



Southwest Health and Human Services
Board Agenda

Wednesday, November 18, 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 10/21/15 board minutes

D. Financial

E. Caseload

	10/15	09/15	08/15
Social Service	3,571	3,593	3,501
Licensing	482	482	481
Out-of-Home Placements	163	162	159
Income Maintenance	12,199	12,364	12,220
Child Support Cases	3,371	3,379	3,399
Child Support Collections	\$808,837	\$823,463	\$814,798
Non IV-D Collections	\$118,146	\$54,975	\$71,769

F. Decision Items

- 1.

G. Discussion/Information

- 1. Local Advisory Council (LAC) on Mental Health annual report –
Lori Schoer & Jennifer Lundberg
- 2. Success story – Gail Bielen

COMMUNITY HEALTH

H. Call to order

I. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 10/21/15 board minutes

J. Financial

K. Caseload

	10/15	09/15	08/15
WIC		2333	2297
Family Home Visiting	83	69	88
PCA Assessments	20	23	28
Managed Care	209	210	236
Dental Varnishing	86	120	110
Refugee Health	22	18	14
Latent TB Medication Distribution	32	51	47

L. Decision Items

1.

M. Discussion/Information

1. Supporting Hands Nurse Family Partnership update – Kristin Deacon

GOVERNING BOARD

N. Call to order

O. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 10/21/15 board minutes

P. Financial

Q. Introduce new staff; Jessica Schmit, Social Worker; Stephanie Bruflat, Social Worker (CPS); Kasey VanderPlaats, Office Support Specialist

R. Employee Recognition

- Melanie Guetter, 1 year, Social Worker (CPS), Redwood Falls
- Dawn Popowski, 1 year, Social Worker Team Leader, Marshall
- Sarah Kirchner, 1 year, Collections Officer, Marshall
- Cindy DeRycke, 10 years, Accounting Technician, Pipestone
- Sarah Maurice, 10 years, Social Worker, Pipestone
- Lynn Babcock, 15 years, Child Support Officer, Marshall
- Lisa Przymus, 30 years, Eligibility Worker, Ivanhoe

GOVERNING BOARD (cont.)

S. Decision Items

1. Dawn Popowski, Social Worker Team Leader, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 11/24/15
2. Melanie Guetter, Social Worker (CPS), completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 11/25/15
3. Nicole Henrichs, Social Worker (CPS), probationary appointment (12 months), \$37,320.00 annual, effective 11/02/15
4. Casey Nelson, Social Worker (CPS), probationary appointment (12 months), \$40,000.00 annual, effective 11/02/15
5. Emilie Potter, Social Worker, probationary appointment (12 months), \$39,00.00 annual, effective 11/16/15
6. Jennifer Syverson, reclassification – Social Worker to Social Worker, MSW, salary - \$59,781.64 annual, effective 11/16/15
7. Michael Dahmes, temporary appointment, \$27.14 per hour, effective 11/23/15
8. Deb Vizecky, Social Worker (CPS), resignation, effective 11/17/15
9. CIRCLE request
10. Administrative Policy Number 9 – Risk Management and Assessment Plan
11. Administrative Policy Number 23 – Information Technology Procurement Policy
12. Personnel Policy Number 5 – Use of Vehicles for Agency Business
13. Contracts
14. Donations
15. Copier lease

T. Discussion/Information

- 1.

U. Adjournment

Next Meeting Dates:

- **Wednesday, December 16, 2015 – Marshall**
- **Wednesday, January 20, 2016 – Marshall**
- **Wednesday, February 17, 2016 - Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

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

SUMMARY OF FINANCIAL ACCOUNTS REPORT

For the Month Ending: **October 31, 2015**

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

Description	Month	Running Balance
BEGINNING BALANCE		\$3,737,268
RECEIPTS		
Monthly Receipts	1,153,327	
County Contribution	272,760	
Interest on Investments	1,402	
TOTAL MONTHLY RECEIPTS		1,427,489
DISBURSEMENTS		
Monthly Disbursements	3,123,844	
TOTAL MONTHLY DISBURSEMENTS		3,123,844
ENDING BALANCE		\$2,040,913

REVENUE

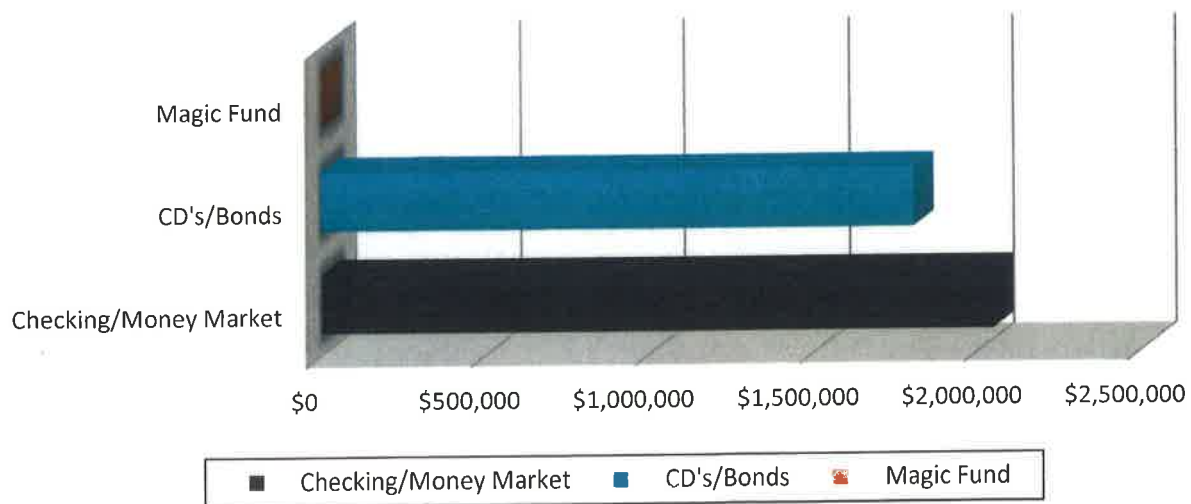
<i>Checking/Money Market</i>	\$2,040,913
<i>CD's/Bonds</i>	\$1,800,000
<i>Magic Fund</i>	\$0

**Average Balance
last two years
\$4,583,275**

ENDING BALANCE

\$3,840,913

REVENUE DESIGNATION



Southwest Health and Human Services

As of 10/2015

Treasurer's Cash Trial Balance

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Current Balance

YTD

This Month

Beginning Balance

<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		299,947.58	2,744,430.14	
	Disbursements		106,697.91-	888,272.07-	
	Payroll		285,213.79-	2,090,080.54-	
	Journal Entries		14,100.00	14,962.50	
	Fund Total		77,864.12-	218,959.97-	1,394,863.10
5	Human Services Fund		General Administration		
	Receipts	791,336.93	46,687.96	455,040.72	
	Disbursements		57,384.12-	458,930.72-	
	Payroll		20,578.13-	127,835.42-	
	Journal Entries		0.00	40,941.81-	
	Dept Total		31,274.29-	172,667.23-	618,669.70
5	Human Services Fund		Income Maintenance		
	Receipts	2,562,473.99-	259,265.72	5,104,533.00	
	Disbursements		324,184.79-	3,207,430.63-	
	Payroll		481,200.63-	3,610,501.14-	
	Journal Entries		31,960.00	33,915.00	
	Dept Total		514,159.70-	1,679,483.77-	4,241,957.76-
5	Human Services Fund		Social Services		
	Receipts	7,755,565.16	522,198.93	11,652,508.83	
	Disbursements		82,993.32-	1,305,078.58-	
	SSIS		713,539.44-	6,104,847.44-	
	Payroll		769,364.75-	5,707,364.87-	
	Journal Entries		47,940.00	50,872.50	
	Dept Total		995,758.58-	1,413,909.56-	6,341,655.60
5	Human Services Fund		Information Systems		
	Receipts	1,794,967.25-	233.72	55,056.71	

Southwest Health and Human Services

As of 10/2015

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>
5 Human Services Fund	471	LCTS Collaborative Agency		
	0.00			
Disbursements		4,792.01-	13,880.96-	
Payroll		36,282.82-	238,493.19-	
Dept Total		40,841.11-	197,317.44-	1,992,284.69-
Receipts		0.00	28,668.00	
Journal Entries		0.00	28,668.00-	
Dept Total		0.00	0.00	0.00
Fund Total	4,189,460.85	1,582,033.68-	3,463,378.00-	726,082.85
61 Agency Health Insurance	52,721.51			
Receipts		205,155.26	2,096,469.29	
Disbursements		241,586.62-	2,368,242.93-	
Journal Entries		0.00	40,941.81	
Fund Total		36,431.36-	230,831.83-	178,110.32-
71 LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
	137,922.21			
Receipts		0.00	600.00	
Disbursements		0.00	102,511.10-	
Journal Entries		0.00	12,689.00	
Dept Total		0.00	89,222.10-	48,700.11
Fund Total	137,922.21	0.00	89,222.10-	48,700.11
73 LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
	70,596.26			
Receipts		0.00	700.00	
Disbursements		0.00	41,036.05-	
Journal Entries		0.00	5,381.00	
Dept Total		0.00	34,955.05-	35,641.21

Southwest Health and Human Services

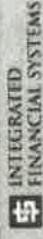


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Treasurer's Cash Trial Balance As of 10/2015

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total	70,596.26	0.00	34,955.05-	35,641.21
75 Redwood LCTS Collaborative	84,241.34			
Receipts	0.00	0.00	39,385.00	
Disbursements	0.00	0.00	121,914.35-	
Journal Entries	0.00	0.00	10,598.00	
Dept Total	0.00	0.00	71,931.35-	12,309.99
Fund Total	84,241.34	0.00	71,931.35-	12,309.99
77 Local Advisory Council	1,772.99			
Disbursements	26.00-	26.00-	347.41-	
Dept Total	26.00-	26.00-	347.41-	1,425.58
Fund Total	1,772.99	26.00-	347.41-	1,425.58
All Funds	6,150,538.23			
Receipts	1,333,489.17		22,177,391.69	
Disbursements	817,664.77-		8,507,644.80-	
SSIS	713,539.44-		6,104,847.44-	
Payroll	1,592,640.12-		11,774,275.16-	
Journal Entries	94,000.00		99,750.00	
Total	1,696,355.16-		4,109,625.71-	2,040,912.52

Southwest Health and Human Services



KJD
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 1 Health Services Fund

Trial Balance
 As of 10/2015
 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	77,864.12-	218,959.97-	1,394,863.10
1090 Investments	334,962.50	14,100.00-	14,962.50-	320,000.00
Total Assets	1,948,785.57	91,964.12-	233,922.47-	1,714,863.10
--- 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	299,524.78-	2,729,467.72-	2,729,467.72-
2887 Expenditure Control	0.00	391,488.90	2,963,390.19	2,963,390.19
Total Fund Balance	1,948,785.57-	91,964.12	233,922.47	1,714,863.10-
Total Liabilities and Balance	1,948,785.57-	91,964.12	233,922.47	1,714,863.10-
410 General Administration				
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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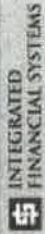
5 Human Services Fund

Trial Balance
As of 10/2015

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	31,274.29-	172,667.23-	618,669.70
Total Assets	791,336.93	31,274.29-	172,667.23-	618,669.70
--- Liabilities and Balance----				
Liabilities				
2088 Due to Fiduciary Funds	40,941.81-	0.00	40,941.81	0.00
2090 Due To Flexible Plan Employees	2,028.02	0.00	449.70-	1,578.32
Total Liabilities	38,913.79-	0.00	40,492.11	1,578.32
Fund Balance	752,423.14-	0.00	0.00	752,423.14-
2881 Unassigned Fund Balance	0.00	31,274.29	132,175.12	132,175.12
2887 Expenditure Control	752,423.14-	31,274.29	132,175.12	620,248.02-
Total Fund Balance	752,423.14-	31,274.29	132,175.12	620,248.02-
Total Liabilities and Balance	791,336.93-	31,274.29	172,667.23	618,669.70-
420 Income Maintenance				
1001 Cash In Bank - Checking	2,562,473.99-	514,159.70-	1,679,483.77-	4,241,957.76-
1090 Investments	625,915.00	31,960.00-	33,915.00-	592,000.00
Total Assets	1,936,558.99-	546,119.70-	1,713,398.77-	3,649,957.76-
--- 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	252,389.47-	4,993,264.67-	4,993,264.67-
2885 Revenue Control	0.00	798,509.17	6,706,663.44	6,706,663.44
2887 Expenditure Control	1,936,558.99	546,119.70	1,713,398.77	3,649,957.76
Total Fund Balance	1,936,558.99	546,119.70	1,713,398.77	3,649,957.76
Total Liabilities and Balance	1,936,558.99	546,119.70	1,713,398.77	3,649,957.76
431 Social Services				
----- Assets-----				

Southwest Health and Human Services



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5 Human Services Fund

Trial Balance
As of 10/2015

Report Basis: Cash

Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
1001 Cash In Bank - Checking	7,755,565.16	995,758.58-	1,413,909.56-	6,341,655.60
1090 Investments	938,872.50	47,940.00-	50,872.50-	888,000.00
1205 County Advances - MFIP (Chippewa Cty)	80,749.47	0.00	0.00	80,749.47
Total Assets	8,775,187.13	1,043,698.58-	1,464,782.06-	7,310,405.07
--- 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	486,538.81-	11,340,528.59-	11,340,528.59-
2887 Expenditure Control	0.00	1,530,237.39	12,805,310.65	12,805,310.65
Total Fund Balance	8,775,187.13-	1,043,698.58	1,464,782.06	7,310,405.07-
Total Liabilities and Balance	8,775,187.13-	1,043,698.58	1,464,782.06	7,310,405.07-
461 Information Systems				
1001 Cash In Bank - Checking	1,794,967.25-	40,841.11-	197,317.44-	1,992,284.69-
Total Assets	1,794,967.25-	40,841.11-	197,317.44-	1,992,284.69-
--- 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	233.72-	55,026.71-	55,026.71-
2887 Expenditure Control	0.00	41,074.83	252,344.15	252,344.15
Total Fund Balance	1,794,967.25	40,841.11	197,317.44	1,992,284.69
Total Liabilities and Balance	1,794,967.25	40,841.11	197,317.44	1,992,284.69
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 11/2/15 1:38PM

RM- Stmt of Revenues & Expenditures

As Of 10/2015 Report Basis: Cash



DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2015 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	173,462.25-	746,027.25-	763,420.00-	98	83
INTERGOVERNMENTAL REVENUES	70.00-	145,584.97-	336,450.00-	43	83
STATE REVENUES	85,151.91-	696,775.82-	813,453.00-	86	83
FEDERAL REVENUES	13,160.09-	761,555.52-	965,792.00-	79	83
FEES	27,470.23-	360,049.74-	487,199.00-	74	83
EARNINGS ON INVESTMENTS	210.30-	13,721.86-	1,200.00-	1,143	83
MISCELLANEOUS REVENUES	0.00	5,752.56-	0.00	0	83
TOTAL REVENUES	299,524.78-	2,729,467.72-	3,367,514.00-	81	83
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	83
PAYROLL AND BENEFITS	285,213.79	2,090,080.54	2,567,555.00	81	83
OTHER EXPENDITURES	106,275.11	873,309.65	799,959.00	109	83
TOTAL EXPENDITURES	391,488.90	2,963,390.19	3,367,514.00	88	83

Southwest Health and Human Services



KJD

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RM- Stmt of Revenues & Expenditures

As Of 10/2015 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2015 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	99,297.71-	5,004,176.02-	9,179,271.00-	55	83
INTERGOVERNMENTAL REVENUES	215.00-	35,615.19-	36,804.00-	97	83
STATE REVENUES	95,686.29-	3,691,580.09-	3,914,232.00-	94	83
FEDERAL REVENUES	268,624.15-	5,072,408.97-	6,821,224.00-	74	83
FEES	153,383.64-	1,520,118.74-	1,750,500.00-	87	83
EARNINGS ON INVESTMENTS	1,191.64-	24,694.27-	15,000.00-	165	83
MISCELLANEOUS REVENUES	120,763.57-	1,040,226.69-	1,210,923.00-	86	83
TOTAL REVENUES	739,162.00-	16,388,819.97-	22,927,954.00-	71	83
EXPENDITURES					
PROGRAM EXPENDITURES	893,546.22	7,877,978.77	8,659,766.00	91	83
PAYROLL AND BENEFITS	1,318,047.95	9,695,568.96	11,929,861.00	81	83
OTHER EXPENDITURES	189,501.51	2,322,945.63	2,338,327.00	99	83
TOTAL EXPENDITURES	2,401,095.68	19,896,493.36	22,927,954.00	87	83

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	Current Month	Year-To-Date	Budget	% of
			Revenue	Year-To-Date	Year	Bdgt
510 PROGRAM	SHIP		24,157.81-	194,983.92-	270,000.00-	72 83
			Expend.	299,154.99	270,265.00	111 83
			Net	104,171.07	265.00	39,310 83
530 PROGRAM	Cleanway Grant		0.00	112,472.88-	150,000.00-	75 83
			Expend.	82,872.70	143,031.00	58 83
			Net	29,600.18-	6,969.00-	425 83
900 PROGRAM	Emergency Preparedness		0.00	85,420.38-	110,000.00-	78 83
			Expend.	99,412.36	120,597.00	82 83
			Net	13,991.98	10,597.00	132 83
901 PROGRAM	Med Reserve Corps		0.00	3,500.00-	3,500.00-	100 83
			Expend.	197.76	2,796.00	7 83
			Net	3,302.24-	704.00-	469 83
483 DEPT	Health Education	Totals:	31,721.36-	492,213.77-	606,300.00-	81 83
			Expend.	584,077.91	688,859.00	85 83
			Net	91,864.14	82,559.00	111 83
485 DEPT	Environmental Health		10,059.94-	91,548.53-	138,000.00-	66 83
800 PROGRAM	Environmental		18,492.21	116,802.53	161,721.00	72 83
			Net	25,254.00	23,721.00	106 83
820 PROGRAM	Healthy Homes Grant		0.00	11,418.78-	18,079.00-	63 83
			Expend.	24,357.50	18,229.00	134 83
			Net	12,938.72	150.00	8,626 83
485 DEPT	Environmental Health	Totals:	10,059.94-	102,967.31-	156,079.00-	66 83
			Expend.	141,160.03	179,950.00	78 83
			Net	38,192.72	23,871.00	160 83
1 FUND	Health Services Fund	Totals:	299,524.78-	2,729,467.72-	3,367,514.00-	81 83
			Expend.	2,963,390.19	3,367,514.00	88 83
			Net	233,922.47	0.00	0 83

Southwest Health and Human Services

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Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
760 PROGRAM	Adult Services		110,034.03-	923,426.45-	1,027,000.00-	90	83
			Revenue	9,144.56	144,000.00	79	83
			Expend.	113,086.11	144,000.00	79	83
			Net	810,340.34-	883,000.00-	92	83
765 PROGRAM	Adults Waivers		100,889.47-	810,340.34-	883,000.00-	92	83
			Revenue	57,282.01-	410,000.00-	88	83
			Expend.	6,036.66	27,000.00	176	83
			Net	311,538.49-	383,000.00-	81	83
431 DEPT	Social Services	Totals:	486,538.81-	11,340,528.59-	13,849,900.00-	82	83
			Revenue	12,805,310.65	15,073,771.00	85	83
			Expend.	1,464,782.06	1,223,871.00	120	83
			Net				
461 DEPT	Information Systems		233.72-	55,026.71-	78,500.00-	70	83
0 PROGRAM			Revenue	41,074.83	350,215.00	72	83
			Expend.	40,841.11	271,715.00	73	83
			Net				
461 DEPT	Information Systems	Totals:	233.72-	55,026.71-	78,500.00-	70	83
			Revenue	252,344.15	350,215.00	72	83
			Expend.	197,317.44	271,715.00	73	83
			Net				
5 FUND	Human Services Fund	Totals:	739,162.00-	16,388,819.97-	22,927,954.00-	71	83
			Revenue	19,896,493.36	22,927,954.00	87	83
			Expend.	3,507,673.39	0.00	0	83
			Net				
FINAL TOTALS	971 Accounts		1,038,686.78-	19,118,287.69-	26,295,468.00-	73	83
			Revenue	22,859,883.55	26,295,468.00	87	83
			Expend.	3,741,595.86	0.00	0	83
			Net				

SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

OCTOBER 2015

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				3,737,267.68
10/2/15	6978-7001	PAYROLL		125,136.30	3,612,131.38
10/2/15	33455-33700 ACH	PAYROLL		433,549.95	3,178,581.43
10/2/15	15096-15102,15111,15140-15183	Dep	139,320.31		3,317,901.74
10/1/15	26040	Interest	1,299.82		3,319,201.56
10/5/15	60648-60666	Disb		7,570.78	3,311,630.78
10/5/15	60667-60739	Disb		117,938.27	3,193,692.51
10/5/15	1114-1121 ACH	Disb		571.85	3,193,120.66
10/2/15	9345	Dep	3,399.08		3,196,519.74
10/2/15	9346	Disb			3,196,519.74
10/5/15	9347	Disb		22,607.07	3,173,912.67
10/6/15	15184-15229	Dep	155,692.42		3,329,605.09
10/7/15	9348	Disb		8,252.38	3,321,352.71
10/13/15	60740-60784	Disb		4,473.34	3,316,879.37
10/13/15	1122-1122 ACH	Disb		220.40	3,316,658.97
10/13/15	60785-60915	Disb		357,342.93	2,959,316.04
10/13/15	1123-1148 ACH	Disb		2,875.84	2,956,440.20
10/9/15	15230-15312	Dep	79,273.94		3,035,714.14
10/13/15	9349	Dep	17.28		3,035,731.42
10/13/15	9350	Disb		443.53	3,035,287.89
10/13/15	9351	Disb		62.00	3,035,225.89
10/13/15	9352	Disb		61,345.42	2,973,880.47
10/13/15	15313-15336	Dep	98,494.61		3,072,375.08
10/15/15	9353	Disb		59,044.18	3,013,330.90
10/19/15	60916-60989	Disb		17,829.95	2,995,500.95
10/19/15	60990-61099	Disb		365,977.35	2,629,523.60
10/19/15	1149-1155 ACH	Disb		452.02	2,629,071.58
10/16/15	7002-7017	PAYROLL		124,299.22	2,504,772.36
10/16/15	33701-33939 ACH	PAYROLL		434,057.85	2,070,714.51
10/16/15	15337-15385	Dep	131,549.39		2,202,263.90
10/19/15	9354	Disb		79,002.74	2,123,261.16
10/14/15	20812	Interest	102.12		2,123,363.28
10/20/15	15386-15422	Dep	85,184.85		2,208,548.13
10/21/15	9356	Disb	(19.25)		2,208,528.88
10/21/15	9357	Disb		8,252.27	2,200,276.61
10/22/15	9358	Disb		908.60	2,199,368.01
10/23/15	61100-61192	Disb		10,070.40	2,189,297.61
10/23/15	61193-61401	Disb		84,524.31	2,104,773.30
10/23/15	1156-1157 ACH	Disb		409.24	2,104,364.06
10/23/15	15431-15467	Dep	341,918.54		2,446,282.60
10/26/15	61402-61436	Disb		5,303.55	2,440,979.05
10/26/15	61437-61556	Disb		193,592.75	2,247,386.30
10/26/15	1158-1162 ACH	Disb		276.29	2,247,110.01
10/26/15	9359	Disb		19,587.21	2,227,522.80
10/27/15	15468-15513	Dep	253,169.50		2,480,692.30
10/27/15	9360	Dep	572.14		2,481,264.44
10/27/15	9361	Disb		572.14	2,480,692.30
10/30/15	61557-61581	Disb		1,834.31	2,478,857.99
10/30/15	61582-61631	Disb		98,822.01	2,380,035.98
10/30/15	1163-1170 ACH	Disb		1,041.08	2,378,994.90
10/30/15	7018-7027	PAYROLL		5,210.58	2,373,784.32
10/30/15	33940-34179	PAYROLL		470,386.22	1,903,398.10
10/30/15	15514-15557	Dep	43,514.42		1,946,912.52
10/2/15	JE348	Dep	94,000.00		2,040,912.52
					2,040,912.52
	Balanced 11/02/15 LMD	TOTALS	1,427,489.17	3,123,844.33	

Adult - Social Services Caseload

Average	Adult Brain Injury (BI)	Adult Community Alternative Care (CAC)	Adult Community Alternatives for Disabled Individuals (CADI)	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
2014	14	14	242	331	37	842	28	484	464	334	2789
2015	12	13	227	307	35	817	23	406	461	351	2652
2016											
2017											

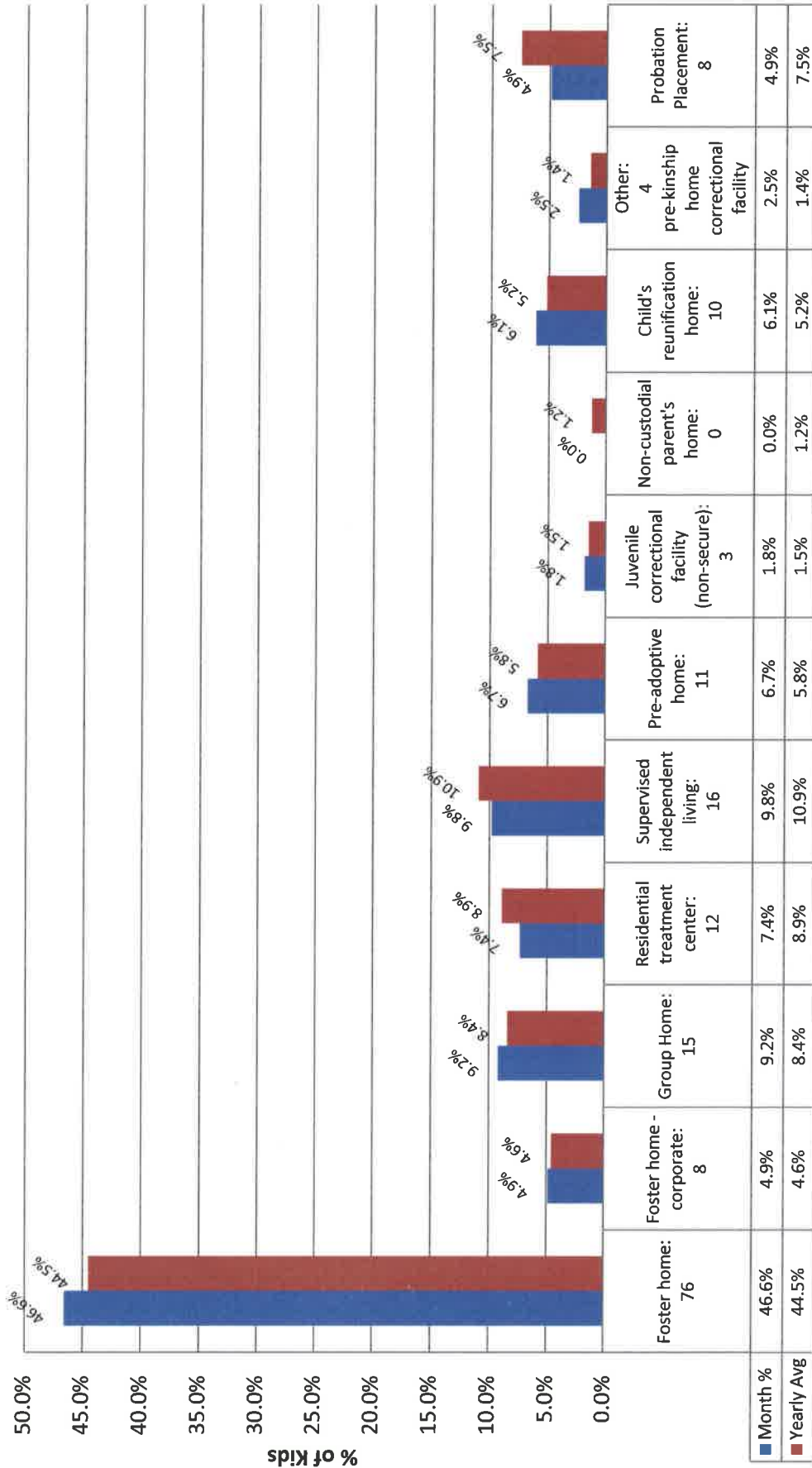
2015	Adult Brain Injury (BI)	Adult Community Alternative Care (CAC)	Adult Community Alternatives for Disabled Individuals (CADI)	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (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	12	13	225	312	37	828	23	432	459	354	2695
June	12	13	222	307	38	826	24	417	462	354	2675
July	12	13	224	298	40	803	24	451	464	360	2689
August	12	13	235	297	32	782	23	354	462	361	2571
September	12	13	236	293	31	814	23	388	462	359	2631
October	12	12	236	294	37	799	21	359	461	361	2592
November											
December											
	12	13	227	307	35	817	23	406	461	351	2652

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	37	15	0	3	30	149	126	98	0	1	19	478
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	38	16	0	3	28	144	123	105	0	1	15	473
June	38	14	0	3	29	149	128	103	0	1	18	483
July	34	16	0	3	29	120	120	97	0	1	21	441
August	35	16	0	3	32	131	119	94	0	2	17	449
September	35	13	0	3	34	162	125	91	0	1	16	480
October	42	13	1	4	34	174	125	87	0	1	16	497
November												
December												
	37	15	0	3	30	149	126	98	0	1	19	478

**October 2015 - Placement by Category
163 Kids in Placement**



2015 KIDS IN OUT OF HOME PLACEMENT - BY COUNTY

	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	YTD Average	2014 Average
Lincoln	5	9	9	9	9	5	10	11	12	11			9	5
Lyon	39	41	46	49	51	52	48	49	48	52			48	36
Murray	4	4	5	9	5	4	4	5	4	4			5	8
Pipestone	22	21	20	21	24	21	22	21	25	24			22	20
Redwood	47	52	58	58	64	66	60	60	60	58			58	46
Rock	14	10	11	11	12	12	12	13	13	14			12	16
Monthly Totals	131	137	149	157	165	160	156	159	162	163	0	0		

October 2015: Total kids in placement = 163

Total of 9 Children entered placement

6	Lyon	Foster Home
1	Redwood	Foster Home-Corporate
1	Redwood	Group Home
1	Rock	Residential Treatment

Total of 8 Children were discharged from placement (discharges from previous month)

1	Lincoln	Adopted
1	Lyon	Residential Treatment
1	Lyon	Supervised Independent Living
1	Pipestone	Adopted
1	Redwood	Adopted
1	Redwood	Probation
1	Redwood	Residential Treatment
1	Redwood	Supervised Independent Living

NON IVD COLLECTIONS
OCTOBER 2015

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	0.00
TANF (MFIP/DWP/AFDC)	05-420-610.5803	293.58
GA	05-420-620.5803	427.00
FS	05-420-630.5803	419.75
CS (PI Fee, App Fee, etc)	05-420-640.5501	630.00
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	86,211.63
REFUGEE	05-420-680.5803	0.00
CHILDRENS		
Parental Fees, Holds	05-431-710.5501	6,106.15
OOH/FC Recovery	05-431-710.5803	12,602.50
CHILDCARE		
Licensing	05-431-720.5502	2,250.00
Corp FC Licensing	05-431-710.5505	200.00
Over Payments	05-431-721&722.5803	0.00
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	5,629.13
Detox Fees	05-431-730.5520	3,376.17
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	0.00
Over Payments	05-431-741 or 742.5803	0.00
DEVELOPMENTAL DISABILITIES		
Insurance Copay/Overpayments	05-431-750.5803	0.00
ADULT		
Insurance Copay/Overpayments	05-431-760.5803	0.00
TOTAL NON-IVD COLLECTIONS		118,146

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 9**

EFFECTIVE DATE: 01/01/11

REVISION DATE: 11/18/15

AUTHORITY: Southwest Health and Human Services Joint Governing Board

----RISK MANAGEMENT AND ASSEMENT PLAN----

Section 1 - Purpose

- a. The purpose of this policy is to detail the risk management and assessment procedures for Southwest Health and Human Services. This policy identifies the following:
- Tape Backups
 - Passwords
 - Security of computer are
 - Firewalls, Virus Software, and Spam/Internet Filters
 - Battery power and generators
 - Access to computer systems
 - Staff Expectations
 - Assessment of Controls and Risks

Section 2 - Tape Backups

- a. All servers are backed up to ~~tape~~ **daily synology data stor**. The Friday tape is stored off site in a fireproof safe. Month end tapes are saved for 12 months. Year end tapes are saved permanently. This function is performed by Information ~~Systems~~ **Technology** Specialist.

Section 3 - Passwords

- a. All systems require **8 15** character passwords which require changing every 30 days. Passwords must be unique and cannot be reused for 6 months. Server passwords require alphabetic numeric and special characters. Only IT personnel have access to the server (administrator) passwords.

Section 4 - Security of Computer Area

- a. The doors to the computer room are locked at all times. Only authorized personnel have access to the computer room and work area.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 9**

Section 5 - Firewalls, Virus Software, and Spam/Internet Filters

- a. There is a Cisco firewall in place to restrict outside intrusion of the network. Anti-Virus software is in place and updated daily on all personal computers and servers. There is a spam filter in place to monitor and filter all incoming mail. There is an anti-malware and anti-exploit software installed and updated daily.

Section 6 - Battery Power and Generators

- a. All servers are powered by uninterruptable power supply batteries, which in turn are backed up by a fuel powered generator.

Section 7 - Access to computer systems

- a. Access to the various computer systems functions are restricted to specific employees depending on their job requirements. Supervisors determine the access needed by their staff. This access is reviewed at least annually.

Section 8 - Staff Expectations

- a. Staff are expected to safeguard data and their access to computer systems at all times. Passwords are not to be shared. Staff is expected to lock their computer when leaving their office or workstation. Monitors are not to be facing clients when accessing data. Staff only have access to data they need in order to perform the duties of their position. Supervisors are expected to monitor staff activities and direct staff to make changes when risks are identified. Each year staff will sign the Employee Responsibilities: Data Privacy form attached with their performance evaluation. Supervisors will routinely and at least annually discuss data privacy with staff at a department staff meeting.

Section 9 - Assessment of Controls

- a. It is expected that Supervision will consider risk assessment in business decisions. Supervisors are expected to report any concerns with risk management to the Director immediately. Annually all supervisors will review staff access. The IT Manager will assess at least semi-annually, computer safeguards required to ensure security and minimize risk.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 23**

EFFECTIVE DATE: 11/18/15

REVISION DATE:

AUTHORITY: Southwest Health and Human Services Governing Board

--- INFORMATION TECHNOLOGY PROCUREMENT POLICY ---

Section 1 – Purpose

- a. The purpose of this policy is to provide a framework for the procurement of all IT hardware, software, and any externally hosted systems or software for Southwest Health and Human Services. This procedure ensures the equipment is configured correctly and that all IT security measures are addressed.

Section 2 – Introduction

- a. Southwest Health and Human Services has agreed standards in place for desktop software, operating systems, computer networks and computer hardware and peripherals. This standardization is essential as it allows Southwest Health and Human Services' IT Department to provide a quality service. The main benefit areas are:

- IT support staff are familiar with hardware and peripherals, thus speeding up fault finding;
- The IT Department is able to stock standard spares in order to reduce down time;
- Network, software and hardware installations are planned and coordinated centrally by experienced IT staff.

This policy outlines the procedures that must be in place to achieve these benefits and to ensure the purchase, delivery and installation of IT equipment is coordinated successfully.

Section 3 - Software and Hardware Purchasing Guidelines

- a. The IT Department is responsible for placing orders for IT software and hardware on behalf of Southwest Health and Human Services regardless of the source of funding, program or for whom the purchase is for. All IT related purchases will need to have full approval and authorization prior to requisitioning. All IT related hardware and software will be determined appropriate by IT staff. Hardware and software cannot be purchased without approval by IT. If there is a concern or disagreement, IT will bring the request to the Executive Committee for further review and consideration.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 23**

1. All requests for purchasing of equipment or software, whether as individual items or as part of a larger project, must be sent to the IT Help Desk who will process the request as per the procurement process.
2. IT will make a decision whether to approve, decline or amend the requirements for the purchase of the equipment.
3. If equipment or software is declined or changed, IT will provide a brief explanation to the requesting manager for the decision; IT Services will keep the customer informed of the decision and the outcomes if ordered. If the equipment is approved or changed then IT will order the equipment directly with supplies; where equipment is authorized and ordered, an installation window will be proposed, however this may change according to IT priorities; the IT Department has a standard set-up procedure for new hardware, software and systems. This procedure ensures the equipment is configured correctly and that all IT security measures are addressed. This includes the set-up of passwords, anti-virus software and security, marking the equipment with the proper asset tracking tag. If there is a concern or disagreement, IT will bring the request to the Executive Committee for further review and consideration.
4. The IT Department will not install software or hardware unless it has been involved in the specification of both. Hardware and software cannot be installed by non-IT staff.
5. The IT Department will ensure that all of Southwest Health and Human Services policies and procedures are followed when setting up software and hardware.
6. Installation of replacement equipment will be given priority over new equipment in order to maintain continuity in the existing service.

Section 4 - External IT Services Purchasing Guidelines

- a. External IT Services include: Hosting of software, accessing third party software (except via the internet), maintenance/support services and any other third party supplied IT related service including consultancy.
 1. All requests for external IT services must be sent via the IT Help Desk.
 2. IT is the responsible authority for placing orders for external IT services.
 3. IT will make a decision whether to approve, decline or amend the requirements for purchasing of these services.
 4. If external IT services are declined or changed, IT will provide a brief explanation to the requesting manager for the decision; IT Services will keep the customer informed of the decision and the outcomes if ordered.
 5. If there is a concern or disagreement, IT will bring the request to the Director for further review and consideration.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 23**

Section 5 - Desktop/Laptop Provision (Managed Service)

- a. Southwest Health and Human Services has a replacement policy for desktop and laptop provision via a third party managed service.
- b. This provision is designed to ensure that the equipment is both up-to-date and fully supportable while ensuring that Southwest obtains maximum value for money by utilizing our volume purchasing power.
- c. A standard range of equipment is available, however; specialist needs are catered for and special requests for non-standard or additional equipment should be made via the IT Help Desk. Requests will be considered on an individual needs basis provided that no equivalent specification is available from the standard list.
- d. Staff members **are limited to a single desktop PC** except where individuals need to be out of the office for periods of time then a laptop can be provided **instead** of the normal desktop PC/Terminal. Where a laptop is provided a desktop docking station and monitor can also be supplied for use in the office. Tablets, iPads, and other mobile devices will be managed by IT and have a Southwest Health and Human Services user ID and MDM (Mobile Device Management) solution attached. There will be no authorization of personal accounts on Southwest Health and Human Services owned devices. Personal BYOD (Bring Your Own Device) is excluded from this policy.
- e. This equipment is replaced on a 3 year cycle across Southwest Health and Human Services. This may be reviewed at any point dependent upon current strategy and the policy updated.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 5**

EFFECTIVE DATE: 01/01/11

REVISION DATE: 06/17/15; 11/18/15

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- USE OF VEHICLES FOR AGENCY BUSINESS ---

Section 1 – Requirements for Using Agency Vehicles

- a. Only agency employees and student interns may use Southwest Health and Human Services' cars. Agency employees and student interns must have valid driver's licenses to drive an agency car. If their driver's license has been revoked, suspended, or cancelled they shall not drive an agency car. Employees must report any changes in their driving status to their supervisor immediately. Before using an agency car for the first time, a statement (Form AG#007) must be signed confirming that the driver has a valid driver's license. It is also required that a photo copy of your driver's license be in your personnel file. If this policy is violated, it could be grounds for dismissal.
- b. The agency vehicles are to be used only for business purposes. If in the course of work personal use is necessary, it is to be approved by your immediate supervisor. Permission from your supervisor must be obtained if you wish to transport anyone other than agency employees. If you are transporting anyone other than a client or another agency employee, the person to be transported must sign a Waiver of Liability for Presence in Agency Vehicle (AG#106). Signed waivers should be forwarded to the Deputy Director. Permission is not necessary to transport clients to fulfill conditions of their Social Services Plan.
- c. Upon supervisory approval an agency vehicle may be parked overnight at a staff person's residence. (Example: Use of vehicle early morning or late evening.)
- d. After a vehicle is used, it is the driver's responsibility to ensure that the inside of the car is clean and neat and fill the vehicle with gas if less than a half a tank registers on the gas gauge.
- e. All agency vehicles must be operated in a safe, lawful, and defensive driving manner at all times.
- f. In case of an automobile accident, the accident should be reported to your supervisor and the Deputy Director as soon as possible. Obtain the following information: 1) name and address of each driver, passenger, and witness; 2) name of the insurance company and the policy number for each vehicle involved; and 3) do not admit fault or liability. The Deputy Director shall complete the Automobile Loss Notice Form and submit it to our insurance company.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 5**

- g. Prior to driving, all agency vehicles must be checked for proper lights, reflectors, brakes, steering, tires, horn, and wiper blades. Any deficiencies must be reported to the supervisor immediately with the use of the form AG#070.
- h. Seat belts shall be worn by the driver and all passengers whenever the vehicle is in motion.
- i. Employees are required to attend defensive driving training at least every 3 years. The training will be provided by the agency on agency time.
- j. All employees who access agency vehicles, which includes access to the Wright Express Gas Card, **will not need to obtain a receipt. If employees use their personal funds to obtain gas for an agency vehicle, they** are responsible for obtaining an itemized receipt and **immediately** turning that receipt into accounting, **attached to form Ag#101**. If an employee fails to obtain a receipt, they first must go back to the vendor and attempt to get a duplicate receipt. If that is not available, the employee will be allowed to complete a Declaration of Expenses which is available from the Deputy Director. ~~If an employee has multiple occurrences, then their supervisor will be notified and they may be restricted from using the Wright Express Gas Card.~~

Section 2 – Requirements for Using Personal Vehicles

- a. Use of employee vehicles to transport clients exposes the employee and employer to risk. Clients should be encouraged to utilize other modes of transportation such as public transit or have a family member or friend transport them. If no other alternatives exist, employees should be aware of the liability associated with this activity.
- b. Risks the employee face include:
 - having their vehicle damaged;
 - liability claim brought against them either by clients injured while entering, riding in, or exiting their vehicles or by drivers and passengers of other vehicles that may collide with them; or
 - the employees may sustain injuries themselves.
- c. Employees who claim mileage for the use of personal vehicles to conduct agency business must:
 - Possess a valid driver's license. A copy of the driver's license must be made and placed in their personnel file.
 - Provide a copy of the declaration page of the employee's insurance policy. This copy must also be placed in their personnel files. Personal automobile liability coverage should at least be at the State required minimum limits. Any changes in insurance coverage must be reported to the employee's supervisor and a copy of the new declaration page must be filed in their personnel file.

NOVEMBER 2015

GRANTS ~ AGREEMENTS ~ CONTRACTS

Board review/approval

- Daycare Contracts (various)** – 01/01/16 to 12/31/17; Public Health contracts for daycare centers to provide services for the development and maintenance of a health and safety plan and meet State requirements of Rule 3, \$35/mo/visit (no increase) (renewal). Daycare centers are listed as follows:

All Aboard Child Daycare	Marshall
Discovery Center Preschool	Marshall
Marshall Child Care East	Marshall
SMSU Daycare	Marshall
Kids N Care Center	Pipestone
Tracy Kid's World	Tracy
WonderWorld Preschool	Slayton

- Southwestern Mental Health Center Inc (Pipestone & Luverne locations)** – 01/01/16 to 12/31/16; Mental health services (block grant) to provide adult and children's outpatient treatment, crisis treatment, medication mgmt, diagnostic assessment, and consultation, \$311,647 (3% increase) (renewal).

- Southwestern Mental Health Center Inc (Pipestone & Luverne locations)** – 01/01/16 to 12/31/16; Community Support Services for crisis lines, crisis beds, adult day treatment and other community support, \$78,790 (no rate change) (renewal).

- Southwestern Mental Health Center Inc (Pipestone & Luverne locations)** – 01/01/16 to 12/31/16; Intensive Family Based Therapy services, not to exceed \$141,152 per year based on \$25/qtr hour (no rate change) (renewal).

- Southwestern Mental Health Center Inc (Pipestone & Luverne locations)** – 01/01/16 to 12/31/16; Home based family treatment, purchased services not to exceed \$75/hour (no rate change) (renewal).

- Southwestern Mental Health Center Inc (Pipestone & Luverne locations)** – 01/01/16 to 12/31/16; Family Group Decision Making, purchased services not to exceed \$90/hour or \$65/hour co-facilitating (no rate change) (renewal).

- Brown County Evaluation Center Inc (New Ulm, MN)** – 01/01/16 to 12/31/16; Detoxification and evaluation services, \$370/day (increase \$5/day) or according to client's insurance plan plus a 12% service fee of total per diem cost for insurance processing, a discount of \$85/recipient will be applied if paid within 30 days of receipt of the billing (renewal).

- Western Community Action (Marshall, MN) – 01/01/16 to 12/31/16;** Client transportation services, volunteer driver rate of \$.72/mile (.575 IRS rate + .15 administrative fee) (renewal).
- New Horizons Crisis Center (Marshall, Slayton, Redwood locations) – 01/01/15 to 12/31/15;** Amendment for increase in parenting services, not to exceed \$75,000 (\$50,000 increase) (amendment).
- Western Mental Health Center Inc (various locations) – 01/01/16 to 12/31/16;** Mental health services (block grant) to provide adult and children’s outpatient treatment, crisis treatment, medication mgmt, diagnostic assessment, and consultation, \$594,085 (no rate change) (renewal).
- Western Mental Health Center Inc (various locations) – 01/01/16 to 12/31/16;** Adult Community Support Services, Program Services \$62.20/hr, Community Support Aide \$25.80/hr, ARMHS Individual Service \$62.20/hr, ARMHS group service \$25.80/hr, Cert Peer Specialist \$62.20/hr (small increase) (renewal).
- Western Mental Health Center Inc (various locations) – 01/01/16 to 12/31/16;** Family Community Services, CCBMHS grant \$33,300 and FCSP \$5,000 – contractor agrees to provide up to 2 hours/week for 52 weeks of clinical supervision (no rate change) (renewal).
- Western Mental Health Center Inc (various locations) – 01/01/16 to 12/31/16;** In Home Family Therapy services, \$50,000 at \$12,500/qtr (increase \$25,000/yr) (renewal).
- Inpriva Inc (Fort Collins, CO) – 01/01/16 to 12/31/16;** Public Health Master Services Agreement for Health Information Network services, \$120/web mailbox (NEW).
- Lyon County (IT Services) – 11/01/15 to 12/31/16;** Information technology services, \$65/hr + \$1.50 per mailbox/month (rate change to hourly) (renewal).

BOARD MEETING – 11/18/15

DONATIONS

- **Family contributed a Thanksgiving meal for a family in need.**
- **Pipestone Lions Club donated 13 suitcases with toothpaste, children's book, shampoo, conditioner, soap, toothbrush, and beanie baby to be given to children in foster care.**