



**\*\*PLEASE NOTE\*\***  
**THE BOARD MEETING WILL BE HELD IN LUVERNE**

Southwest Health and Human Services  
 Board Agenda  
**Wednesday, October 15, 2014**  
**2 Roundwind Road**  
**Luverne**  
**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 09/17/14 board minutes

D. Financial

E. Caseload

	09/14	08/14	07/14
Social Service	3735	3710	3723
Licensing	498	501	508
Out-of-Home Placements	127	141	128
Income Maintenance	12,962	12,102	11,790
Child Support Cases	3,573	3,632	3,648
Child Support Collections	\$890,262	\$843,074	\$842,110
Non IV-D Collections	\$ 51,385	\$66,514	\$68,554

F. Decision Items

- 1.
- 2.

G. Discussion/Information

- 1.

**COMMUNITY HEALTH**

- H. Call to order
- I. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 09/17/14 board minutes

J. Financial

K. Caseload

	09/14	08/14	07/14
WIC		2245	2238
Family Home Visiting	54	65	44
PCA Assessments	34	25	17
Managed Care	203	210	218
Dental Varnishing	92	143	169
Refugee Health	0	4	3
Latent TB Medication Distribution	31	33	25

L. Decision Items

- 1.
- 2.

M. Discussion/Information

- 1. Oral Health Grant – Cris Gilb
- 2. Healthy Homes

**GOVERNING BOARD**

N. Call to order

O. Consent Agenda

- 1. Amend/Approval of Agenda
- 2. Identification of Conflict of Interest
- 3. Approval of 09/17/14 board minutes

P. Financial

Q. Employee Recognition

- Hilary Kesteloot, 1 year, Social Worker, Marshall
- Lori Stai, 1 year, Social Worker, Marshall
- John O’Neal, 5 years, Eligibility Worker, Marshall
- Carol Biren, 5 years, Community Health Services Manager, Marshall

**GOVERNING BOARD (cont.)**

- R. Decision Items
1. Theresa Klingbile, Eligibility Worker, completion of 12 month probationary period, no salary increase, effective 11/04/14
  2. Jennifer Beek, Financial Assistance Supervisor, completion of 12 month probationary period, no salary increase, effective 11/04/14
  3. Karri Harvey, Management Information Supervisor, completion of 12 month probationary period, no salary increase, effective 11/12/14
  4. Kate Wessel, Social Worker (CPS), probationary appointment (12 months), \$36,588.00 annual, effective 10/20/14
  5. Request for Office Support Specialist
  6. Southern Prairie Community Care position (Social Worker Team Leader or Nursing Team Leader)
  7. Contracts
  8. Donations
  9. Resolution Assigning and Approving "Designated Agency"
  10. Unclaimed funds
  - 11.
  - 12.
- S. Discussion/Information
- 1.
- T. Closed session – union negotiations
- U. Adjournment

**Next Meeting Dates:**

- **Wednesday, November 19, 2014 – Marshall**
- **Wednesday, December 17, 2014 – Marshall**
- **Wednesday, January 21, 2015 - Marshall**

# SOUTHWEST HEALTH & HUMAN SERVICES

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

## SUMMARY OF FINANCIAL ACCOUNTS REPORT

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

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

Description	Month	Running Balance
<b>BEGINNING BALANCE</b>		<b>\$5,943,341</b>
<b>RECEIPTS</b>		
Monthly Receipts	1,312,602	
County Contribution	6,367	
Interest on Investments	624	
<b>TOTAL MONTHLY RECEIPTS</b>		<b>1,319,593</b>
<b>DISBURSEMENTS</b>		
Monthly Disbursements	2,533,358	
<b>TOTAL MONTHLY DISBURSEMENTS</b>		<b>2,533,358</b>
<b>ENDING BALANCE</b>		<b>\$4,729,576</b>

## REVENUE

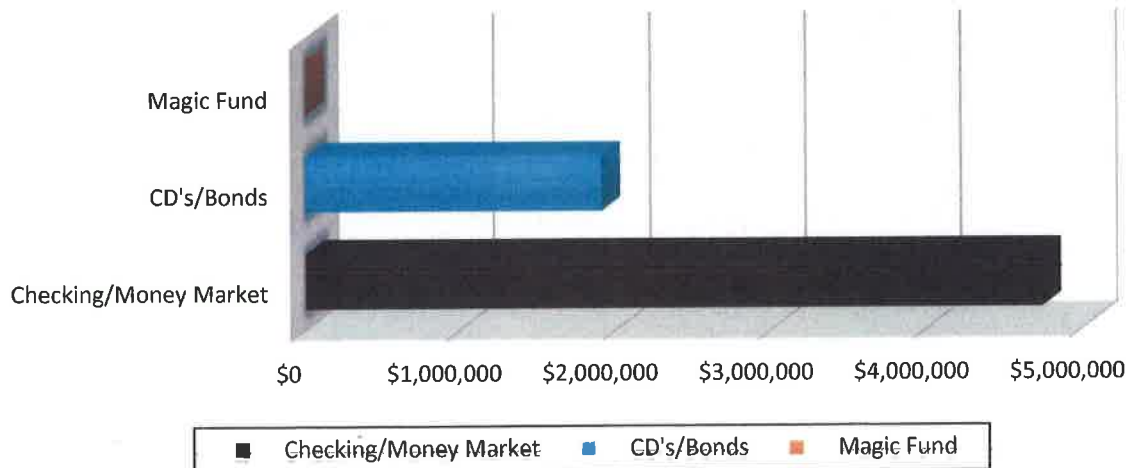
<i>Checking/Money Market</i>	<b>\$4,729,576</b>
<i>CD's/Bonds</i>	<b>\$1,899,750</b>
<i>Magic Fund</i>	<b>\$0</b>

**Average Balance  
last two years  
\$6,519,268**

## ENDING BALANCE

**\$6,629,326**

## REVENUE DESIGNATION



# Southwest Health and Human Services



NJW  
10/3/14 10:30AM

TREASURER'S CASH TRIAL BALANCE As of 09/2014

<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		211,114.70	2,436,935.60	
Disbursements		53,709.12-	709,838.95-	
Payroll		176,307.49-	1,728,622.52-	
Journal Entries		100,000.00	68,719.17	
Fund Total . . . . .		81,098.09	67,193.30	1,600,026.68
5 Human Services Fund		General Administration		
Receipts	947,913.02	51,851.41	466,491.27	
Disbursements		43,162.78-	493,657.42-	
Payroll		9,287.35-	79,680.54-	
Journal Entries		0.00	3,681.67-	
Dept Total . . . . .		598.72-	110,528.36-	837,384.66
5 Human Services Fund		Income Maintenance		
Receipts	2,133,213.06-	256,646.04	4,953,562.19	
Disbursements		294,463.43-	2,502,124.72-	
Payroll		298,585.88-	2,940,094.69-	
Journal Entries		0.00	305,915.00-	
Dept Total . . . . .		336,403.27-	794,572.22-	2,927,785.28-
5 Human Services Fund		Social Services		
Receipts	32,305,717.42-	880.27	26,930.85	
Disbursements		123,204.09-	1,071,687.34-	
Payroll		483,238.30-	4,514,174.01-	
Journal Entries		0.00	458,872.50-	
Dept Total . . . . .		605,562.12-	6,017,803.00-	38,323,520.42-
5 Human Services Fund		Purchased Services,SSIS		
Receipts	39,771,425.35	420,343.48	10,443,335.61	
Disbursements		20,653.42-	72,595.20-	

# Southwest Health and Human Services



NJW 10/3/14 10:30AM

TREASURER'S CASH TRIAL BALANCE As of 09/2014

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
5 Human Services Fund	1,593,070.09-	Information Systems		
Receipts		4,604.00	51,671.52	
Disbursements		2,903.96-	5,874.91-	
Payroll		21,364.58-	202,285.89-	
Dept Total . . . . .		19,664.54-	156,489.28-	1,749,559.37-
5 Human Services Fund	0.00	LCTS Collaborative Agency		
Receipts		0.00	227,518.00	
Disbursements		0.00	166,264.00-	
SSIS		61,254.00-	61,254.00-	
Dept Total . . . . .		61,254.00-	0.00	0.00
Fund Total . . . . .	4,687,337.80	1,340,546.75-	2,226,897.89-	2,460,439.91
61 Agency Health Insurance	123,821.48			
Receipts		212,700.02	1,597,273.81	
Disbursements		204,405.20-	1,382,398.90-	
Fund Total . . . . .		8,294.82	214,874.91	338,696.39
71 LCTS Lyon Murray Collaborative Fund	115,832.97	LCTS Collaborative Agency		
Receipts		27,067.72	89,867.07	
Disbursements		1,039.11-	44,812.11-	
Dept Total . . . . .		26,028.61	45,054.96	160,887.93
Fund Total . . . . .	115,832.97	26,028.61	45,054.96	160,887.93
73 LCTS Rock Pipestone Collaborative Fund	38,376.92	LCTS Collaborative Agency		
Receipts		12,511.80	42,614.43	

# Southwest Health and Human Services



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TREASURER'S CASH TRIAL BALANCE

As of 09/2014

Page 4

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Disbursements		483.89-	5,527.89-	
Dept Total .....		12,027.91	37,086.54	75,463.46
<b>Fund Total .....</b>	38,376.92	12,027.91	37,086.54	75,463.46
<b>75 Redwood ICTS Collaborative</b>				
	102,329.62			
		LCTS Collaborative Agency		
Receipts		21,874.48	132,243.30	
Disbursements		22,542.00-	142,284.00-	
Dept Total .....		667.52-	10,040.70-	92,288.92
<b>Fund Total .....</b>	102,329.62	667.52-	10,040.70-	92,288.92
<b>77 Local Advisory Council</b>				
	0.00			
		Local Advisory Council		
Receipts		0.00	1,772.99	
Dept Total .....		0.00	1,772.99	1,772.99
<b>Fund Total .....</b>	0.00	0.00	1,772.99	1,772.99
<b>All Funds .....</b>	6,600,532.17			
Receipts		1,219,593.92	20,470,216.64	
Disbursements		766,567.00-	6,597,065.44-	
SSIS		778,008.16-	5,579,499.44-	
Payroll		988,783.60-	9,464,857.65-	
Journal Entries		100,000.00	699,750.00-	
<b>Total .....</b>		1,213,764.84-	1,870,955.89-	<b>4,729,576.28</b>

# Southwest Health and Human Services



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10/3/14 10:31AM

1 Health Services Fund

## TRIAL BALANCE REPORT

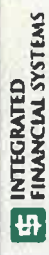
As of 09/2014

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	81,098.09	67,193.30	1,600,026.68
1090 Investments	400,000.00	100,000.00	65,037.50	334,962.50
<b>Total Assets</b>	1,932,833.38	18,901.91	2,155.80	1,934,989.18
--- Liabilities and Balance ---				
Liabilities				
<b>Total Liabilities</b>	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	211,052.66	2,434,247.45	2,434,247.45
2887 Expenditure Control	0.00	229,954.57	2,432,091.65	2,432,091.65
<b>Total Fund Balance</b>	1,932,833.38	18,901.91	2,155.80	1,934,989.18
<b>Total Liabilities and Balance</b>	1,932,833.38	18,901.91	2,155.80	1,934,989.18
-----Assets-----				
<b>Total Assets</b>	0.00	0.00	0.00	0.00
--- Liabilities and Balance ---				
Liabilities				
<b>Total Liabilities</b>	0.00	0.00	0.00	0.00
<b>Total Liabilities and Balance</b>	0.00	0.00	0.00	0.00
-----Assets-----				
<b>Total Assets</b>	0.00	0.00	0.00	0.00
--- Liabilities and Balance ---				
Liabilities				
<b>Total Liabilities</b>	0.00	0.00	0.00	0.00
<b>Total Liabilities and Balance</b>	0.00	0.00	0.00	0.00
-----Assets-----				
<b>Total Assets</b>	0.00	0.00	0.00	0.00
--- Liabilities and Balance ---				
Liabilities				
<b>Total Liabilities</b>	0.00	0.00	0.00	0.00
<b>Total Liabilities and Balance</b>	0.00	0.00	0.00	0.00
-----Assets-----				
<b>Total Assets</b>	0.00	0.00	0.00	0.00
--- Liabilities and Balance ---				
Liabilities				
<b>Total Liabilities</b>	0.00	0.00	0.00	0.00
<b>Total Liabilities and Balance</b>	0.00	0.00	0.00	0.00



# Southwest Health and Human Services



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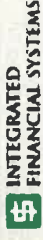
5 Human Services Fund

## TRIAL BALANCE REPORT As of 09/2014

Report Basis: Cash

Account	Beginning Balance	Actual This- Month	Actual Year- To- Date	Current Balance
410 General Administration				
1001 Cash In Bank - Checking	947,913.02	598.72-	110,528.36-	837,384.66
<b>Total Assets</b>	947,913.02	598.72-	110,528.36-	837,384.66
--- Liabilities and Balance---				
2080 Medical Insurance Payable	40,941.81-	0.00	0.00	40,941.81-
2090 Due To Flexible Plan Employees	1,920.70	433.28	42.78-	1,877.92
<b>Total Liabilities</b>	39,021.11-	433.28	42.78-	39,063.89-
<b>Fund Balance</b>				
2881 Unassigned Fund Balance	908,891.91-	0.00	0.00	908,891.91-
2887 Expenditure Control	0.00	165.44	110,571.14	110,571.14
<b>Total Fund Balance</b>	908,891.91-	165.44	110,571.14	798,320.77-
<b>Total Liabilities and Balance</b>	947,913.02-	598.72	110,528.36	837,384.66-
420 Income Maintenance				
1001 Cash In Bank - Checking	2,133,213.06-	336,403.27-	794,572.22-	2,927,785.28-
1090 Investments	320,000.00	0.00	305,915.00	625,915.00
<b>Total Assets</b>	1,813,213.06-	336,403.27-	488,657.22-	2,301,870.28-
--- Liabilities and Balance---				
2881 Unassigned Fund Balance	0.00	0.00	0.00	0.00
2885 Revenue Control	1,813,213.06	0.00	0.00	1,813,213.06
2887 Expenditure Control	0.00	253,682.60-	4,940,492.22-	4,940,492.22-
<b>Total Fund Balance</b>	1,813,213.06	590,085.87	5,429,149.44	5,429,149.44
<b>Total Liabilities and Balance</b>	1,813,213.06	336,403.27	488,657.22	2,301,870.28
430 Social Services				
<b>Total Liabilities and Balance</b>	1,813,213.06	336,403.27	488,657.22	2,301,870.28

# Southwest Health and Human Services



NJW  
10/3/14 10:31AM

5 Human Services Fund

## TRIAL BALANCE REPORT As of 09/2014

Report Basis: Cash

Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
1001 Cash In Bank - Checking	32,305,717.42-	605,562.12-	6,017,803.00-	38,323,520.42-
1090 Investments	480,000.00	0.00	458,872.50	938,872.50
<b>Total Assets</b>	<b>31,825,717.42-</b>	<b>605,562.12-</b>	<b>5,558,930.50-</b>	<b>37,384,647.92-</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>
Fund Balance				
2881 Unassigned Fund Balance	31,825,717.42	0.00	0.00	31,825,717.42
2885 Revenue Control	0.00	440.70-	16,096.26-	16,096.26-
2887 Expenditure Control	0.00	606,002.82	5,575,026.76	5,575,026.76
<b>Total Fund Balance</b>	<b>31,825,717.42</b>	<b>605,562.12</b>	<b>5,558,930.50</b>	<b>37,384,647.92</b>
<b>Total Liabilities and Balance</b>	<b>31,825,717.42</b>	<b>605,562.12</b>	<b>5,558,930.50</b>	<b>37,384,647.92</b>
431 Purchased Services, SSIS				
----- Assets-----				
1001 Cash In Bank - Checking	39,771,425.35	317,064.10-	4,852,494.97	44,623,920.32
1205 County Advances - MFIP (Chippewa Cty)	80,749.47	0.00	0.00	80,749.47
<b>Total Assets</b>	<b>39,852,174.82</b>	<b>317,064.10-</b>	<b>4,852,494.97</b>	<b>44,704,669.79</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>
Fund Balance				
2881 Unassigned Fund Balance	39,852,174.82-	0.00	0.00	39,852,174.82-
2885 Revenue Control	0.00	358,703.44-	10,279,274.50-	10,279,274.50-
2887 Expenditure Control	0.00	675,767.54	5,426,779.53	5,426,779.53
<b>Total Fund Balance</b>	<b>39,852,174.82-</b>	<b>317,064.10</b>	<b>4,852,494.97-</b>	<b>44,704,669.79-</b>
<b>Total Liabilities and Balance</b>	<b>39,852,174.82-</b>	<b>317,064.10</b>	<b>4,852,494.97-</b>	<b>44,704,669.79-</b>
461 Information Systems				
----- Assets-----				
1001 Cash In Bank - Checking	1,593,070.09-	19,664.54-	156,489.28-	1,749,559.37-
<b>Total Assets</b>	<b>1,593,070.09-</b>	<b>19,664.54-</b>	<b>156,489.28-</b>	<b>1,749,559.37-</b>
--- Liabilities and Balance-----				

# Southwest Health and Human Services

## STATEMENT OF REVENUES AND EXPENDITURES

NJW  
10/3/14 10:30AM

As Of 09/2014 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	558,453.00-	744,604.00-	75	75
INTERGOVERNMENTAL REVENUES	761.50-	132,612.55-	231,500.00-	57	75
STATE REVENUES	61,830.06-	586,970.80-	742,202.00-	79	75
FEDERAL REVENUES	107,180.19-	816,305.39-	979,798.00-	83	75
FEES	41,032.00-	300,785.61-	436,160.00-	69	75
EARNINGS ON INVESTMENTS	80.29-	1,948.12-	0.00	0	75
MISCELLANEOUS REVENUES	168.62-	37,171.98-	13,550.00-	274	75
<b>TOTAL REVENUES</b>	<b>211,052.66-</b>	<b>2,434,247.45-</b>	<b>3,147,814.00-</b>	<b>77</b>	<b>75</b>
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	75
PAYROLL AND BENEFITS	176,307.49	1,735,353.26	2,441,523.00	71	75
OTHER EXPENDITURES	53,647.08	696,738.39	706,291.00	99	75
<b>TOTAL EXPENDITURES</b>	<b>229,954.57</b>	<b>2,432,091.65</b>	<b>3,147,814.00</b>	<b>77</b>	<b>75</b>

# Southwest Health and Human Services



NJW  
10/3/14 10:30AM

## STATEMENT OF REVENUES AND EXPENDITURES

As Of 09/2014 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO- DATE	2014 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND REVENUES:					
CONTRIBUTIONS FROM COUNTIES	6,366.57-	4,860,322.38-	9,088,388.00-	53	75
INTERGOVERNMENTAL REVENUES	0.00	13,930.47-	37,804.00-	37	75
STATE REVENUES	168,984.54-	3,312,621.72-	3,779,362.00-	88	75
FEDERAL REVENUES	248,254.80-	5,211,581.73-	6,570,948.00-	79	75
FEES	128,476.78-	1,139,055.49-	1,258,000.00-	91	75
EARNINGS ON INVESTMENTS	454.97-	11,039.36-	8,500.00-	130	75
MISCELLANEOUS REVENUES	64,893.08-	966,408.08-	1,530,137.00-	63	75
<b>TOTAL REVENUES</b>	<b>617,430.74-</b>	<b>15,514,959.23-</b>	<b>22,273,139.00-</b>	<b>70</b>	<b>75</b>
EXPENDITURES					
PROGRAM EXPENDITURES	871,443.46	7,045,224.49	8,942,678.00	79	75
PAYROLL AND BENEFITS	803,230.55	7,766,036.96	11,086,897.00	70	75
OTHER EXPENDITURES	282,870.20	2,165,850.95	2,243,564.00	97	75
<b>TOTAL EXPENDITURES</b>	<b>1,957,544.21</b>	<b>16,977,112.40</b>	<b>22,273,139.00</b>	<b>76</b>	<b>75</b>

# Southwest Health and Human Services



NIW  
10/3/14 10:31AM

REVENUES & EXPENDITURES BY PROG, DEPT, AND FUND AS OF 09/2014

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Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
900 PROGRAM	Emergency Preparedness			0.00	68,551.87-	114,000.00-	60	75
			Expend.	8,969.72	82,859.92	118,000.00	70	75
			Net	8,969.72	14,308.05	4,000.00	358	75
901 PROGRAM	Medi Reserve Corps			0.00	3,500.00-	4,000.00-	88	75
			Expend.	0.00	610.65	0.00	0	75
			Net	0.00	2,889.35-	4,000.00-	72	75
483 DEPT	Health Education	Totals:	Revenue	27,666.05-	351,972.33-	532,150.00-	66	75
			Expend.	36,103.94	422,997.46	517,930.00	82	75
			Net	8,437.89	71,025.13	14,220.00-	499-	75
485 DEPT	Environmental Health							
800 PROGRAM	Environmental			8,932.45-	95,088.31-	138,500.00-	69	75
			Expend.	7,764.40	108,745.74	162,422.00	67	75
			Net	1,168.05-	13,657.43	23,922.00	57	75
830 PROGRAM	FDA- Research(Standardization for Ins			2,088.36	5,423.82	0.00	0	75
			Expend.	2,088.36	5,423.82	0.00	0	75
485 DEPT	Environmental Health	Totals:	Revenue	8,932.45-	95,088.31-	138,500.00-	69	75
			Expend.	9,852.76	114,169.56	162,422.00	70	75
			Net	920.31	19,081.25	23,922.00	80	75
1 FUND	Health Services Fund	Totals:	Revenue	211,052.66-	2,434,247.45-	3,147,814.00-	77	75
			Expend.	229,954.57	2,432,091.65	3,147,814.00	77	75
			Net	18,901.91	2,155.80-	0.00	0	75

# Southwest Health and Human Services

REVENUES & EXPENDITURES BY PROG, DEPT, AND FUND AS OF 09/2014

NJW  
10/3/14 10:31AM



Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
471 DEPT	LCTS Collaborative Agency	Totals:		0.00	227,518.00-	0.00	0	75
			Expend.	61,254.00	227,518.00	0.00	0	75
			Net	61,254.00	0.00	0.00	0	75
5 FUND	Human Services Fund	Totals:		617,430.74-	15,514,959.23-	22,273,139.00-	70	75
			Revenue	1,957,544.21	16,977,112.40	22,273,139.00	76	75
			Expend.	1,340,113.47	1,462,153.17	0.00	0	75
			Net					
FINAL TOTALS	909 Accounts			828,483.40-	17,949,206.68-	25,420,953.00-	71	75
			Revenue	2,187,498.78	19,409,204.05	25,420,953.00	76	75
			Expend.	1,359,015.38	1,459,997.37	0.00	0	75
			Net					



# 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	14	14	246	323	52	834	32	505	463	334	2817
June	14	14	247	321	47	829	35	496	466	341	2810
July	14	14	239	326	41	834	32	483	466	338	2787
August	14	14	239	334	40	819	29	494	465	339	2787
September	13	14	234	352	42	796	27	497	468	347	2790
October											
November											
December											
	14	14	246	328	40	846	29	487	464	330	2798



# Children's - Social Services Caseload

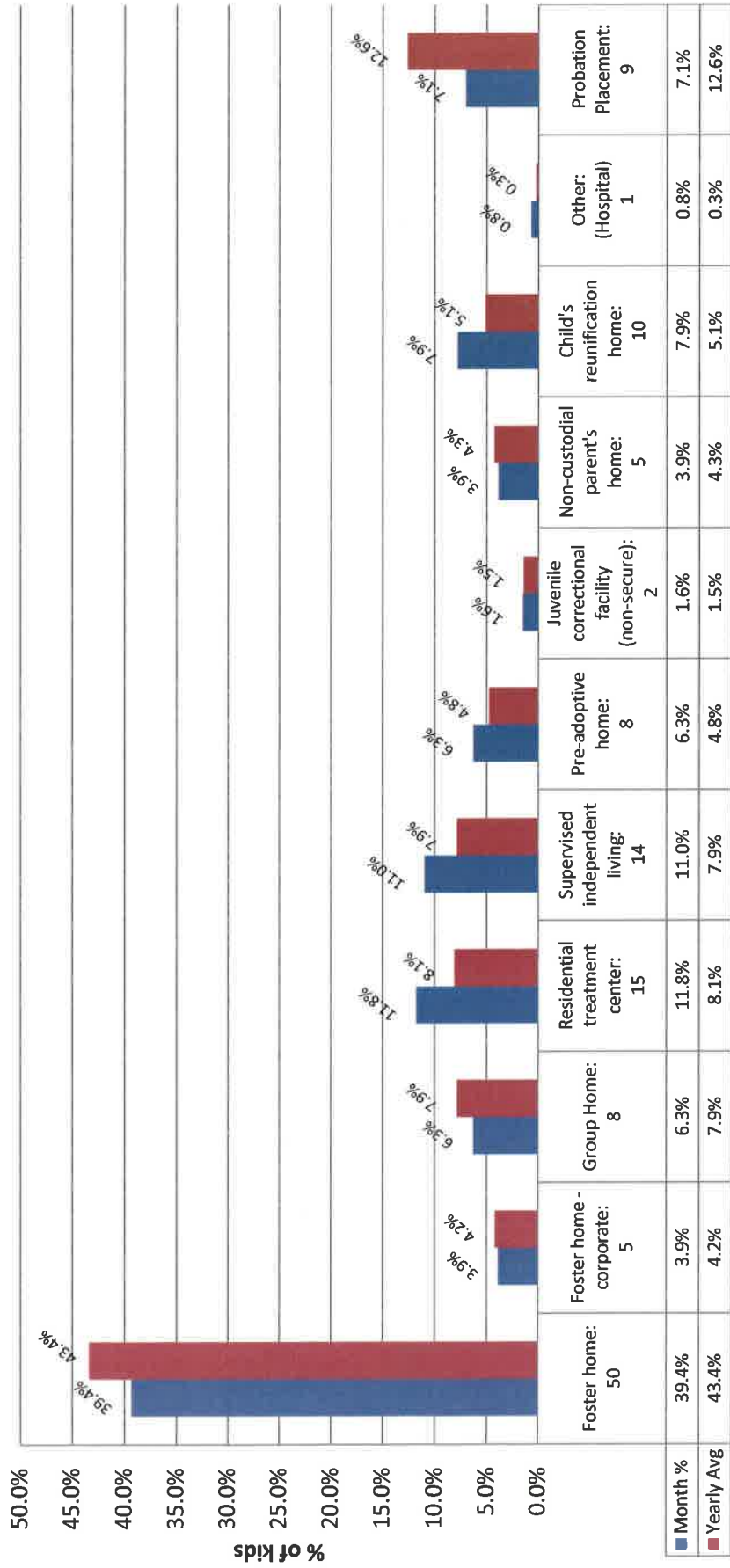
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	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	44	17	0	4	33	128	103	110	1	1	17	458
June	44	18	0	4	33	110	101	107	0	1	15	433
July	44	19	0	4	31	109	99	108	0	1	13	428
August	39	20	0	3	28	116	97	107	0	1	11	422
September	40	20	0	3	29	121	108	107	0	1	18	447
October												
November												
December	42	18	0	4	32	123	102	107	0	1	13	443

2014 KIDS IN OUT OF HOME PLACEMENT

	September	
	# of placements	Probation placements
Lincoln	4	1
Rock	16	0
Lyon	29	4
Pipestone	24	0
Redwood	39	4
Murray	6	0
<b>Totals</b>	<b>118</b>	<b>9</b>
<b>Total # of kids</b>	<b>127</b>	

**September 2014 - Placement by Category  
127 Kids in Placement**



## September 2014:

### Total of 12 Children entered placement

3	Redwood	Foster Family Home
2	Redwood	Non-custodial Parent Home
1	Redwood	Group Home
2	Lyon	Foster Family Home
1	Lyon	Residential Treatment Center
1	Lyon	Non-custodial Parent Home
1	Rock	Residential Treatment Center
1	Pipestone	Residential Treatment Center

### Total of 5 Children were discharged from placement

2	Redwood	Non-custodial Parent Home
1	Redwood	Residential Treatment Center
1	Lyon	Probation
1	Rock	Residential Treatment Center

There were 0 adoptions this month

2014 KIDS IN OUT OF HOME PLACEMENT BY CATEGORY

MONTHLY	January		February		March		April		May		June		July		August		September	
	# of kids	Month %	# of kids	Month %	# of kids	Month %	# of kids	Month %	# of kids	Month %	# of kids	Month %	# of kids	Month %	# of kids	Month %	# of kids	Month %
Foster home	54	45.8%	60	47.2%	62	46.3%	64	48.1%	61	46.2%	52	40.0%	47	36.7%	58	41.1%	50	39.4%
Foster home - corporate	5	4.2%	5	3.9%	5	3.7%	6	4.5%	6	4.5%	6	4.6%	6	4.7%	5	3.5%	5	3.9%
Group Home	10	8.5%	13	10.2%	12	9.0%	7	5.3%	10	7.6%	12	9.2%	9	7.0%	11	7.8%	8	6.3%
Residential treatment center	8	6.8%	9	7.1%	10	7.5%	9	6.8%	8	6.1%	11	8.5%	12	9.4%	13	9.2%	15	11.8%
Supervised independent living	8	6.8%	8	6.3%	8	6.0%	9	6.8%	10	7.6%	10	7.7%	12	9.4%	13	9.2%	14	11.0%
Pre-adoptive home	5	4.2%	6	4.7%	6	4.5%	6	4.5%	5	3.8%	5	3.8%	7	5.5%	8	5.7%	8	6.3%
Juvenile correctional facility (non-secure)	1	0.8%	2	1.6%	1	0.7%	2	1.5%	1	0.8%	2	1.5%	4	3.1%	2	1.4%	2	1.6%
Non-custodial parent's home	4	3.4%	4	3.1%	4	3.0%	7	5.3%	8	6.1%	9	6.9%	7	5.5%	2	1.4%	5	3.9%
Child's reunification home	3	2.5%	3	2.4%	5	3.7%	5	3.8%	4	3.0%	5	3.8%	9	7.0%	16	11.3%	10	7.9%
Other	1	0.8%	0	0.0%	1	0.7%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	0.8%
Probation	19	16.1%	17	13.4%	20	14.9%	18	13.5%	19	14.4%	18	13.8%	15	11.7%	13	9.2%	9	7.1%
<b>Monthly Totals</b>	<b>118</b>	<b>100.00%</b>	<b>127</b>	<b>100.00%</b>	<b>134</b>	<b>100.00%</b>	<b>133</b>	<b>100.00%</b>	<b>132</b>	<b>100.00%</b>	<b>130</b>	<b>100.00%</b>	<b>128</b>	<b>100.00%</b>	<b>141</b>	<b>100.00%</b>	<b>127</b>	<b>100.00%</b>

AVERAGE	January		February		March		April		May		June		July		August		September	
	# of kids	YTD Avg	# of kids	YTD Avg	# of kids	YTD Avg	# of kids	YTD Avg	# of kids	YTD Avg	# of kids	YTD Avg	# of kids	YTD Avg	# of kids	YTD Avg	# of kids	YTD Avg
Foster home	54	45.8%	60	46.5%	62	46.4%	64	46.9%	61	46.7%	52	45.6%	47	44.3%	58	43.9%	50	43.4%
Foster home - corporate	5	4.2%	5	4.1%	5	4.0%	6	4.1%	6	4.2%	6	4.3%	6	4.3%	5	4.2%	5	4.2%
Group Home	10	8.5%	13	9.4%	12	9.2%	7	8.2%	10	8.1%	12	8.3%	9	8.1%	11	8.1%	8	7.9%
Residential treatment center	8	6.8%	9	6.9%	10	7.1%	9	7.0%	8	6.8%	11	7.1%	12	7.4%	13	7.7%	15	8.1%
Supervised independent living	8	6.8%	8	6.5%	8	6.3%	9	6.4%	10	6.7%	10	6.8%	12	7.2%	13	7.5%	14	7.9%
Pre-adoptive home	5	4.2%	6	4.5%	6	4.5%	6	4.5%	5	4.3%	5	4.3%	7	4.4%	8	4.6%	8	4.8%
Juvenile correctional facility (non-secure)	1	0.8%	2	1.2%	1	1.1%	2	1.2%	1	1.1%	2	1.2%	4	1.4%	2	1.4%	2	1.5%
Non-custodial parent's home	4	3.4%	4	3.3%	4	3.2%	7	3.7%	8	4.2%	9	4.7%	7	4.8%	2	4.3%	5	4.3%
Child's reunification home	3	2.5%	3	2.4%	5	2.9%	5	3.1%	4	3.1%	5	3.2%	9	3.8%	16	4.8%	10	5.1%
Other	1	0.8%	-	0.4%	1	0.5%	-	0.4%	-	0.3%	-	0.3%	-	0.2%	-	0.2%	1	0.3%
Probation	19	16.1%	17	14.7%	20	14.8%	18	14.5%	19	14.4%	18	14.3%	15	14.0%	13	13.3%	9	12.6%
<b>Monthly Totals</b>	<b>118</b>	<b>100.00%</b>	<b>127</b>	<b>100.00%</b>	<b>134</b>	<b>100.00%</b>	<b>133</b>	<b>100.00%</b>	<b>132</b>	<b>100.00%</b>	<b>130</b>	<b>100.00%</b>	<b>128</b>	<b>100.00%</b>	<b>141</b>	<b>100.00%</b>	<b>127</b>	<b>100.00%</b>



October 6, 2014

*Protecting, maintaining and improving the health of all Minnesotans*

Carol Biren  
Public Health Director  
Southwest Health and Human Services  
607 West Main St., Suite 200  
Marshall, MN 56258

Dear Ms. Biren:

The Minnesota Department of Health (MDH) Lead and Healthy Homes Program would like to thank you for your application for the 2014 Healthy Homes Grant-1. We are pleased to inform you that your application has been selected to be funded. MDH will award Southwest Health and Human Services in the amount of \$120,000 over the course of the three-year grant period. Funding is contingent upon continued appropriations by the legislature.

The time and thought that you put into your application are greatly appreciated. It was clear from your application that your organization, in collaboration with Southwest Housing Partnership, has the experience and capacity to implement this grant.

MDH is drafting the grant agreement and will provide a copy for your review and signature. The grant agreement must have all required signatures prior to any grant activities starting. In order to complete the grant agreement, MDH needs to know who will represent Southwest Health and Human Services for purposes of administering the grant.

We look forward to working with you to help ensure that Minnesotans are protected from housing-based health threats. Please contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephanie Yendell", written over a horizontal line.

Stephanie Yendell, DVM, MPH  
Principal Epidemiologist  
Lead and Healthy Homes Program  
651-201-4894  
stephanie.yendell@state.mn.us

## SOUTHERN PRAIRIE COMMUNITY CARE POSITION DESCRIPTION

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Employee's Name:

Agency: Southwest Health and Human Services

Division/Unit: Social Services

Current Classification Title:

Prepared by:

Previous Incumbent:

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(This position description reflects my current job.)

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(This position description reflects the employee's job.)

Agency Director's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(I have reviewed this position description.)

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### POSITION PURPOSE

The Lead Worker is directly responsible for developing and leading system redesign efforts between primary care and specialty clinics in the Southern Prairie Community Care (SPCC) network and county government programs and community resources. This position is made possible through a contractual relationship with SPCC related to a Bush Foundation Grant award. This position is anticipated to be in place for a minimum of 16 months and may be extended as results and potential funding are evaluated.

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### REPORTABILITY

Reports to: This position will report to their current supervisor in the Health and Human Services Department with additional direction from the Health and Human Services Division Directors and HHS Director

Supervises: None

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### DIMENSIONS

Budget: N/A

Customers: See below

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Discretion	% Time	Priority
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## II. Principle Responsibilities, Tasks, and Performance Indicators

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1. Assess the current interaction between health care systems and community resources including government and private entities. Develop a work plan that will address system redesign as it relates to serving the SPCC population to best utilize existing resources and remove barriers to health. This assessment and work plan will include the following: identify barriers in the system to effectively address quality measures, identify duplication of efforts, and develop proposals for how to redesign our system of care to create better outcomes for patients.
2. Identify gaps in knowledge, communication and systems in place in the community to effectively serve SPCC patients with high risk, complex care needs. Assist clinic Care Coordinators. SPCC and county and community resource staff members to collaboratively work together to meet care needs of SPCC patients.
3. Identify county protocols and processes for potential development or improvement related to this project. Work with staff at the entities involved to develop new (or improve existing) processes that streamline communication and assist all partners in making more efficient use of resources available and increase knowledge of how to navigate the system effectively.
4. Support the model of care focused on the Triple Aim: Quality, Cost Reduction, and Patient Satisfaction. Proactively seek to improve the work environment and the quality of service delivery.
5. Develop regular contact and relationships with other primary care clinics in the five SWHHS county service area to foster increased collaboration and care coordination for SPCC patients. Explore and assist in replicating lessons learned across clinic systems and with other community clinics.
6. Work with staff in medical business offices to identify challenges in working with public health care program patients and the uninsured. Collaborate with county and clinic staff to pilot a program or process for assisting with better access to enrollment information and addressing challenges.



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Discretion	% Time	Priority	II. Principle Responsibilities, Tasks, and Performance Indicators
			<p>7. Make connections in the communities, within SWHHS staff and with SPCC counties to develop expertise in navigating county systems and community resources. Assist clinic staff to learn about and effectively utilize community resources for their patients</p>
			<p>8. Map processes and develop a Tool Kit to be utilized across the SPCC system for other counties and SPCC providers to assist other entities to implement strategies developed through this collaborative position.</p>
			<p>9. Provide Case Management Services for those SPCC clients who do not have a current SW/PHN Case Manager.</p>
			<p>10. Plans and arranges for staff development and training with supervisor approval.</p>
			<p>11. Actively participate in agency meetings including all staff meetings, team or program meetings and any meetings at the assigned clinic, with SPCC or in the community determined appropriate for this position.</p>
			<p>12. Represent the agency in professional and community activities.</p>
			<p>13. Promotes and participates in special projects or demonstration programs relating to this grant or position.</p>
			<p>14. Performs other related work duties as apparent or assigned by supervisor</p>

**1. Machines or equipment used regularly in this position.**

Car/van, computer, typical office environment equipment (calculator, copy machine, telephone, fax)

**2. Freedom to act and problem solving.**

**3. Who reviews your work?**

Current supervisor in the Health and Human Services Department with additional direction from the Health and Human Services Division Directors and HHS Director.

**4. Education**

Bachelor Degree or higher in Public Health Nursing, Social Work, or other closely related field.

- Knowledge of county social service, income maintenance, public health and veteran services programs and a broad range of other community resources.
- Ability to network with other personnel, ability to work independently, adjust to changes, and ability to delegate.
- Extensive knowledge of principles of case management and care coordination.
- Knowledge of other community health and social service agency resources.
- Knowledge of time management and scheduling day independently.
- Knowledge of data practice and HIPAA laws and implications for their daily work.

**5. Skills and Abilities**

- Strong leadership skills.
- Ability to establish and maintain effective working relationships with all segments of the staff, community, and professional field.
- Ability to make independent decisions.
- Flexibility, willingness to seek or accept help.
- Self-motivated and directed. Ability to seek and accept direction when needed.
- Ability to organize, prioritize and multi-task.
- Strong communication skills, both oral and written. Ability to communicate openly and effectively.
- Ability to think independently at a systems level as well as individual patient level. Ability to be creative in developing new systems/processes. Ability to develop materials for production and distribution.
- Ability to maintain strict confidentiality and abide by data practices and HIPAA laws and standards.
- Proficient in computer skills and willing to learn new skills as technology changes.
- Efficient and timely in communication.

**6. Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee occasionally lifts and carries 25 pounds 5 to 25 feet, lifts 25 pounds off the floor to a height of 18 inches, and 10 pounds above the shoulder. Employee twists, forward bends frequently. Employee squats, crawls, climbs 2 - 3 foot step and reaches above shoulder height occasionally. Employee sits 30 - 60 minutes at a time with paperwork, driving. Stands continuously 10 - 15 minutes in one position and 1 - 3 hours at a time.

**7. Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily within the SWHHS's office as well as out in the community. Employee drives their vehicle in the community, to clinics or meetings, getting in and out of car many times a day.

Employee is exposed to environmental changes of weather - snow and ice not cleared from driveways and sidewalks. Employee may have potential exposure to communicable diseases and secondary cigarette smoke.

Employee works primarily from 8:00 a.m. - 4:30 p.m., Monday through Friday but will be required to work other flexible hours as duties require.

# **OCTOBER 2014**

## **GRANTS ~ AGREEMENTS ~ CONTRACTS**

**for Board review/approval**

- Redwood County Collaborative (Redwood Falls, MN) – 07/01/14 to 06/30/15;** Contract for School Linked mental health services provided by Greater MN Family Services social workers in the Tracy, Westbrook Walnut Grove, and Wabasso school districts, \$2916 annually (renewal).
- Preferred One (Minneapolis, MN) – 09/01/14 to 08/30/15;** An agreement to provide annual flu vaccination to enrollees of Preferred One, cost will be according to the employee's policy plan and coverage (renewal).
- MDH CHB Master Grant (St Paul, MN) – 01/01/15 to 12/31/19;** Contract designed to administratively simplify the review of grant project agreements for community health boards and applies to all grants MDH distributes(renewal).
- Southwest Regional Development Commission (Slayton, MN) – 10/01/14 to 10/01/15;** An agreement for SRDC to provide technical assistance for SHIP Active Living Plans, total cost of the project not to exceed \$8,500 including expenses (new).
- MDH Childhood Immunizations for Hep B/IPI (St Paul, MN) – 10/01/14 to 09/30/18;** Amendment to the Childhood Immunizations Grant for the Perinatal Hepatitis B and Immunization Practices Improvement (IPI) initiatives, Hep B reimbursement of \$500/birth and IPI reimbursement for MnVFC site visits ranging \$100-\$300/visit as outlined in grant agreement (amendment).
- Brown County Evaluation Center Inc (New Ulm, MN) – 01/01/15 to 12/31/15;** Detoxification and evaluation services, \$365/day (increase \$11.50) or according to client's insurance plan plus a 12% service fee of total per diem cost for insurance processing, a discount of \$80/recipient will be applied if paid within 30 days of receipt of the billing (renewal).
- The Families Project (Marshall, MN) – 10/15/14 to open;** An updated interagency agreement for the local collaborative involving current members of Lyon and Murray counties and adding Russell-Tyler-Ruthton (new).

## **BOARD MEETING – 10/15/14**

### **DONATIONS**

- **Chris Beadles donated a box of baby food.**
- **Two, \$50 “Tanks of Thanks” gift cards from the Cenex Corporation to be awarded to foster parents of Lincoln, Lyon, and Murray Counties.**

**RESOLUTION ASSIGNING AND APPROVING "DESIGNATED AGENCY" STATUS TO BRACT AND SWACT**

WHEREAS, Minnesota Statute 253B.12, Subd. 1, (d) that states, "If the patient has been provisionally discharged from a treatment facility, the report shall be filed by the designated agency, which may submit the discharge report as part of its report."; and

WHEREAS, Presently, only Southwest Health and Human Services (SWHHS or "Agency") is designated as a designated Agency; and

WHEREAS, The Agency makes referrals to Buffalo Ridge Community Treatment Team (BRACT) and Southwinds Assertive Community Treatment Team (SWACT) with the understanding that said programs take on full responsibility for adult mental health case management services; and

WHEREAS, Upon a patient being accepted into either BRACT or SWACT, the Agency no longer provides adult mental health case management, SWHHS only maintains an open file to monitor commitment requirements; and

WHEREAS, Without assigning said "Designated Agency" status to BRACT and SWACT our Agency continues to be responsible for court commitment activities, including the submission of reports to the court and follow up with the court; and

WHEREAS, Without the granting of "Designated Agency" status to BRACT and SWACT, our Agency remains responsible in filing reports with the court on adult mental health cases serviced by BRACT or SWACT.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of Southwest Health and Human Services as follows:

1. That "Designated Agency" status be granted and assigned to BRACT and SWACT for the consumers serviced through these agencies, the specific purpose of filing reports under Minnesota Statute 253B.12, Subd. 1, (d).
2. That the Agency shall retain responsibilities related to the commitment process including, but not limited to maintaining a copy of any and all submitted reports on all persons committed that are the financial responsibility of SWHHS.

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

and the following voted against the motion: \_\_\_\_\_

Whereupon said Resolution was declared duly passed and adopted.

Attested by: \_\_\_\_\_  
SWHHS Director