shall promptly notify the employer if it is interested in negotiating regarding such subject(s).

ARTICLE ~~18XVIII~~ - PART-TIME EMPLOYEES

Part-time employees shall be eligible for pro-rated holidays, medical leave, and vacation benefits under this AGREEMENT.

ARTICLE ~~19XIX~~ - COMPENSATION

- 19.1 On call social workers will bill the agency monthly at \$25 per day. On-call social workers will bill the agency \$50 per day for holidays as defined by Article XVI of this contract.
- 19.2 Professional Licensure: the EMPLOYER will pay for one-half of any professional licensing fees when the license is required for the job. This does not include application or late fees.
- 19.3 Employees shall be paid in accordance with attachment A
- 19.4 Notwithstanding any provision for the continuation of the agreement following the expiration of the term pursuant to P.E.L.R.A., steps on any wage schedule shall not be automatic, The EMPLOYER reserves the right to deny or withhold steps following the expiration of the term of this AGREEMENT.

ARTICLE 20 - SAFETY

The EMPLOYER and the UNION agree to jointly promote safe and healthful working conditions, to cooperate in safety matters and to encourage employees to work in a safe manner.

A copy of the Safety Policy shall be available online to all employees.

Employees shall report unsafe conditions to one of the Safety Committee Chairpersons and/or the Administrator.

ARTICLE ~~21XXI~~ - GENERAL PROVISIONS

SWHHS policies regarding the general terms and conditions of employment shall be applied, including but not limited to such matters as, expense reimbursement, flex schedule, telecommuting, inclement weather, community service participation and use of agency vehicles.

In the event that the EMPLOYER makes changes to its policies which affect a mandatory subject of bargaining, the UNION shall promptly notify the EMPLOYER if it is interested in negotiating regarding such subject(s).

ARTICLE ~~22XXH~~ - WAIVER

22.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this AGREEMENT, are hereby superseded.

22.2 The parties mutually acknowledge that during the negotiations which resulted in this AGREEMENT, each had the unlimited right and opportunity to make demands and proposals with respect to any terms or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this AGREEMENT for the stipulated duration of this AGREEMENT.

ARTICLE ~~23XXIII~~ - DURATION

This AGREEMENT shall be effective as of January 1, 2014~~3~~ and shall remain in full force and effect until the 31st day December 2014~~3~~. It shall be automatically renewed from year to year thereafter, unless either party shall notify the other party in writing prior to date of expiration that it desires to modify this agreement. This Contract shall remain in full force and effect during the period of such negotiations.

FOR SOUTHWEST HEALTH AND HUMAN SERVICES

FOR AMERICAN FEDERATION OF STATE COUNTY & MUNICIPAL EMPLOYEES

Christopher Sorensen, Director
Dated _____

~~Darcy Tribble~~ ~~Joanne Brisk~~, Union President
Dated _____

~~Bob Moline~~ ~~Steve Ritter~~, Board Chairperson

~~Serena Vergin~~ ~~Paul Schwarz~~, AFSCME

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Representative
Dated _____

Dated _____

APPENDIX A

2011 Compensation

~~For 2011 non-exempt (hourly) employees 3% shall be added to the base hourly wage offered to them at the time of hire by SWHHS retroactive to January 1, 2011. For exempt employees, 3% shall be added to the annual salary offered to them at the time of hire by SWHHS retroactive to January 1, 2011.~~

~~In addition, each employee shall receive a \$250 lump sum which shall not be added to base, to be paid with the paycheck following ratification of this agreement and approval of the Joint Governing Board.~~

~~Any other compensation under the terms of this contract shall be retroactive to January 1, 2011.~~

2012 Compensation

~~For 2012 non-exempt employees 3% shall be added to their 2011 hourly wage. For exempt employees, 3% shall be added to their 2011 annual salary.~~

2013 Compensation

~~For 2013 non-exempt employees, 2.5% shall be added to their 2012 hourly wage. For exempt employees, 2.5% shall be added to their 2012 annual salary.~~

2014 Compensation

~~For 2014 non-exempt employees not at the top of the Merit System scale, 2% shall be added to their 2013 hourly wage. For exempt employees not at the top of the Merit System scale, 2% shall be added to their 2013 annual salary. Increases shall apply to those employees employed with SWHHS as of 1-1-2014.~~

APPENDIX B

Leave time transfers for new county partners to the Southwest Health and Human Services Joint Powers Organization

The Union and the Employer agree that up the Employer may enter into agreements to allow the transfer of up to the maximum medical leave and vacation leave balances set forth in this agreement for employees of new JPA members as long as the joining partner county compensates SWHHS fully for the transferred time. Nothing in this agreement shall allow employees of new member counties to file grievances related to the amount of leave transferred pursuant to any agreement between the Employer and their member county/prior employer.

COST OF SPACE ANALYSIS 2014

Location	Lincoln	Lyon	Murray	Pipestone	Redwood	Rock	TOTAL
	HS	PH	HS & PH	CH (IVD)			
SQ FT	1,567	14,989	8,649	8,500	11,800	4,013	53,746
Annual Rent	\$ 15,670	\$ 161,040	\$ 70,397	\$ 38,000	\$ 128,900	\$ 29,145	
Utilities	not seperated in contract	not seperated in contract	not seperated in contract	\$ 20,000	not seperated in contract	not in contract	
SWHHS Paid Utilities				\$ 2,141.68	\$ 1,268.94	\$ 29,312.50	
TOTAL BUILDING & SWHHS PD UTILITIES	\$ 15,670	\$ 161,040	\$ 70,397	\$ 60,142	\$ 130,169	\$ 58,458	\$ 524,675
\$/SQ.FT	\$ 10.00	\$ 10.74	\$ 8.14	\$ 7.08	\$ 10.31	\$ 14.57	\$ 9.76
Gas	Contract	Contract	Contract	Contract	Contract	SWHHS	
Electric	Contract	Contract	Contract	Contract	Contract	SWHHS	
Water/Sewer	Contract	Contract	Contract	Contract	Contract	SWHHS	
Maintenance	Contract	Contract	Contract	Contract	Contract	SWHHS	
Staff	Contract	Contract	Contract	Contract	Contract	SWHHS	
Garbage	Contract	Contract	Contract	SWHHS	Contract	SWHHS	
Pest control	Contract	Contract	Contract	Contract	SWHHS	Contract	
Softner	Contract	Contract	Contract	Contract	SWHHS	Contract	
Snow							
Removal/Lawn Maint	Contract	Contract	Contract	Contract	Contract	Contract	
Heating Cooling Maintenance	Contract	Contract	Contract	Contract	Contract	Contract	
Fire Extingisher Maint	Contract	Contract	Contract	Contract	Contract	Contract	
Access Cards	NA	SWHHS	NA	NA	NA	NA	
Remodeling	Labor - County	Materials - SWHHS			County Covers Both		
Common Space	yes	yes	no	no	1860.75 common space	Extention = 671 sq ft ; shared space 7232 sq ft	
Questions or Other Info in Contract	2 car electric plug ins		?? Electric for Armour tower also included			Paying for Extension's share of utilities	