



Southwest Health and Human Services  
 Board Agenda  
 Wednesday, January 21, 2015  
 Government Center, 2<sup>nd</sup> Floor  
 Marshall  
 9:00 a.m.

**HUMAN SERVICES**

- A. Call to order
- B. Pledge of Allegiance
- C. Election of Officers
- D. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 12/17/14 board minutes
- E. Financial
- F. Caseload
 

	12/14	11/14	10/14
Social Service	3,695	3,780	3,697
Licensing	495	496	493
Out-of-Home Placements	126	133	131
Income Maintenance	12,440	12,752	12,394
Child Support Cases	3,552	3,568	3,587
Child Support Collections	\$937,647	\$743,747	\$882,606
Non IV-D Collections	\$129,958	\$46,428	\$156,518
- G. Decision Items
  - 1. Social Service Policy Number 5 – Fees: Corporate Foster Care Licensing
  - 2.
- H. Discussion/Information
  - 1.

**COMMUNITY HEALTH**

- I. Call to order
- J. Election of Officers
- K. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 12/17/14 board minutes
- L. Financial
- M. Caseload

	12/14	11/14	10/14
WIC		2220	2269
Family Home Visiting	97	92	86
PCA Assessments	24	21	21
Managed Care	231	235	255
Dental Varnishing	115	72	96
Refugee Health	0	1	2
Latent TB Medication Distribution	43	28	30
- N. Decision Items
  - 1.
  - 2.
- O. Discussion/Information
  - 1.

**GOVERNING BOARD**

- P. Call to order
- Q. Election of Officers
- R. Election of Executive Committee
- S. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 12/17/14 board minutes
- T. Financial
- U. Introduce new staff members; Kristofer Lee, Child Support Officer; Betsy Plotz, Registered Dietician; Lisa Schardin, Rachel Higgins, Social Workers; Jeremy Morgan, Information Technology Specialist, Sr.

**GOVERNING BOARD (cont.)**

- V. Employee Recognition
- Juanita Guetter, 40 years, Office Support Specialist, Redwood Falls
- W. Decision Items
1. Elaine Ladwig, Social Worker, probationary appointment (12 months), \$37,320.00 annual, effective 01/13/15
  2. Tammy Groen, Social Worker (CPS), probationary appointment (12 months), \$40,000.00 annual, effective 01/20/15
  3. Dianna Tomlinson, Accounting Technician, retirement, effective 02/28/15
  4. Request for Human Resources Specialist I
  5. Request for Public Health Nurse (CTC Coordinator)
  6. Personnel Policy Number 8 – Employee Resignation
  7. Personnel Policy Number 16 – Employee Recognition
  8. Personnel Policy Number 22 – Social Media Policy
  9. Contracts
  10. Donations
  11. IT request
  12. 2015 board per diems
  13. Memorandum of Understanding (MOU) with labor union
  - 14.
- X. Discussion/Information
1. New Commissioner training
- Y. Adjournment

**Next Meeting Dates:**

- **Wednesday, February 18, 2015 – Marshall**
- **Wednesday, March 18, 2015 – Marshall**
- **Wednesday, April 15, 2015 - Marshall**



# Southwest Health and Human Services



NJW  
1/9/15 1:35PM

TREASURER'S CASH TRIAL BALANCE

As of 12/2014

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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		262,604.76	3,238,482.07	
Disbursements		57,327.29-	913,841.73-	
Payroll		156,566.23-	2,318,333.99-	
Journal Entries		0.00	68,719.17	
Fund Total . . . . .		48,711.24	75,025.52	1,607,858.90
5 Human Services Fund		General Administration		
Receipts	947,913.02	17,605.16	587,915.33	
Disbursements		53,904.57-	633,585.73-	
Payroll		7,357.32-	109,513.64-	
Journal Entries		2,289.62	1,392.05-	
Dept Total . . . . .		41,367.11-	156,576.09-	791,336.93
5 Human Services Fund		Income Maintenance		
Receipts	2,133,213.06-	1,506,905.95	7,278,604.37	
Disbursements		324,025.49-	3,374,895.30-	
Payroll		266,635.05-	3,956,515.43-	
Journal Entries		0.00	305,915.00-	
Dept Total . . . . .		916,245.41	358,721.36-	2,491,934.42-
5 Human Services Fund		Social Services		
Receipts	32,305,717.42-	3,867.13	54,236.08	
Disbursements		122,416.51-	1,387,141.40-	
Payroll		430,728.25-	6,134,043.65-	
Journal Entries		0.00	458,872.50-	
Dept Total . . . . .		549,277.63-	7,925,821.47-	40,231,538.89-
5 Human Services Fund		Purchased Services,SSIS		
Receipts	39,771,425.35	3,541,948.91	15,555,751.51	
Disbursements		18,377.58-	96,067.19-	

# Southwest Health and Human Services

As of 12/2014

TREASURER'S CASH TRIAL BALANCE

NJW  
1/9/15 1:35PM

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
5	1,593,070.09-	Information Systems		
		461		
		Human Services Fund		
		Receipts	79,489.27	
		Disbursements	10,902.37-	
		Payroll	270,484.06-	
		<b>Dept Total</b> . . . . .	201,897.16-	1,794,967.25-
5	0.00	LCTS Collaborative Agency		
		Human Services Fund		
		Receipts	30,370.00	257,888.00
		Disbursements	30,370.00-	196,634.00-
		SSIS	0.00	61,254.00-
		<b>Dept Total</b> . . . . .	0.00	0.00
		<b>Fund Total</b> . . . . .	3,142,466.42	4,195,425.02
61	123,821.48	Agency Health Insurance		
		Receipts	10,141.64	1,954,783.14
		Disbursements	250,968.77-	2,023,593.49-
		Journal Entries	2,289.62-	2,289.62-
		<b>Fund Total</b> . . . . .	243,116.75-	52,721.51
71	115,832.97	LCTS Collaborative Agency		
		LCTS Lyon Murray Collaborative Fund		
		Receipts	13,939.78	103,806.85
		Disbursements	23,180.00-	81,717.61-
		<b>Dept Total</b> . . . . .	9,240.22-	22,089.24
		<b>Fund Total</b> . . . . .	9,240.22-	137,922.21
73	115,832.97	LCTS Collaborative Agency		
		LCTS Rock Pipestone Collaborative Fund		
		Receipts	9,240.22-	22,089.24
		<b>Fund Total</b> . . . . .	9,240.22-	137,922.21

# Southwest Health and Human Services



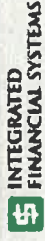
## TREASURER'S CASH TRIAL BALANCE

1:35PM

1/9/15 NJW

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	38,376.92			
Receipts		3,751.80	47,747.23	
Disbursements		10,000.00-	15,527.89-	
Dept Total .....		6,248.20-	32,219.34	70,596.26
Fund Total .....	38,376.92	6,248.20-	32,219.34	70,596.26
75 Redwood ICTS Collaborative				
	102,329.62			
Receipts		12,678.42	147,391.72	
Disbursements		8,232.00-	165,480.00-	
Dept Total .....		4,446.42	18,088.28-	84,241.34
Fund Total .....	102,329.62	4,446.42	18,088.28-	84,241.34
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		5,428,243.05	29,307,868.56	
Disbursements		902,416.27-	8,899,386.71-	
SSIS		710,346.11-	7,369,835.02-	
Payroll		878,461.76-	12,788,890.77-	
Journal Entries		0.00	699,750.00-	
Total .....		2,937,018.91	449,993.94-	6,150,538.23

# Southwest Health and Human Services



NJW  
1/9/15 1:36PM  
1 Health Services Fund

TRIAL BALANCE REPORT  
As of 12/2014  
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	48,711.24	75,025.52	1,607,858.90
1090 Investments	400,000.00	0.00	65,037.50	334,962.50
<b>Total Assets</b>	1,932,833.38	48,711.24	9,988.02	1,942,821.40
--- 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	262,502.69	3,235,079.58	3,235,079.58
2887 Expenditure Control	0.00	213,791.45	3,225,091.56	3,225,091.56
<b>Total Fund Balance</b>	1,932,833.38	48,711.24	9,988.02	1,942,821.40
<b>Total Liabilities and Balance</b>	1,932,833.38	48,711.24	9,988.02	1,942,821.40
410 General Administration				
-----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
<b>Total Liabilities and Balance</b>	0.00	0.00	0.00	0.00
1 Health Services Fund				



# Southwest Health and Human Services



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5 Human Services Fund

## TRIAL BALANCE REPORT

As of 12/2014

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	41,367.11-	156,576.09-	791,336.93
<b>Total Assets</b>	947,913.02	41,367.11-	156,576.09-	791,336.93
--- 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	16,127.62	107.32	2,028.02
<b>Total Liabilities</b>	39,021.11-	16,127.62	107.32	38,913.79-
<b>Fund Balance</b>	908,891.91-	0.00	0.00	908,891.91-
2881 Unassigned Fund Balance	0.00	25,239.49	156,468.77	156,468.77
2887 Expenditure Control	908,891.91-	25,239.49	156,468.77	752,423.14-
<b>Total Fund Balance</b>	908,891.91-	25,239.49	156,468.77	752,423.14-
<b>Total Liabilities and Balance</b>	947,913.02-	41,367.11	156,576.09	791,336.93-
420 Income Maintenance				
1001 Cash In Bank - Checking	2,133,213.06-	916,245.41	358,721.36-	2,491,934.42-
1090 Investments	320,000.00	0.00	305,915.00	625,915.00
<b>Total Assets</b>	1,813,213.06-	916,245.41	52,806.36-	1,866,019.42-
--- Liabilities and Balance ---				
Liabilities				
<b>Total Liabilities</b>	0.00	0.00	0.00	0.00
<b>Fund Balance</b>	1,813,213.06	0.00	0.00	1,813,213.06
2881 Unassigned Fund Balance	0.00	1,506,344.04-	7,264,124.47-	7,264,124.47-
2885 Revenue Control	0.00	590,098.63	7,316,930.83	7,316,930.83
2887 Expenditure Control	1,813,213.06	916,245.41-	52,806.36	1,866,019.42
<b>Total Fund Balance</b>	1,813,213.06	916,245.41-	52,806.36	1,866,019.42
<b>Total Liabilities and Balance</b>	1,813,213.06	916,245.41-	52,806.36	1,866,019.42
430 Social Services				
-----Assets-----				

# Southwest Health and Human Services



NJW

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5 Human Services Fund

## TRIAL BALANCE REPORT

As of 12/2014

Report Basis: Cash

Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
1001 Cash In Bank - Checking	32,305,717.42-	549,277.63-	7,925,821.47-	40,231,538.89-
1090 Investments	480,000.00	0.00	458,872.50	<b>938,872.50</b>
<b>Total Assets</b>	<b>31,825,717.42-</b>	<b>549,277.63-</b>	<b>7,466,948.97-</b>	<b>39,292,666.39-</b>
--- Liabilities and Balance----- Liabilities				
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance</b>				
2881 Unassigned Fund Balance	31,825,717.42	0.00	0.00	31,825,717.42
2885 Revenue Control	0.00	3,569.46-	42,676.75-	42,676.75-
2887 Expenditure Control	0.00	552,847.09	7,509,625.72	7,509,625.72
<b>Total Fund Balance</b>	<b>31,825,717.42</b>	<b>549,277.63</b>	<b>7,466,948.97</b>	<b>39,292,666.39</b>
<b>Total Liabilities and Balance</b>	<b>31,825,717.42</b>	<b>549,277.63</b>	<b>7,466,948.97</b>	<b>39,292,666.39</b>
<b>431 Purchased Services, SSIS</b>				
----- Assets-----				
1001 Cash In Bank - Checking	39,771,425.35	2,813,225.22	8,151,103.30	47,922,528.65
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>2,813,225.22</b>	<b>8,151,103.30</b>	<b>48,003,278.12</b>
--- Liabilities and Balance----- Liabilities				
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance</b>				
2881 Unassigned Fund Balance	39,852,174.82-	0.00	0.00	39,852,174.82-
2885 Revenue Control	0.00	3,522,672.70-	15,355,674.41-	15,355,674.41-
2887 Expenditure Control	0.00	709,447.48	7,204,571.11	7,204,571.11
<b>Total Fund Balance</b>	<b>39,852,174.82-</b>	<b>2,813,225.22-</b>	<b>8,151,103.30-</b>	<b>48,003,278.12-</b>
<b>Total Liabilities and Balance</b>	<b>39,852,174.82-</b>	<b>2,813,225.22-</b>	<b>8,151,103.30-</b>	<b>48,003,278.12-</b>
<b>461 Information Systems</b>				
----- Assets-----				
1001 Cash In Bank - Checking	1,593,070.09-	3,640.53	201,897.16-	1,794,967.25-
<b>Total Assets</b>	<b>1,593,070.09-</b>	<b>3,640.53</b>	<b>201,897.16-</b>	<b>1,794,967.25-</b>
--- Liabilities and Balance-----				

# Southwest Health and Human Services



NJW

1/9/15 1:35PM

## STATEMENT OF REVENUES AND EXPENDITURES

As Of 12/2014 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	744,604.00-	744,604.00-	100	100
INTERGOVERNMENTAL REVENUES	92,419.68-	244,201.33-	231,500.00-	105	100
STATE REVENUES	39,231.60-	728,727.44-	742,202.00-	98	100
FEDERAL REVENUES	37,764.97-	1,007,490.66-	979,798.00-	103	100
FEES	37,478.12-	409,061.53-	436,160.00-	94	100
EARNINGS ON INVESTMENTS	863.51-	3,414.79-	0.00	0	100
MISCELLANEOUS REVENUES	54,744.81-	97,579.83-	13,550.00-	720	100
TOTAL REVENUES	262,502.69-	3,235,079.58-	3,147,814.00-	103	100
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	100
PAYROLL AND BENEFITS	156,566.23	2,329,299.27	2,441,523.00	95	100
OTHER EXPENDITURES	57,225.22	895,792.29	706,291.00	127	100
TOTAL EXPENDITURES	213,791.45	3,225,091.56	3,147,814.00	102	100

# Southwest Health and Human Services



NJW  
1/9/15 1:35PM

## STATEMENT OF REVENUES AND EXPENDITURES

As Of 12/2014 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2014 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	3,719,553.61-	9,065,540.68-	9,088,388.00-	100	100
INTERGOVERNMENTAL REVENUES	5,680.00-	26,661.84-	37,804.00-	71	100
STATE REVENUES	237,428.01-	3,959,485.44-	3,779,362.00-	105	100
FEDERAL REVENUES	795,619.60-	6,977,941.51-	6,570,948.00-	106	100
FEES	158,267.12-	1,596,743.29-	1,258,000.00-	127	100
EARNINGS ON INVESTMENTS	4,893.21-	19,350.48-	8,500.00-	228	100
MISCELLANEOUS REVENUES	165,944.15-	1,354,036.39-	1,530,137.00-	88	100
TOTAL REVENUES	5,087,385.70-	22,999,759.63-	22,273,139.00-	103	100
EXPENDITURES					
PROGRAM EXPENDITURES	898,406.70	9,368,191.02	8,942,678.00	105	100
PAYROLL AND BENEFITS	739,651.50	10,522,946.89	11,086,897.00	95	100
OTHER EXPENDITURES	290,733.46	2,835,639.68	2,243,564.00	126	100
TOTAL EXPENDITURES	1,928,791.66	22,726,777.59	22,273,139.00	102	100

# Southwest Health and Human Services

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
900 PROGRAM	Emergency Preparedness		0.00	97,283.21-	114,000.00-	85	100
			9,774.13	117,131.87	118,000.00	99	100
			9,774.13	19,848.66	4,000.00	496	100
901 PROGRAM	Med Reserve Corps		0.00	3,500.00-	4,000.00-	88	100
			0.00	647.29	0.00	0	100
			0.00	2,852.71-	4,000.00-	71	100
483 DEPT	Health Education	Totals:	19,889.36-	467,773.48-	532,150.00-	88	100
			39,494.65	552,197.14	517,930.00	107	100
			19,605.29	84,423.66	14,220.00-	594-	100
485 DEPT	Environmental Health						
800 PROGRAM	Environmental		43,550.68-	153,070.28-	138,500.00-	111	100
			7,855.22	139,768.66	162,422.00	86	100
			35,695.46-	13,301.62-	23,922.00	56-	100
820 PROGRAM	Healthy Homes Grant		154.72	154.72	0.00	0	100
			154.72	154.72	0.00	0	100
830 PROGRAM	FDA- Research(Standardization for Ins		0.00	3,000.00-	0.00	0	100
			17.80	6,996.78	0.00	0	100
			17.80	3,996.78	0.00	0	100
485 DEPT	Environmental Health	Totals:	43,550.68-	156,070.28-	138,500.00-	113	100
			8,027.74	146,920.16	162,422.00	90	100
			35,522.94-	9,150.12-	23,922.00	38-	100
1 FUND	Health Services Fund	Totals:	262,502.69-	3,235,079.58-	3,147,814.00-	103	100
			213,791.45	3,225,091.56	3,147,814.00	102	100
			48,711.24-	9,988.02-	0.00	0	100

# Southwest Health and Human Services

REVENUES & EXPENDITURES BY PROG, DEPT, AND FUND AS OF 12/2014

NJW  
1/9/15 1:35PM



Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
5 FUND	Human Services Fund	Totals:	Revenue 5,087,385.70- Expend. 1,928,791.66 Net 3,158,594.04-	22,999,759.63- 22,726,777.59 272,982.04-	22,273,139.00- 22,273,139.00 0.00	103 102 0	100 100 100
<b>FINAL TOTALS</b>	<b>943 Accounts</b>		Revenue 5,349,888.39- Expend. 2,142,583.11 Net 3,207,305.28-	26,234,839.21- 25,951,869.15 282,970.06-	25,420,953.00- 25,420,953.00 0.00	103 102 0	100 100 100



# 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	242	331	37	842	28	484	464	334	2789
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	13	13	229	347	29	814	26	465	466	348	2750
November	13	13	228	338	27	827	25	524	464	347	2806
December	13	13	227	334	30	847	25	432	463	346	2730
	14	14	242	331	37	842	28	484	464	334	2789



# Children's - Social Services Caseload

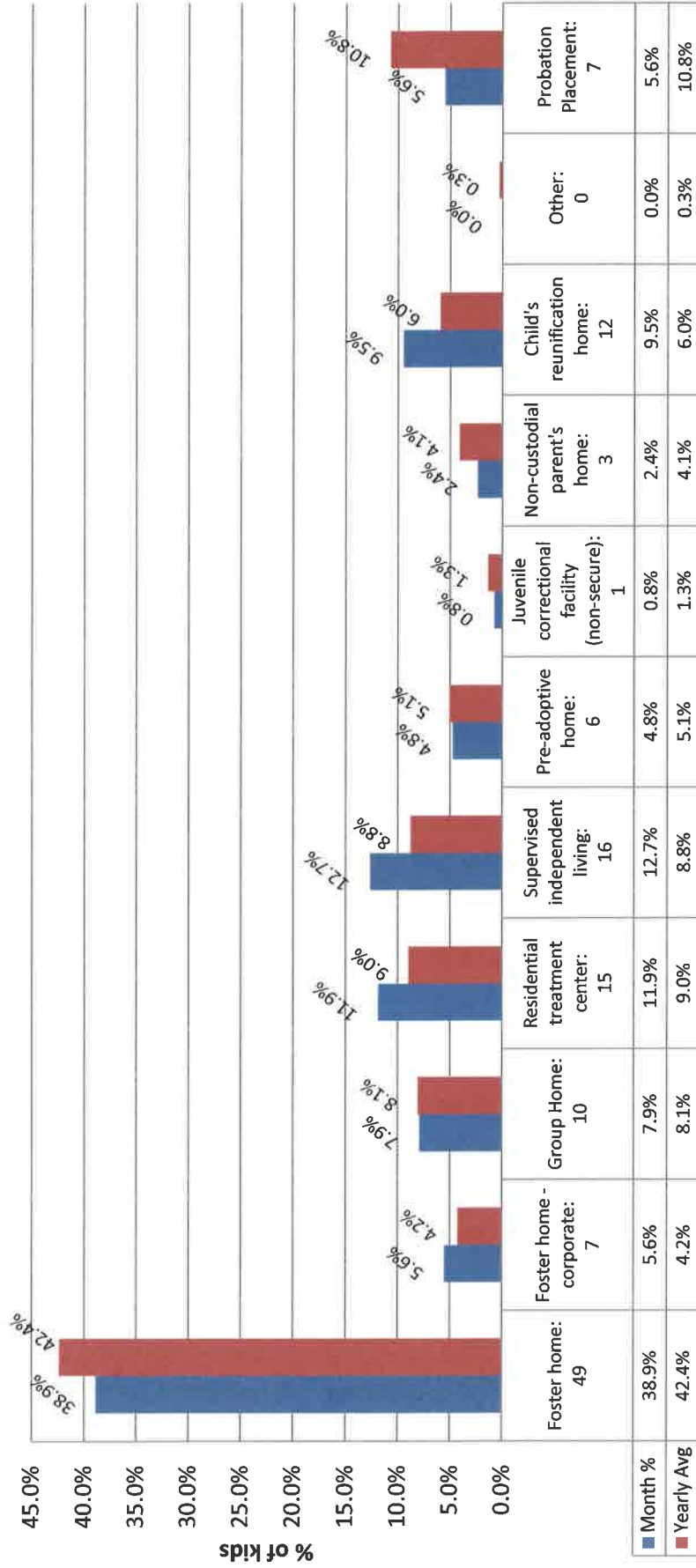
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
2014	42	18	0	4	31	127	104	106	0	1	16	449
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	39	20	0	2	30	131	105	106	0	1	20	454
November	39	14	0	2	28	151	110	109	0	1	24	478
December	38	15	0	3	28	138	118	101	0	1	28	470
	<b>42</b>	<b>18</b>	<b>0</b>	<b>4</b>	<b>31</b>	<b>127</b>	<b>104</b>	<b>106</b>	<b>0</b>	<b>1</b>	<b>16</b>	<b>449</b>

2014 KIDS IN OUT OF HOME PLACEMENT

	December	
	# of placements	Probation placements
Lincoln	3	1
Rock	13	0
Lyon	32	4
Pipestone	23	0
Redwood	44	2
Murray	4	0
<b>Totals</b>	<b>119</b>	<b>7</b>
<b>Total # of kids</b>	<b>126</b>	

**December 2014 - Placement by Category  
126 Kids in Placement**



## **December 2014:**

### **Total of 6 Children entered placement**

2	Redwood	Foster Home
1	Rock	Residential Treatment Center
1	Pipestone	Group Home
1	Pipestone	Foster Home – Corporate
1	Lyon	Probation

### **Total of 3 Children were discharged from placement**

2	Pipestone	Child's Reunification Home
1	Redwood	Group Home

### **There were 0 adoptions this month**

**NON IVD COLLECTIONS**  
*DECEMBER 2014*

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	0.00
TANF (MFIP/DWP/AFDC)	05-420-610.5803	225.00
GA	05-420-620.5803	178.81
FS	05-420-630.5803	454.00
CS (PI Fee, App Fee, etc)	05-420-640.5501	395.00
MA	05-420-650.5803, 5513	109,481.24
REFUGEE	05-420-680.5803	0.00
<b>CHILDRENS</b>		
Parental Fees, Holds	05-431-710.5501	396.75
Corp FC Licensing	05-431-710.5505	0.00
OOH/FC Recovery	05-431-710.5803	11,635.47
<b>CHILDCARE</b>		
Licensing	05-431-720.5502	1,550.00
Over Payments	05-431-721&722.5803	150.00
<b>CHEMICAL DEPENDENCY</b>		
CD Assessments	05-431-730.5519	4,969.44
Detox Fees	05-431-730.5520	522.34
<b>MENTAL HEALTH</b>		
Insurance Copay	05-431-740.5803	0.00
Over Payments	05-431-741 or 742.5803	0.00
<b>DEVELOPMENTAL DISABILITIES</b>		
Insurance Copay	05-431-750.5803	0.00
<b>ADULT</b>		
Insurance Copay	05-431-760.5803	0.00
<b>TOTAL NON-IVD COLLECTIONS</b>		<b>129,958</b>

**SOUTHWEST HEALTH AND HUMAN SERVICES  
SOCIAL SERVICE POLICY NUMBER 5**

EFFECTIVE DATE: 7/20/11

REVISION DATE: ~~12/21/11~~01/21/15

AUTHORITY: Southwest Health and Human Services - Human Services Board  
Minnesota Statute 245A.10 subd.2e

**--- FEES: CORPORATE FOSTER CARE LICENSING ---**

**Section 1 - Purpose**

- a. In accordance with Minnesota Statute 245 A. 10, Southwest Health and Human Services can charge fees for the initial licensing and relicensing of Child and Adult Corporate Foster Care Homes located in Lincoln, Lyon, ~~and Murray,~~ Pipestone, Redwood and Rock Counties. Licensing fees will be charged for each corporate home to offset the costs associated with licensing and relicensing inspections. Corporate foster homes receive an initial one-year license and a two year license thereafter.

**Section 2 - Fee Schedule**

- a. Initial Licensure: \$450
- b. Re-licensure: \$200

**Section 3 - Payment of Fees**

- a. At the time of initial application for licensure, and every year thereafter, the provider will be notified in writing of all fees associated with the licensing process.
- b. The provider will submit the licensing fee with each application, for each corporate site, at the time of licensure or re-licensure. If the fee is not submitted with the application, Southwest Health and Human Services will return the application to the provider with a notification that the application packet was not complete due to the fee requirement. When the application and fee are received by the agency, Southwest Health and Human Services will process the application and initiate contact to start the licensing or relicensing process.

~~For the 2012 calendar year, initial licensure and re-licensure fees will be waived for Rock County providers. The fee schedule will be implemented starting 01/01/13.~~



**STATE COMMUNITY HEALTH SERVICES ADVISORY COMMITTEE**

**Friday, December 5, 2014, Meeting  
Take Home Points**

**Next SCHSAC Meeting**

**Friday, March 20, 2015, 9:00 am – noon**

**Via Video Conference at MDH District Offices**

We are pilot testing interactive video conferencing for SCHSAC.

Detailed instructions will be sent in early March.

**2015 Meeting Dates:** Friday, June 19, 2015 (Wilder Foundation, St. Paul); Wednesday, October 7, 2015 (Cragun’s Conference Center, Brainerd); and Friday, December 11, 2015 (Hampton Inn, Shoreview)

**SCHSAC BUSINESS**

**Announcement of 2015 Chair-Elect: Doug Huebsch**

Commissioner Huebsch will serve as the 2015 SCHSAC Chair-Elect and then as 2016 SCHSAC Chair. He currently represents Otter Tail CHB. After January 1<sup>st</sup>, 2015, he will represent the newly formed Partnership4Health CHB, comprised of Otter Tail, Becker, Clay, and Wilkin counties.

**2015 Executive Committee**

<b>Chair</b>	Karen Ahmann (Polk-Norman-Mahnomen) NW
<b>Past Chair</b>	Larry Kittelson (Horizon), WC
<b>Chair-Elect</b>	Doug Huebsch (Partnership4Health) WC
<b>Central</b>	Regional Member: Susan Morris (Isanti-Mille Lacs) Regional Alternate: Warren Peschl (Benton)
<b>Metro</b>	Regional Member: Nancy Schouweiler (Dakota) Regional Alternate: Cynthia Bemis Abrams (Bloomington)
<b>Northeast</b>	Regional Member: Loren Bergstedt (Carlton-Cook-Lake-St. Louis) Regional Alternate: Betsy Johnson (Aitkin-Itasca-Koochiching)
<b>Northwest</b>	Regional Member: Betty Younggren (Quin) Regional Alternate: Helene Kahlstorf (North Country)
<b>South Central</b>	Regional Member: Bill Groskreutz (Faribault-Martin) Regional Alternate: Amy Roggenbuck (LeSueur-Waseca)
<b>Southeast</b>	Regional Member: Marcia Ward (Winona) Regional Alternate: Ted Seifert (Goodhue)
<b>Southwest</b>	Regional Member: Rosemary Schultz (Des Moines Valley) Regional Alternate: Jenna Wiese (Countryside)
<b>West Central</b>	Regional Member: Bev Bales (Horizon) Regional Alternate: Don Skarie (Partnership4Health)

### **AMC Conference**

Thanks for everyone who stopped by SCHSAC's resource table at the Association of Minnesota Counties Annual Conference in St. Cloud, December 7-8<sup>th</sup>. Karen Ahmann, Bill Groskreutz, Marcia Ward and Rosemary Schultz did a wonderful job of sharing information about SCHSAC, the state-local partnership, and the health in all policies approach with their fellow county commissioners.

### **Performance Improvement Steering Committee**

The Performance Improvement Steering Committee carefully reviewed annual performance measure data at the aggregated, system-level and identified three opportunities for quality improvement: immunization coverage for young children, response rates for the Health Alert Network (HAN), and the ability of CHBs to meet national infrastructure measures. MDH will be providing support and technical assistance to local directors and administrators, including a new quality improvement collaborative on HAN response rates. Learn more at

[http://www.health.state.mn.us/divs/opi/pm/schsac/wkgrp/2011/pisc/docs/2014-12\\_info-to-action.pdf](http://www.health.state.mn.us/divs/opi/pm/schsac/wkgrp/2011/pisc/docs/2014-12_info-to-action.pdf).

### **FROM THE COMMISSIONER**

#### **New leadership at MDH**

On Thursday, December 11<sup>th</sup>, Commissioner Ehlinger announced that Dan Pollock will serve as MDH's new Deputy Commissioner. Assistant Commissioner Manny Munson-Regala will lead the Health Systems Bureau. Chris Brueske, MDH Public Health Lab, has been named interim assistant commissioner for Health Protection. The MDH Office of Performance Improvement, led by Deb Burns, and the MDH Office of Emergency Preparedness, led by Jane Braun, will be forming the new Health Partnership Division. Assistant Commissioner Jeanne Ayers will continue to head the Health Improvement Bureau and Assistant Lee Ho will continue to lead Health Operations.

### **Public Health in Minnesota**

- Twelve **Accountable Communities for Health** grants were recently awarded to demonstrate how health care and community organizations can work together to create profound change in population health. Visit State Innovation Model (SIM) Grant at: [mn.gov/sim](http://mn.gov/sim).
- MDH is monitoring people at risk of contracting **Ebola** due to recent travel to West Africa. Up-to-date information can be found at <http://www.health.state.mn.us/ebola>.
- Two manufacturers/distributors, both led by ER doctors, were selected on December 1<sup>st</sup> for **medical cannabis**. Distribution sites will be modeled after high-end clinics to provide patients with a medical experience. Medical cannabis will be available in liquid, vapor, spray, and pill form. Go to [www.health.state.mn.us/topics/cannabis/index.html](http://www.health.state.mn.us/topics/cannabis/index.html) for more information.
- Commissioner Ehlinger applauded local efforts to reduce e-cigarette use. **Minnesota Youth Tobacco Survey** shows that cigarette use is down, but e-cigarette use is increasing among teens. Here is link to executive summary: <http://www.health.state.mn.us/divs/chs/tobacco/teentobaccoexecsumm110614.pdf>.
- Minnesota's Early Intervention System, **Help Me Grow**, is connected with the national campaign. View the TEDx Talk by Dr. Paul Dworkin on **Help Me Grow** as a model for child health services not only diagnosing and treating diseases and disorders, but also promoting children's health development. Here is the website to view the talk: [www.helpmegrownational.org](http://www.helpmegrownational.org).
- The **Minnesota Food Charter** focuses on policy and systems changes and can be used as a guide to bring local partners together. View a brief video on the charter, available at <https://www.youtube.com/watch?v=iay2qLznwbM>. More information is available online at <http://mnfoodcharter.com/>
- It is important to get the flu shot. **Influenza Season Update** at [www.mdhflu.com](http://www.mdhflu.com).



### **HOT TOPIC**

**The Minnesota Climate Change Vulnerability Assessment** assesses the state's vulnerability to the effects of climate change from five main climate hazards: extreme heat, poor air quality, flooding, drought, and diseases caused by insects. The assessment used geographic information systems (GIS) to display vulnerable populations by county and the occurrence of climate hazards at varying geographic scales across the state. For the executive summary, go to the [Climate and Health Program Planning Tools and Data webpage](#). See Minnesota Public Radio's story covering the new report: [As Minnesota's climate changes, bad air and new disease risks follow](#).

### **MORE ABOUT SCHSAC**

If you have questions or need copies of any materials sent to SCHSAC members, please contact Becky Buhler, MDH, at [becky.buhler@state.mn.us](mailto:becky.buhler@state.mn.us) or 651-201-5795.

**POSITION DESCRIPTION**

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**Employee's Name:**

**Agency:** Southwest Health and Human Services

**Division/Unit:** Business Services

**Current Classification Title:** Human Resources Specialist I

**Prepared by:** Nancy Walker

**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**

To perform personnel assignments that relate to personnel transactions, payroll processing, employee recruitment, benefits administration, personnel policy development; and to perform related duties as assigned.

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**REPORTABILITY**

Reports to: Deputy Director  
Supervises: N/A

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**DIMENSIONS**

Budget: Monitors personnel budget  
Customers: Agency staff and customers that contact the agency.

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Discretion	% Time	Priority	II. Principle Responsibilities, Tasks, and Performance Indicators
A	25	A	1. Initiates and processes personnel transactions <ul style="list-style-type: none"> <li>A. Notifies payroll of payroll changes.</li> <li>B. Tracks FMLA requests and time used.</li> <li>C. Keeps reports of hires, salary adjustments, leaves, and terminations.</li> <li>D. Uses HR system to its fullest extent.</li> <li>E. Conducts exit interviews as assigned.</li> <li>F. Reviews timesheets to ensure accuracy for payroll processing as a backup.</li> <li>G. Investigates errors or problems in the processing of personnel transactions and recommend changes in procedures.</li> <li>H. Makes corrections using the appropriate process.</li> <li>E. Recommends position allocations and assists with preparing job descriptions.</li> <li>F. Assists with requested payroll reports.</li> </ul>
A	25	A	2. Employee Recruitment <ul style="list-style-type: none"> <li>A. Reviews applications, attends interviews and provides guidance on hiring decisions for the agency.</li> <li>B. Assists with developing questions for interviews.</li> <li>C. Ensures applications and other interviewing documents are complete.</li> <li>D. Conducts reference checks when requested.</li> <li>E. Investigates concerns or problems in the hiring process and recommends changes in procedures.</li> <li>F. Investigates market trends regarding employee recruitment.</li> <li>G. Sends out initial job interview, job offer, and sets interview appointments as a backup.</li> </ul>
A	25	A	3. Benefits Administration <ul style="list-style-type: none"> <li>A. Meets with new staff and provides education about agency benefits and assists with initial sign up.</li> <li>B. Inputs benefits information in the appropriate system.</li> <li>C. Audits bills from vendors related to benefits to assure they are complete and accurate.</li> <li>D. Assists with open enrollment meetings and answers questions from staff regarding benefits.</li> <li>E. Investigates benefits concerns from staff with the appropriate vendor.</li> </ul>

Discretion	% Time	Priority	II. Principle Responsibilities, Tasks, and Performance Indicators
A	10	A	4. Personnel Policy Development A. Recommends, prepares and proofs personnel policy under the direction of the Deputy Director. B. Reviews personnel policy to ensure it is current and compliant with law and statute.
A	10	A	5. Labor and Employee Relations A. Assists as requested in labor negotiations preparation such as preparing reports related to personnel costs and labor requests. B. Responds to question to supervisors and staff related to personnel matters. C. Assists with employee investigations. D. Assists with work compensation claims and files them with the appropriate agency. E. Meets with all new staff to obtain required paperwork. F. Prepares separation packets and ensures they are completed for separating employees.
A	5	A	6. Other responsibilities A. Attends appropriate workshops, meetings, trainings and conferences to maintain current knowledge of accounting skills and procedures. B. Stays informed of new policies and procedures and asks for clarification if necessary. C. Works cooperatively with all agency staff in all offices. D. Accepts other assignments as appropriate. E. Has knowledge of and accurately follows all agency policies.

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

Calculator, IBM AS/400 computer, IBM/PC word processor, typewriter, photocopy machines, fax, printer, laser printer, PC computer, and other CRT tele-terminal.

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

To have freedom to problem solve in such a manner as following agency policies to complete work on a timely basis and meet all necessary deadlines. To have freedom to act within authorities assigned.

**3. Who reviews your work?**

Deputy Director

**4. Knowledge, skills and abilities.**

To have and/or obtain knowledge of general human resource practice and PELRA (Public Employee Labor Relations). To have the ability to operate office machines efficiently, be familiar with proper telephone procedure and have the desire to cooperate with supervisory and other personnel, both professionally and personally.

**5. (TO BE COMPLETED BY IMMEDIATE SUPERVISOR)**

Typing is (X) essential ( ) incidental to this position and requires \_\_\_\_\_% of employee's time.

**6. Employee's comments:**

**7. Supervisor's comments:**

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 8**

EFFECTIVE DATE: 11/16/11

REVISION DATE: ~~08/21/13~~ 01/01/15

AUTHORITY: Southwest Health and Human Services Joint Governing Board

**---EMPLOYEE RESIGNATION---**

**Section 1 – Resignation Procedures**

- a. A minimum of ten working days notice shall be given. A four week notice is preferred.
- b. Written resignation which contains an effective date shall be submitted to the immediate supervisor with a copy to the Division Director and Director. The immediate supervisor will respond in writing to the resignation letter. The response will include the date the resignation was received and the effective date of the resignation.
- c. Employees may not use more than three days of vacation leave during the last two weeks of employment.
- d. Employees may not use medical leave during the last two weeks of employment after submitting their resignation, except in the case of accident, injury or documented illness of the employee.
- e. Upon notice of resignation, that employee will not work a flex schedule for the last 2 weeks of the employee's employment with the agency.
- f. Office keys, manuals, and assigned equipment must be turned in to the supervisor on the last working day.
- g. Exit interview (AG#076) is optional and will be offered by the Deputy Director prior to the last working day. Separation Rating form (DHS 858) must be completed by supervisor prior to the last working day.
- h. Employees will remain covered under the agency's group insurance policy ~~for 30 days after the termination date. If dependent coverage was in effect at the time of termination, it too may continue for 30 days after the termination. (See accounting for details.)~~ through the end of the month of the month of resignation.
- i. Employees may purchase continued insurance coverage (single and dependent) at actual cost under COBRA. Coverage will be discontinued if premiums are not paid within deadline set by the agency. (See accounting for details.)

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 8**

- j. An employee who terminates employment the day before a paid holiday will be paid only through their last work day. In the case when an employee terminates employment during a month, the paid holiday will be counted as a work day if the holiday falls during the period of employment. In this instance, holiday pay and earned leave will be prorated.
  
- k. When any employee separates from employment, the wages unpaid at the time the employee separates shall be paid in full not later than the first regularly scheduled payday following the employee's final day of employment. Final time sheet **MUST** be completed and approved by supervisor before pay check will be distributed.
  
- l. All procedures must be completed before the final pay check is released.

Agency Forms Regarding This Policy:  
AG#076 – Exit Interview

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 16**

EFFECTIVE DATE: 01/01/14

REVISION DATE: 01/21/15

AUTHORITY: Southwest Health and Human Services Joint Governing Board

Minnesota Statute

IRS Guidelines

**--- EMPLOYEE RECOGNITION ---**

**Section 1 – Purpose**

- a. The goal and purpose of this program is to recognize the years of service and retirement of Southwest Health and Human Services (SWHHS) employees to the agency.

**Section 2 - Recognizing Years of Service**

- a. The SWHHS Board will recognize employees for Years of Service starting at one (1) year of service and then in five (5) year increments.
- b. Framed certificates indicating the number of years of employment shall be presented to employees reaching those goals. Expenses shall be included as follows for individual service awards and recognition events:
  - 1. The board will recognize years of service achievement during their monthly meetings. Framed certificates shall be purchased at agency expense.
  - 2. Pictures will be posted quarterly to the agency website, county websites, and social media accounts of Southwest Health and Human Services.
  - 3. Division events will take place to recognize persons who have met the years of service milestones throughout the preceding timeframe. Under the discretion of each agency division, the agency will purchase refreshments and paper products for these events.
  - 4. Recognition/Service Awards must be given as part of a meaningful presentation.
- c. Recognition/Service Awards will be awarded forward with the effective date of this policy and no retro-active awards will be made. Employees who were previously employed by Lincoln, Lyon, Murray Human Services (LLMHS), Lincoln, Lyon, Murray, Pipestone Public Health (LLMPPH), or a County that becomes a member of Southwest Health and Human Services shall maintain their seniority date from their initial employment from these prior employers so long as there was no interruption and continuous employment from their prior employers and Southwest Health and Human Services.

**Section 3 - Retirement**

- a. When an employee retires, their supervisor and the office staff will determine the appropriate office celebration for the retiree. The agency will purchase and present a ~~clock~~ selected gift by the retiree with a value up to \$75 to recognize their service and



**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 16**

dedication to SWHHS. In the situation where an employee gives less than a two week notice prior to retirement, the retiree will receive a clock for their recognition item.

- b. This recognition award shall be engraved or marked in such a manner to prohibit resale by the recipient. The engraving should be done with the company logo or in accordance with the following example:

Employee Name  
Thank You for \_\_ Years of Distinguished Service  
Southwest Health and Human Services

- c. Employees must be retirement eligible\* to receive this recognition award.
- d. \*Individuals must meet PERA eligibility requirements.

--- **“You Rock” Recognition Program** ---

**Section 4 – Purpose**

- a. The goal and purpose of the “You Rock” program is to recognize employees for job related accomplishments and to encourage activities that promote positive employee morale throughout all Southwest Health and Human Services (SWHHS) programs and services.
- b. Staff will reward their peers with a “You Rock” award. This award will be given when a staff person demonstrates an exemplary activity/characteristic that advances the mission and goals of Southwest Health and Human Services. Examples of these activities/characteristics include (but are not limited to): flexibility, creativity, hard work, willingness to lend a hand, team playing, strong outcomes, good time management, leadership, and work towards the good of all.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 22**

EFFECTIVE DATE: 01/21/15

REVISION DATE:

AUTHORITY: Southwest Health and Human Services Joint Governing Board

**--- SOCIAL MEDIA POLICY---**

**Section 1 - Policy Statement**

- a. Southwest Health and Human Services (SWHHS) understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media while at work or when work related information is disclosed on social media, we have established these guidelines for appropriate use of social media.

**Section 2 – Guidelines**

- a. In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with SWHHS, as well as any other form of electronic communication. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, vendors, people who work on behalf of SWHHS or SWHHS legitimate business interests may result in disciplinary action up to and including termination.
- b. Carefully read these policies; Administrative Policy #1 - Data Privacy and Procedures, Administrative Policy #10 - LAN Email Internet Access, Administrative Policy #13 - Equal Opportunity and Affirmative Action, Administrative Policy #14 - HIPAA , Personnel Policy #11 - Code of Ethics, and Personnel Policy #15 - Respectful Workplace and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.
- c. Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of SWHHS. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our open door policy than by posting complaints to a social media outlet.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 22**

d. Post only appropriate and respectful content

- Maintain the confidentiality of SWHHS private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to a SWHHS website without identifying yourself as a SWHHS employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for SWHHS. If SWHHS is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of SWHHS, fellow associates, members, customers, suppliers or people working on behalf of SWHHS. If you do publish a blog or post online related to the work you do or subjects associated with SWHHS, make it clear that you are not speaking on behalf of SWHHS. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of SWHHS.”

e. Using social media at work

- Refrain from using social media while on work time unless it is work-related as authorized by your manager or consistent with Administrative Policy #10 - LAN Email Internet Access. Do not use SWHHS' email addresses to register on social networks, blogs or other online tools utilized for personal use.

f. Other general guidelines

- SWHHS strongly discourages “friending” of consumers/patients on social media websites. Staff generally should not initiate or accept friend requests except in unusual circumstances such as the situation where an in-person friendship pre-dates the professional relationship.

**Section 3 – Use of SWHHS Social Media Sites**

- a. This section establishes guidelines for the establishment and use by SWHHS of social media sites (including but not limited to Facebook and Twitter) as a means of conveying SWHHS information to its citizens. The intended purpose behind establishing SWHHS social media sites is to disseminate information from the agency, about the agency, to its constituents. SWHHS has an overriding interest and expectation in deciding what is “spoken” on behalf of SWHHS on agency social media sites. Examples of social media include Facebook, blogs, MySpace, RSS, YouTube, Second Life, Twitter, LinkedIn, Delicious, and Flickr.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 22**

b. General Policy

- The establishment and use by any SWHHS social media sites are subject to approval by the Director or his/her designees. All SWHHS social media sites shall be administered by SWHHS Information Technology (“IT”) staff.
- SWHHS social media sites should make clear that they are maintained by SWHHS and that they follow the agency’s Social Media Policy.
- Wherever possible, agency social media sites should link back to the official SWHHS website for forms, documents, online services and other information necessary to conduct business with SWHHS.
- The Director and Management Information Supervisor will monitor content on SWHHS’s social media sites to ensure adherence to both SWHHS Social Media Policy and the interest and goals of SWHHS.
- SWHHS reserves the right to restrict or remove any content that is deemed in violation of this Social Media Policy or any applicable law. Any content removed based on these guidelines must be retained by the Data Privacy Officer for a reasonable period of time, including the time, date and identity of the poster, when available.
- These guidelines must be displayed to users or made available by hyperlink.
- SWHHS’s website at [www.swmhhs.com](http://www.swmhhs.com) will remain the agency’s primary internet presence.
- All agency social media sites shall adhere to applicable federal, state and local laws, regulations and policies.
- Comments on topics or issues not within the jurisdictional purview of SWHHS may be removed.
- Employees representing the agency via agency social media sites must conduct themselves at all times as a representative of the agency and in accordance with all agency policies.

c. Comment Policy

- As a public entity the agency must abide by certain standards to serve all its constituents in a civil and unbiased manner.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 22**

- Comments containing any of the following inappropriate forms of content shall not be permitted on SWHHS social media sites and are subject to removal and/or restriction by the Director or his/her designees:
  - Comments not related to the original topic, including random or unintelligible comments;
    1. Profane, obscene, violent, or pornographic content and/or language;
    2. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin;
    3. Defamatory or personal attacks;
    4. Threats to any person or organization.
  
- Information that may tend to compromise the safety or security of the public or public systems.
  
- SWHHS reserves the right to deny access to SWHHS social media sites for any individual, who violates the SWHHS's Social Media Policy, at any time and without prior notice.
  
- Departments shall monitor their social media sites for comments requesting responses from the agency and for comments in violation of this policy.
  
- When a SWHHS employee responds to a comment, in his/her capacity as a SWHHS employee, the employee's name and title should be made available.

# **JANUARY 2015**

## **BOARD APPROVAL ON THE FOLLOWING:**

- Bud's Bus Service (Reading, MN) – 01/01/01/15 – 12/31/15;** Transportation for clients, \$112/day (no rate change)(renewal).
- Lincoln County (Transportation) – 01/01/15 to 12/31/15;** Transportation for clients, IRS rate rounded down + .10 admin cost per mile (no rate change) (renewal).
- Murray County Transportation (Slayton, MN) – 01/01/15 to 12/31/15;** Transportation for clients, IRS rate rounded down + .10 admin cost per mile (no rate change) (renewal).
- Rock County Heartland Express (Luverne, MN) - 01/01/15 – 12/31/15;** Transportation for clients, .76/mile + \$10 admin fee for additional rider (no rate change) (renewal).
- Rock County (I.T. Services) – 01/01/15 to 12/31/15;** Information Technology Specialist Services (Shawn Sweeney), \$2553.17/mo or \$30,638 annually for approximately 20 hours/week (no increase) (renewal).
- Pipestone County (IT Services) - 01/01/15 – 12/31/15;** Pipestone will provide additional IT services, \$8,750 annually at \$2187.50/qtr (no change) (renewal).
- Pipestone County (Office Lease) - 01/01/15 – 12/31/15;** Office space lease, \$58,000 annually at \$14,500/qtr (no change)(renewal).
- Lyon County Sheriff (PH Nurse Jail Services) - 02/01/15 – 12/31/15;** Covers county jail inmate nursing care and medical services, \$5 charge per mantoux, \$75/hr by 15 minute increments plus meetings and travel expense for one nurse (renewal).
- Redwood County Sheriff (PH Nurse Jail Services) - 02/01/15 – 12/31/15;** Covers county jail inmate nursing care and medical services, \$5 charge per mantoux, \$75/hr by 15 minute increments plus meetings and travel expense for one nurse (renewal).
- Fanny S. Gilfillan Memorial Inc – 01/01/15 – 12/31/15;** Provides medical application assistance to Redwood County residents, when applicable, at \$50 per application with a cap of \$1,250 (no change).
- Computer Professionals Unlimited Inc – 01/01/15 – 12/31/15;** Provide software support for various accounting programs (payroll, cash drawer, collections, etc) totaling \$1,212.04 per month (no change).

- Lincoln County (IT Services)** - 01/01/15 to 12/31/15; Amendment to contract for hosting electronic mail service for the county at \$1.50 per mailbox (new).
- Rock County Opportunities Inc (Luverne, MN)** – 12/01/14 to 11/30/15; Shredding services contract, \$0.175/lb, billable monthly (no increase)(renewal).
- Steven T Meister & Community Health Board (Marshall, MN)** - 01/01/15 – 12/31/15; medical consultant contract, \$2,000 annually at \$500/qtr (no increase) and \$100/hr during a public health emergency when deemed necessary by agency director (renewal).
- ARCH Language Network Inc. (St Paul, MN)** – 01/01/15 to 12/31/15; provide interpreting services for all referring office locations, \$40/hour face-to-face during office hours, \$50/hour face-to-face during non-office hours, \$1/minute phone, \$65/hour/2 hour minimum sign language (no increase)(renewal).
- Avera Marshall d/b/a Avera Marshall Regional Medical Center (Marshall, MN)** – 01/01/15 to 12/31/15; Mental Health Hold Orders and Civil Commitment Beds and Services, not to exceed \$975/day for hospital services (no increase)(renewal).
- AFCME Council 65 (Hinckley, MN)** – 03/01/15 to 12/31/15; – Information Technology services, \$55/hr (new).
- Southwestern Center for Independent Living or SWCIL (Marshall, MN)** – 01/01/15 to 12/31/15; provide Semi-independent living skills for clients, rate of \$40/hour (renewal).
- Advance Opportunities (Marshall, MN)** – 01/01/15 to 12/31/15; provide DT&H services for non-waivered clients, daily rate \$61.34, partial day \$40.75, and transportation \$5 (no increase)(renewal).
- Progress Inc (Pipestone, MN)** – 01/01/15 to 12/31/15; provide DT&H services for non-waiver clients (no increase) (renewal).
- Service Enterprises Inc (Redwood & Marshall locations)** – 01/01/15 to 12/31/15; provide extended employment services for clients, Tier I clients \$122.27/mo and Tier II clients \$21.76/day for actual days worked (no increase) (renewal).
- Service Enterprises Inc (Redwood, MN)** – 01/01/15 to 12/31/15; provide DT&H services for non-waivered clients, daily rate \$51.02, partial day \$38.26, and transportation \$3.00 (no increase) (renewal).
- MDH Title V** – 01/01/15 to 12/31/16; Maternal and Child Health federal block grant, \$110,958 per year (renewal).

## **BOARD MEETING – 01/21/15**

### **DONATIONS**

- **Avera Marshall staff donated Christmas gifts for 30+ families**
- **Prairie Home Hospice staff donated gifts for a family**



# The Computer Man, Inc.



1105 Canoga Park Drive  
 Marshall, MN 56258  
 Phone (507) 532-7562  
 Fax (507) 532-2680  
 www.tcmi.com

12/23/2014

Quote # 614611

## Quote

business partner



**Microsoft** Partner

Silver Midmarket Solution Provider



Prepared For

Southwest Health & Human Services  
 607 West Main Street Suite 100  
 Marshall, MN 56258

PO Number	Terms	Rep
	Net 10 Days	MWT

Description	Qty	Price	Extended Price
VMWare Essentials Plus Kit (Up to 3 Hosts) w/ 3 Year Production Support	1	7,462.36	7,462.36

Thank you for your business.	<b>Subtotal</b>	\$7,462.36
	<b>Sales Tax (6.875%)</b>	\$513.04
	<b>Total</b>	\$7,975.40

Quote valid for 2 weeks  
 from date.

## ONLINE PRICE QUOTATION

Quote Number: 10059979

Today's Date : 12/29/2014 10:41:30 PM

Created By: matt@tcmi.com

Quote Name: SWHHS - MSA 2040 24x900

Quote Created Date : 12/29/2014 10:38:41 PM

Contract: MN - STATE OF MINNESOTA (WSCA/NASPO) (14279)

Product availability and product discontinuation are subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.

items/description	part no	unit price	qty	ext price
HP MSA 2040 SAN Dual Controller 24x900GB SAS 10K Base SFF HDD 21.6TB Bundle-C8R17A		\$23,900.00	1	\$23,900.00
HP MSA 2040 SAN Dual Controller 24x900GB SAS 10K C8R17A SFF HDD 21.6TB Bundle				
<b>Interface</b> 16 / 8 Gb Fibre Channel or 1 / 10 GbE iSCSI host interface Supported	Included			
<b>Form factor</b> 2U	Included			
<b>Total drive count</b> Includes 24 x 900GB 6G SAS SFF drives (175 w/ expansion supported)	Included			
<b>Capacity</b> Up to 21.6 TB (357.6 TB w/ expansion)	Included			
<b>Expansion</b> Expand w/ MSA 2040 LFF Disk Enclosure or D2700 2.5- inch disk enclosure	Included			
HP 5 year Next business day MSA2000 G3 Arrays Proactive Care Service	U3G99E	\$3,692.00	1	\$3,692.00
HP X242 10G SFP+ to SFP+ 3m Direct Attach Copper Cable	J9283B	\$93.72	6	\$562.32
HP NC523SFP 10Gb 2-port Server Adapter	593717-B21	\$459.17	3	\$1,377.51
			SubTotal :	\$29,531.83
			Total :	\$29,531.83

The terms and conditions of the MN - STATE OF MINNESOTA (WSCA/NASPO) will apply to any order placed as a result of this inquiry, no other terms or conditions shall apply.

To access the HP Public Sector Online Store where this quote was created, go to:

<http://gem.compaq.com/gemstore/entry.asp?SiteID=13158>

\* HP is not liable for pricing errors. If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently ship an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with return of the product. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.

\* This quotation may contain open market products which are sold in accordance with HP's Standard Terms and Conditions. HP makes no representation regarding the TAA status for open market products. Third party items that may be included in this quote are covered under the terms of the manufacturer warranty, not the HP warranty.

\* Please contact HP Public Sector Sales with any questions or for additional information:

K12 Education:	800-888-3224	Higher Education:	877-480-4433
State Local Govt:	888-202-4682	Federal Govt:	800-727-5472
Fax:	800-825-2329	Returns:	800-888-3224

\* For detailed warranty information, please go to [www.hp.com/go/specificwarrantyinfo](http://www.hp.com/go/specificwarrantyinfo). Sales taxes added where applicable. Freight is FOB Destination.

**MEMORANDUM AGREEMENT**  
**Lump Sum for Staff Over the Top of the Maximum Pay Range**

This Memorandum of Agreement (“Agreement”) is entered into by and between the Southwest Health and Human Services (the “Employer”) and the American Federation of State, County and Municipal Employees Local 1687 and 2398 (“Union”). The Employer and Union are referred to at times in this Agreement individually as a “Party” and collectively as the “Parties.”

**Whereas**, at negotiations there were discussions regarding staff that were over the top of the maximums of the pay range. The contract does not specifically address how pay raises for staff that are over the top of the pay range will be addressed.

**Be it therefore resolved**, that the Parties agree to the following: For the 2015 contract, any staff member that is over the top of the pay range will receive their recommended pay increase in the form of a lump sum payment. Any staff member slightly under the pay range maximum will have the amount added to their base up to the pay range maximum and the excess will be in the form of a lump sum.

Employer:  
Director

For the Exclusive Representative:  
AFSCME Representative

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Board Chairperson

\_\_\_\_\_

Date: \_\_\_\_\_