



Southwest Health and Human Services
 Board Agenda
 Wednesday, September 17, 2014
 Government Center, 2nd Floor, Rooms 1 & 2
 Marshall
 9:00 a.m.

HUMAN SERVICES

- A. Call to order
- B. Pledge of Allegiance
- C. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 08/20/14 board minutes

D. Financial

E. Caseload

	08/14	07/14	06/14
Social Service	3710	3723	3717
Licensing	501	508	474
Out-of-Home Placements	141	128	130
Income Maintenance	12,102	11,790	12,121
Child Support Cases	3,632	3,648	3,660
Child Support Collections	\$843,074	\$842,110	\$914,788
Non IV-D Collections	\$66,514	\$68,554	\$61,767

F. Decision Items

- 1.
- 2.

G. Discussion/Information

- 1. Success story – Stacy Fier, Social Worker

COMMUNITY HEALTH

- H. Call to order
- I. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 08/20/14 board minutes

J. Financial

K. Caseload

	08/14	07/14	06/14
WIC		2238	2224
Family Home Visiting	65	44	62
PCA Assessments	25	17	19
Managed Care	210	218	199
Dental Varnishing	143	169	106
Refugee Health	4	3	13
Latent TB Medication Distribution	33	25	27

L. Decision Items

- 1.
- 2.

M. Discussion/Information

- 1. Pitch the Commissioner
- 2. Community Health Improvement Plan (CHIP) Survey Tool

GOVERNING BOARD

N. Call to order

O. Consent Agenda

- 1. Amend/Approval of Agenda
- 2. Identification of Conflict of Interest
- 3. Approval of 08/20/14 board minutes

P. Financial

Q. Employee Recognition

- Sara Brandt, 1 year, Accounting Technician, Redwood Falls
- Connie Einck, 1 year, Health Services Program Aide, Marshall
- Lori Wentzel, 1 year, Public Health Nurse, Slayton
- Craig Wilson, 1 year, Social Worker, Marshall
- Diane Spanier, 10 years, Eligibility Worker, Pipestone
- Amy Lueck, 20 years, Public Health Nurse, Pipestone
- Ann Schiller, 25 years, Child Support Supervisor, Redwood Falls
- Deb Ziebarth, 30 years, Eligibility Worker, Pipestone

GOVERNING BOARD (cont.)

- R. Decision Items
1. Craig Wilson, Social Worker, completion of 12 month probationary period, no salary increase, effective 09/16/14
 2. Holly Louwagie, Social Worker, completion of 12 month probationary period, no salary increase, effective 09/23/14
 3. Lori Wentzel, Public Health Nurse, completion of 12 month probationary period, no salary increase, effective 09/23/14
 4. Hilary Kesteloot, Social Worker, completion of 12 month probationary period, no salary increase, effective 10/01/14
 5. Connie Einck, Health Services Program Aide, completion of 12 month probationary period, no salary increase, effective 10/03/14
 6. Lori Stai, Social Worker, completion of 12 month probationary period, no salary increase, effective 10/08/14
 7. Lisa Schardin, Social Worker, probationary appointment (12 months), \$44,000.00 annual, effective 08/25/14
 8. Jamie Baker, Social Worker, probationary appointment (12 months), \$36,588.00 annual, effective 09/02/14
 9. Wendy Crawford, Eligibility Worker, probationary appointment (12 months), \$16.39 per hour, effective 09/08/14
 10. Shirley Hurley, Eligibility Worker, probationary appointment (12 months), \$21.00 per hour, effective 09/15/14
 11. Wendy Bossuyt, Eligibility Worker, probationary appointment (12 months), \$16.39 per hour, effective 09/29/14
 12. Abbie Stough, Social Worker, probationary appointment, no salary change, effective 09/08/14
 13. Deena Okebiro, Social Worker, resignation, effective 09/05/14
 14. Request for Social Worker
 15. Request for Registered Dietitian/Public Health Nurse/Nutrition Coordinator
 16. Personnel Policy Number 2 – Conditions of Employment
 17. Donations
 18. Copier lease - Marshall
 19. Approval to purchase two vehicles
 20. Amy Diedrich, Marsh & McLennan Agency – 2015 renewal
 21. Request for scanning equipment
 - 22.
 - 23.
- S. Discussion/Information
- 1.
- T. Adjournment

Next Meeting Dates:

- **Wednesday, October 15, 2014 – Luverne**
- **Wednesday, November 19, 2014 – Marshall**
- **Wednesday, December 17, 2014 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

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

SUM FINANCIAL ACCOUNTS REPORT

For the Month Ending: **August 31, 2014**

Home Maintenance * Social Services * Information Technology * Health *

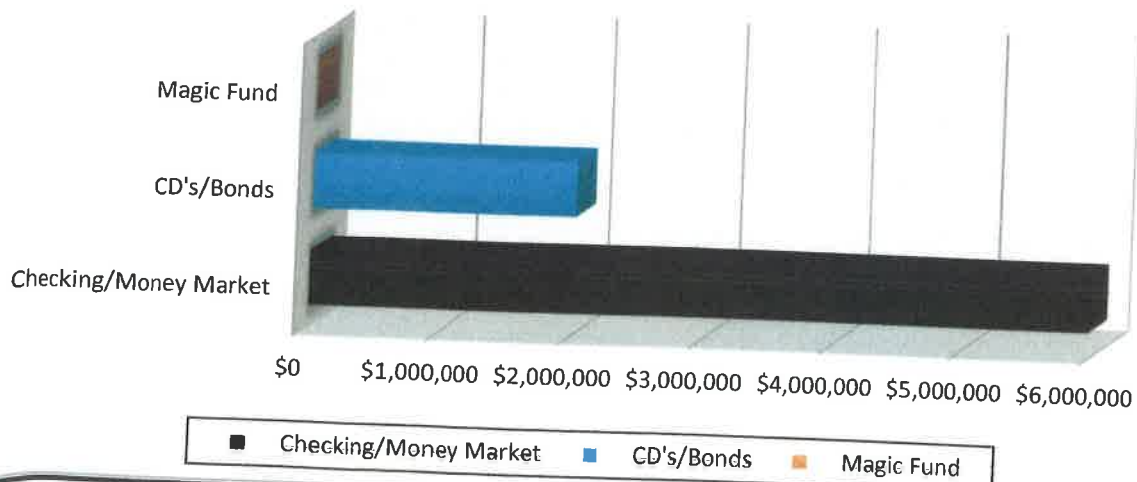
Des	Month	Running Balance
BEG BALANCE		\$6,169,622
REC		
Monthly Receipts	2,262,535	
Monthly Contribution	130,593	
Interest on Investments	5,012	
TOTAL MONTHLY RECEIPTS		2,398,140
DISBURSEMENTS		
Monthly Disbursements	2,624,421	
TOTAL MONTHLY DISBURSEMENTS		2,624,421
ENDING BALANCE		\$5,943,341

REVENUE

Checking/Money Market	\$5,943,331
CD's/Bonds	\$1,999,750
Magic Fund	\$10
(August 2014 - yield .04%)	
ENDING BALANCE	\$7,943,091

Average Balance
last two years
\$7,780,594

REVENUE DESIGNATION



Southwest Health and Human Services



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TREASURER'S CASH TRIAL BALANCE As of 08/2014

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 Health Services Fund	1,532,833.38			
Receipts		365,999.64	2,225,820.90	
Disbursements		48,873.63-	656,129.83-	
Payroll		189,806.52-	1,552,315.03-	
Journal Entries		60,000.00-	31,280.83-	
Fund Total		67,319.49	13,904.79-	1,518,928.59
5 Human Services Fund	947,913.02			
General Administration				
Receipts		51,925.86	414,639.86	
Disbursements		53,133.98-	450,494.64-	
Payroll		10,195.86-	70,393.19-	
Journal Entries		0.00	3,681.67-	
Dept Total		11,403.98-	109,929.64-	837,983.38
5 Human Services Fund	2,133,213.06-			
Income Maintenance				
Receipts		673,624.82	4,696,986.46	
Disbursements		303,853.07-	2,207,661.29-	
Payroll		316,976.67-	2,641,508.81-	
Journal Entries		136,000.00-	305,915.00-	
Dept Total		83,204.92-	458,098.64-	2,591,311.70-
5 Human Services Fund	32,305,717.42-			
Social Services				
Receipts		3,939.76	26,110.58	
Disbursements		150,958.14-	948,483.25-	
Payroll		487,255.79-	4,030,935.71-	
Journal Entries		204,000.00-	458,872.50-	
Dept Total		838,274.17-	5,412,180.88-	37,717,898.30-
5 Human Services Fund	39,771,425.35			
Purchased Services,SSIS				
Receipts		1,050,868.48	10,022,961.82	
Disbursements		6,070.00-	51,941.78-	

Southwest Health and Human Services



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9/5/14

9:46AM

As of 08/2014

TREASURER'S CASH TRIAL BALANCE

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
5	1,593,070.09-	486,089.31-	4,801,491.28-	44,940,954.11
	SSIS	558,709.17	5,169,528.76	
	Dept Total			
5	Human Services Fund	Information Systems		
	461	701.25	47,067.52	
	Receipts	150.87-	2,970.95-	
	Disbursements	21,347.76-	180,921.31-	
	Payroll	20,797.38-	136,824.74-	
	Dept Total			1,729,894.83-
5	Human Services Fund	LCTS Collaborative Agency		
	471	61,254.00	227,518.00	
	Receipts	0.00	166,264.00-	
	Disbursements	61,254.00	61,254.00	
	Dept Total			61,254.00
	Fund Total	333,717.28-	886,251.14-	3,801,086.66
61	Agency Health Insurance			
	123,821.48	189,626.21	1,384,573.79	
	Receipts	149,709.54-	1,177,993.70-	
	Disbursements	39,916.67	206,580.09	
	Dept Total			330,401.57
71	LCTS Lyon Murray Collaborative Fund	LCTS Collaborative Agency		
	471	200.00	62,699.35	
	Receipts	0.00	43,773.00-	
	Disbursements	200.00	18,926.35	
	Dept Total			134,759.32
	Fund Total	200.00	18,926.35	134,759.32
73	LCTS Rock Pipestone Collaborative Fund	LCTS Collaborative Agency		
	471	0.00	30,102.63	
	Receipts	0.00	5,044.00-	
	Disbursements			
	38,376.92			

Southwest Health and Human Services



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total	38,376.92	0.00	25,058.63	63,435.55
Fund Total		0.00	25,058.63	63,435.55
75 Redwood LCTS Collaborative				
	102,329.62			
Receipts		0.00	110,368.82	
Disbursements		0.00	119,742.00-	
Dept Total		0.00	9,373.18-	92,956.44
Fund Total	102,329.62	0.00	9,373.18-	92,956.44
77 Local Advisory Council				
	0.00			
Receipts		0.00	1,772.99	
Dept Total		0.00	1,772.99	1,772.99
Fund Total	0.00	0.00	1,772.99	1,772.99
All Funds	6,600,532.17			
Receipts		2,398,140.02	19,250,622.72	
Disbursements		712,749.23-	5,830,498.44-	
SSIS		486,089.31-	4,801,491.28-	
Payroll		1,025,582.60-	8,476,074.05-	
Journal Entries		400,000.00-	799,750.00-	
Total		226,281.12-	657,191.05-	5,943,341.12

Southwest Health and Human Services



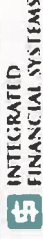
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1 Health Services Fund

TRIAL BALANCE REPORT As of 08/2014

Report Basis: Cash

Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
----- Assets -----				
1001 Cash in Bank - Checking	1,532,833.38	67,319.49	13,904.79	1,518,928.59
1090 Investments	400,000.00	60,000.00	34,962.50	434,962.50
Total Assets	1,932,833.38	127,319.49	21,057.71	1,953,891.09
--- 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	365,762.21	2,223,194.79	2,223,194.79
2887 Expenditure Control	0.00	238,442.72	2,202,137.08	2,202,137.08
Total Fund Balance	1,932,833.38	127,319.49	21,057.71	1,953,891.09
Total Liabilities and Balance	1,932,833.38	127,319.49	21,057.71	1,953,891.09
----- 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
410 General Administration				
1 Health Services Fund				

Southwest Health and Human Services



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5 Human Services Fund

TRIAL BALANCE REPORT As of 08/2014

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	11,403.98-	109,929.64-	837,983.38
Total Assets	947,913.02	11,403.98-	109,929.64-	837,983.38

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	476.06-	1,444.64
Total Liabilities	39,021.11-	0.00	476.06-	39,497.17-
Fund Balance	908,891.91-	0.00	0.00	908,891.91-
2881 Unassigned Fund Balance	0.00	11,403.98	110,405.70	110,405.70
2887 Expenditure Control	908,891.91-	11,403.98	110,405.70	798,486.21-
Total Liabilities and Balance	947,913.02-	11,403.98	109,929.64	837,983.38-
420 Income Maintenance				
1001 Cash In Bank - Checking	2,133,213.06-	83,204.92-	458,098.64-	2,591,311.70-
1090 Investments	320,000.00	136,000.00	305,915.00	625,915.00
Total Assets	1,813,213.06-	52,795.08	152,183.64-	1,965,396.70-

Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance	1,813,213.06	0.00	0.00	1,813,213.06
2881 Unassigned Fund Balance	0.00	672,898.48-	4,686,839.93-	4,686,839.93-
2885 Revenue Control	0.00	620,103.40	4,839,023.57	4,839,023.57
2887 Expenditure Control	1,813,213.06	52,795.08-	152,183.64	1,965,396.70
Total Liabilities and Balance	1,813,213.06	52,795.08-	152,183.64	1,965,396.70
430 Social Services				

Assets-----				

Southwest Health and Human Services

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TRIAL BALANCE REPORT

As of 08/2014

Report Basis: Cash

5 Human Services Fund

Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
1001 Cash In Bank - Checking	32,305,717.42	838,274.17	5,412,180.88	37,717,898.30
1090 Investments	480,000.00	204,000.00	458,872.50	938,872.50
Total Assets	31,825,717.42	634,274.17	4,953,308.38	36,779,025.80

--- Liabilities and Balance ---

Liabilities

Total Liabilities

Fund Balance

2881 Unassigned Fund Balance	31,825,717.42	0.00	0.00	31,825,717.42
2885 Revenue Control	0.00	2,779.43	15,655.56	15,655.56
2887 Expenditure Control	0.00	637,053.60	4,968,963.94	4,968,963.94
Total Fund Balance	31,825,717.42	634,274.17	4,953,308.38	36,779,025.80
Total Liabilities and Balance	31,825,717.42	634,274.17	4,953,308.38	36,779,025.80

431 Purchased Services,SSIS

----- Assets -----

Liabilities

Total Liabilities

Fund Balance

1001 Cash In Bank - Checking	39,771,425.35	558,709.17	5,169,528.76	44,940,954.11
1205 County Advances - MFP (Chippewa Cty)	80,749.47	0.00	0.00	80,749.47
Total Assets	39,852,174.82	558,709.17	5,169,528.76	45,021,703.58
--- Liabilities and Balance ---				
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	1,031,022.50	9,922,482.75	9,922,482.75
2887 Expenditure Control	0.00	472,313.33	4,752,953.99	4,752,953.99
Total Fund Balance	39,852,174.82	558,709.17	5,169,528.76	45,021,703.58
Total Liabilities and Balance	39,852,174.82	558,709.17	5,169,528.76	45,021,703.58

461 Information Systems

----- Assets -----

Total Assets

--- Liabilities and Balance ---

Total Assets

--- Liabilities and Balance ---

Total Assets

--- Liabilities and Balance ---

Total Assets

Southwest Health and Human Services



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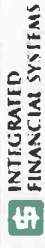
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STATEMENT OF REVENUES AND EXPENDITURES

As Of 08/2014 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2014 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	116,620.50-	558,453.00-	744,604.00-	75	67
INTERGOVERNMENTAL REVENUES	38,133.44-	131,851.05-	231,500.00-	57	67
STATE REVENUES	70,956.24-	525,140.74-	742,202.00-	71	67
FEDERAL REVENUES	103,872.18-	709,125.20-	979,798.00-	72	67
FEES	35,248.00-	259,753.61-	436,160.00-	60	67
EARNINGS ON INVESTMENTS	751.83-	1,867.83-	0.00	0	67
MISCELLANEOUS REVENUES	180.02-	37,003.36-	13,550.00-	273	67
TOTAL REVENUES	365,762.21-	2,223,194.79-	3,147,814.00-	71	67
EXPENDITURES					
PROGRAM EXPENDITURES:	0.00	0.00	0.00	0	67
PAYROLL AND BENEFITS	189,806.52	1,559,045.77	2,441,523.00	64	67
OTHER EXPENDITURES	48,636.20	643,091.31	706,291.00	91	67
TOTAL EXPENDITURES	238,442.72	2,202,137.08	3,147,814.00	70	67

Southwest Health and Human Services



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STATEMENT OF REVENUES AND EXPENDITURES

As Of 08/2014 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2014 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	13,972.00-	4,853,955.81-	9,088,388.00-	53	67
INTERGOVERNMENTAL REVENUES	1,972.68-	13,930.47-	37,804.00-	37	67
STATE REVENUES	469,686.83-	3,143,637.18-	3,779,362.00-	83	67
FEDERAL REVENUES	1,085,017.13-	4,963,326.93-	6,570,948.00-	76	67
FEES	137,096.36-	1,010,578.71-	1,258,000.00-	80	67
EARNINGS ON INVESTMENTS	4,260.38-	10,584.39-	8,500.00-	125	67
MISCELLANEOUS REVENUES	56,650.28-	903,457.00-	1,530,137.00-	59	67
TOTAL REVENUES	1,768,655.66-	14,899,470.49-	22,273,139.00-	67	67
EXPENDITURES					
PROGRAM EXPENDITURES	690,649.57	6,175,723.03	8,942,678.00	69	67
PAYROLL AND BENEFITS	836,974.20	6,962,806.41	11,086,897.00	63	67
OTHER EXPENDITURES	234,749.17	1,882,880.75	2,243,564.00	84	67
TOTAL EXPENDITURES	1,762,372.94	15,021,410.19	22,273,139.00	67	67

Southwest Health and Human Services

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REVENUES & EXPENDITURES BY PROG, DEPT, AND FUND AS OF 08/2014

Report Basis: Cash

Element	Description	Account Number	Current Month:	Year-To-Date	Budget	% of Bdgt	% of Year
900 PROGRAM	Emergency Preparedness		0.00	68,551.87-	114,000.00-	60	67
			9,213.73	73,890.20	118,000.00	63	67
			9,213.73	5,338.33	4,000.00	133	67
901 PROGRAM	Med Reserve Corps		0.00	3,500.00-	4,000.00-	88	67
			0.00	610.65	0.00	0	67
			0.00	2,889.35-	4,000.00-	72	67
483 DEPT	Health Education	Totals:	46,038.54-	324,306.28-	532,150.00-	61	67
			51,867.25	386,893.52	517,930.00	75	67
			5,828.71	62,587.24	14,220.00-	440-	67
485 DEPT	Environmental Health						
800 PROGRAM	Environmental		10,028.74-	86,155.86-	138,500.00-	62	67
			9,378.75	100,981.34	162,422.00	62	67
			649.99-	14,825.48	23,922.00	62	67
830 PROGRAM	FDA- Research(Standardization for Ins		1,637.34	3,335.46	0.00	0	67
			1,637.34	3,335.46	0.00	0	67
485 DEPT	Environmental Health	Totals:	10,028.74-	86,155.86-	138,500.00-	62	67
			11,016.09	104,316.80	162,422.00	64	67
			987.35	18,160.94	23,922.00	76	67
1 FUND	Health Services Fund	Totals:	365,762.21-	2,223,194.79-	3,147,814.00-	71	67
			238,442.72	2,202,137.08	3,147,814.00	70	67
			127,319.49-	21,057.71-	0.00	0	67

Southwest Health and Human Services

REVENUES & EXPENDITURES BY PROG, DEPT, AND FUND AS OF 08/2014



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9/5/14 9:47AM

Report Basis: Cash

Element 471 DEPT	Description LCTS Collaborative Agency	Account Number Totals:	Revenue	Expend.	Net	Current Month 61,254.00-	Year-To-Date 227,518.00-	Budget 0.00	% of Bdgt	% of Year
5 FUND	Human Services Fund	Totals:	1,768,655.66-	1,762,372.94	6,282.72-	1,768,655.66-	14,899,470.49-	22,273,139.00-	67	67
			2,134,417.87-	2,000,815.66	133,602.21-	2,134,417.87-	17,122,665.28-	25,420,953.00-	67	67
			1,768,655.66-	1,762,372.94	6,282.72-	1,768,655.66-	14,899,470.49-	22,273,139.00-	67	67
			1,762,372.94	6,282.72-	121,939.70	1,762,372.94	15,021,410.19	22,273,139.00	67	67
			6,282.72-	121,939.70	100,881.99	6,282.72-	121,939.70	0.00	0	67
FINAL TOTALS	900 Accounts		2,134,417.87-	2,000,815.66	133,602.21-	2,134,417.87-	17,122,665.28-	25,420,953.00-	67	67
			2,000,815.66	133,602.21-	100,881.99	2,000,815.66	17,223,547.27	25,420,953.00	68	67
			133,602.21-	100,881.99	0.00	133,602.21-	100,881.99	0.00	0	67

SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

AUGUST 2014

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				6,169,622.24
8/4/14	46644-46662	Disb		1,265.94	6,168,356.30
8/4/14	46663-46720	Disb		107,893.72	6,060,462.58
8/4/14	447-452 ACH	Disb		548.67	6,059,913.91
8/1/14	9521-9533	Dep	63,932.93		6,123,846.84
8/4/14	9179	Disb		6,308.11	6,117,538.73
8/4/14	9180	Disb		10,398.69	6,107,140.04
8/5/14	9534-69,9571,9573,9576-77,9579-80	Dep	436,609.67		6,543,749.71
8/8/14	6479-6492	PAYROLL		113,017.14	6,430,732.57
8/8/14	26542-26759 ACH	PAYROLL		406,497.79	6,024,234.78
8/11/14	46721 - 46791	Disb		17,518.62	6,006,716.16
8/11/14	453 ACH	Disb		117.40	6,006,598.76
8/11/14	46792 - 46950	Disb		313,850.46	5,692,748.30
8/11/14	454 - 470 ACH	Disb		2,741.80	5,690,006.50
8/8/14	9570,9572,9574-75,9578,9580-9631,9635-41	Dep	405,957.69		6,095,964.19
8/11/14	9181	Disb		2,287.64	6,093,676.55
8/11/14	9182	Disb		25,957.74	6,067,718.81
8/12/14	9632-34,9642-63,9666-80	Dep	879,077.45		6,946,796.26
8/13/14	46951	Disb		20.00	6,946,776.26
8/14/14	9183	Disb		54,641.75	6,892,134.51
8/15/14	9664-65, 9681-9734	Dep	171,631.85		7,063,766.36
8/18/14	46952-46989	Disb		4,627.47	7,059,138.89
8/18/14	46990-47101	Disb		303,518.81	6,755,620.08
8/18/14	471-480 ACH	Disb		1,245.47	6,754,374.61
8/18/14	9184	Disb		7,316.70	6,747,057.91
8/18/14	9185	Disb		27,381.16	6,719,676.75
8/19/14	9735-9765	Dep	80,921.87		6,800,598.62
8/22/14	47102-47406 CEI	Disb		106,688.81	6,693,909.81
8/22/14	481 ACH CEI	Disb		143.50	6,693,766.31
8/22/14	6493-6506	PAYROLL		113,073.17	6,580,693.14
8/22/14	26760-26975 ACH	PAYROLL		392,994.50	6,187,698.64
8/25/14	47407 - 47441	Disb		9,202.32	6,178,496.32
8/25/14	47442 - 47541	Disb		111,257.53	6,067,238.79
8/25/14	482 - 486 ACH	Disb		271.91	6,066,966.88
8/22/14	9766-9810	Dep	154,322.90		6,221,289.78
8/25/14	9186	Disb		8,281.01	6,213,008.77
8/25/14	9187	Disb		7,136.74	6,205,872.03
8/26/14	9811-9835	Dep	9,522.93		6,215,394.96
8/29/14	47542 - 47576	Disb		2,789.45	6,212,605.51
8/29/14	47577 - 47636	Disb		63,755.18	6,148,850.33
8/29/14	487 - 493 ACH	Disb		1,363.52	6,147,486.81
8/29/14	9836-9846, 9857-9873, 9876-9881	Dep	191,150.51		6,338,637.32
8/29/14	47677	Disb		308.42	6,338,328.90
8/28/14	JE267 - CD Purchase	Disb		200,000.00	6,138,328.90
8/29/14	JE268 CD Purchase	Disb		200,000.00	5,938,328.90
8/29/14	15038 Interest	Dep	5,000.00		5,943,328.90
8/29/14	15030 Interest	Dep	12.22		5,943,341.12
	JVP 9/3/14 balanced	TOTALS	2,398,140.02	2,624,421.14	

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											
October											
November											
December											
	14	14	248	325	40	852	29	486	463	328	2799

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												
October												
November												
December	43	18	0	4	32	123	101	107	1	1	13	442

2014 KIDS IN OUT OF HOME PLACEMENT

	August	
	# of placements	Probation placements
Lincoln	4	1
Rock	17	0
Lyon	27	6
Pipestone	23	0
Redwood	50	6
Murray	7	0
Totals	128	13
Total # of kids	141	

**August 2014 - Placement by Category
141 Kids in Placement**



August 2014:

Total of 14 Children entered placement

8	Redwood	Foster home
3	Pipestone	Foster home
1	Lincoln	Foster home
1	Murray	Group home
1	Murray	Foster home

Total of 24 Children were discharged from placement

10	Redwood	Foster home
1	Redwood	Group home
3	Redwood	Probation
1	Redwood	Pre-adoptive home
3	Redwood	Child's reunification home
2	Rock	Child's reunification home
1	Lyon	Foster home
1	Lyon	Group home
2	Lyon	Probation

There was 1 adoption this month



Protecting, maintaining and improving the health of all Minnesotans

September 8, 2014

Carol Ann Biren, Administrator
Southwest Health and Human Services
607 West Main Street
Marshall, MN 56258

Dear Ms. Biren,

The purpose of this letter is to notify Southwest Health and Human Services of your funding award for the Minnesota WIC Peer Breastfeeding Support Program. Your agency is awarded funding in the amount of Seventy Thousand, Nine Hundred Ninety-Two Dollars (\$70,992) for FFY15, October 1, 2014 through September 30, 2015. You are hereby authorized to operate your Peer Breastfeeding Support Program (PBSP) in accordance with the WIC PBSP Amendment.

This letter is considered to be a part of the "Agreement for the Administration of the Minnesota Special Supplemental Nutrition Program for Women, Infants, and Children" and part of the WIC Grant Project Agreement Amendment for administrating the Peer Breastfeeding Support Program (WIC PBSP). Funding received under both programs is to be reported under CFDA 10.557. Please keep in mind that future funding is contingent upon Federal appropriations and successful completion of project duties, including the submission of an acceptable work plan.

Thank you for your work to provide additional breastfeeding support for Southwest Minnesota WIC participants. We look forward to working with you and the other grantees on our mutual goal of supporting breastfeeding in Minnesota.

If you have questions, please contact Patricia Faulkner at 651-201-4402 / patricia.faulkner@state.mn.us or Linda Dech at 651-201-3649/ Linda.dech@state.mn.us.

Sincerely,

A handwritten signature in black ink that reads "Janet Olstad". The signature is fluid and cursive, with the first name "Janet" being more prominent than the last name "Olstad".

Janet Olstad
Assistant Division Director, Community & Family Health

cc: Christine Blomme Chrissy Archbold
Patricia Faulkner Lori Ross
FFY15 Peer Project File Mary Frances Guiney

Top Public Health Problems Data

Southwest Health and Human Services

2014



MISSION: Southwest Health and Human Service (SWHHS) is a multi-county agency committed to strengthening individuals, families and communities by providing quality services in a respectful, caring and cost-effective manner.

Southwest Health and Human Services
607 W Main St, Ste 100, Marshall, MN 56258
507-537-6713
Fax: 507-537-6719

How Did This Public Health Problem List Come About?

Every five years public health agencies are required to assess the health of their community to determine if interventions and programs are on target for the population the public health agency serves. Planning is done for the next five years based on the data collected about the service area.

Since public health cannot be provided in a bubble, community input about health priorities and concerns from residents, community leaders, and service organizations is key to developing plans that are on target for the implementation period to come. Where data is lacking, local surveys have helped fill the void.

The data in this document is an abbreviated version of "The Health of Southwest Health and Human Service" data book.

After reviewing the data, public health staff made a list of data that seemed notable. This list was then reviewed using the PEARL method. PEARL method grades each problem based on the following feasibility factors: P=Propriety, E=Economic consequences, A=Acceptability in the community, R=Resources, L=Legality. Those 35 public health problems were then organized into heading based on how programmatically they could be addressed. The data in this report was used to determine the top 35 public health problems in the Southwest Health and Human Services Counties.

Access to Care

- **Mental Health Professional Shortage:** All 6 SWHHS counties underserved in mental health services

Mental Health Underserved Designation, January 2013

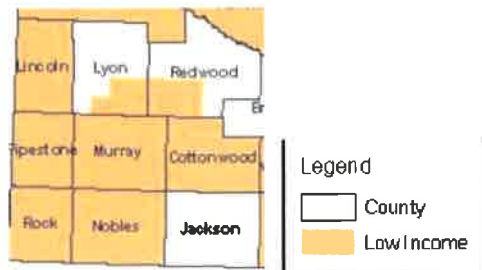


(SW Central Region)

MN Department of Health: <http://www.health.state.mn.us/divs/orhpc/shortage/index.html>

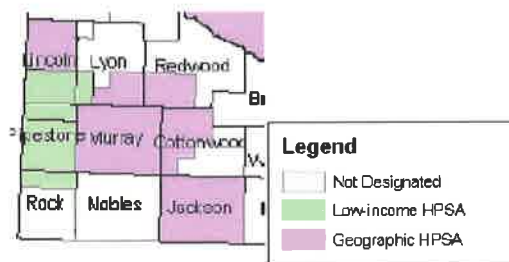
- **Dental Professional Shortage:** Larger shortage of Dental Providers; Most of SWHHS is in dental shortage area

Dental Shortage Map, 2011



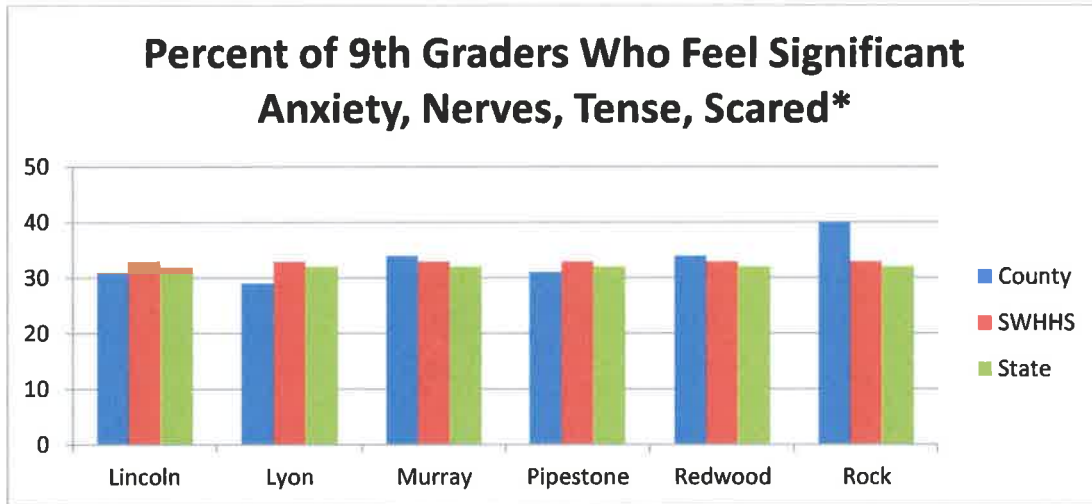
- **Medical Professional Shortage:** Larger shortage of Physicians; Most of SWHHS is in medical shortage area.

HPSA's: Primary Care, 2011



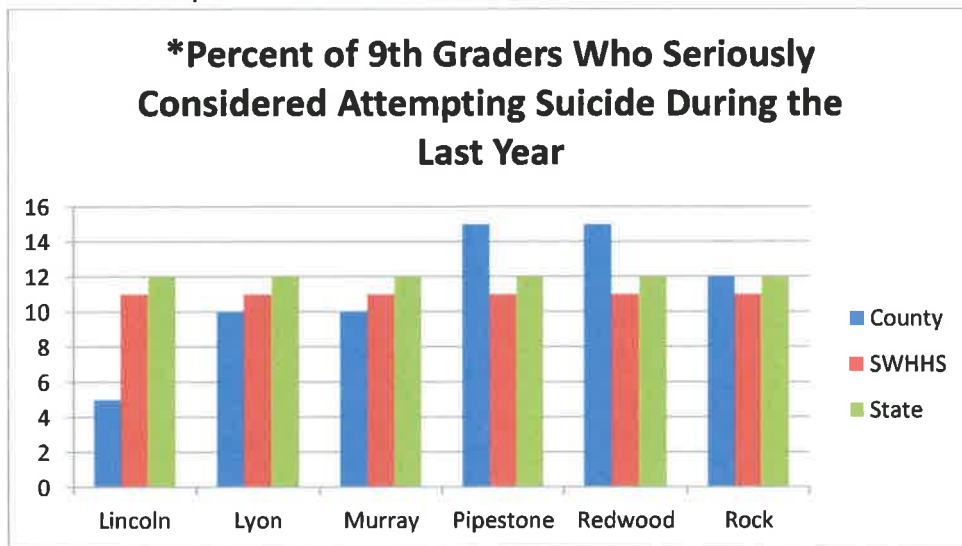
Mental Health in Youth

- **Anxiety, Nervous, Tense Youth:** One third or higher of 9th graders in SWHHS region in the last 12 months feel significant problems with anxious, nervous, tense, scared or panicked or like something bad was going to happen.



**During the last 12 months, have you had significant problems with feeling very anxious, nervous, tense, scared, panicked or like something bad was going to happen.
Minnesota Student Survey (2013)*

- **Youth Contemplating Suicide:** 15% of 9th grade students seriously consider attempting suicide in Redwood and Pipestone Counties

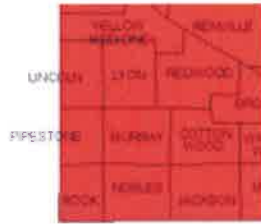


2013 Minnesota Student Survey

*Have you ever seriously considered attempting suicide? Yes, during the last year.

Environmental Health

- **Radon:** Homes in SWHHS are at high risk for radon exposure.



EPA Map of Radon Zones

What do the colors mean?



Zone 1 counties have a predicted average indoor radon screening level greater than 4 pCi/L (picocuries per liter) (**red zones**)

Highest Potential



Zone 2 counties have a predicted average indoor radon screening level between 2 and 4 pCi/L (**orange zones**)

Moderate Potential



Zone 3 counties have a predicted average indoor radon screening level less than 2 pCi/L (**yellow zones**)

Low Potential

<http://www.epa.gov/radon/states/minnesota.html>

Preventing/Management of Chronic Disease

- **Diabetes:** Diabetes is notably higher than the state average in SWHHS region

Diabetes prevalence among adults aged >20 years

State/County/CHB	% Diabetes prevalence 2009
State of Minnesota	6.4
Lincoln	9.0
Lyon	7.8
Murray	9.3
Redwood	8.8
Pipestone	9.5
Rock	8.4

- Diabetes diagnosis is notably higher than the state average in SWHHS region

Age-Adjusted Estimates of the Percentage of Adults† with Diagnosed Diabetes

	2004	2005	2006	2007	2008	2009
Minnesota	5.4	5.5	5.6	5.6	5.8	6.1
Lincoln	5.6	5.7	5.9	6.1	6.4	6.6
Lyon	5.6	5.8	6.1	6.3	6.4	7.1
Murray	5.7	6	6	6.2	6.4	7
Pipestone	5.8	5.9	5.9	6.2	6.6	7.4
Redwood	5.8	5.9	6.1	6.2	6.6	6.9
Rock	5.9	6.1	6.1	6.2	6.5	6.7

†≥ 20 years old. See glossary for definition of indicator.
Centers for Disease Control and Prevention: National Diabetes Surveillance System.
http://apps.nccd.cdc.gov/DDT_STRS2/CountyPrevalenceData.aspx

- **Asthma:** Asthma hospitalization rates are higher in SWHHS region than the state rates. In more populated areas (RW and Lyon) – number of asthma related ER visits increased from 2006-2008 to 2009-2011.

Asthma Hospitalizations Rate (per 10,000)

	2006-2008	2009-2011
Minnesota	8.4	6.9
Lincoln	24.9	15.0 (UR)
Lyon	7.2	8.3
Murray	13	11.5 (UR)
Pipestone	14.4	10.8 (UR)
Redwood	12.1	9.7
Rock	11.1 (UR)	15.6 (UR)

* To protect an individual's privacy hospitalizations and ED visit counts from 1 to 5 are suppressed if the underlying population is less than or equal to 100,000.

UR = Unstable Rate. Rates based on numerators less than or equal to 20 may be unstable and should be interpreted with caution.

Web: <https://apps.health.state.mn.us/mndata/>

Asthma Emergency Department Visits Rate (per 10,000)

	2006-2008	2009-2011
Minnesota	38.2	38.7
Lincoln	33.1	22.8
Lyon	20.2	24.6
Murray	33.9	25
Pipestone	24	14.6
Redwood	20.5	27.1
Rock	20.8	20.4

* To protect an individual's privacy hospitalizations and ED visit counts from 1 to 5 are suppressed if the underlying population is less than or equal to 100,000.

UR = Unstable Rate. Rates based on numerators less than or equal to 20 may be unstable and should be interpreted with caution.

Emergency department data do not include data from federal and sovereign hospitals (e.g. Veteran's Administration; Indian Health Service) or data on Minnesota residents seen in facilities outside of Minnesota and North Dakota. For more information see About the Asthma Data:

https://apps.health.state.mn.us/mndata/asthma_metadata

Web: <https://apps.health.state.mn.us/mndata/>

- **Cancer:** 2nd leading cause of death is SWHHS is cancer. Prostate is leading new cancer diagnosis. Breast cancer is leading new cancer diagnosis. Lung cancer is the leading cause of death by cancer type.

Minnesota and SWHHS's 15 Leading Causes of Death by Age Group by State and County, 2011

Cause	Minnesota		SWHHS		Lincoln	Lyon	Murray	Pipestone	Redwood	Rock
	Rank	Number	Rank	Number	Rank	Rank	Rank	Rank	Rank	Rank
Alzheimer's Disease	6	1449	5	44	3	10	4	3	6	3
Cancer	1	9468	2	176	2	1	2	1	2	2
Chronic lower respiratory dis	4	2174	3	53	6	3	3	4	3	4
Cirrhosis	13	436	13	6	8	10	13	12	10	10
Diabetes	7	1179	7	26	4	6	7	6	10	7
Heart Disease	2	7234	1	178	1	2	1	2	1	1
Hypertension	11	489	15	2	13	13	13	12	13	13
Nephritis	8	708	8	14	8	8	11	10	6	13
Parkinsons	12	475	8	14	13	13	7	7	8	8
Pneumonia and Influenza	10	669	12	10	8	13	13	11	8	9
Pneumonitis due to solids/ liquids	15	321	10	11	8	8	11	7	13	10
Septicemia	14	338	14	4	13	10	7	12	15	13
Stroke	5	2145	4	47	4	4	6	4	4	5
Suicide	9	684	10	11	8	7	7	12	10	10
Unintentional Injury	3	2309	6	36	6	5	5	7	5	6

Source: Minnesota Department of Health, Center for Health Statistics
 For more data on deaths in Minnesota go the Minnesota Vital Statistics Interactive Queries Website:
<https://pq.health.state.mn.us/rhsg/index.jsp>

These are the 15 leading causes of death for Minnesota in 2011, the causes may change from year to year and are not necessarily the 15 leading causes of death for each county or CHB.

Average Number of New Cancer Cases Diagnosed Each Year for Selected Cancers by County, Minnesota, 2003-2007

	Lincoln	Lyon	Murray	Pipestone	Redwood	Rock
All sites	42	124	64	74	96	55
Female Breast	5	16	8	8	15	8
Cervix Uteri	1	1	<1	1	<1	<1
Colon & Rectum	5	14	11	9	10	6
Corpus & Uterus, NOS	1	4	3	2	4	3
Leukemia	1	4	2	1	3	1
Lung & Bronchus	5	14	8	10	11	4
Melanoma	2	5	1	4	2	2
NHL	1	6	3	3	3	4
Prostate	11	24	9	15	20	9
Urinary Bladder	1	5	5	4	5	3

American Cancer Society, Midwest Division. (2011). Minnesota cancer facts and figures: 2011.
 Retrieved from <http://www.health.state.mn.us/divs/hpcd/cdee/mcscs/documents/mncancerfactsfigures2011033011.pdf>

- **COPD:** Higher rate of COPD hospitalizations in SWHHS region compared to the state

COPD Hospitalizations

Rate (per 10,000)

	2005-2007	2006-2008	2008-2010	2009-2011
Minnesota	31.3	31.9	32.6	30.8
Lincoln	44.9	56.9	59.3	44
Lyon	56.3	54.4	46.7	43.4
Murray	47.8	55	50.9	69.3
Pipestone	36.5	39.9	36	32.5
Redwood	42.1	43.4	45.5	51.9
Rock	47.6	57.6	46.3	49.6

* To protect an individual's privacy hospitalizations and ED visit counts from 1 to 5 are suppressed if the underlying population is less than or equal to 100,000.
 UR = Unstable Rate. Rates based on numerators less than or equal to 20 may be unstable and should be interpreted with caution.

Ages 45+ combined, All Genders
 Web: <https://apps.health.state.mn.us/mndata/>
<https://apps.health.state.mn.us/mndata/copd>

- **Heart Attack:** Leading cause of death in SWHHS is heart disease. *See Preventing/Management of Chronic Disease Page 6 for data.* SWHHS counties have a slightly higher rate in heart attacks and heart disease than other (19 counties) in the region. Heart attack hospitalizations are higher in all SWHHS counties compared to the state.

Have you ever been told by a doctor, nurse, or other health professional that you have had any of the following? A heart attack, also called a myocardial infarction

	Overall	18-34	35-44	45-54	55-64	65-74	75+
19 County Region	4.3%						
SWHHS (5 co)	4.8%	0.1%	0.1%	1.1%	3.9%	9.4%	21.1%
Lincoln	4.8%	0.0%	0.0%	0.0%	3.6%	10.2%	18.3%
Lyon	3.2%	0.0%	0.7%	2.3%	2.4%	6.4%	17.5%
Murray	5.0%	0.0%	0.0%	1.6%	7.0%	10.1%	15.7%
Pipestone	6.2%	0.0%	0.0%	0.7%	3.8%	12.8%	30.6%
Redwood	4.7%	0.6%	0.0%	0.8%	2.7%	7.3%	23.2%
Rock	*	*	*	*	*	*	*

Source Data: 2010 Southwest /South Central Adult Health Survey

* Rock did not participate in 2010 Southwest/South Central Adult Health Survey

<http://www.wilder.org/Wilder-Research/Publications/Studies/Forms/Study/docsethomepage.aspx?ID=58&FolderCTID=0x0120D52000F239CA0ED16F9A49B139AA140266458000333A21DCC750948AD7DA120396FC83C&List=5ffe87fb-8c61-4035-86cc-db1b1907fa0a&RootFolder=%2FWilder-Research%2FPublications%2FStudies%2FAdult Health Survey%2C Southwest and South Central Minnesota%2C 2010 Survey>

Heart Attack Hospitalizations, All ages 35+ combined

	2006-2008	2009-2011
Minnesota	33	29.6
Lincoln	71.6	43.7
Lyon	38.9	39
Murray	41.3	31.6
Pipestone	52.7	40.7
Redwood	50.8	34.7
Rock	49.6	47.5

Report Date: Jan 23, 2014

UR = Unstable Rate. Rates based on numerators less than or equal to 20 may be unstable and should be interpreted with caution.

* To protect an individual's privacy, hospitalizations and ED visit counts from 1 to 5 are suppressed if the underlying population is less than or equal to 100,000.

** Person-years is equal to the sum of the population for each year.

Counties that have greater than or equal to 50% of heart attack hospitalizations occurring out-of-state. Only Minnesota resident data from Minnesota hospitals are included in this table. Because of this, hospitalization rates for counties in which residents are likely to cross state lines for care are underestimated.

https://apps.health.state.mn.us/mndata/mci_query

Have you ever been told by a doctor, nurse, or other health professional that you have had any of the following? Angina, or coronary heart disease

	Overall	18-34	35-44	45-54	55-64	65-74	75+
19 County Region	5.2%						
SWHHS (5 co)	6.0%	0.1%	0.9%	3.4%	6.4%	11.4%	21.2%
Lincoln	8.0%	0.0%	0.0%	6.6%	4.0%	9.6%	30.4%
Lyon	5.0%	0.0%	2.9%	3.3%	7.4%	15.1%	16.7%
Murray	5.8%	0.0%	0.0%	4.0%	7.6%	14.6%	13.7%
Pipestone	5.5%	0.0%	1.8%	1.7%	6.0%	7.4%	23.8%
Redwood	5.7%	0.6%	0.0%	1.5%	7.0%	10.5%	21.2%
Rock	*	*	*	*	*	*	*

Source Data: 2010 Southwest /South Central Adult Health Survey

* Rock did not participate in 2010 Southwest/South Central Adult Health Survey

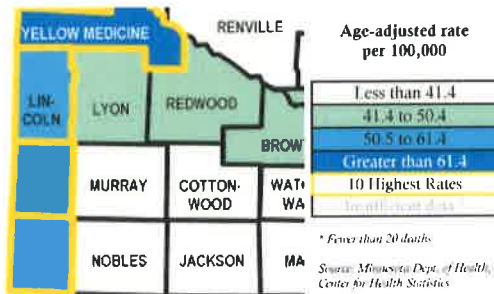
<http://www.wilder.org/Wilder->

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[Research%2FPublications%2FStudies%2FAdult Health Survey%2C Southwest and South Central Minnesota%2C 2010 Survey](http://www.wilder.org/Wilder-Research%2FPublications%2FStudies%2FAdult%20Health%20Survey%2C%20Southwest%20and%20South%20Central%20Minnesota%2C%202010%20Survey)

- **Stroke:** Stroke mortality rates have declined over the past 10 years in SWHHS counties, but are still higher than the state average (with the exception of Murray). Pipestone ranked second highest in the state, Lincoln ranked sixth and Rock ranked seventh.

Stroke mortality in Minnesota 2005-2009



Stroke Age Adjusted Mortality Rates, all ages, 1995-2009

	1995-1999	2000-2004	2005-2009
Minnesota	62.3	50.2	37.4
Lincoln	86.6	68.1	51.7
Lyon	79.3	56.1	44.4
Murray	55.5	43.4	29
Pipestone	73	56.2	53
Redwood	53.7	56.1	43.1
Rock	64.3	68.6	51.6

Data Source: Minnesota Department of Health Center for Health Statistics. Stroke was defined as ICD-9 codes 430-438 and ICD-10 codes I60-I69. Rate is per 100,000. Age adjusted to the 2000 U.S. standard population. Rates based on 20 or fewer deaths are not produced. <http://www.health.state.mn.us/divs/hpcd/chp/cvh/pdfs/hdspBurdenRpt2011.pdf>

- **High Blood Pressure & Cholesterol**
- **High Blood Pressure:** Over 30% of adults in SWHHS have a diagnosis of high blood pressure

Have you ever been told by a doctor, nurse, or other health professional that you have had any of the following? Hypertension, also called high blood pressure

	Overall	18-34	35-44	45-54	55-64	65-74	75+
19 County Region	30.4%	-	-	-	-	-	-
SWHHS (5 co)	33.3%	5.2%	11.6%	29.0%	45.0%	57.9%	71.2%
Lincoln	39.0%	9.9%	13.4%	26.3%	48.6%	61.2%	78.1%
Lyon	27.6%	1.0%	11.7%	34.6%	39.0%	50.1%	76.4%
Murray	35.4%	6.3%	13.7%	27.5%	45.6%	58.8%	72.2%
Pipestone	30.4%	2.4%	4.9%	33.3%	47.8%	56.7%	58.7%
Redwood	33.9%	6.6%	14.4%	23.5%	43.8%	62.6%	70.8%
Rock	*	*	*	*	*	*	*

Source Data: 2010 Southwest /South Central Adult Health Survey

* Rock did not participate in 2010 Southwest/South Central Adult Health Survey

<http://www.wilder.org/Wilder->

[Research/Publications/Studies/Forms/Study/docsethomepage.aspx?ID=58&FolderCTID=0x0120D52000F239CA0ED16F9A498139AA1402664580003333A21DCC750948AD7DA120396FC83C&List=5ffe87fb-8c61-4035-86cc-db1b1907fa0a&RootFolder=%2FWilder-Research%2FPublications%2FStudies%2FAdult Health Survey%2C Southwest and South Central Minnesota%2C 2010 Survey](http://www.wilder.org/Wilder-Research/Publications/Studies/Forms/Study/docsethomepage.aspx?ID=58&FolderCTID=0x0120D52000F239CA0ED16F9A498139AA1402664580003333A21DCC750948AD7DA120396FC83C&List=5ffe87fb-8c61-4035-86cc-db1b1907fa0a&RootFolder=%2FWilder-Research%2FPublications%2FStudies%2FAdult Health Survey%2C Southwest and South Central Minnesota%2C 2010 Survey)

- **High Cholesterol:** Over 30% of adults in SWHHS have a diagnosis of high blood cholesterol

Have you ever been told by a doctor, nurse, or other health professional that you have had any of the following? High blood cholesterol

	Overall	18-34	35-44	45-54	55-64	65-74	75+
19 County Region	30.0%	-	-	-	-	-	-
SWHHS (5 co)	32.7%	2.8%	16.5%	35.5%	50.8%	53.6%	56.8%
Lincoln	32.9%	3.4%	13.6%	31.5%	50.3%	52.5%	53.4%
Lyon	26.9%	5.9%	13.0%	28.9%	47.3%	53.5%	55.3%
Murray	35.0%	0.7%	23.5%	32.2%	50.4%	60.4%	56.9%
Pipestone	34.0%	1.8%	15.0%	43.5%	51.5%	56.9%	57.9%
Redwood	34.8%	2.3%	17.6%	41.3%	54.6%	44.5%	60.3%
Rock	*	*	*	*	*	*	*

Source Data: 2010 Southwest /South Central Adult Health Survey

* Rock did not participate in 2010 Southwest/South Central Adult Health Survey

- age group data not provided

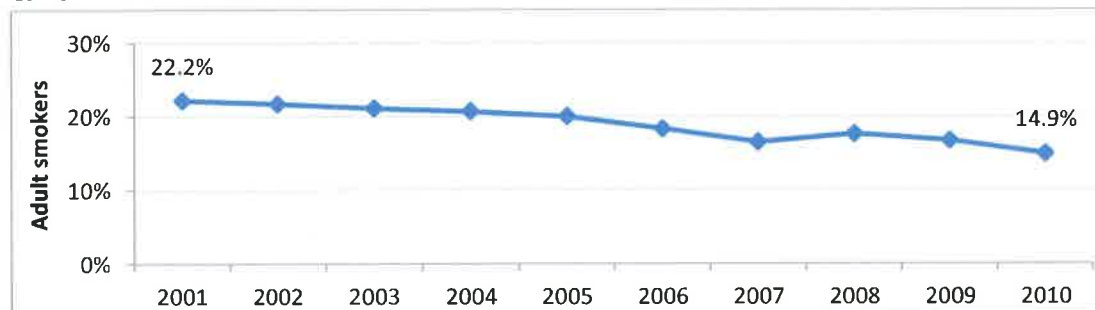
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Alcohol, Tobacco & Other Drugs

- **Youth Smoking Rates:** Adults and 9th graders smoking rates are decreasing in SWHHS counties (higher in Lincoln and Pipestone, lower in Rock – 9th graders).

Current Minnesota smokers: 2001-2010



Source: Centers for Disease Control and Prevention. (2011).

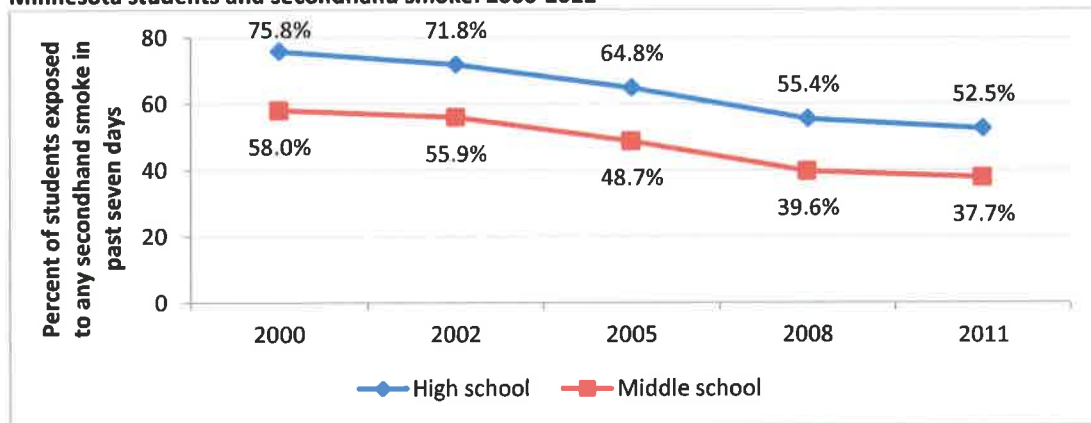
Percent of 9th graders who smoked cigarettes during the last 30 days

State/County/CHB	1998	2001	2004	2007	2010
State of Minnesota	30	19	15	11	9
SWHHS	31	26	17	11	10
Lincoln	30	37	18	10	15
Lyon	23	22	17	11	9
Murray	38	30	19	14	2
Pipestone	41	32	12	10	16
Redwood	18	16	14	14	12
Rock	42	21	15	9	7

Minnesota Student Survey 1998, 2001, 2004, 2007, 2010

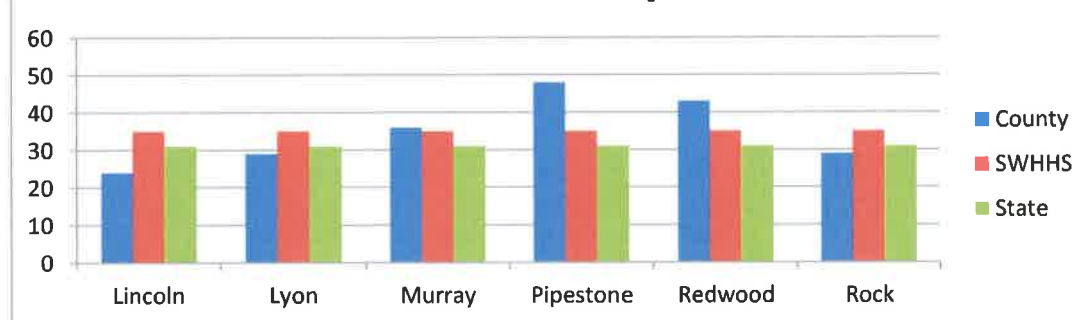
- Youth Exposure to Second Hand Smoke:** Second hand smoke is decreasing in SWHHS counties (but still over 50%). Although data is not currently available SWHHS staff expects to see an increase in exposure via e-cigs.

Minnesota students and secondhand smoke: 2000-2011



Source: Minnesota Department of Health, Center for Health Statistics. (2011). County level data not available.

9th Graders Exposed to Cigarette Smoke in the last 7 days*



* in the same room as someone who was smoking cigarettes- 1 to 7 day range combined
Minnesota Student Survey (2013)

- **Prenatal Smoking:** Percent of birth mothers who smoke is higher in SWHHS six county area versus state averages

Births to Mothers Who Smoked During Pregnancy

State/County/CHB	Percent of Births in which Mother Smoked during Pregnancy			
	<u>1992-1996</u>	<u>1997-2001</u>	<u>2002-2006</u>	<u>2007-2011</u>
State of Minnesota	14.0	11.9	9.8	10.7
SWHHS	11.4	13.2	13.4	15.3
Lincoln	15.9	16.7	13.3	15.9
Lyon	10.2	12.5	11.5	11.7
Murray	8.1	11.0	13.3	17.1
Pipestone	11.5	14.7	17.0	18.9
Redwood	13.4	15.1	16.9	18.9
Rock	11.5	10.1	9.4	10.4

<http://www.health.state.mn.us/divs/chs/trends/index.html>

- **Binge Drinking:** Binge drinking in 9th graders who engaged in last 2 weeks is higher than MN in 4/6 SWHHS counties

Percent of 9th graders who engaged in binge drinking in the last two weeks

State/County/CHB	1998	2001	2004	2007	2010
State of Minnesota	20	16	15	13	10
SWHHS	24	22	19	14	9
Lincoln	24	19	18	14	11
Lyon	23	21	22	13	8
Murray	29	31	22	16	11
Pipestone	24	25	13	14	14
Redwood	7	14	10	17	14
Rock	42	21	15	9	7

Minnesota Student Survey 1998, 2001, 2004, 2007, 2010

High Risk Behaviors

- **Rising Chlamydia Rates:** Chlamydia rates are under state and greater MN rates but are climbing in SWHHS

Chlamydia: Rates (per 100,000 persons) by County

	2009	2010	2011	2012
Minnesota	272	292	319	340
Greater MN	185	192	198	229
SWHHS	77	56	119	114
Lincoln	-	-	85	102
Lyon	189	169	244	193
Murray	76	-	69	80
Pipestone	-	-	73	83
Redwood	113	71	100	100
Rock	82	93	145	124

- Rates not calculated for counties with fewer than 5 cases.

<http://www.health.state.mn.us/divs/idepc/diseases/hiv/stats/>

- **Youth Sexual Intercourse Rate:** SWHHS counties are higher than the state average for sexual intercourse in both 9th and 12th graders (Rock is lower for sex, tobacco, alcohol)

Percent of 9th graders who have ever had sexual intercourse

State/County/CHB	9th - 1998	9th - 2001	9th - 2004	9th - 2007	9th - 2010	9 th - 2013
Minnesota	23	19	19	19	20	15
SWHHS	23	22	18	18	15	18
Lincoln	21	16	14	24	13	11
Lyon	21	22	18	14	13	17
Murray	31	19	15	31	17	17
Pipestone	20	32	21	18	18	28
Redwood	18	13	10	16	24	23
Rock	26	17	24	14	20	12

Percent of 12th graders who have ever had sexual intercourse

State/County/CHB	12th - 1998	12th - 2001	12th - 2004	12th - 2007	12th - 2010	12 th - 2013
Minnesota	50	49	48	49	51	37
SWHHS	50	57	50	51	48	44
Lincoln	53	57	51	64	69	50
Lyon	48	56	47	50	39	22
Murray	59	57	62	53	65	54
Pipestone	54	64	57	49	51	57
Redwood	56	45	42	52	45	46
Rock	30	--	35	42	45	33

Minnesota Student Survey 1998, 2001, 2004, 2007, 2010, 2013

- SWHHS counties have a lower rate than the state average for condom use

Among sexually active students, percent reporting always using a condom
Percent reporting using a condom, 9th grade

State/County/CHB	1998	2001	2004	2007	2010
Minnesota	52	59	58	59	56
SWHHS	45	56	53	63	65
Lincoln	46	63	50	78	67
Lyon	49	49	58	71	62
Murray	42	65	67	56	57
Pipestone	42	66	47	37	50
Redwood	52	61	54	65	44
Rock	41	47	37	67	85

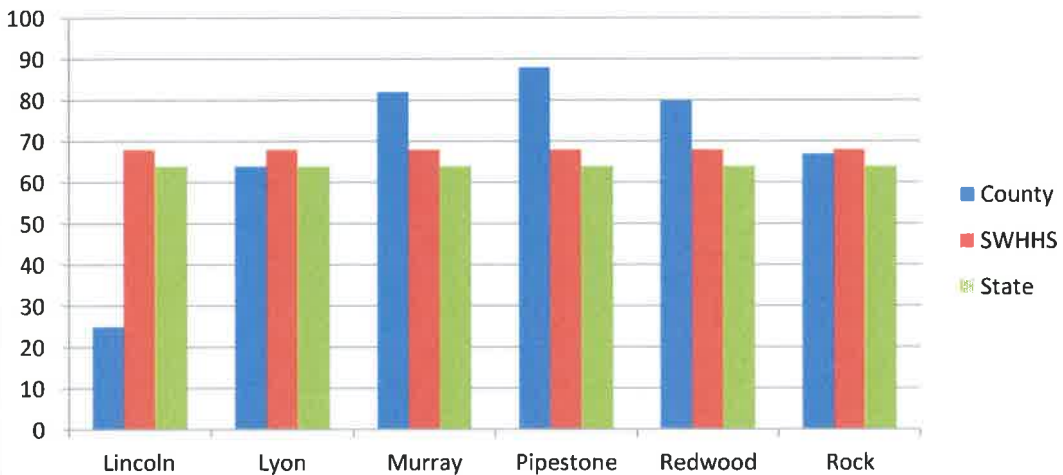
Minnesota Student Survey 1998, 2001, 2004, 2007, 2010

Percent reporting using a condom, 12th grade

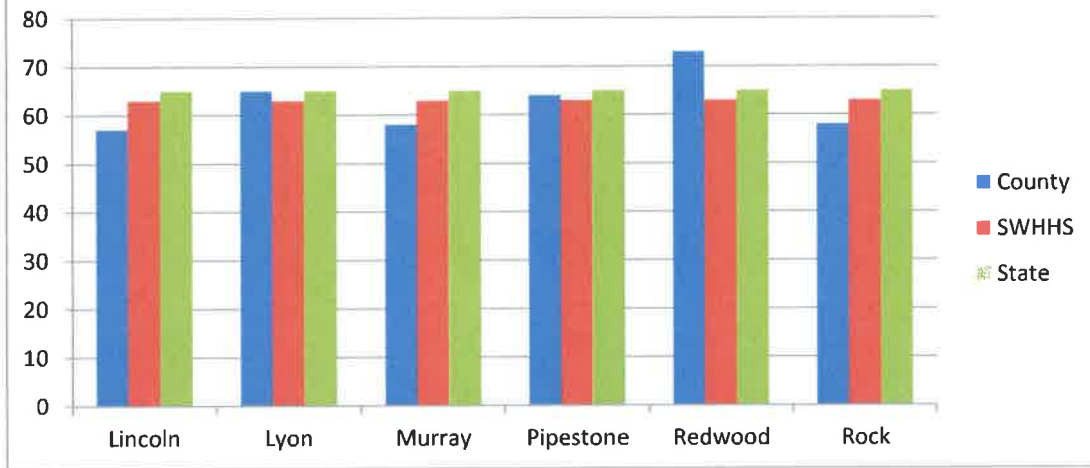
State/County/CHB	1998	2001	2004	2007	2010
Minnesota	40	43	46	47	45
SWHHS	41	42	44	43	50
Lincoln	57	29	47	42	49
Lyon	41	46	52	39	47
Murray	31	43	27	36	29
Pipestone	48	75	63	75	60
Redwood	34	57	42	50	23
Rock	50	--	38	54	65

Minnesota Student Survey 1998, 2001, 2004, 2007, 2010

9th Grade Condom Use During Last Sexual Intercourse



12th Grade Condom Use During Last Sexual Intercourse



Minnesota Student Survey 2013

- **Teen Birth Rates:** Teen Birth rate 3/6 counties in SWHHS is higher than MN in 2007-2011

Teen birth rate

State/County/CHB	Teen Birth Rate per 1,000 females 15-19 years old			
	1992-1996	1997-2001	2002-2006	2007-2011
Minnesota	33.8	29.9	27.0	24.3
SWHHS	28.9	27.5	23.5	25.7
Lincoln	21.1	18.8	*	*
Lyon	34.0	28.8	20.1	23.3
Murray	17.8	23.9	26.7	28.5
Pipestone	32.1	18.3	34.2	32.0
Redwood	29.7	29.9	24.8	32.9
Rock	23.4	39.0	22.2	21.0

<http://www.health.state.mn.us/divs/chs/trends/index.html>

Injury Prevention

- **Motor Vehicle Crashes and Deaths:** Percent of Deaths that were unbelted is higher in SWHHS than MN and percent of crashes that result in death are higher in SWHHS than in MN

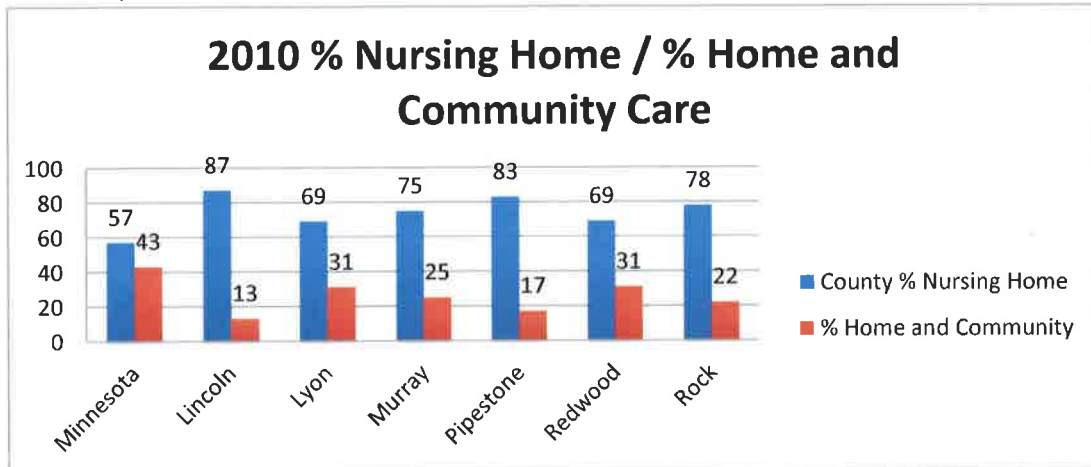
2008-2012 Minnesota Crash Statistics by County, Unbelted Deaths

	Crashes	All Deaths	Unbelted Motor Vehicle Occupant Deaths	Percent of Deaths that were Unbelted	Percent of Crashes that Resulted in Death
Minnesota	368,014	2,050	642	31.3%	0.6%
SWHHS	4,393	65	21	32.3%	1.5%
Lincoln	402	5	2	40.0%	1.2%
Lyon	1,616	14	3	21.4%	0.9%
Murray	414	4	3	75.0%	1.0%
Pipestone	453	9	2	22.2%	2.0%
Redwood	743	18	4	22.2%	2.4%
Rock	765	15	7	46.7%	2.0%

Source: Minnesota Department of Public Safety
<https://dps.mn.gov/divisions/ots/educational-materials/Documents/County-Facts-2008-2012.pdf>

Advanced Aging Population

- **Home & Community-based service for long-term care**
- Higher % of people utilize nursing homes for care vis. home & community care options in SWHHS
- In SWHHS long term care expenditures are high than state average; Home & Community based service expenditures 65+ is lower than MN average.



(Chart above: Total public long-term care expenditures on Institutional versus Home and Community-Based services for the 65+ population in the six-county area.)
 Sources: Aging 2030-Demographic and Service Profile DHS and MDH, Health of Minnesota-Statewide Health Assessment April 2012, MDH and Healthy MN Partnership

Physical Activity/ Eating Habits/Obesity

- **Adult and Youth Obesity Rates**
- A higher percent of SWHHS population is obese or overweight. 30% of SWHHS population is not overweight or obese (lower than the 19 county region – which is worse). Redwood County is 24% (which is poorer). About 30% of 9th graders in SWHHS counties are overweight or obese.

Weight status according to Body Mass Index (BMI), calculated based on questions G3 (respondent’s weight) and G4 (respondent’s height)

	Not Over Weight	Overweight but not obese	Obese
19 County Region	33.7%	35.7%	30.5%
SWHHS (5 co)	30.5%	38.9%	30.6%
Lincoln	32.4%	40.7%	26.9%
Lyon	32.9%	33.8%	33.3%
Murray	31.0%	39.9%	29.1%
Pipestone	31.5%	38.4%	30.1%
Redwood	24.5%	41.7%	33.7%
Rock	*	*	*

Source Data: 2010 Southwest /South Central Adult Health Survey

* Rock did not participate in 2010 Southwest/South Central Adult Health Survey

<http://www.wilder.org/Wilder-Research/Publications/Studies/Forms/Study/docsethomepage.aspx?ID=58&FolderCTID=0x0120D52000F239CA0ED16F9A49B139AA1402664580003333A21DCC750948AD7DA120396FC83C&List=5ffe87fb-8c61-4035-86cc-db1b1907fa0a&RootFolder=%2FWilder-Research%2FPublications%2FStudies%2FAdult Health Survey%2C Southwest and South Central Minnesota%2C 2010 Survey>

2013 9th Grade MN Student Survey-Weight status* according to Body Mass Index (BMI)**

	Not Over Weight	Overweight	Obese
Minnesota	77%	14%	9%
SWHHS	71.2%	17.0%	12.0%
Lincoln	68%	21%	11%
Lyon	74%	13%	13%
Murray	84%	12%	4%
Pipestone	66%	19%	16%
Redwood	72%	14%	14%
Rock	63%	23%	14%

** Body Mass Index (BMI) is a number calculated from a child’s self-reported weight and height. BMI is calculated using a standard formula. BMI-for-age percentiles are used to interpret BMI numbers for children and teens. CDC BMI-for-age growth charts were used to determine weight status according to BMI for participants in the Minnesota Student Survey.

Not overweight: Less than the 85th percentile

Overweight: 85th to less than the 95th percentile

Obese: Equal to or greater than the 95th percentile

Source: 2013 Minnesota Student Survey <http://www.health.state.mn.us/divs/chs/mss/countytables/>

- **Youth Intake of Fruit/Vegetables:** SWHHS 9th grade students who eat vegetable 2 or more times daily are lower than MN rate

During the last 7 days, how many times did you eat green salad, potatoes, carrots, or other vegetables?

2013 9th Grade Students who eat vegetables 2 or more times per day

State/County	Percentage
Minnesota	21%
SWHHS	20%
Lincoln	23%
Lyon	21%
Murray	20%
Pipestone	20%
Redwood	14%
Rock	20%

2013 Minnesota Student Survey

- SWHHS 9th grade students who ate fruit or/& vegetable 5+ times yesterday are lower than MN rate

Percent of 9th graders who ate five or more servings of fruit, fruit juice, or/and vegetables yesterday

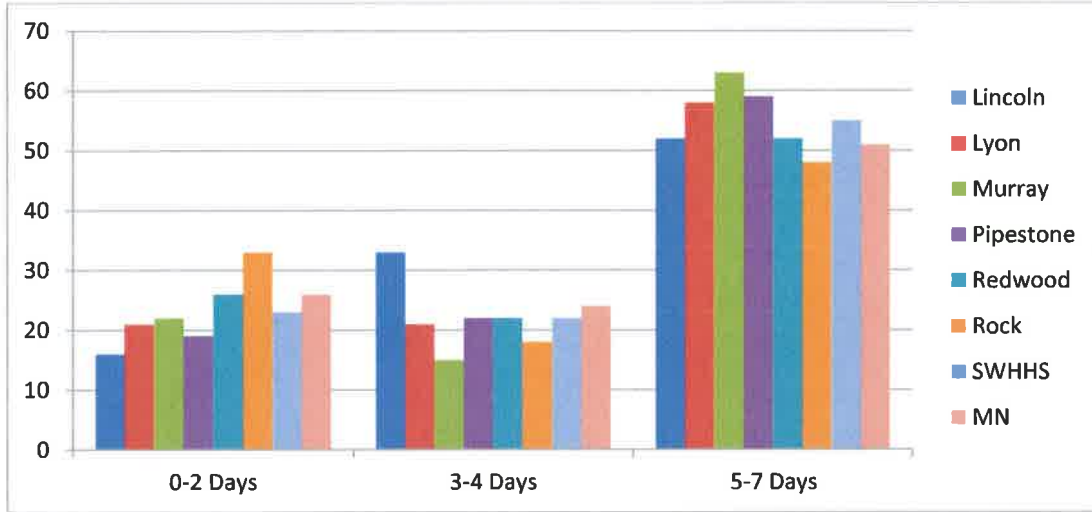
State/County/ CHB	1998	2001	2004	2007	2010
Minnesota	14	15	15	18	18
SWHHS	15	15	15	17	14
Lincoln	13	12	11	10	5
Lyon	16	15	14	19	15
Murray	15	22	23	11	19
Pipestone	17	12	16	22	13
Redwood	12	11	17	14	10
Rock	12	14	16	13	17

2013 Minnesota Student Survey

- **Youth Physical Activity:** Physical activity notably decreases from 9th to 11th grade in SWHHS counties

During the last 7 days, on how many days were you physically active for a total of at least 60 minutes per day?

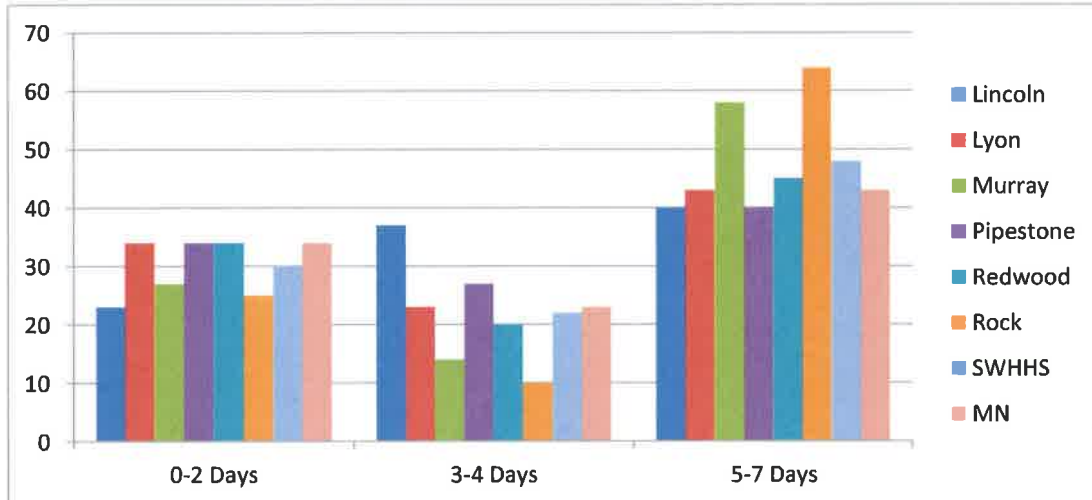
9th Grade Students



2013 Minnesota Student Survey

During the last 7 days, on how many days were you physically active for a total of at least 60 minutes per day?

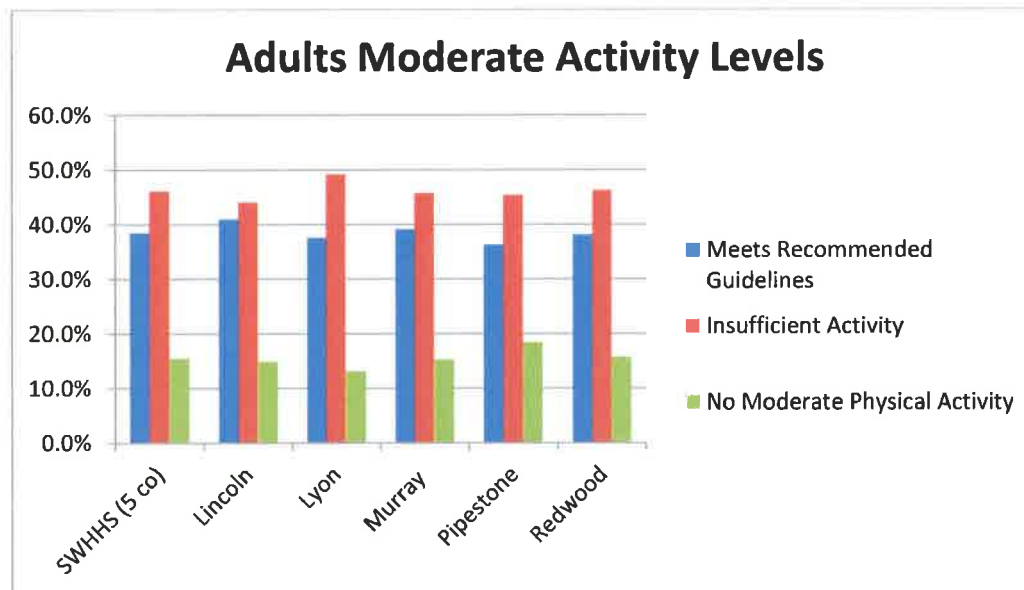
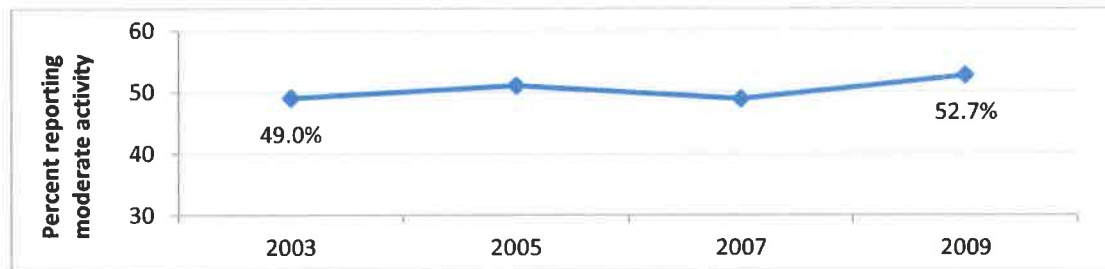
11th Grade Students



2013 Minnesota Student Survey

- Physical activity is increasing in adults, but it's still low (54% getting 3-5x/week)

Minnesota adults and physical activity: 2003-2009*



* Moderate physical activity defined as 30+ minutes of moderate physical activity (or 20+ minutes of vigorous physical activity) five or more days per week Source: Centers for Disease Control and Prevention. (2011). 2010 Wilder Research Study.

<http://www.wilder.org/Wilder-Research/Publications/Studies/Forms/Study/docsethomepage.aspx?ID=58&FolderCTID=0x0120D52000F239CA0ED16F9A49B139AA1402664580003333A21DCC750948AD7DA120396FC83C&List=5ffe87fb-8c61-4035-86cc-db1b1907fa0a&RootFolder=%2FWilder-Research%2FPublications%2FStudies%2FAdult Health Survey%2C Southwest and South Central Minnesota%2C 2010 Survey>

Healthy Start for Children and Adolescents

- **Breastfeeding Rates:** Breastfeeding initiation is lower than MN average in 4/6 SWHHS counties; Breastfeeding Duration 3, 6 & 12 mo) is lower than MN average in SWHHS counties

Breastfeeding Initiation for MN WIC Infants Born During Calendar Year 2013 by County

County of Residence	Percent Initiated Breastfeeding	Minnesota
Lincoln	NA	76.8
Lyon	75.9	76.8
Murray	91.7	76.8
Pipestone	85.9	76.8
Redwood	76.2	76.8
Rock	62.8	76.8

Minnesota WIC Information System. 2013 Preliminary Report on Initiation.
<http://www.health.state.mn.us/divs/fh/wic/localagency/reports/bf/index.html>

Breastfeeding Initiation and Duration at Three, Six, and Twelve Months for MN WIC Infants born during calendar year 2012 by County of Residence

County	Initiated Breastfeeding (MN Ave.)	Breastfeed 3 Months (MN Ave.)	Breastfed 6 Months (MN Ave.)	Breastfed 12 Months (MN Ave.)
Lincoln	NA (76.0)	NA (43.2)	NA (32.1)	NA (13.6)
Lyon	69.1 (76.0)	35.3 (43.2)	22.2 (32.1)	12.6 (13.6)
Murray	58.7 (76.0)	30.4 (43.2)	21.7 (32.1)	6.5 (13.6)
Pipestone	87.8 (76.0)	42.5 (43.2)	26.3 (32.1)	3.8 (13.6)
Redwood	65.0 (76.0)	26.2 (43.2)	16.5 (32.1)	9.7 (13.6)
Rock	62.7 (76.0)	25.9 (43.2)	13.8 (32.1)	3.4 (13.6)

Minnesota WIC Information System. Maps of Breastfeeding by County of Residence, Calendar Year 2012.
<http://www.health.state.mn.us/divs/fh/wic/localagency/reports/bf/index.html>

**After completing the survey, please send or email it to:
 Krista Kopperud, Planner Southwest Health and Human Services
 3001 Maple Rd. Slayton, MN 56172 or krista.kopperud@swmhhs.com**

Please rank the following categories in order from 1 (most important health issue) to 10 (least important health issue). Also include a list of resources (community, county, and state) available to address each issue.

Thank you for your participation!

Ranking	Public Health Problems	Resources (local, county, state)
	Access to Care pg 2 <ul style="list-style-type: none"> • Mental Health Professional Shortage • Dental Professional Shortage Area • Medical Professional Shortage Area 	
	Mental Health in Youth pg 3 <ul style="list-style-type: none"> • Anxiety, Nervous, Tense Youth • Youth Contemplating Suicide 	
	Environmental Health pg 4 <ul style="list-style-type: none"> • Radon 	
	Preventing Management of Chronic Disease pg 4 <ul style="list-style-type: none"> • Diabetes pg 4 • Asthma pg 5 • Cancer pg 6 • COPD pg 7 • Heart Attack pg 7 • Stroke pg 9 • High Blood Pressure & Cholesterol pg 9 	
	Alcohol, Tobacco, & Other Drugs pg 10 <ul style="list-style-type: none"> • Youth Smoking Rates pg 10 • Youth Exposure to Second Hand Smoke pg 11 • Prenatal Smoking pg 12 • Binge Drinking pg 12 	
	High Risk Behaviors pg 13 <ul style="list-style-type: none"> • Rising Chlamydia rates pg 13 • Youth sexual intercourse rates pg 13 • Teen birth rates pg 15 	
	Injury Prevention pg 16 <ul style="list-style-type: none"> • Motor Vehicle Crashes and Deaths • Injury deaths 	
	Advanced Aging Population pg 16 <ul style="list-style-type: none"> • Home & Community-based services for long-term care 	
	Physical Activity/Eating Habits/Obesity pg 17 <ul style="list-style-type: none"> • Adult & youth obesity rates pg 17 • Youth intake of fruit/vegetables pg 18 • Youth physical activity rates pg 19 	
	Healthy Start for Children & Adolescents pg 21 <ul style="list-style-type: none"> • Breastfeeding rates 	

County you are from: Lincoln Lyon Murray Pipestone Redwood Rock

Comments:

What is your profession? _____

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 2**

EFFECTIVE DATE: 01/01/11

REVISION DATE: ~~07/17/13~~09/17/14

AUTHORITY: Southwest Health and Human Services Joint Governing Board

- - -CONDITIONS OF EMPLOYMENT- - -

Electronic copies of the Personnel Policies shall be available for employees in each office. Employees shall be responsible for reviewing and abiding by the terms of the Personnel Policies.

Section 1 - Workweek

- a. The standard workweek for full time employees shall be 8:00 a.m. to 4:30 p.m. daily, 37.5 hours per workweek. The Agency's workweek is declared to be a seven consecutive day period commencing on Monday and ending on Sunday.

Section 2 - Working Hours

- a. Standard working hours shall be seven and one-half (7.5) hours daily, five (5) days a week. Immediate supervisors may require employees to work other schedules based on the nature of their assignments.
- b. Employees who work a standard seven and one-half (7.5) hour day are entitled to one (1) fifteen (15) minute break before noon and one (1) fifteen (15) minute break in the afternoon which shall be paid.
- c. One (1) hour unpaid lunch breaks are to be taken between 11:00 a.m. and 2:00 p.m. The office will remain open during the noon hour with staggered lunch hours by the employees.
- d. Neither coffee breaks nor lunch hours can be saved up to earn comp time if they are not taken by the employee. The only time lunch hours may be reduced to 30 minutes is during flex time or when an employee is authorized to make up work time that was lost due to a snow storm.

Section 3 – Employee Definitions

- a. Probationary Period – The first year of employment with the agency, during which the employee shall receive orientation and new employee training. For employees promoted to a new position, the probationary period shall be six (6) months.
- b. During the probationary period, the employee shall receive a heightened amount of supervision and additional performance evaluations. Probationary employees shall not

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Section 8 - Inclement Weather

- a. If adverse weather conditions necessitate the closing of any or all of the Southwest Health and Human Services offices, the Director or designee shall ~~notify designated personnel of the closing and the announcement will be made no later than 7:30 a.m. of that day. initiate Dial My Calls program. Staff shall keep the agency up to date with their current contact information so that they can receive notifications through Dial my Calls. Announcements of the closing of Southwest Health and Human Services will be given to employees directly by a supervisor or will be announced over KMHL radio in Marshall before 7:30 a.m.~~
- b. If any or all of the Southwest Health and Human Services offices are closed because of weather conditions, employees in the office(s) that are closed will be paid for the time that the office is closed. When an employee is on vacation or medical leave and the office is officially closed, vacation or medical leave shall not be deducted as such. **No comp time or overtime will be authorized on days the agency has closed due to adverse weather conditions.**
- c. If Southwest Health and Human Services offices remain open and the employee is not present for work, the employee must first use comp time, if available. If comp time is not available, the employee must make up the time that same week, take vacation time or have the time deducted from their pay. However, it is at the employee's discretion whether or not to report for work on days when adverse weather conditions would jeopardize their safety and well-being.
- d. Employees requesting to make up time must immediately upon return to work make those arrangements with their supervisor. Supervisors will consider computer system availability and workload when approving these types of requests.

Section 9 - Paychecks

- a. Salaries will be paid on a bi-weekly basis (every other Friday). If a pay date falls on a holiday, payment will be made the day prior. However, if it affects the current operating budget, then payment will be made the next working day.
- b. Salaried (exempt) employees will have their annual salary divided by the number of pay periods per calendar year (either 26 or 27 pay periods).
- c. All Southwest Health and Human Services employee payroll checks will be by direct deposit unless a written objection from the employee is received.

BOARD MEETING – 09/17/14

DONATIONS

- **Growing Communities for Peace (non-profit organization), St. Croix, MN donated children's books, posters, a hand puppet, and some other things related to "peace".**
- **Grace Lutheran Church, Lake Benton, MN donated quilts.**
- **"Tanks of Thanks" (sponsored by the Cenex Corp.) donated a \$50 gift card for a foster family.**
- **A family (from Redwood) will donate to a family for Thanksgiving by providing a meal.**



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To: Chris Sorensen, Southwest Health and Human Services
 Karri Harvey, Southwest Health and Human Services

From: Wayne Altenbernd

Date: August 7, 2014

Subject: ApplicationXtender Document Management System for Child Support Unit

Southwest Health and Human Services has indicated a desire to expand the existing ApplicationXtender document management and workflow system for use by the Child Support, Financial Assistance, Social Services, and Office Support units.

Unit	Proposed Enhancement
Child Support	Replace paper client file with an electronic version managed by the ApplicationXtender document management and workflow system. See page 2 for more detail.
Financial Assistance	Increase the number of ISC State Form Auto Fill client licenses to meet the worker demands. See page 4 for more detail.
Social Services	Replace paper client file with an electronic version managed by the ApplicationXtender document management and workflow system. See page 3 for more detail.
Office Support	Add Captiva enhanced document capture package to improve document scanning efficiency and productivity. See page 5 for more detail

Product and Service Description	Quantity	Cost	Total cost
Software Licenses			
ApplicationXtender Desktop/Web Access .NET Client License	20	\$30,000.00	
ApplicationXtender Workflow Manager Client License	20	\$22,000.00	
ISC State Form Auto Fill Client License	10	\$9,950.00	
Captiva Standard Server 100K Pages/Year	1	\$2,725.00	
Captiva Server Volume +100K Pages/Year Perpetual	3	\$4,497.00	
ApplicationXtender Capture Package	13	<u>\$9,100.00</u>	
Total for Software Licenses			\$78,272.00
Annual Maintenance Agreements			
ApplicationXtender Desktop/Web Access. NET Client License	20	\$7,200.00	
ApplicationXtender Workflow Manager Client License	20	\$5,280.00	
ISC State Form Auto Fill Client License	10	\$2,000.00	
Captiva Standard Server 100K Pages/Year	1	\$654.00	
Captiva Server Volume +100K Pages/Year Perpetual	3	\$1,060.00	
ApplicationXtender Capture Package	13	<u>\$2,184.00</u>	
Total for Annual Maintenance Agreements			\$18,378.00
Professional Services			
Child Support Unit Software installation and Training	1	\$6,500.00	
Social Services Unit Software installation and Training	1	\$9,500.00	
Enhanced Capture Software installation and Training	1	<u>\$5,500.00</u>	
Total for Professional Services			\$21,500.00
Total of Above			\$118,150.00
Less: Discounts			
5% Discount on EMC Software		\$3,416.00	
ISC State Form Auto Fill		\$2,450.00	
Total Discounts			<u>- \$5,866.00</u>
Net Cost (excluding sales tax)			\$112,284.00



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Child Support Unit Detail

Cost detail for expanding the existing ApplicationXtender document management and workflow system for use by the Child Support units in the following counties.

Expected number of workers to use the proposed system. Staffing numbers provided by Southwest HHS.

County	Child Support Workers
Lyon	5
Murray	1
Pipestone	2
Redwood	7
Rock	<u>1</u>
Total	16

Product and Service Description	Quantity	Cost	Total cost
Document Management and Workflow Software			
Software Licenses			
ApplicationXtender Desktop/Web Access .NET Client License	5	\$7,500.00	
ApplicationXtender Workflow Manager Client License	5	<u>\$5,500.00</u>	
Total for Software			\$13,000.00
Annual Maintenance Agreements			
ApplicationXtender Desktop/Web Access. NET Client License	5	\$1,800.00	
ApplicationXtender Workflow Manager Client License	5	<u>\$1,320.00</u>	
Total for Annual Maintenance Agreements			\$3,120.00
Professional Services			
Software installation and Training	1	<u>\$6,500.00</u>	
Total for Professional Services			<u>\$6,500.00</u>
Total of Above			\$22,620.00
Less: 5% Discount on EMC Software			<u>- \$650.00</u>
Net Cost (excluding sales tax)			\$21,970.00



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Social Services Unit Detail

Cost detail for expanding the existing ApplicationXtender document management and workflow system for use by the Social Services units in the following counties.

Expected number of workers to use the proposed system. Staffing numbers provided by Southwest HHS.

County	Social Services Workers
Lincoln	3
Lyon	29
Murray	5
Pipestone	8
Redwood	15
Rock	<u>7</u>
Total	67

Product and Service Description	Quantity	Cost	Total cost
Document Management and Workflow Software			
Software Licenses			
ApplicationXtender Desktop/Web Access .NET Client License	15	\$22,500.00	
ApplicationXtender Workflow Manager Client License	15	<u>\$16,500.00</u>	
Total for Software			\$39,000.00
Annual Maintenance Agreements			
ApplicationXtender Desktop/Web Access. NET Client License	15	\$5,400.00	
ApplicationXtender Workflow Manager Client License	15	<u>\$3,960.00</u>	
Total for Annual Maintenance Agreements			\$9,360.00
Professional Services			
Software installation and Training	1	<u>\$9,500.00</u>	
Total for Professional Services			<u>\$9,500.00</u>
Total of Above			\$57,860.00
Less: 5% Discount on EMC Software			<u>-\$1,950.00</u>
Net Cost (excluding sales tax)			\$55,910.00



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Financial Assistance Unit Detail

Cost detail for expanding the existing ISC State Form Auto Fill system for use by the Financial Assistance units in the following counties.

Expected number of workers to use the proposed system. Staffing numbers provided by Southwest HHS.

County	Financial Assistance Workers
Lincoln	3
Lyon	13
Murray	5
Pipestone	7
Redwood	10
Rock	<u>7</u>
Total	45

Product and Service Description	Quantity	Cost	Total cost
ISC State Form Auto Fill Software			
ISC State Form Auto Fill Software	10	\$9,950.00	
Annual Maintenance and Technical Support Agreement	10	<u>\$2,000.00</u>	
Total of Above			\$11,950.00
Less: Discount			<u>- \$2,450.00</u>
Net Cost (excluding sales tax)			\$9,500.00



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Office Support Unit Detail

Costs for implementing the Enhanced Document Capture package for use by Office Support unit in the following counties.

Expected number of workers to use the proposed system. Staffing numbers provided by Southwest HHS.

County	Office Support Workers
Lincoln	1
Lyon	4
Murray	2
Pipestone	1
Redwood	3
Rock	<u>2</u>
Total	13

Product or Service Description	Quantity	Cost	Total
Software Licenses			
Captiva Standard Server 100K Pages/Year	1	\$2,725.00	
Captiva Server Volume +100K Pages/Year Perpetual	3	\$4,497.00	
ApplicationXtender Capture Package	13	<u>\$9,100.00</u>	
Total for Software Licenses			\$16,322.00
Annual Maintenance and Technical Support Agreement			
Captiva Standard Server 100K Pages/Year	1	\$654.00	
Captiva Server Volume +100K Pages/Year Perpetual	3	\$1,060.00	
ApplicationXtender Capture Package	13	<u>\$2,184.00</u>	
Total for Annual Maintenance and Technical Support Agreements			\$3,898.00
Professional Services			
Software Installation, Configuration, & Training	1		<u>\$5,500.00</u>
Total of Above			\$25,720.00
Less: 5% Discount on EMC Software			- \$816.00
Net Cost (excluding sales tax)			\$24,904.00