



Southwest Health and Human Services
 Board Agenda
 Wednesday, May 20, 2015
 Government Center, 2nd Floor
 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 04/15/15 board minutes
- D. Financial
- E. Caseload

	04/15	03/15	02/15
Social Service	3,668	3,646	3,641
Licensing	486	487	493
Out-of-Home Placements	157	149	137
Income Maintenance	12,898	12,436	12,325
Child Support Cases	3,517	3,515	3,526
Child Support Collections	\$919,623	\$929,577	\$821,275
Non IV-D Collections	\$139,114	\$87,168	\$78,816
- F. Decision Items
 - 1. Income Maintenance Policy Number 4 – Limited English Proficiency Plan
- G. Discussion/Information
 - 1. Jenifer Klein & Dale Hiland – MN Choices

COMMUNITY HEALTH

- H. Call to order
- I. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 04/15/15 board minutes
- J. Financial
- K. Caseload

	04/15	03/15	02/15
WIC		2191	2171
Family Home Visiting	105	99	89
PCA Assessments	23	19	24
Managed Care	273	269	248
Dental Varnishing	102	122	130
Refugee Health	3	2	1
Latent TB Medication Distribution	44	46	36
- L. Decision Items
 - 1.
- M. Discussion/Information
 - 1. Family Home Visiting/Nurse Family Partnership – Kristin Deacon
 - 2. Jail – Marie Meyers
 - 3. FP&L update

GOVERNING BOARD

- N. Call to order
- O. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 04/15/15 board minutes
- P. Financial
- Q. Introduce new staff members; Jodi Robinson, Human Resources Specialist; Alicia Eliason, Public Health Nurse (CTC Coordinator)

GOVERNING BOARD (cont.)

- R. Employee Recognition
- Nancy Boeck, 10 years, Office Support Specialist, Slayton
 - Michelle Buysse, 15 years, Social Services Supervisor, Marshall
 - Troy Knakmuhs, 20 years, Accounting Technician, Marshall
- S. Decision Items
1. Sandy Isaackson, Social Worker Team Leader, completion of 6 month probationary period, no salary increase, effective 06/01/15
 2. Abigail Stough, Social Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 06/09/15
 3. Lisa Luckhardt, Social Worker, probationary appointment (12 months), \$44,500.00 annual, effective 05/11/15
 4. Patricia Mock, Social Worker, probationary appointment (12 months), \$37,320.00 annual, effective 05/11/15
 5. Rachel Schroeder, Social Worker, probationary appointment (12 months), \$37,320.00 annual, effective 05/11/15
 6. Louise Smith, Eligibility Worker, probationary appointment (12 months), \$16.72 per hour, effective 05/18/15
 7. Karen Gerhardson, Eligibility Worker, probationary appointment (12 months), \$22.50 per hour, effective 05/18/15
 8. Amy Jelen, Public Health Educator (Tobacco Control and Policy Coordinator), probationary appointment (12 months), \$20.50 per hour, effective 05/26/15
 9. Anna Snyder, Public Health Educator, probationary appointment (12 months), \$18.28 per hour, effective 05/26/15
 10. Amber Carlson, Office Support Specialist, probationary appointment (12 months), \$14.00 per hour, effective 05/26/15
 11. Anita Van Veldhuizen, Office Support Specialist, resignation, effective 05/01/15
 12. Leah Bjerke, Social Worker, resignation, effective 05/07/15
 13. Gayle Chandler, Social Worker (CPS), resignation, effective 07/31/15
 14. Request for Case Aide
 15. Personnel Policy Number 2 – Conditions of Employment
 16. Contracts
 17. Donations
 18. Request for agency vehicles
- T. Discussion/Information
1. Insurance update
- U. Adjournment

Next Meeting Dates:

- **Wednesday, June 17, 2015 – Marshall**
- **Wednesday, July 15, 2015 – Marshall**
- **Wednesday, August 19, 2015 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

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

SUMMARY OF FINANCIAL ACCOUNTS REPORT

For the Month Ending: **April 30, 2015**

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

Description	Month	Running Balance
BEGINNING BALANCE		\$3,283,949
RECEIPTS		
Monthly Receipts	1,232,438	
County Contribution	107,139	
Interest on Investments	4,737	
TOTAL MONTHLY RECEIPTS		1,344,314
DISBURSEMENTS		
Monthly Disbursements	2,614,575	
TOTAL MONTHLY DISBURSEMENTS		2,614,575
ENDING BALANCE		\$2,013,688

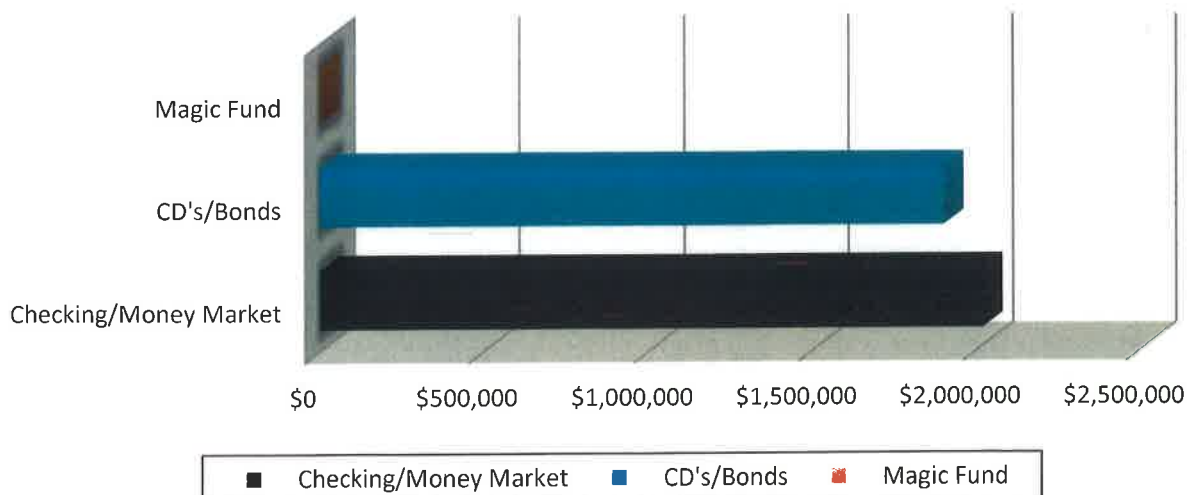
REVENUE

<i>Checking/Money Market</i>	\$2,013,688
<i>CD's/Bonds</i>	\$1,894,000
<i>Magic Fund</i>	\$0

**Average Balance
last two years
\$4,429,587**

ENDING BALANCE **\$3,907,688**

REVENUE DESIGNATION



Southwest Health and Human Services

As of 04/2015

Treasurer's Cash Trial Balance

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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			
	1,613,823.07			
	Receipts	370,792.55	1,082,133.68	
	Disbursements	123,230.61-	382,502.78-	
	Payroll	181,956.61-	741,661.52-	
	Journal Entries	37.50-	862.50	
	Fund Total	65,567.83	41,168.12-	1,572,654.95
5	Human Services Fund			
	410	General Administration		
	791,336.93			
	Receipts	44,346.42	180,269.27	
	Disbursements	47,176.97-	183,864.75-	
	Payroll	8,991.01-	40,908.70-	
	Journal Entries	40,941.81-	40,941.81-	
	Dept Total	52,763.37-	85,445.99-	705,890.94
5	Human Services Fund			
	420	Income Maintenance		
	2,562,473.99-			
	Receipts	330,635.57	1,653,494.13	
	Disbursements	390,785.57-	1,349,350.10-	
	Payroll	337,537.55-	1,334,822.41-	
	Journal Entries	85.00-	1,955.00	
	Dept Total	397,772.55-	1,028,723.38-	3,591,197.37-
5	Human Services Fund			
	431	Social Services		
	7,755,565.16			
	Receipts	405,775.36	2,059,444.33	
	Disbursements	107,990.83-	503,767.17-	
	SSIS	609,134.31-	2,246,837.32-	
	Payroll	530,562.71-	2,085,511.50-	
	Journal Entries	127.50-	2,932.50	
	Dept Total	842,039.99-	2,773,739.16-	4,981,826.00
5	Human Services Fund			
	461	Information Systems		
	1,794,967.25-			
	Receipts	6,651.50	33,350.50	

Southwest Health and Human Services



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Treasurer's Cash Trial Balance

As of 04/2015

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
5				
Human Services Fund	471	LCTS Collaborative Agency		
	0.00			
Receipts		0.00	1,495.00	
Journal Entries		0.00	1,495.00-	
Dept Total		0.00	0.00	0.00
Fund Total	4,189,460.85	1,307,830.54-	3,943,518.09-	245,942.76
61				
Agency Health Insurance	52,721.51			
Receipts		186,112.30	827,847.93	
Disbursements		247,570.21-	941,197.27-	
Journal Entries		40,941.81	40,941.81	
Fund Total		20,516.10-	72,407.53-	19,686.02-
71				
LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
	137,922.21			
Disbursements		0.00	42,225.50-	
Journal Entries		0.00	569.00	
Dept Total		0.00	41,656.50-	96,265.71
Fund Total	137,922.21	0.00	41,656.50-	96,265.71
73				
LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
	70,596.26			
Receipts		0.00	650.00	
Disbursements		0.00	4,923.00-	
Journal Entries		0.00	275.00	
Dept Total		0.00	3,998.00-	66,598.26
Fund Total	70,596.26	0.00	3,998.00-	66,598.26

Southwest Health and Human Services

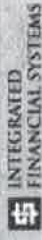


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Treasurer's Cash Trial Balance As of 04/2015

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
75				
Redwood LCTS Collaborative	471	LCTS Collaborative Agency		
	84,241.34			
Disbursements		7,482.00-	34,752.00-	
Journal Entries		0.00	651.00	
Dept Total		7,482.00-	34,101.00-	50,140.34
Fund Total	84,241.34	7,482.00-	34,101.00-	50,140.34
77				
Local Advisory Council	477	Local Advisory Council		
	1,772.99			
Dept Total		0.00	0.00	1,772.99
Fund Total	1,772.99	0.00	0.00	1,772.99
All Funds	6,150,538.23			
Receipts		1,344,313.70	5,838,684.84	
Disbursements		924,383.92-	3,444,880.22-	
SSIS		609,134.31-	2,246,837.32-	
Payroll		1,080,806.28-	4,289,566.54-	
Journal Entries		250.00-	5,750.00	
Total		1,270,260.81-	4,136,849.24-	2,013,688.99

Southwest Health and Human Services



INTEGRATED FINANCIAL SYSTEMS

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1 Health Services Fund

Trial Balance
As of 04/2015
Report Basis: Cash

<u>Account</u>	<u>Beginning Balance</u>	<u>This- Month</u>	<u>Actual Year- To- Date</u>	<u>Current Balance</u>
1001 Cash in Bank - Checking	1,613,823.07	65,567.83	41,168.12-	1,572,654.95
1090 Investments	334,962.50	37.50	862.50-	334,100.00
Total Assets	1,948,785.57	65,605.33	42,030.62-	1,906,754.95
---- Liabilities and Balance----- Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	1,948,785.57-	0.00	0.00	1,948,785.57-
2885 Revenue Control	0.00	370,792.55-	1,081,073.08-	1,081,073.08-
2887 Expenditure Control	0.00	305,187.22	1,123,103.70	1,123,103.70
Total Fund Balance	1,948,785.57-	65,605.33-	42,030.62	1,906,754.95-
Total Liabilities and Balance	1,948,785.57-	65,605.33-	42,030.62	1,906,754.95-
410 General Administration				
----- 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
1 Health Services Fund				

Southwest Health and Human Services



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5 Human Services Fund

Trial Balance
As of 04/2015
Report Basis: Cash

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
410 General Administration				
1001 Cash In Bank - Checking	791,336.93	52,763.37-	85,445.99-	705,890.94
Total Assets	791,336.93	52,763.37-	85,445.99-	705,890.94
--- Liabilities and Balance---				
Liabilities				
2080 Medical Insurance Payable	40,941.81-	0.00	0.00	40,941.81-
2090 Due To Flexible Plan Employees	2,028.02	87.87	21.69-	2,006.33
Total Liabilities	38,913.79-	87.87	21.69-	38,935.48-
Fund Balance	752,423.14-	0.00	0.00	752,423.14-
2881 Unassigned Fund Balance	0.00	52,675.50	85,467.68	85,467.68
2887 Expenditure Control	752,423.14-	52,675.50	85,467.68	666,955.46-
Total Liabilities and Balance	791,336.93-	52,763.37	85,445.99	705,890.94-
420 Income Maintenance				
1001 Cash In Bank - Checking	2,562,473.99-	397,772.55-	1,028,723.38-	3,591,197.37-
1090 Investments	625,915.00	85.00	1,955.00-	623,960.00
Total Assets	1,936,558.99-	397,687.55-	1,030,678.38-	2,967,237.37-
--- Liabilities and Balance---				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance	1,936,558.99	0.00	0.00	1,936,558.99
2881 Unassigned Fund Balance	0.00	330,237.82-	1,560,880.48-	1,560,880.48-
2885 Revenue Control	0.00	727,925.37	2,591,558.86	2,591,558.86
2887 Expenditure Control	1,936,558.99	397,687.55	1,030,678.38	2,967,237.37
Total Liabilities and Balance	1,936,558.99	397,687.55	1,030,678.38	2,967,237.37
431 Social Services				
----- Assets-----				

Southwest Health and Human Services



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5 Human Services Fund

Trial Balance
As of 04/2015

Report Basis: Cash

Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
1001 Cash In Bank - Checking	7,755,565.16	842,039.99-	2,773,739.16-	4,981,826.00
1090 Investments	938,872.50	127.50	2,932.50-	935,940.00
1205 County Advances - MFIP (Chippewa Cty)	80,749.47	0.00	0.00	80,749.47
Total Assets	8,775,187.13	841,912.49-	2,776,671.66-	5,998,515.47
--- Liabilities and Balance- Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	8,775,187.13-	0.00	0.00	8,775,187.13-
2885 Revenue Control	0.00	382,935.29-	1,999,365.69-	1,999,365.69-
2887 Expenditure Control	0.00	1,224,847.78	4,776,037.35	4,776,037.35
Total Fund Balance	8,775,187.13-	841,912.49	2,776,671.66	5,998,515.47-
Total Liabilities and Balance	8,775,187.13-	841,912.49	2,776,671.66	5,998,515.47-
461 Information Systems				
----- Assets-----				
1001 Cash In Bank - Checking	1,794,967.25-	15,254.63-	55,609.56-	1,850,576.81-
Total Assets	1,794,967.25-	15,254.63-	55,609.56-	1,850,576.81-
--- Liabilities and Balance- Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	1,794,967.25	0.00	0.00	1,794,967.25
2885 Revenue Control	0.00	6,651.50-	33,350.50-	33,350.50-
2887 Expenditure Control	0.00	21,906.13	88,960.06	88,960.06
Total Fund Balance	1,794,967.25	15,254.63	55,609.56	1,850,576.81
Total Liabilities and Balance	1,794,967.25	15,254.63	55,609.56	1,850,576.81
471 LCTS Collaborative Agency				
----- Assets-----				
Total Assets	0.00	0.00	0.00	0.00
--- Liabilities and Balance- Liabilities				

Southwest Health and Human Services



KJD
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 5 Human Services Fund

Trial Balance
 As of 04/2015
 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>
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
Total Fund Balance	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
5 Human Services Fund	0.00	0.00	0.00	0.00

Southwest Health and Human Services



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RM- Stmt of Revenues & Expenditures

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As Of 04/2015 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO- DATE	2015 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	107,138.50-	297,993.50-	763,420.00-	39	33
INTERGOVERNMENTAL REVENUES	2,958.72-	67,745.51-	336,450.00-	20	33
STATE REVENUES	75,577.96-	211,721.58-	813,453.00-	26	33
FEDERAL REVENUES	148,658.42-	358,502.98-	965,792.00-	37	33
FEES	35,400.51-	141,956.88-	485,899.00-	29	33
EARNINGS ON INVESTMENTS	710.63-	1,210.06-	1,200.00-	101	33
MISCELLANEOUS REVENUES	347.81-	1,942.57-	1,300.00-	149	33
TOTAL REVENUES	370,792.55-	1,081,073.08-	3,367,514.00-	32	33
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	33
PAYROLL AND BENEFITS	181,956.61	741,661.52	2,567,555.00	29	33
OTHER EXPENDITURES	123,230.61	381,442.18	799,959.00	48	33
TOTAL EXPENDITURES	305,187.22	1,123,103.70	3,367,514.00	33	33

Southwest Health and Human Services



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RM- Stmt of Revenues & Expenditures

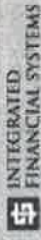
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As Of 04/2015 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO- DATE	2015 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	0.00	87,850.96-	9,179,271.00-	1	33
INTERGOVERNMENTAL REVENUES	0.00	13,143.14-	36,804.00-	36	33
STATE REVENUES	119,315.59-	698,019.91-	3,914,232.00-	18	33
FEDERAL REVENUES	208,460.94-	1,754,542.22-	6,821,224.00-	26	33
FEES	223,232.14-	544,236.41-	1,750,500.00-	31	33
EARNINGS ON INVESTMENTS	4,026.82-	6,856.84-	15,000.00-	46	33
MISCELLANEOUS REVENUES	164,789.12-	488,947.19-	1,210,923.00-	40	33
TOTAL REVENUES	719,824.61-	3,593,596.67-	22,927,954.00-	16	33
EXPENDITURES					
PROGRAM EXPENDITURES	878,654.06	2,998,312.76	8,659,766.00	35	33
PAYROLL AND BENEFITS	943,798.49	3,599,431.21	11,929,861.00	30	33
OTHER EXPENDITURES	204,902.23	944,279.98	2,338,327.00	40	33
TOTAL EXPENDITURES	2,027,354.78	7,542,023.95	22,927,954.00	33	33

Southwest Health and Human Services

K/D
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Revenues & Expend by Prog,Dept,Fund

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Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
510 PROGRAM	SHIP		Revenue	12,884.46-	63,937.55-	270,000.00-	24	33
			Expend.	25,265.32	87,265.26	270,265.00	32	33
			Net	12,380.86	23,327.71	265.00	8,803	33
530 PROGRAM	Cleanway Grant		Revenue	0.00	37,498.44-	150,000.00-	25	33
			Expend.	5,687.38	23,255.58	143,031.00	16	33
			Net	5,687.38	14,242.86-	6,969.00-	204	33
900 PROGRAM	Emergency Preparedness		Revenue	0.00	33,569.98-	110,000.00-	31	33
			Expend.	7,030.46	31,034.56	120,597.00	26	33
			Net	7,030.46	2,535.42-	10,597.00	24-	33
901 PROGRAM	Med Reserve Corps		Revenue	0.00	0.00	3,500.00-	0	33
			Expend.	16.91	135.06	2,796.00	5	33
			Net	16.91	135.06	704.00-	19-	33
483 DEPT	Health Education	Totals:	Revenue	27,869.53-	178,486.54-	606,300.00-	29	33
			Expend.	48,241.34	186,959.95	688,859.00	27	33
			Net	20,371.81	8,473.41	82,559.00	10	33
485 DEPT	Environmental Health		Revenue	3,565.01-	37,281.12-	138,000.00-	27	33
800 PROGRAM	Environmental		Expend.	8,579.78	42,215.14	161,721.00	26	33
			Net	5,014.77	4,934.02	23,721.00	21	33
820 PROGRAM	Healthy Homes Grant		Revenue	0.00	0.00	18,079.00-	0	33
			Expend.	5,240.38	9,489.88	18,229.00	52	33
			Net	5,240.38	9,489.88	150.00	6,327	33
485 DEPT	Environmental Health	Totals:	Revenue	3,565.01-	37,281.12-	156,079.00-	24	33
			Expend.	13,820.16	51,705.02	179,950.00	29	33
			Net	10,255.15	14,423.90	23,871.00	60	33
1 FUND	Health Services Fund	Totals:	Revenue	370,792.55-	1,081,073.08-	3,367,514.00-	32	33
			Expend.	305,187.22	1,123,103.70	3,367,514.00	33	33
			Net	65,605.33-	42,030.62	0.00	0	33

Southwest Health and Human Services

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Revenues & Expend by Prog,Dept,Fund

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Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of
760 PROGRAM	Adult Services		Expend.	133,589.82-	333,389.68-	1,027,000.00-	Year
765 PROGRAM	Adults Waivers		Net	12,082.48	45,473.78	144,000.00	33
				121,507.34-	287,915.90-	883,000.00-	33
			Revenue	10,741.78-	124,390.44-	410,000.00-	33
			Expend.	1,671.37	8,733.36	27,000.00	33
			Net	9,070.41-	115,657.08-	383,000.00-	33
431 DEPT	Social Services	Totals:	Revenue	382,935.29-	1,999,365.69-	13,849,900.00-	14
			Expend.	1,224,847.78	4,776,037.35	15,073,771.00	33
			Net	841,912.49	2,776,671.66	1,223,871.00	33
461 DEPT	Information Systems		Revenue	6,651.50-	33,350.50-	78,500.00-	42
	...		Expend.	21,906.13	88,960.06	350,215.00	33
			Net	15,254.63	55,609.56	271,715.00	33
461 DEPT	Information Systems	Totals:	Revenue	6,651.50-	33,350.50-	78,500.00-	42
			Expend.	21,906.13	88,960.06	350,215.00	33
			Net	15,254.63	55,609.56	271,715.00	33
5 FUND	Human Services Fund	Totals:	Revenue	719,824.61-	3,593,596.67-	22,927,954.00-	16
			Expend.	2,027,354.78	7,542,023.95	22,927,954.00	33
			Net	1,307,530.17	3,948,427.28	0.00	0
FINAL TOTALS	883 Accounts		Revenue	1,090,617.16-	4,674,669.75-	26,295,468.00-	18
			Expend.	2,332,542.00	8,665,127.65	26,295,468.00	33
			Net	1,241,924.84	3,990,457.90	0.00	0

**SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER
APRIL 2015**

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				3,283,949.80
4/6/15	54575-54623	Disb		5,805.30	3,278,144.50
4/6/15	54624-54716	Disb		99,762.87	3,178,381.63
4/6/15	796-809 ACH	Disb		2,541.71	3,175,839.92
4/3/15	12744-12825	Dep	417,450.80		3,593,290.72
4/3/15	6747-6767	PAYROLL		119,647.27	3,473,643.45
4/3/15	30401-30635	PAYROLL		420,341.22	3,053,302.23
4/6/15	9284	Disb		6,147.11	3,047,155.12
4/6/15	9285	Disb		38,288.48	3,008,866.64
4/7/15	12826-46,12850,12852-53,12861-62	Dep	54,755.92		3,063,622.56
4/8/15	9286	Disb		4,534.50	3,059,088.06
4/10/15	9287	Disb		144.00	3,058,944.06
4/10/15	9288	Disb		443.53	3,058,500.53
4/13/15	54717 - 54732	Disb		1,940.11	3,056,560.42
4/13/15	810 - 833 ACH	Disb		3,508.37	3,053,052.05
4/13/15	54733 - 54858	Disb		445,234.01	2,607,818.04
4/10/15	12847-49,12851,12854-57,12863-66,12875-12923	Dep	135,423.28		2,743,241.32
4/13/15	9289	Disb		56,019.81	2,687,221.51
4/13/15	9290	Disb		5,272.44	2,681,949.07
4/13/15	9291	Disb		45,440.68	2,636,508.39
4/14/15	12867-12874,12924-12949,12963-12979	Dep	43,595.77		2,680,104.16
4/15/15	9292	Disb		2,964.69	2,677,139.47
4/17/15	54859-54944	Disb		9,141.30	2,667,998.17
4/17/15	54945-55125	Disb		76,443.03	2,591,555.14
4/17/15	834 ACH	Disb		82.24	2,591,472.90
4/17/15	12950-12962,12980-13039	dep	317,580.92		2,909,053.82
4/17/15	6768-6782	PAYROLL		118,272.62	2,790,781.20
4/17/15	30636-30861 ACH	PAYROLL		422,545.17	2,368,236.03
4/20/15	55126-55171	Disb		4,274.07	2,363,961.96
4/20/15	55172-55283	Disb		361,137.77	2,002,824.19
4/20/15	835-838 ACH	Disb		279.73	2,002,544.46
4/1/15	17923	Interest	4,610.41		2,007,154.87
4/13/15	18125	Interest	127.04		2,007,281.91
4/20/15	9293	Disb		3,629.15	2,003,652.76
4/20/15	9294	Disb		18,815.18	1,984,837.58
4/21/15	13040-13069	Dep	63,748.85		2,048,586.43
4/22/15	9295	Disb		7,474.05	2,041,112.38
4/23/15	9296	Disb		847.00	2,040,265.38
4/27/15	55284-55338	Disb		7,076.99	2,033,188.39
4/27/15	55339-55426	Disb		199,439.68	1,833,748.71
4/27/15	839-842 ACH	Disb		500.00	1,833,248.71
4/24/15	13070-13144	Dep	194,435.39		2,027,684.10
4/27/15	9297	Disb		73,957.36	1,953,726.74
4/29/15	13145-13202	Dep	111,350.99		2,065,077.73
4/30/15	55427-55462	Disb		7,815.15	2,057,262.58
4/30/15	55463-55505	Disb		43,823.50	2,013,439.08
4/30/15	843-849 ACH	Disb		734.42	2,012,704.66
4/30/15	13203-13214	Dep	1,234.33		2,013,938.99
4/30/15	JE 320	Disp		250.00	2,013,688.99
					2,013,688.99
	Balanced 05/04/15 LMD	TOTALS	1,344,313.70	2,614,574.51	

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	12	13	223	317	33	829	24	415	460	341	2666
2016											
2017											

2015	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	12	13	224	323	36	821	24	416	461	332	2662
February	12	14	221	318	34	834	24	403	458	331	2649
March	12	13	222	317	28	839	23	401	460	351	2666
April	12	13	225	308	32	823	24	440	461	350	2688
May											
June											
July											
August											
September											
October											
November											
December	12	13	223	317	33	829	24	415	460	341	2666

Children's - Social Services Caseload

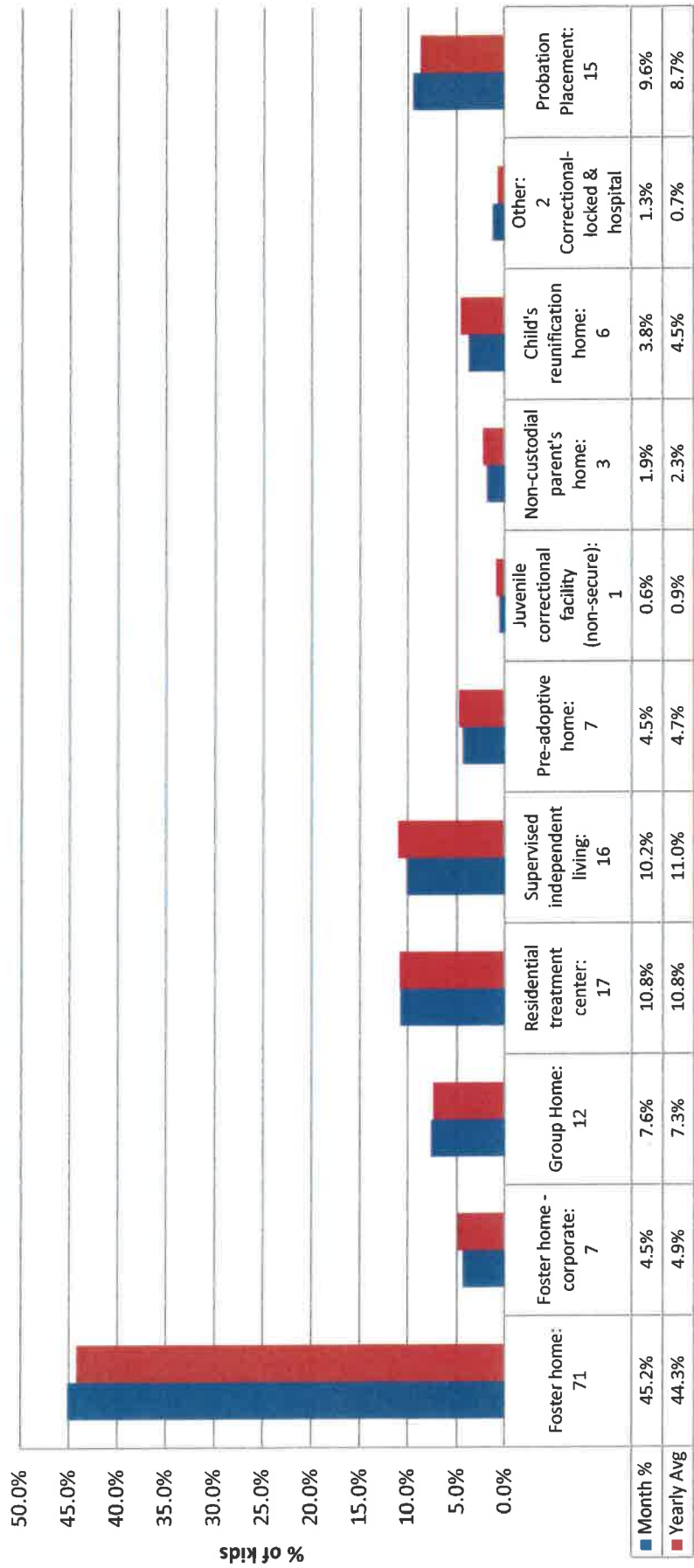
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
2014	42	18	0	4	31	127	104	106	0	1	16	449
2015	36	16	0	3	28	152	130	101	0	1	23	490
2016												
2017												

2015	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	36	15	0	3	28	142	120	100	0	1	28	473
February	35	15	0	3	27	160	132	103	0	1	23	499
March	36	16	0	3	27	151	138	99	0	1	22	493
April	38	17	0	3	29	155	131	103	0	1	17	494
May												
June												
July												
August												
September												
October												
November												
December												
	36	16	0	3	28	152	130	101	0	1	23	490

2015 KIDS IN OUT OF HOME PLACEMENT

April		
	# of placements	Probation placements
Lincoln	8	1
Lyon	45	4
Murray	7	2
Pipestone	20	1
Redwood	51	7
Rock	11	0
Totals	142	15
Total # of kids	157	

**April 2015 - Placement by Category
157 Kids in Placement**



April 2015:

Total of 11 Children entered placement

1	Lyon	Residential Treatment
1	Lyon	Foster Home
1	Lyon	Probation
4	Murray	Foster Home
1	Redwood	Residential Treatment
2	Redwood	Probation
1	Rock	Residential Treatment

Total of 6 Children were discharged from placement

1	Lyon	Residential Treatment Center
4	Murray	Foster Home
1	Redwood	Hospital

There was 0 adoptions this month

NON IVD COLLECTIONS

APRIL 2015

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	0.00
TANF (MFIP/DWP/AFDC)	05-420-610.5803	284.00
GA	05-420-620.5803	7,870.67
FS	05-420-630.5803	5,189.75
CS (PI Fee, App Fee, etc)	05-420-640.5501	1,000.00
MA	05-420-650.5803, 5513	80,549.40
REFUGEE	05-420-680.5803	0.00
CHILDRENS		
Parental Fees, Holds	05-431-710.5501	3,020.92
Corp FC Licensing	05-431-710.5505	200.00
OOH/FC Recovery	05-431-710.5803	22,989.61
CHILDCARE		
Licensing	05-431-720.5502	2,850.00
Over Payments	05-431-721&722.5803	81.75
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	4,956.42
Detox Fees	05-431-730.5520	2,675.81
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	2.75
Over Payments	05-431-741 or 742.5803	7,387.70
DEVELOPMENTAL DISABILITIES		
Insurance Copay	05-431-750.5803	0.00
ADULT		
Insurance Copay	05-431-760.5803	55.00
TOTAL NON-IVD COLLECTIONS		139,114

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 4**

EFFECTIVE DATE: 04/01/11

REVISION DATE: ~~12/19/12~~ 05/20/15

AUTHORITY: Southwest Health and Human Services Board – Human Services Board
Instructional Bulletin #00-89-04
Instructional Bulletin #04-89-01

--- LIMITED ENGLISH PROFICIENCY PLAN ---

Limited English Proficiency (LEP) Plan

Director:	Christopher Sorensen	507-532-1248
Deputy Director:	Nancy Walker	507-532-1256
Social Services Division Director:	Cindy Nelson	507-532-1260

LEP Coordinator:	Lyn Rayburn Kathryn Herding, Supervisor	507- 637-1266 836-6144
Financial Services:	Kathryn Herding Jennifer Beek, Supervisor	507- 836-6144 532-1235
Social Services:		

	Jenifer Klein, Supervisor	507-532-1228
	Cindy Nelson, Supervisor	507-532-1260
	Dale Hiland, Supervisor	507-532-1224
Child Support & Fraud:	Ann Schiller, Supervisor	507-637-1262

Section 1 - Purpose and Legal Basis

- a. The following document serves as the Southwest Health and Human Services (SWHHS) plan to meet the legal obligation of language access requirements in compliance of Title VI of the Civil Rights Act of 1964; 7 CFR, 273 et seq; and 42 CFR 435 et seq. There are four components to this document.
- **200 - Assessment**
 - **300 - Policy**
 - **400 - Training**
 - **500 - Monitoring**

Section 2 - 200 - Assessment

- a. 201 - Needs Assessment - SWHHS will on at least an annual basis make a needs assessment of the unique language needs within Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock Counties. Consultation will be done with the school districts in the

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 4**

six counties along with the Legal Aid offices located in Willmar and Worthington to determine the types of non-English languages that are most dominant to the populations of Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock Counties. The common agency will also incorporate county specific data from the Department of Human Services to assist in this form of needs assessment. The following non-English languages have been identified as being the most likely to be encountered in Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock Counties: Spanish, Somali, Hmong.

- b. 202 - Case Finding - Specific language needs of each applicant with LEP will occur at the time of intake or application. This will primarily be done by reviewing the language preference questions on the Health Care Application (HCAPP) and the Combined Application Form (CAF). Language preferences will be entered into the applicant's primary language field in the MAXIS system. If an interpreter is needed, it will be recorded in MAXIS case notes. If the main receptionist or intake worker suspects that the applicant is a person with LEP, the worker will provide the LEP person with a list of possible languages to determine which language is spoken. The list includes; "I Speak" cards, "I Speak" posters, "Language Identification Card" from Language Line Services. It is expected that reasonable efforts will be made by SWHHS to provide same-day interpreter services.

- c. 203 - Points of Contact - The greatest likelihood of need for interpreter services will be at the point of intake - at the time of an emergency or application for financial assistance. The principal point of contact will most likely be in the office setting in Ivanhoe, Marshall, Slayton, Pipestone, Luverne, and/or Redwood Falls. The most appropriate form of interpreter services will likely be language assistance in completion of an application for financial assistance or health care. The other point of contact may involve field-based contact when conducting child protection assessments. These contacts will typically take place in the home of the child's caretaker or parent.

- d. 204 - Resources Needed - SWHHS will utilize its contract with private interpreters and those interpreters employed by contracted agencies located in Marshall, Minnesota for Spanish, Somali, Hmong, and Laotian interpreter services. Additionally, SWHHS will contract with Language Line Services (1-800-367-9559) for the languages involved with Language Lines Services "tier" system. When feasible, on-site interpreter services will be made available and will be the first preference. (Note: The closest available Spanish interpreter for Lincoln, Murray, and Pipestone Counties is 30 miles from each office.) Use of reciprocal faxing processes will be used when necessary, this to facilitate completion of applications and processing of interviews.

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 4**

- e. 205 - Timely Access - Interpretive services are available during customary business hours, Monday through Friday, 8:00 a.m. to 4:30 p.m. They also provide emergency service outside of regular business hours when needed. Language Line Services are available 24x7. Contact with any entity will be made by phone. When on-site interpreter services are to be used, it will be necessary to schedule appointments at mutually convenient times for the client and the interpreter.

Section 3 – 300 - Policies and Procedures

- a. 301 - Agency Commitment - SWHHS is committed to the spirit of the Civil Rights Act of 1964. We recognize the importance of providing meaningful access to all persons, including persons with LEP, to the various programs provided by SWHHS. SWHHS has, by prior action, adopted a policy statement entitled Civil Rights Compliance Requirements effective 1-1-95 and affirmed again on 1-1-01, this in conformity with DHS Bulletin #94-84A dated 12-27-94.
- b. 302 - Range of Oral Language Assistance - Due to the current absence of bi-lingual employees at SWHHS, use will be made of the formal linkage with our contracted agencies and other privately contracted interpreters. With Spanish, Somali, and Hmong seen as the primary non-English language in Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock Counties, use of our contracted agencies and privately contracted interpretive services are seen as encompassing close to 100% of the LEP needs of SWHHS. Use of Language Line Services for all other non-English language will take place as necessary. SWHHS will take advantage of the 10 brief “notice of rights to language services” documents for persons with LEP as they are made available by the Department of Human Services.
- c. 303 - Uncommon Languages - There may be circumstances when customers come to the office for services that use a language other than those most commonly used in Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock Counties. There may be languages such as Russian, Vietnamese, Chinese, Laotian, Oromo, Khymer/Cambodian, etc. After identifying the language need, the receptionist staff or intake worker will consult with their Supervisor or Director to determine the most appropriate and expedient interpreter service.
- d. 304 - Affirmative Action - The SWHHS employee handling the case will inform either the customer or the interpreter once it has been determined that interpreter services are needed, that there is no charge or fee for the service. This will be communicated in verbal form. At no time in the service delivery process will the customer incur any costs associated with LEP-directed interpreter services.

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 4**

- e. 305 - Use of Family and Friends - Use of family or friends as interpreters is not the preferred method of providing interpreter services. But when the intake worker has determined that it is not feasible to use formalized interpreter services, a consultation will be made with that worker's immediate Supervisor or Director. Alternative methods of customer service will need to be discussed. If the worker has determined that a family member, friend or other responsible party can adequately perform the interpreter service, approval may be given. The worker needs to feel confident that the client's data privacy rights will be protected and that the quality of the interpreter services to be provided by the family member or friend will be acceptable. The worker will need to document in the case file the extenuating circumstances for use of family or friends, particularly that the family was offered other interpreter services and that the client insisted that a family member or friend be used. Under no circumstances may minor children be used for interpreter services.

- f. 306 - Competency Standards for Interpreters - Any interpreter used for LEP services must be bi-lingual: fluent in English and fluent in the language of the customer needing the service. When using interpreter services provided from a recognized agency, contracted interpreters and Language Line Services, competency is presumed. When using family, friends or significant others, the intake worker must make a judgment as to the competency of the proposed interpreter. "Certification" as an interpreter is not a pre-requisite.

- g. 307 - Dissemination of LEP Plan - Copies of the LEP Plan will be provided to the following: all SWHHS employees who have direct customer contact, area Legal Aid offices, Private Industry Council, and Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock Government Agencies. A copy of the main public announcement, "I Speak" poster, will be prominently displayed in the SWHHS central reception areas. LEP requirements will also be included in all contracts maintained by SWHHS.

- h. 308 - Services to Illiterate - When confronted with a situation in which the customer is illiterate - cannot read or write in his or her native language - it is required that SWHHS find a suitable interpreter; one who can assist the person in completion of necessary forms, documents and the like. The SWHHS intake worker needs to make the determination, in conjunction with the interpreter, about the customers' literacy skills. The clear choice in dealing with cases of illiteracy will be to have an on-site interpreter. It may be necessary to schedule interviews when face-to-face interpreter services can be provided. Use of faxing of forms and over-the-phone services may be required on a case-by-case basis.

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 4**

- i. 309 - Emergency Situations - When programs require access to services within short time frames, SWHHS will take whatever steps necessary to ensure that all clients, including clients with LEP, have access to services within the appropriate time frames. For example, when a client needs an interpreter or other language assistance services to obtain expedited program services, SWHHS's goal is to make the services accessible within the required time frame, whether that means using an interpreter or any other appropriate type of language assistance.

- j. 310 - Access to and Costs of Interpreters - Under no circumstances will SWHHS indicate - either verbally or in writing - that any applicant or client in need of LEP services will be charged for an interpreter or translation service. All such services shall be at no expense to the applicant or client. Such services will be provided during all normal business hours and, when necessary, during non-business hours when an emergency has been determined to exist.

- k. 311 - Notice of Service Availability - LEP clientele will be informed of the availability of free interpreter and translation services at the point when it appears that the customer is not able to communicate in English. Notice of service availability will come from the "I Speak" poster document in the central reception areas of the six county offices. Distribution of the LEP Plan to various parties cited above will help by putting those entities on notice that interpreter and translation services are available on a timely basis and free of charge. Material that has been translated into Spanish, Somali, and Hmong will be used immediately when it has been determined that the person presenting for service is not able to understand English. Insofar as the Department of Human Services has translated many forms into multiple languages, SWHHS will access these forms as necessary through the Department's website at <http://edocs.dhs.state.mn.us/forms>. Additionally, translated income maintenance forms located in TEMP Manual 12.01.13 will be accessed as needed.

- l. 312 - County-Produced Materials - At this time it is not anticipated that SWHHS will develop any SWHHS produced material. Rather, SWHHS will rely on the state-produced documents as the primary source of translated materials. Downloading of documents from the DHS web-page will also be used as necessary. SWHHS will follow DHS' translation numerical guidelines as required.

- m. 313 - Complaint Resolution Protocol - Any action taken by SWHHS with which an applicant or recipient disagrees is subject to complaint. SWHHS has a formal complaint process that can be utilized to try to resolve any dispute. In the absence of local resolution, the person making the complaint will be informed in a language understandable to the grievant, of the process to follow in making a complaint to DHS

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 4**

or the Office of Civil Rights. The complaint process will follow SWHHS's procedures included in Civil Rights Compliance Requirements. Appropriate use of interpreter services with contracted agencies, contracted interpreters, or Language Line Services to facilitate the dispute resolution process will take place. All such complaints can be made to any of the parties listed at the top of this LEP Plan.

- n. 314 - Posting - A copy of the SWHHS LEP Plan will be posted on the main bulletin board in the central lobby of each agency office.

Section 4 – 400 - Training

- a. 401 - Distribution of LEP Plan - All SWHHS employees who have direct contact with customers will be provided a copy of the LEP Plan upon its adoption. If any changes are made in the document, a revised copy will also be provided to the same entities listed in #307. At this time, all employees of SWHHS will be recipients of the document.
- b. 402 - Training of Staff - Initial - With approval of the LEP Plan, there will be initial training on the document. This training will take place for current staff in their individual unit meetings. For any new employee affected by the LEP Plan, this document will be incorporated into that person's "generic orientation" protocol at the time of hire.
- c. 403 - Training of Staff - Ongoing - On an annual basis the LEP Plan will be reviewed and updates clarified.

Section 5 - 500 - Monitoring

- a. 501 - Evaluation of the LEP - On at least an annual basis, the LEP Plan will be reviewed for effectiveness. This review will normally take place in December. It will be coordinated by the SWHHS LEP Coordinator. The evaluation will involve consultation with representatives of the Financial Services Unit and Social Services Unit to determine compliance with the LEP Plan, identification of any problem areas and development of required corrective action strategies. Elements of the evaluation will include the following:
- Number of persons with LEP in Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock Counties.

**SOUTHWEST HEALTH AND HUMAN SERVICES
INCOME MAINTENANCE POLICY NUMBER 4**

- Assessment of current language needs of SWHHS applicants and clients to determine if the client needs an interpreter and/or translated materials; updating case files which lack information about a client's language preference; determining if clients need to be asked their language preference at the time of certification.
 - Determining whether existing assistance is meeting the needs of applicants and clients with LEP.
 - Assessing whether staff members understand SWHHS LEP policies and procedures and how to carry them out, and whether language assistance resources and arrangements for those resources are still current and accessible.
 - Seeking and obtaining feedback from non-English or limited-English speaking communities in Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock Counties including applicants and clients as well as any known community organization or advocacy group working with non-English or limited-English speaking communities.
- b. 502 - LEP Contact Person - For purposes of the LEP Plan, Southwest Health and Human Services designated contact person is the Financial Assistance Supervisor/LEP Coordinator with appropriate delegation made to the Agency Director, Deputy Director and the Social Services Supervisors of the agency.

**Southwest Health and Human Services
607 West Main Street, Suite 100
Marshall, MN. 56258**

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

EFFECTIVE DATE: 01/01/11

REVISION DATE: ~~02/18/15~~ 05/20/15

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. For employees promoted to a supervisory position, the probationary period shall be twelve (12) months.

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- b. During the probationary period, the employee shall receive a heightened amount of supervision and additional performance evaluations. Probationary employees shall not be entitled to use vacation during the initial three (3) months of employment with the agency. Completion of probation shall not change the at-will nature of employment.
- c. Regular Employment - An employee who has completed their probationary employment and is scheduled on a regular or regular part-time basis. Regular employees are not temporary or intermittent employees.
- d. Temporary/Intermittent - A temporary employee is a person hired for a specific period of time or on an intermittent basis with specific duties not to exceed six months. A temporary employee is paid only for hours worked and does not receive benefits or paid holidays.

Section 4 – Exempt and Non-Exempt Employees

- a. Employees are classified by the Federal Fair Labor Standards Act as either exempt or non-exempt.
- b. Southwest Health and Human Services Governing Board shall adopt job descriptions which shall state whether a position is exempt or non-exempt. The position of Director shall be exempt.

Exempt Employees

- 1. All exempt employees must complete an electronic timesheet for the purposes of public accountability. The timesheet must reflect actual hours worked and leave time taken each week. The timesheet must be submitted by the employee to their supervisor for review and approval at the end of each payroll period.
- 2. All comp time earned and taken must have prior authorization by their supervisor. If an exempt employee works more than 40 hours in a week, overtime worked can be liquidated through comp time. Exempt employees will not be paid for overtime unless authorized by Southwest Health and Human Services Governing Board action for unusual, infrequent situations.

Non-Exempt Employees

- 1. All non-exempt employees must complete an electronic timesheet. The timesheet must reflect actual hours worked and leave time taken each week. The timesheet must be submitted by the employee to their supervisor for review and approval at the end of each payroll period.

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2. Employees shall not work unauthorized hours over 40 hours per week. The maximum number of hours that should be worked in any week is 37.5 hours. If authorized, 2.5 hours over the regular 37.5 hours could be earned as comp time.
3. If a non-exempt employee is requested to work more than 40 hours in a week, overtime must be paid at 1 1/2 times the regular hourly rate of pay. The basis for overtime will be the number of hours actually worked. Vacation, medical, leave without pay, holiday, and comp taken shall not be included when calculating overtime hours. All overtime must have prior authorization by the supervisor and director. Authorization will be by form AG#006. After completion, this form shall be attached to the time sheet and forwarded to the supervisor for signature.
4. Failure to follow this Personnel Policy can result in disciplinary action.

Section 5 – Compensatory (Comp) Time

- a. The agency will keep records of any authorized accrued comp time.
- b. Comp time taken must be approved in advance by the employee's immediate supervisor.
- c. The maximum accumulation of comp time, eligibility for comp time, and other applicable overtime payment requirements will be governed by the Fair Labor Standards Act, as amended, or applicable Agency policies.
- d. Comp time will be earned and taken in 30 minute increments at a minimum. The balance of comp time at the end of the payroll period shall never be more than 15 hours. Time in excess of 15 hours at the end of a payroll period will be lost to exempt employees. For non-exempt employees, the time in excess of 15 hours at the end of a payroll period shall be paid out to the employee at the employee's regular rate of pay. Comp time carried forward from a previous payroll period will not be lost.

Section 6 – Overtime

- a. All overtime must have prior written authorization by the supervisor and director. Authorization will be by form AG#006.
- b. Only hours worked shall be counted towards overtime.
- c. Failure to follow this Personnel Policy can result in disciplinary action.

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Section 7 - Flex Time

- a. There are circumstances when deviation from regular service hours (aka flextime) will be considered for an employee. The below CRITERIA must be met BEFORE any deviation from the regular work schedule may be considered or authorized. Said criteria are as follows:
 - 1. Client service and the operation of the unit/division and department must continue to be efficient and effective.
 - 2. There must be no negative impact on co-workers or interference with inter-divisional activities or operations.
- b. If employees wish to work a flex schedule, they must follow the process determined by the unit supervisor. All schedules are subject to supervisory approval. It may be necessary for the supervisor to make some adjustments in the requests to ensure adequate coverage of the agency.
- c. During the hours between 8:00 a.m. and 4:30 p.m. whenever an employee is absent from the office due to their flex schedule or other leave time, it should be shown as "flex" or "personal leave" on their calendar.
- d. It is anticipated that with good effort at scheduling, the need for comp time should be reduced. The scheduled work week cannot be more than 37.5 hours.
- e. The longest day that will be scheduled is 9.5 hours. The number of hours of vacation or medical leave taken will be the number of hours scheduled to work on that specific day. Coffee breaks are to be 15 minutes in length with one in the morning and one in the afternoon. The minimum lunch break will be one-half hour.
- f. The supervisor may require a person on a flex time schedule to return to standard work hours at the supervisor's discretion.
- g. It is not permissible to utilize a four-day flex time schedule during a holiday week. Employees will work 7.5 hours per day during these holiday weeks.
- h. It is not permissible to flex a Friday and the following Monday.
- i. 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.

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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 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.
- 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.

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Section 10 - Fringe Benefits

- a. Pursuant to annual policy and budgetary action by the Southwest Health and Human Services Governing Board, such fringe benefits as the Southwest Health and Human Services Governing Board may determine appropriate, including insurance, vacation time, and medical leave, may be offered to employees. Fringe benefits may be increased, decreased, or eliminated at any time by action of the Southwest Health and Human Services Governing Board, and such action shall apply to all current and future employees unless the Governing Board specifically adopts a policy stating otherwise.
- b. Agency fringe benefits are:
 - Group Health/Dental Insurance
 - Long Term Disability Insurance
 - Life Insurance
 - Flexible Spending Account
 - Vacation Leave
 - Medical Leave
 - PERA
 - Short Term Disability
 - Identity Theft Protection/Legal Shield
- c. Health, dental, long term disability, and life insurance for full-time employees commences with the first day of the month following thirty (30) days of employment.
- d. Agency fringe benefits are available only for probationary and regular employees who work an average of 30 or more hours per week.
- e. The agency pays all administrative fees related to flexible spending account, flexible spending debit card, and VEBA.
- f. Pay Status Employees are those employees who are absent and are using earned vacation, medical, or bereavement leave. This shall also include any employee who is absent who has not used more than 37.5 hours of approved leave without pay in a calendar year.
- g. Non-Pay Status Employees are those employees who have used more than 37.5 hours of leave without pay. (Examples: educational leave, medical leave without pay in excess of FMLA leave entitlement).
- h. Holiday pay, medical leave, and vacation leave shall be earned by all part-time and full-time employees in non-pay status on a prorated basis. The amount of leave earned is

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based upon the number of hours worked during the pay period. Vacation and medical leave shall be rounded to the nearest half-hour.

- i. Emergency Appointment Employees are eligible only for holiday leave. They shall not accrue vacation or medical leave.
- j. Probationary Employees are eligible for holiday leave and medical leave.
- k. VEBA/Health Savings Account Contributions
 - 1. Employees who opt for a health insurance policy with a VEBA or Health Savings account, contributions to the VEBA/Health Savings account will be semi-monthly.

Section 11 - Licensure as a Condition of Employment

- a. Employees who require statutory licensure, or state operator's licensure in order to legally fulfill the requirements of their employment, must maintain such licensure in order to remain in the employ of the Agency.

MAY 2015
BOARD APPROVAL ON THE FOLLOWING:

- EHDI – Refugee Health/TB Component (MDH) - 06/01/15 to 04/30/16 – annual grant for eliminating health disparities in refugee and foreign-born populations, \$3,620 with payment of \$1,810 respectively in June 2015 and June 2016 (renewal).**

- Fraud Investigation Regional Plan and Grant (DHS) – 07/01/15 to 06/30/17;**
Purpose is to maintain, establish, and fund cost effective fraud prevention investigation programs in the regional counties (Cottonwood, Jackson, Yellow Medicine, Nobles and SWHHS), grant amount of \$80,000/yr (renewal).

- Pipestone County Transit (Pipestone, MN) – 01/01/15 – 12/31/16;** Volunteer driver rate at current IRS mileage rate + \$.10/mile (.675) + \$10 admin fee for additional rider and \$10 admin for no-shows.

- Christine Zych (Marshall, MN) – 06/01/15 to 12/31/15;**
Clinical supervision and case consultation; \$75/hour plus mileage with a maximum of 10 hours/month (new).

BOARD MEETING – 05/20/15

DONATIONS

- **Douglas Alford donated a notebook, colored pencils, and a couple other pencils for a child in need.**
- **Victory Christian Church donated duffle bags filled with supplies for children going into foster care.**