



Southwest Health and Human Services  
 Board Agenda  
 Wednesday, September 16, 2015  
 Government Center, 2<sup>nd</sup> 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 08/19/15 board minutes

D. Financial

E. Caseload

|                           | 08/15     | 07/15     | 06/15     |
|---------------------------|-----------|-----------|-----------|
| Social Service            | 3,501     | 3,614     | 3,645     |
| Licensing                 | 481       | 484       | 487       |
| Out-of-Home Placements    | 159       | 156       | 160       |
| Income Maintenance        | 12,220    | 12,256    | 12,152    |
| Child Support Cases       | 3,399     | 3,480     | 3,486     |
| Child Support Collections | \$814,798 | \$830,951 | \$893,022 |
| Non IV-D Collections      | \$71,769  | \$93,353  | \$54,890  |

F. Decision Items

- 1. Income Maintenance Policy Number 3 – Burial and Cremation Policy

G. Discussion/Information

- 1. Success story – Cathy Michaels, Social Worker

**COMMUNITY HEALTH**

H. Call to order

I. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 08/19/15 board minutes

J. Financial

K. Caseload

|                                   | 08/15 | 07/15 | 06/15 |
|-----------------------------------|-------|-------|-------|
| WIC                               |       | 2274  | 2214  |
| Family Home Visiting              | 88    | 80    | 82    |
| PCA Assessments                   | 28    | 29    | 21    |
| Managed Care                      | 236   | 255   | 240   |
| Dental Varnishing                 | 110   | 148   | 148   |
| Refugee Health                    | 14    | 15    | 10    |
| Latent TB Medication Distribution | 47    | 21    | 25    |

L. Decision Items

1. Environmental Health Policy Number 1 – Environmental Health Licensed Establishment Complaint Procedure
2. Environmental Health Policy Number 2 – Environmental Health Inspection Frequency
3. Environmental Health Policy Number 3 – MHP/RCA Inspection Frequency
4. Environmental Health Policy Number 4 – Foodborne Investigation
5. Environmental Health Policy Number 5 – Environmental Health Inspection Policy
6. Environmental Health Policy Number 6 – Food and Beverage Inspection Follow-Up
7. Environmental Health Policy Number 7 – Lodging Inspection Follow-Up
8. Environmental Health Policy Number 8 – Food Safety Short and Long Term Corrective Action
9. Environmental Health Policy Number 9 – Environmental Health Emergency Closure
10. Environmental Health Policy Number 15 – Environmental Health Staff Transition
11. Environmental Health Policy Number 17 – Pool, Youth Camp, MHP/RCA Inspection Follow-Up

M. Discussion/Information

1. PHEP update – Jason Kloss

## **GOVERNING BOARD**

- N. Call to order
- O. Consent Agenda
1. Amend/Approval of Agenda
  2. Identification of Conflict of Interest
  3. Approval of 08/19/15 board minutes
- P. Financial
- Q. Introduce new staff; Stephanie Bruflat, Social Worker (CPS), Heather Moore, Social Worker (CPS), and Kayla Bigelbach, Social Worker (CPS)
- R. Employee Recognition
- Jamie Baker, 1 year, Social Worker, Marshall
  - Erin Klumper, 1 year, Social Worker (CPS), Slayton
  - Wendy Bossuyt, 1 year, Eligibility Worker, Marshall
  - Wendy Crawford, 1 year, Eligibility Worker, Pipestone
  - Shirley Hurley, 1 year, Eligibility Worker, Luverne
- S. Decision Items
1. Shirley Hurley, Eligibility Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 09/15/15
  2. Wendy Bossuyt, Eligibility Worker, completion of 12 month probationary period, 1% salary increase (per labor agreement), effective 09/29/15
  3. Personnel Policy Number 10 – Volunteer for Emergency/Community Services
  4. Lyon County Jail contract
  5. Contracts
  6. Donations
  7. Malwarebytes
  8. Limit for credit card
  9. 2016 insurance
- T. Discussion/Information
1. ISM Conference/Curam
- U. Adjournment

### **Next Meeting Dates:**

- **Wednesday, October 21, 2015 – Marshall**
- **Wednesday, November 18, 2015 – Marshall**
- **Wednesday, December 16, 2015 - Marshall**

# SOUTHWEST HEALTH & HUMAN SERVICES

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

## SUMMARY OF FINANCIAL ACCOUNTS REPORT

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

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

| Description                        | Month     | Running Balance    |
|------------------------------------|-----------|--------------------|
| <b>BEGINNING BALANCE</b>           |           | <b>\$5,098,523</b> |
| <b>RECEIPTS</b>                    |           |                    |
| Monthly Receipts                   | 2,313,981 |                    |
| County Contribution                | 30,875    |                    |
| Interest on Investments            | 4,688     |                    |
| <b>TOTAL MONTHLY RECEIPTS</b>      |           | <b>2,349,544</b>   |
| <b>DISBURSEMENTS</b>               |           |                    |
| Monthly Disbursements              | 2,727,653 |                    |
| <b>TOTAL MONTHLY DISBURSEMENTS</b> |           | <b>2,727,653</b>   |
| <b>ENDING BALANCE</b>              |           | <b>\$4,720,414</b> |

### REVENUE

|                              |                    |
|------------------------------|--------------------|
| <i>Checking/Money Market</i> | <b>\$4,720,414</b> |
| <i>CD's/Bonds</i>            | <b>\$1,894,000</b> |
| <i>Magic Fund</i>            | <b>\$0</b>         |

**Average Balance  
last two years  
\$7,278,753**

**ENDING BALANCE** **\$6,614,414**

### REVENUE DESIGNATION



Checking/Money Market
  CD's/Bonds
  Magic Fund

# Southwest Health and Human Services



KJD

9/8/15 12:01PM

Treasurer's Cash Trial Balance

As of 08/2015

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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        |                        |                    |                        |
|             | Receipts                    | 192,305.51             | 2,245,875.63       |                        |
|             | Disbursements               | 107,509.31-            | 713,399.09-        |                        |
|             | Payroll                     | 199,638.06-            | 1,606,771.64-      |                        |
|             | Journal Entries             | 0.00                   | 862.50             |                        |
|             | <b>Fund Total . . . . .</b> | <b>114,841.86-</b>     | <b>73,432.60-</b>  | <b>1,540,390.47</b>    |
| 5           | Human Services Fund         |                        |                    |                        |
|             | 410                         | General Administration |                    |                        |
|             | Receipts                    | 46,111.28              | 362,149.30         |                        |
|             | Disbursements               | 46,407.53-             | 366,218.46-        |                        |
|             | Payroll                     | 13,486.81-             | 92,341.39-         |                        |
|             | Journal Entries             | 0.00                   | 40,941.81-         |                        |
|             | <b>Dept Total . . . . .</b> | <b>13,783.06-</b>      | <b>137,352.36-</b> | <b>653,984.57</b>      |
| 5           | Human Services Fund         |                        |                    |                        |
|             | 420                         | Income Maintenance     |                    |                        |
|             | Receipts                    | 739,716.90             | 4,457,804.54       |                        |
|             | Disbursements               | 331,714.91-            | 2,608,540.50-      |                        |
|             | Payroll                     | 328,850.07-            | 2,798,572.53-      |                        |
|             | Journal Entries             | 0.00                   | 1,955.00           |                        |
|             | <b>Dept Total . . . . .</b> | <b>79,151.92</b>       | <b>947,353.49-</b> | <b>3,509,827.48-</b>   |
| 5           | Human Services Fund         |                        |                    |                        |
|             | 431                         | Social Services        |                    |                        |
|             | Receipts                    | 1,114,572.88           | 10,641,098.66      |                        |
|             | Disbursements               | 181,496.74-            | 1,110,528.67-      |                        |
|             | SSIS                        | 715,934.42-            | 4,885,770.20-      |                        |
|             | Payroll                     | 533,550.65-            | 4,402,851.81-      |                        |
|             | Journal Entries             | 0.00                   | 2,932.50           |                        |
|             | <b>Dept Total . . . . .</b> | <b>316,408.93-</b>     | <b>244,880.48</b>  | <b>8,000,445.64</b>    |
| 5           | Human Services Fund         |                        |                    |                        |
|             | 461                         | Information Systems    |                    |                        |
|             | Receipts                    | 1,794,967.25-          | 51,380.49          |                        |

# Southwest Health and Human Services



KJD  
9/8/15

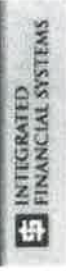
12:01PM

Treasurer's Cash Trial Balance

As of 08/2015

| <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                               |                          | 16,594.00                 | 28,668.00     |                        |
| Journal Entries                        |                          | 16,594.00-                | 28,668.00-    |                        |
| Dept Total .....                       |                          | 0.00                      | 0.00          | 0.00                   |
| Fund Total .....                       | 4,189,460.85             | 274,549.11-               | 973,292.17-   | 3,216,168.68           |
| <b>61</b>                              |                          |                           |               |                        |
| <b>Agency Health Insurance</b>         |                          |                           |               |                        |
|  | 52,721.51                |                           |               |                        |
| Receipts                               |                          | 238,625.65                | 1,701,413.07  |                        |
| Disbursements                          |                          | 231,438.18-               | 1,929,319.66- |                        |
| Journal Entries                        |                          | 0.00                      | 40,941.81     |                        |
| Fund Total .....                       |                          | 7,187.47                  | 186,964.78-   | <b>134,243.27-</b>     |
| 71                                     |                          |                           |               |                        |
| LCTS Lyon Murray Collaborative Fund    | 471                      | LCTS Collaborative Agency |               |                        |
|  | 137,922.21               |                           |               |                        |
| Disbursements                          |                          | 12,500.00-                | 102,225.50-   |                        |
| Journal Entries                        |                          | 8,010.00                  | 12,689.00     |                        |
| Dept Total .....                       |                          | 4,490.00-                 | 89,536.50-    | 48,385.71              |
| Fund Total .....                       | 137,922.21               | 4,490.00-                 | 89,536.50-    | 48,385.71              |
| 73                                     |                          |                           |               |                        |
| LCTS Rock Pipestone Collaborative Fund | 471                      | LCTS Collaborative Agency |               |                        |
|  | 70,596.26                |                           |               |                        |
| Receipts                               |                          | 0.00                      | 700.00        |                        |
| Disbursements                          |                          | 0.00                      | 40,923.00-    |                        |
| Journal Entries                        |                          | 3,082.00                  | 5,381.00      |                        |
| Dept Total .....                       |                          | 3,082.00                  | 34,842.00-    | 35,754.26              |
| Fund Total .....                       | 70,596.26                | 3,082.00                  | 34,842.00-    | 35,754.26              |

# Southwest Health and Human Services



KJD

9/8/15 12:01PM

Treasurer's Cash Trial Balance

As of 08/2015

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| <u>Fund</u> |                            | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u>    | <u>Current Balance</u> |
|-------------|----------------------------|--------------------------|-------------------|---------------|------------------------|
| 75          | Redwood LCTS Collaborative | 84,241.34                |                   |               |                        |
|             | 471                        |                          |                   |               |                        |
|             | LCTS Collaborative Agency  |                          |                   |               |                        |
|             | Receipts                   |                          | 0.00              | 39,385.00     |                        |
|             | Disbursements              |                          | 0.00              | 121,718.00-   |                        |
|             | Journal Entries            |                          | 5,502.00          | 10,598.00     |                        |
|             | Dept Total .....           |                          | 5,502.00          | 71,735.00-    | 12,506.34              |
|             | Fund Total .....           | 84,241.34                | 5,502.00          | 71,735.00-    | 12,506.34              |
| 77          | Local Advisory Council     |                          |                   |               |                        |
|             | 477                        |                          |                   |               |                        |
|             | Local Advisory Council     | 1,772.99                 | 0.00              | 321.41-       | 1,451.58               |
|             | Disbursements              |                          | 0.00              | 321.41-       |                        |
|             | Dept Total .....           | 1,772.99                 | 0.00              | 321.41-       | 1,451.58               |
|             | Fund Total .....           | 1,772.99                 | 0.00              | 321.41-       | 1,451.58               |
|             | All Funds .....            | 6,150,538.23             | 2,349,543.72      | 19,528,474.69 |                        |
|             | Receipts                   |                          | 912,126.19-       | 7,001,467.57- |                        |
|             | Disbursements              |                          | 715,934.42-       | 4,885,770.20- |                        |
|             | SSIS                       |                          | 1,099,592.61-     | 9,077,111.38- |                        |
|             | Payroll                    |                          | 0.00              | 5,750.00      |                        |
|             | Journal Entries            |                          | 378,109.50-       | 1,430,124.46- |                        |
|             | Total .....                |                          |                   |               | <b>4,720,413.77</b>    |

# Southwest Health and Human Services



KJD  
9/8/15 12:02PM

Trial Balance  
As of 08/2015  
Report Basis: Cash

1 Health Services Fund

| Account                              | Beginning Balance | Actual This-Month | Actual Year-To-Date | Current Balance |
|--------------------------------------|-------------------|-------------------|---------------------|-----------------|
| -----Assets-----                     |                   |                   |                     |                 |
| 1001 Cash in Bank - Checking         | 1,613,823.07      | 114,841.86        | 73,432.60           | 1,540,390.47    |
| 1090 Investments                     | 334,962.50        | 0.00              | 862.50              | 334,100.00      |
| <b>Total Assets</b>                  | 1,948,785.57      | 114,841.86        | 74,295.10           | 1,874,490.47    |
| --- Liabilities and Balance----      |                   |                   |                     |                 |
| Liabilities                          |                   |                   |                     |                 |
| <b>Total Liabilities</b>             | 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              | 188,505.23        | 2,231,375.94        | 2,231,375.94    |
| 2887 Expenditure Control             | 0.00              | 303,347.09        | 2,305,671.04        | 2,305,671.04    |
| <b>Total Fund Balance</b>            | 1,948,785.57      | 114,841.86        | 74,295.10           | 1,874,490.47    |
| <b>Total Liabilities and Balance</b> | 1,948,785.57      | 114,841.86        | 74,295.10           | 1,874,490.47    |
| 410 General Administration           |                   |                   |                     |                 |
| -----Assets-----                     |                   |                   |                     |                 |
| <b>Total Assets</b>                  | 0.00              | 0.00              | 0.00                | 0.00            |
| --- Liabilities and Balance----      |                   |                   |                     |                 |
| Liabilities                          |                   |                   |                     |                 |
| <b>Total Liabilities</b>             | 0.00              | 0.00              | 0.00                | 0.00            |
| <b>Total Liabilities and Balance</b> | 0.00              | 0.00              | 0.00                | 0.00            |
| 1 Health Services Fund               |                   |                   |                     |                 |



# Southwest Health and Human Services



KJD  
9/8/15 12:02PM

5 Human Services Fund

Trial Balance  
As of 08/2015  
Report Basis: Cash

| Account                              | Beginning Balance | Actual This-Month | Actual Year-To-Date | Current Balance |
|--------------------------------------|-------------------|-------------------|---------------------|-----------------|
| 410 General Administration           |                   |                   |                     |                 |
| 1001 Cash In Bank - Checking         | 791,336.93        | 13,783.06-        | 137,352.36-         | 653,984.57      |
| <b>Total Assets</b>                  | 791,336.93        | 13,783.06-        | 137,352.36-         | 653,984.57      |
| --- 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          | 0.00              | 449.70-             | 1,578.32        |
| <b>Total Liabilities</b>             | 38,913.79-        | 0.00              | 449.70-             | 39,363.49-      |
| Fund Balance                         |                   |                   |                     |                 |
| 2881 Unassigned Fund Balance         | 752,423.14-       | 0.00              | 0.00                | 752,423.14-     |
| 2887 Expenditure Control             | 0.00              | 13,783.06         | 137,802.06          | 137,802.06      |
| <b>Total Fund Balance</b>            | 752,423.14-       | 13,783.06         | 137,802.06          | 614,621.08-     |
| <b>Total Liabilities and Balance</b> | 791,336.93-       | 13,783.06         | 137,352.36          | 653,984.57-     |
| 420 Income Maintenance               |                   |                   |                     |                 |
| 1001 Cash In Bank - Checking         | 2,562,473.99-     | 79,151.92         | 947,353.49-         | 3,509,827.48-   |
| 1090 Investments                     | 625,915.00        | 0.00              | 1,955.00-           | 623,960.00      |
| <b>Total Assets</b>                  | 1,936,558.99-     | 79,151.92         | 949,308.49-         | 2,885,867.48-   |
| --- Liabilities and Balance---       |                   |                   |                     |                 |
| Liabilities                          |                   |                   |                     |                 |
| <b>Total Liabilities</b>             | 0.00              | 0.00              | 0.00                | 0.00            |
| Fund Balance                         |                   |                   |                     |                 |
| 2881 Unassigned Fund Balance         | 1,936,558.99      | 0.00              | 0.00                | 1,936,558.99    |
| 2885 Revenue Control                 | 0.00              | 738,391.71-       | 4,360,899.23-       | 4,360,899.23-   |
| 2887 Expenditure Control             | 0.00              | 659,239.79        | 5,310,207.72        | 5,310,207.72    |
| <b>Total Fund Balance</b>            | 1,936,558.99      | 79,151.92-        | 949,308.49          | 2,885,867.48    |
| <b>Total Liabilities and Balance</b> | 1,936,558.99      | 79,151.92-        | 949,308.49          | 2,885,867.48    |
| 431 Social Services                  |                   |                   |                     |                 |
| -----Assets-----                     |                   |                   |                     |                 |

# Southwest Health and Human Services



KJD  
9/8/15 12:02PM

Trial Balance  
As of 08/2015

Report Basis: Cash

5 **Human Services Fund**

| Account                                    | Beginning Balance   | Actual This-Month  | Actual Year-To-Date | Current Balance     |
|--|---------------------|--------------------|---------------------|---------------------|
| 1001 Cash In Bank - Checking               | 7,755,565.16        | 316,408.93-        | 244,880.48          | 8,000,445.64        |
| 1090 Investments                           | 938,872.50          | 0.00               | 2,932.50-           | 935,940.00          |
| 1205 County Advances - MFIP (Chippewa Cty) | 80,749.47           | 0.00               | 0.00                | 80,749.47           |
| <b>Total Assets</b>                        | <b>8,775,187.13</b> | <b>316,408.93-</b> | <b>241,947.98</b>   | <b>9,017,135.11</b> |

--- Liabilities and Balance-----  
Liabilities

| Total Liabilities                    | 0.00                 | 0.00              | 0.00               | 0.00                 |
|--------------------------------------|----------------------|-------------------|--------------------|----------------------|
| <b>Fund Balance</b>                  |                      |                   |                    |                      |
| 2881 Unassigned Fund Balance         | 8,775,187.13-        | 0.00              | 0.00               | 8,775,187.13-        |
| 2885 Revenue Control                 | 0.00                 | 1,100,781.02-     | 10,403,908.64-     | 10,403,908.64-       |
| 2887 Expenditure Control             | 0.00                 | 1,417,189.95      | 10,161,960.66      | 10,161,960.66        |
| <b>Total Fund Balance</b>            | <b>8,775,187.13-</b> | <b>316,408.93</b> | <b>241,947.98-</b> | <b>9,017,135.11-</b> |
| <b>Total Liabilities and Balance</b> | <b>8,775,187.13-</b> | <b>316,408.93</b> | <b>241,947.98-</b> | <b>9,017,135.11-</b> |

461 **Information Systems**

| 1001 Cash In Bank - Checking                    | 1,794,967.25-        | 23,509.04-        | 133,466.80-        | 1,928,434.05-        |
|---|----------------------|-------------------|--------------------|----------------------|
| <b>Total Assets</b>                             | <b>1,794,967.25-</b> | <b>23,509.04-</b> | <b>133,466.80-</b> | <b>1,928,434.05-</b> |
| --- Liabilities and Balance-----<br>Liabilities |                      |                   |                    |                      |
| <b>Total Liabilities</b>                        | <b>0.00</b>          | <b>0.00</b>       | <b>0.00</b>        | <b>0.00</b>          |
| <b>Fund Balance</b>                             |                      |                   |                    |                      |
| 2881 Unassigned Fund Balance                    | 1,794,967.25         | 0.00              | 0.00               | 1,794,967.25         |
| 2885 Revenue Control                            | 0.00                 | 1,587.50-         | 51,350.49-         | 51,350.49-           |
| 2887 Expenditure Control                        | 0.00                 | 25,096.54         | 184,817.29         | 184,817.29           |
| <b>Total Fund Balance</b>                       | <b>1,794,967.25</b>  | <b>23,509.04</b>  | <b>133,466.80</b>  | <b>1,928,434.05</b>  |
| <b>Total Liabilities and Balance</b>            | <b>1,794,967.25</b>  | <b>23,509.04</b>  | <b>133,466.80</b>  | <b>1,928,434.05</b>  |

471 **LCTS Collaborative Agency**

| Total Assets                                    | 0.00        | 0.00        | 0.00        | 0.00        |
|---|-------------|-------------|-------------|-------------|
| --- Liabilities and Balance-----<br>Liabilities |             |             |             |             |
| <b>Total Assets</b>                             | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |

# Southwest Health and Human Services



KJD

9/8/15 12:03PM

RM- Stmt of Revenues & Expenditures

As Of 08/2015 Report Basis: Cash

| DESCRIPTION                        | CURRENT MONTH      | YEAR TO-DATE         | 2015 BUDGET          | % OF BUDG | % OF YEAR |
|------------------------------------|--------------------|----------------------|----------------------|-----------|-----------|
| <b>FUND 1 HEALTH SERVICES FUND</b> |                    |                      |                      |           |           |
| REVENUES                           |                    |                      |                      |           |           |
| CONTRIBUTIONS FROM COUNTIES        | 17,392.75-         | 572,565.00-          | 763,420.00-          | 75        | 67        |
| INTERGOVERNMENTAL REVENUES         | 151.00-            | 144,867.53-          | 336,450.00-          | 43        | 67        |
| STATE REVENUES                     | 59,046.92-         | 534,755.73-          | 813,453.00-          | 66        | 67        |
| FEDERAL REVENUES                   | 73,763.29-         | 670,047.52-          | 965,792.00-          | 69        | 67        |
| FEES                               | 37,092.39-         | 288,300.74-          | 485,899.00-          | 59        | 67        |
| EARNINGS ON INVESTMENTS            | 703.16-            | 13,495.65-           | 1,200.00-            | 1,125     | 67        |
| MISCELLANEOUS REVENUES             | 355.72-            | 7,343.77-            | 1,300.00-            | 565       | 67        |
| <b>TOTAL REVENUES</b>              | <b>188,505.23-</b> | <b>2,231,375.94-</b> | <b>3,367,514.00-</b> | <b>66</b> | <b>67</b> |
| EXPENDITURES                       |                    |                      |                      |           |           |
| PROGRAM EXPENDITURES               | 0.00               | 0.00                 | 0.00                 | 0         | 67        |
| PAYROLL AND BENEFITS               | 199,638.06         | 1,606,771.64         | 2,567,555.00         | 63        | 67        |
| OTHER EXPENDITURES                 | 103,709.03         | 698,899.40           | 799,959.00           | 87        | 67        |
| <b>TOTAL EXPENDITURES</b>          | <b>303,347.09</b>  | <b>2,305,671.04</b>  | <b>3,367,514.00</b>  | <b>68</b> | <b>67</b> |

# Southwest Health and Human Services



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RM- Stmt of Revenues & Expenditures

As Of 08/2015 Report Basis: Cash

| DESCRIPTION                       | CURRENT MONTH        | YEAR TO-DATE          | 2015 BUDGET           | % OF BUDG | % OF YEAR |
|-----------------------------------|----------------------|-----------------------|-----------------------|-----------|-----------|
| <b>FUND 5 HUMAN SERVICES FUND</b> |                      |                       |                       |           |           |
| REVENUES                          |                      |                       |                       |           |           |
| CONTRIBUTIONS FROM COUNTIES       | 13,482.50-           | 4,894,896.15-         | 9,179,271.00-         | 53        | 67        |
| INTERGOVERNMENTAL REVENUES        | 0.00                 | 35,400.19-            | 36,804.00-            | 96        | 67        |
| STATE REVENUES                    | 474,919.66-          | 3,360,055.53-         | 3,914,232.00-         | 86        | 67        |
| FEDERAL REVENUES                  | 1,087,137.02-        | 4,468,136.21-         | 6,821,224.00-         | 66        | 67        |
| FEES                              | 183,460.05-          | 1,196,732.90-         | 1,750,500.00-         | 68        | 67        |
| EARNINGS ON INVESTMENTS           | 3,984.55-            | 23,412.43-            | 15,000.00-            | 156       | 67        |
| MISCELLANEOUS REVENUES            | 77,776.45-           | 837,524.95-           | 1,210,923.00-         | 69        | 67        |
| <b>TOTAL REVENUES</b>             | <b>1,840,760.23-</b> | <b>14,816,158.36-</b> | <b>22,927,954.00-</b> | <b>65</b> | <b>67</b> |
| EXPENDITURES                      |                      |                       |                       |           |           |
| PROGRAM EXPENDITURES              | 889,966.66           | 6,325,091.06          | 8,659,766.00          | 73        | 67        |
| PAYROLL AND BENEFITS              | 900,247.40           | 7,523,045.13          | 11,929,861.00         | 63        | 67        |
| OTHER EXPENDITURES                | 325,095.28           | 1,946,651.54          | 2,338,327.00          | 83        | 67        |
| <b>TOTAL EXPENDITURES</b>         | <b>2,115,309.34</b>  | <b>15,794,787.73</b>  | <b>22,927,954.00</b>  | <b>69</b> | <b>67</b> |

# Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Page 4

KJD  
9/8/15 12:03PM

Report Basis: Cash

| Element     | Description            | Account Number | Current Month | Year-To-Date  | Budget        | % of Bdgt | % of Year |
|-------------|------------------------|----------------|---------------|---------------|---------------|-----------|-----------|
| 510 PROGRAM | SHIP                   |                | 16,182.86-    | 153,527.30-   | 270,000.00-   | 57        | 67        |
|             |                        |                | Revenue       | 201,015.12    | 270,265.00    | 74        | 67        |
|             |                        |                | Expend.       | 47,487.82     | 265.00        | 17,920    | 67        |
|             |                        |                | Net           |               |               |           |           |
| 530 PROGRAM | Clearway Grant         |                | 0.00          | 112,472.88-   | 150,000.00-   | 75        | 67        |
|             |                        |                | Revenue       | 68,386.55     | 143,031.00    | 48        | 67        |
|             |                        |                | Expend.       | 44,086.33-    | 6,969.00-     | 633       | 67        |
|             |                        |                | Net           |               |               |           |           |
| 900 PROGRAM | Emergency Preparedness |                | 28,153.71-    | 85,420.38-    | 110,000.00-   | 78        | 67        |
|             |                        |                | Revenue       | 72,426.11     | 120,597.00    | 60        | 67        |
|             |                        |                | Expend.       | 12,994.27-    | 10,597.00     | 123-      | 67        |
|             |                        |                | Net           |               |               |           |           |
| 901 PROGRAM | Med Reserve Corps      |                | 0.00          | 3,500.00-     | 3,500.00-     | 100       | 67        |
|             |                        |                | Revenue       | 152.86        | 2,796.00      | 5         | 67        |
|             |                        |                | Expend.       | 3,347.14-     | 704.00-       | 475       | 67        |
|             |                        |                | Net           |               |               |           |           |
| 483 DEPT    | Health Education       | Totals:        | 56,843.55-    | 437,910.76-   | 606,300.00-   | 72        | 67        |
|             |                        |                | Revenue       | 424,187.18    | 688,859.00    | 62        | 67        |
|             |                        |                | Expend.       | 13,723.58-    | 82,559.00     | 17-       | 67        |
|             |                        |                | Net           |               |               |           |           |
| 485 DEPT    | Environmental Health   |                | 10,801.94-    | 71,029.02-    | 138,000.00-   | 51        | 67        |
| 800 PROGRAM | Environmental          |                | 10,454.94     | 87,737.91     | 161,721.00    | 54        | 67        |
|             |                        |                | Net           | 16,708.89     | 23,721.00     | 70        | 67        |
| 820 PROGRAM | Healthy Homes Grant    |                | 0.00          | 11,418.78-    | 18,079.00-    | 63        | 67        |
|             |                        |                | Revenue       | 19,898.29     | 18,229.00     | 109       | 67        |
|             |                        |                | Expend.       | 8,479.51      | 150.00        | 5,653     | 67        |
|             |                        |                | Net           |               |               |           |           |
| 485 DEPT    | Environmental Health   | Totals:        | 10,801.94-    | 82,447.80-    | 156,079.00-   | 53        | 67        |
|             |                        |                | Revenue       | 107,636.20    | 179,950.00    | 60        | 67        |
|             |                        |                | Expend.       | 25,188.40     | 23,871.00     | 106       | 67        |
|             |                        |                | Net           |               |               |           |           |
| 1 FUND      | Health Services Fund   | Totals:        | 188,505.23-   | 2,231,375.94- | 3,367,514.00- | 66        | 67        |
|             |                        |                | Revenue       | 2,305,671.04  | 3,367,514.00  | 68        | 67        |
|             |                        |                | Expend.       | 74,295.10     | 0.00          | 0         | 67        |
|             |                        |                | Net           |               |               |           |           |

# Southwest Health and Human Services

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      |                | 96,511.58-    | 713,224.96-    | 1,027,000.00-  | 69        | 67        |
|              |                     |                | 24,997.62     | 98,443.83      | 144,000.00     | 68        | 67        |
|              |                     |                | 71,513.96-    | 614,781.13-    | 883,000.00-    | 70        | 67        |
| 765 PROGRAM  | Adults Waivers      |                | 36,605.97-    | 268,344.57-    | 410,000.00-    | 65        | 67        |
|              |                     |                | 1,662.39      | 36,938.80      | 27,000.00      | 137       | 67        |
|              |                     |                | 34,943.58-    | 231,405.77-    | 383,000.00-    | 60        | 67        |
| 431 DEPT     | Social Services     | Totals:        | 1,100,781.02- | 10,403,908.64- | 13,849,900.00- | 75        | 67        |
|              |                     |                | 1,417,189.95  | 10,161,960.66  | 15,073,771.00  | 67        | 67        |
|              |                     |                | 316,408.93    | 241,947.98-    | 1,223,871.00   | 20-       | 67        |
| 461 DEPT     | Information Systems |                |               |                |                |           |           |
| 0 PROGRAM    | ...                 |                | 1,587.50-     | 51,350.49-     | 78,500.00-     | 65        | 67        |
|              |                     |                | 25,096.54     | 184,817.29     | 350,215.00     | 53        | 67        |
|              |                     |                | 23,509.04     | 133,466.80     | 271,715.00     | 49        | 67        |
| 461 DEPT     | Information Systems | Totals:        | 1,587.50-     | 51,350.49-     | 78,500.00-     | 65        | 67        |
|              |                     |                | 25,096.54     | 184,817.29     | 350,215.00     | 53        | 67        |
|              |                     |                | 23,509.04     | 133,466.80     | 271,715.00     | 49        | 67        |
| 5 FUND       | Human Services Fund | Totals:        | 1,840,760.23- | 14,816,158.36- | 22,927,954.00- | 65        | 67        |
|              |                     |                | 2,115,309.34  | 15,794,787.73  | 22,927,954.00  | 69        | 67        |
|              |                     |                | 274,549.11    | 978,629.37     | 0.00           | 0         | 67        |
| FINAL TOTALS | 946 Accounts        |                | 2,029,265.46- | 17,047,534.30- | 26,295,468.00- | 65        | 67        |
|              |                     |                | 2,418,656.43  | 18,100,458.77  | 26,295,468.00  | 69        | 67        |
|              |                     |                | 389,390.97    | 1,052,924.47   | 0.00           | 0         | 67        |

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

| DATE    | RECEIPT or CHECK #           | DESCRIPTION   | + DEPOSITS          | -DISBURSEMENTS      | BALANCE      |
|---------|------------------------------|---------------|---------------------|---------------------|--------------|
|         | <b>BALANCE FORWARD</b>       |               |                     |                     | 5,098,523.27 |
| 8/3/15  | 58574-58590                  | Disb          |                     | 5,142.48            | 5,093,380.79 |
| 8/3/15  | 58591-58611                  | Disb          |                     | 32,659.92           | 5,060,720.87 |
| 8/3/15  | 1011-1014 ACH                | Disb          |                     | 773.20              | 5,059,947.67 |
| 8/3/15  | 9327                         | Disb          |                     | 54,401.99           | 5,005,545.68 |
| 8/4/15  | 14380-14400                  | Dep           | 25,276.30           |                     | 5,030,821.98 |
| 8/7/15  | 6906-6921                    | PAYROLL       |                     | 121,549.17          | 4,909,272.81 |
| 8/7/15  | 32503-32737                  | PAYROLL       |                     | 428,736.40          | 4,480,536.41 |
| 8/7/15  | 14375-14379,14401-14459      | dep           | 563,282.33          |                     | 5,043,818.74 |
| 8/10/15 | 58612-58658                  | Disb          |                     | 3,777.29            | 5,040,041.45 |
| 8/10/15 | 58659-58792                  | Disb          |                     | 482,330.51          | 4,557,710.94 |
| 8/10/15 | 1015-1035 ACH                | Disb          |                     | 3,449.61            | 4,554,261.33 |
| 8/10/15 | 9328                         | Disb          |                     | 17,959.83           | 4,536,301.50 |
| 8/11/15 | 14460-14487                  | Dep           | 1,058,036.31        |                     | 5,594,337.81 |
| 8/12/15 | 9329                         | Disb          |                     | 8,102.75            | 5,586,235.06 |
| 8/13/15 | 9330                         | Disb          |                     | 57,383.93           | 5,528,851.13 |
| 8/17/15 | 58793-58863                  | Disb          |                     | 7,440.34            | 5,521,410.79 |
| 8/17/15 | 1036-1036 ACH                | Disb          |                     | 104.80              | 5,521,305.99 |
| 8/17/15 | 58864-58991                  | Disb          |                     | 208,322.59          | 5,312,983.40 |
| 8/17/15 | 1037-1046 ACH                | Disb          |                     | 822.19              | 5,312,161.21 |
| 8/11/15 | 19912                        | Interest      | 106.07              |                     | 5,312,267.28 |
| 8/14/15 | 14488-14552                  | Dep           | 120,091.40          |                     | 5,432,358.68 |
| 8/18/15 | 14553-14592                  | Dep           | 96,182.97           |                     | 5,528,541.65 |
| 8/20/15 | 58992-58993                  | Disb          |                     | 1,170.77            | 5,527,370.88 |
| 8/21/15 | 58994-59086                  | Disb          |                     | 10,175.30           | 5,517,195.58 |
| 8/21/15 | 59087-59307                  | Disb          |                     | 105,409.65          | 5,411,785.93 |
| 8/21/15 | 1047 ACH                     | Disb          |                     | 294.75              | 5,411,491.18 |
| 8/21/15 | 6922-6937                    | PAYROLL       |                     | 121,499.10          | 5,289,992.08 |
| 8/21/15 | 32738-32971 ACH              | PAYROLL       |                     | 427,807.94          | 4,862,184.14 |
| 8/21/15 | 14593-14635                  | Dep           | 21,693.80           |                     | 4,883,877.94 |
| 8/24/15 | 59308-59374                  | Disb          |                     | 14,504.78           | 4,869,373.16 |
| 8/24/15 | 1048 ACH                     | Disb          |                     | 169.20              | 4,869,203.96 |
| 8/24/15 | 59375-59499                  | Disb          |                     | 241,935.77          | 4,627,268.19 |
| 8/24/15 | 1049-1054 ACH                | Disb          |                     | 473.99              | 4,626,794.20 |
| 8/17/15 | 9331                         | Disb          |                     | 14,914.51           | 4,611,879.69 |
| 8/24/15 | 9332                         | Disb          |                     | 72,626.18           | 4,539,253.51 |
| 8/24/15 | 9333                         | Disb          |                     | 916.30              | 4,538,337.21 |
| 8/25/15 | 14636-14666                  | Dep           | 35,504.23           |                     | 4,573,841.44 |
| 8/26/15 | 9334                         | Disb          |                     | 8,102.63            | 4,565,738.81 |
| 8/31/15 | 59500-59522                  | Disb          |                     | 15,043.99           | 4,550,694.82 |
| 8/31/15 | 59523-59625                  | Disb          |                     | 241,910.57          | 4,308,784.25 |
| 8/31/15 | 1055-1061 ACH                | Disb          |                     | 1,005.20            | 4,307,779.05 |
| 8/28/15 | 14667-699, 14702-14720       | Dep           | 284,140.86          |                     | 4,591,919.91 |
| 8/31/15 | 9335                         | Disb          |                     | 14,151.74           | 4,577,768.17 |
| 8/31/15 | 59626                        | Disb          |                     | 2,583.85            | 4,575,184.32 |
| 8/31/15 | 14700-701,14721-14741        | Dep           | 140,733.91          |                     | 4,715,918.23 |
| 8/31/15 | 9336 (R#13750 Corr)          | Neg Rcpt      | -0.10               |                     | 4,715,918.13 |
| 8/31/15 | 9337                         | Neg Rcpt      | -86.00              |                     | 4,715,832.13 |
| 8/31/15 | 20182                        | Interest      | 4,581.64            |                     | 4,720,413.77 |
|         |                              |               |                     |                     | 4,720,413.77 |
|         |                              |               |                     |                     | 4,720,413.77 |
|         |                              |               |                     |                     | 4,720,413.77 |
|         | <b>Balanced 09/01/15 LMD</b> | <b>TOTALS</b> | <b>2,349,543.72</b> | <b>2,727,653.22</b> |              |

# 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                                     | 225  | 310                       | 35                              | 820                 | 24                    | 414                      | 461                             | 349                 | 2662           |
| 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 |                         |  |  |                           |                                 |                     |                       |                          |                                 |                     |                |
| October   |                         |  |  |                           |                                 |                     |                       |                          |                                 |                     |                |
| November  |                         |  |  |                           |                                 |                     |                       |                          |                                 |                     |                |
| December  | 12                      | 13                                     | 225  | 310                       | 35                              | 820                 | 24                    | 414                      | 461                             | 349                 | 2662           |



# Children's - Social Services Caseload

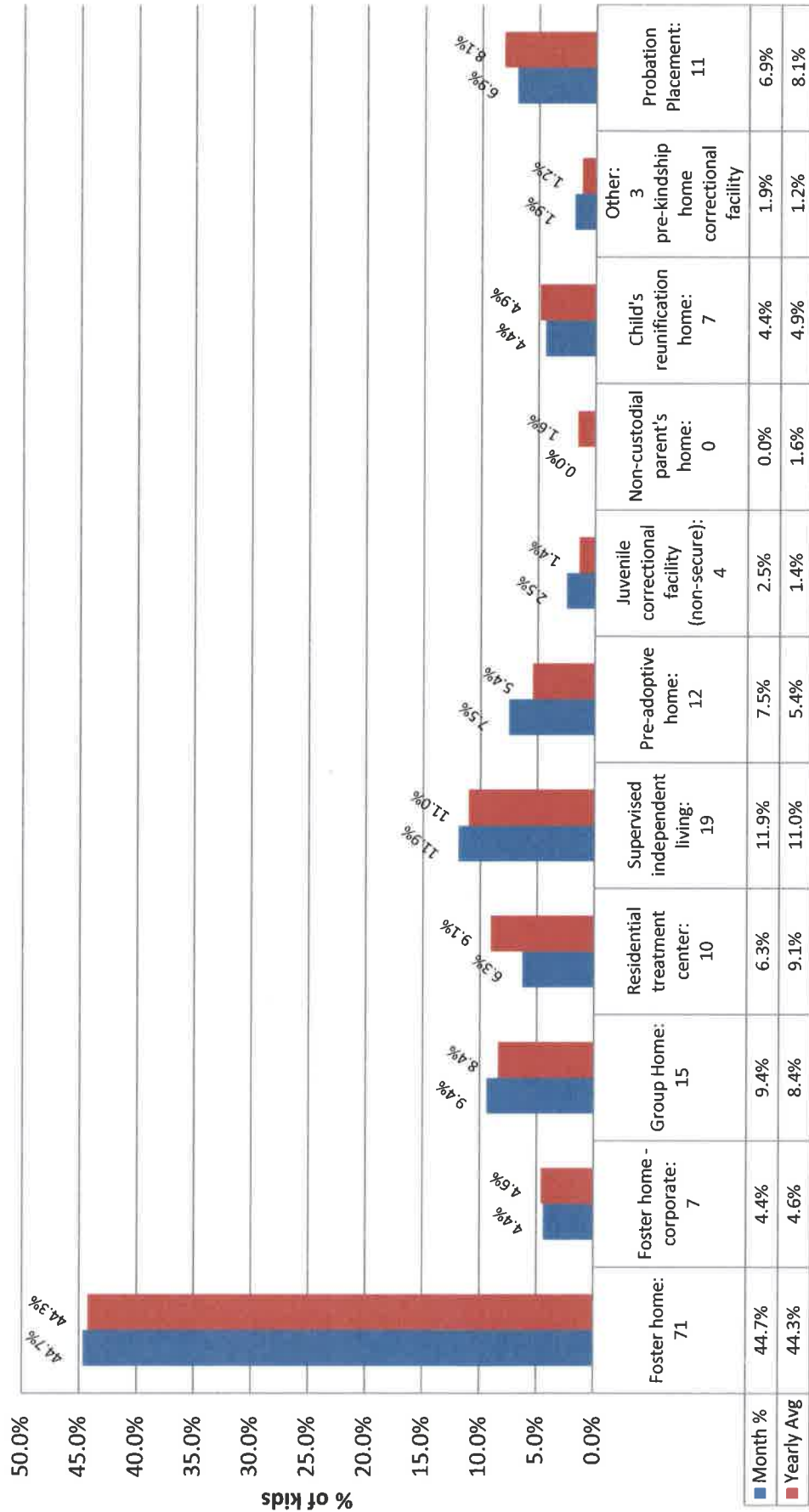
| Average | Adolescent Independent Living (ALS) | Adoption | Child Brain Injury (BI) | Child Community Alternative Care (CAC) | Child Community Alternatives for Disabled Individuals (CADI) | Child Protection (CP) | Child Welfare (CW) | Children's Mental Health (CMH) | Early Intervention: Infants & Toddlers 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                                      | 29   | 144                   | 126                | 101                            | 0  | 1                  | 20                                     | 476            |
| 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 |                                     |          |                         |  |  |                       |                    |                                |  |                    |  |                |
| October   |                                     |          |                         |  |  |                       |                    |                                |  |                    |  |                |
| November  |                                     |          |                         |  |  |                       |                    |                                |  |                    |  |                |
| December  |                                     |          |                         |  |  |                       |                    |                                |  |                    |  |                |
|           | 36                                  | 16       | 0                       | 3                                      | 29   | 144                   | 126                | 101                            | 0  | 1                  | 20                                     | 476            |

2015 KIDS IN OUT OF HOME PLACEMENT

| August                 |                 |                      |
|------------------------|-----------------|----------------------|
|                        | # of placements | Probation placements |
| Lincoln                | 11              | 0                    |
| Lyon                   | 45              | 4                    |
| Murray                 | 5               | 0                    |
| Pipestone              | 21              | 0                    |
| Redwood                | 53              | 7                    |
| Rock                   | 13              | 0                    |
| <b>Totals</b>          | <b>148</b>      | <b>11</b>            |
| <b>Total # of kids</b> | <b>159</b>      |                      |

**August 2015 - Placement by Category  
159 Kids in Placement**



**August 2015:** Total kids in placement = 159

**Total of 13 Children entered placement**

|   |           |                                |
|---|-----------|--------------------------------|
| 3 | Lyon      | Foster Home                    |
| 1 | Lyon      | Probation                      |
| 1 | Murray    | Foster Home                    |
| 1 | Pipestone | Foster Home                    |
| 1 | Pipestone | Residential Treatment Facility |
| 3 | Redwood   | Foster Home                    |
| 2 | Redwood   | Probation                      |
| 1 | Rock      | Foster Home                    |

**Total of 10 Children were discharged from placement** (discharges from previous month)

|   |           |                            |
|---|-----------|----------------------------|
| 1 | Lyon      | Group Home                 |
| 2 | Pipestone | Foster Home                |
| 4 | Redwood   | Child's Reunification Home |
| 2 | Redwood   | Foster Home                |
| 1 | Rock      | Foster Home                |

**NON IVD COLLECTIONS**  
*AUGUST 2015*

| PROGRAM  | ACCOUNT                | TOTAL         |
|--|------------------------|---------------|
| MSA/GRH  | 05-420-605.5802        | 385.00        |
| TANF (MFIP/DWP/AFDC)   | 05-420-610.5803        | 2,625.00      |
| GA   | 05-420-620.5803        | 1,106.62      |
| FS   | 05-420-630.5803        | 1,912.88      |
| CS (PI Fee, App Fee, etc)                                      | 05-420-640.5501        | 566.00        |
| MA Recoveries & Estate Collections<br>(25% retained by agency) | 05-420-650.5803        | 26,680.52     |
| REFUGEE  | 05-420-680.5803        | 0.00          |
| CHILDRENS  |                        |               |
| Parental Fees, Holds   | 05-431-710.5501        | 13,213.28     |
| OOH/FC Recovery  | 05-431-710.5803        | 12,249.44     |
| CHILDCARE  |                        |               |
| Licensing  | 05-431-720.5502        | 1,575.00      |
| Corp FC Licensing  | 05-431-710.5505        | 600.00        |
| Over Payments  | 05-431-721&722.5803    | 589.00        |
| CHEMICAL DEPENDENCY  |                        |               |
| CD Assessments   | 05-431-730.5519        | 3,953.10      |
| Detox Fees   | 05-431-730.5520        | 4,946.72      |
| MENTAL HEALTH  |                        |               |
| Insurance Copay  | 05-431-740.5803        | 0.00          |
| Over Payments  | 05-431-741 or 742.5803 | 205.00        |
| DEVELOPMENTAL DISABILITIES                                     |                        |               |
| Insurance Copay/Overpayments                                   | 05-431-750.5803        | 206.89        |
| ADULT  |                        |               |
| Insurance Copay/Overpayments                                   | 05-431-760.5803        | 955.00        |
| <b>TOTAL NON-IVD COLLECTIONS</b>                               |                        | <b>71,769</b> |

**SOUTHWEST HEALTH AND HUMAN SERVICES  
INCOME MAINTENANCE POLICY NUMBER 3**

EFFECTIVE DATE: 02/16/11

REVISION DATE: ~~11/20/13~~ 09/16/15

AUTHORITY: Southwest Health and Human Services – Human Services Board

**---BURIAL AND CREMATION POLICY---**

**Section 1 - Eligibility Requirements for a County Paid Burial**

- a. Any funeral service which will require county funding must be requested within 72 hours from the time of death.
- b. Application for Payment of Income Maintenance Burial must be completed by the family or individual with the legal right to control service.
- c. Prior Authorization for payment must be obtained from Southwest Health and Human Services.
- d. Any resources available for funeral costs such as Social Security Death Benefits, Veteran's Benefits, savings, checking, life insurance, or relative contributions are to be deducted from the county allowable burial expenses.
- e. Other customary expense items such as printed material, service gratuities, newspaper/media expense, certified copies of death certificate, etc. are the responsibility of the family or individual with the legal right to control service.
- f. **This policy is applicable to fetuses of 20 weeks or more, stillborns, or any live births.**

**Section 2 - Basic Services**

| a.  | <u>Maximum<br/>Allowed</u> | <u>When<br/>Allowed</u>     |
|---|----------------------------|-----------------------------|
| • Professional Services/Facilities/Equipment including Clergy-Utility Vehicle & Overhead                        | \$1725.00                  | Both                        |
| • Embalming   |                            |                             |
| ○ Customary   | \$325.00                   | Both with<br>Public Viewing |
| ○ Special Circumstances<br>(extra cost associated with excess decomposition, embalming and autopsy restoration) | \$750.00                   | Both                        |
| • Other Preparation and Care  | \$175                      | Both                        |
| • Use of facility/staff for visitation<br>(limited to one hour prior to service)                                | \$175                      | Both                        |

**SOUTHWEST HEALTH AND HUMAN SERVICES  
INCOME MAINTENANCE POLICY NUMBER 3**

|   | <u>Maximum<br/>Allowed</u>             | <u>When<br/>Allowed</u>       |
|---|--|-------------------------------|
| • Use of facility/staff for service<br><i>(services to be conducted from 10:00 a.m.-2:00 p.m. weekdays)</i>   | \$275                                  | Both                          |
| • Casket  |  |                               |
| ○ Gray cloth covered compressed fiberboard  | \$605.00                               | Both with<br>Public Viewing   |
| ○ Oversized – prior approval required   | \$705.00                               | Both with<br>Public Viewing   |
| • Cemetery Liner<br><i>only (if required by cemetery)</i>   | \$650.00                               | <del>Both</del> <b>Burial</b> |
| • Alternate Container   | \$45.00                                | Cremation Only                |
| • Urn   | \$100.00                               | Cremation Only                |
| • Crematorium Charges   | Cost                                   | Cremation Only                |
| • <b>Medical Examiner Cremation Fee</b>   | <b>Cost</b>                            | <b>Cremation Only</b>         |
| • Cemetery Lot  | Cost                                   | Both                          |
| • Grave Opening & Closing   | Cost                                   | Both                          |
| • Graveside Service   | \$125.00                               | Both                          |
| • General Transportation  |  |                               |
| ○ From place of death   | \$ 175.00                              | Both                          |
| ○ Funeral Coach   | \$ 225.00                              | Casketed Only                 |
| ○ Mileage limit   | \$2.00 per loaded mile beyond 25 miles |                               |
| ○ Transportation for interment will be limited to a maximum of 200 miles.<br>Transportation costs that exceed this will be the responsibility of the individual<br>with the legal right to control the service. |  |                               |

**ALL BILLS RECEIVED FROM THE FUNERAL HOME MUST BE ITEMIZED**

Agency Forms Regarding This Policy:

IM#009 – Application for Payment of Income Maintenance Burial

IM#032 – Payment Authorization Form

IM#083 – Cover Letter

IM#084 – Declaration and Claim of Funeral Director for Payment of Income Maintenance Burial

IM#118 – Estate Claims Fact Sheet Referral to Collections

ELIG#031 – County Burial Prior Authorization Form

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ENVIRONMENTAL HEALTH POLICY NUMBER 1**

EFFECTIVE DATE: 06/20/12

REVISION DATE: 09/16/15

AUTHORITY: Southwest Health and Human Services – Community Health Board

**--- ENVIRONMENTAL HEALTH LICENSED ESTABLISHMENT COMPLAINT PROCEDURE ---**

**Section 1 - Purpose**

- a. Southwest Health and Human Services is responsible for enforcing the following county public health ordinances in its service area: Administrative Ordinance, Food and Beverage Ordinance, Lodging Establishment Ordinance, MHP/RCA Ordinance, Swimming Pool Ordinance, and Youth Camp Ordinance. This policy and accompanying procedures is intended to ensure that the Board of Health responds to public complaints on licensed establishments in a consistent and timely manner.

**Section 2 - Policy**

- a. All complaints received regarding a licensed establishment shall be investigated.
- b. The investigation of each complaint shall take place within one business day for imminent health concerns and 5 working days for other complaints.
- c. Complaints under the sole jurisdiction of another agency shall be referred to that agency.
- d. In the event of an imminent threat to public health, immediate action shall be taken.
- e. Discretion to allow an extension or to deviate from the standard procedures shall be provided.
- f. The Board of Health shall handle data in accordance with the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- g. The Board's attorney shall be notified whenever legal questions arise.

**Section 3 - Procedures**

- a. Upon receipt of a complaint, the sanitarian will document the complaint on the environmental health investigation report form.
- b. The complaint will be logged into the central complaint log database. This complaint log is located on the SWHHS server.



**SOUTHWEST HEALTH AND HUMAN SERVICES  
ENVIRONMENTAL HEALTH POLICY NUMBER 1**

- c. Investigating the complaint.
- The sanitarian investigating the complaint will provide identifying information to the person in charge of the licensed establishment.
  - Reasonable effort shall be made to obtain permission to enter.
  - Document investigation with written descriptions, photographs, video recordings, and/or audio recordings.
  - Failure of licensee to permit inspection shall be grounds for revocation or suspension of license.
- d. Determine if complaint violates county public health ordinances.
- Does the condition violate county public health ordinances?
  - Is there a real or potential health risk?
    - Can the condition cause or be expected to cause transmission of disease?
    - Does the condition cause or is there a potential for the condition to cause trauma or injury to the public?
    - Is there a risk of exposure to hazardous elements or substances that could affect the health of the public?
    - Does the complaint pertain to an unsafe or potentially unsafe structural or environmental condition?
  - Does the condition require enforcement action?
  - Are there other statutes specific to this problem?
  - Potential Health Concerns: Education or consultation may be appropriate.
  - Document unsubstantiated complaints.
- e. Prepare an inspection report if violations are found during the inspection. Include the following:
- A description of the violation observed and the Statute or MN Rule violated.
  - The remedial action required to address violation. The licensed establishment must employ short or long-term control measures for health and safety hazards (See EH Policy #8: Food Safety Short and Long Term Corrective Action and EH Policy #13: Long Term Corrective Action).
  - The compliance date for orders issued.
  - An emergency closure order will be issued if an imminent health threat exists (See EH Policy #9: Environmental Health Emergency Closure).
- f. The inspection report will be provided to the person in charge. The inspection report may also be served on the occupant, owner, or agent of the property by registered or certified mail.
- g. Follow-up inspections will take place at the discretion of the sanitarian.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ENVIRONMENTAL HEALTH POLICY NUMBER 1**

- h. If the licensed establishment does not comply with issued orders, the sanitarian shall pursue:
- Enforcement action on licensed establishment per agency policy.
  - At the discretion of the sanitarian and his/her-supervisor, ~~the time period for~~ compliance dates may be extended if an unusual situation exists, the violator has adequately communicated this situation and is making acceptable progress toward resolution.
- i. When appropriate, the sanitarian will coordinate investigation activities with representatives from the following disciplines: Community Health, Environmental Health, Law Enforcement, Building Officials, Electrical Inspectors, Fire Marshals, and Planning and Zoning.

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

EFFECTIVE DATE: 06/20/12

REVISION DATE: 09/16/15

AUTHORITY: Southwest Health and Human Services – Community Health Board

**--- ENVIRONMENTAL HEALTH INSPECTION FREQUENCY ---**

**Section 1 - Background**

- a. The County Public Health Ordinances require that routine inspection and evaluation of activities, ~~businesses, of~~ facilities ~~and establishments~~ shall be made by the Department charged with enforcement of the particular ordinance in such frequency as to insure consistent compliance by the applicant or licensee with provisions of the County Ordinance ~~and MN Rules and Statutes~~. Southwest Health and Human Services is the Department charged to enforce the County Public Health Ordinances.

**Section 2 - Purpose**

- a. The purpose of this policy is to provide a guideline for interpreting risk category definitions in Minnesota Statutes for food, beverage and lodging establishments. Individual establishments could be placed in a higher risk category based on history or other criteria. Inspection frequency shall be based on the degree of health risk.

**Section 3 - Policy Objective**

- a. To place each establishment into an inspection frequency category.  
b. To ensure each establishment is inspected according to its risk category.

**Section 4 - Policy**

- a. High-risk establishments must be inspected at least once per year. High-risk establishments would include any food, beverage and lodging establishments that:
- Serves potentially hazardous foods that require extensive processing on the premises, including manual handling, cooling, reheating, or holding for service.
  - Prepares food several hours or days before service.
  - Serves menu items that epidemiologic experience has demonstrated to be common vehicles of food borne illness.
  - Has a public swimming pool.
  - Draws its drinking water from a surface water supply.

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

Examples include: full service restaurant, school that prepares food on-site, food establishments that provide catering of potentially hazardous foods, a hotel that maintains a pool, a food establishment that is required to maintain a HACCP plan.

- b. Medium-risk establishments must be inspected at least every 18 months. Medium-risk establishments would include any food, beverage and lodging establishment that:
- Serve potentially hazardous foods but with minimal holding between preparation and service.
  - Serve foods, such as pizza, that require extensive handling following heat treatment.

Examples include: fast-food or pizza sit down restaurants with a limited amount of hot or cold holding of potentially hazardous foods.

- c. Low-risk establishments must be inspected at least once every two years. Low-risk establishments would include food, beverage and lodging establishment that are not a high-risk or medium-risk establishment.
- d. **Risk exceptions.** Mobile food units, seasonal permanent and seasonal temporary food stands, food carts, and special event food stands are not inspected on an established schedule and therefore are not defined as high-risk, medium-risk, or low-risk establishments.
- e. **School inspection frequency.** Elementary and secondary school food service establishments must be inspected according to the assigned risk category or by the frequency required in the Richard B. Russell National School Lunch Act, whichever frequency is more restrictive.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ENVIRONMENTAL HEALTH POLICY NUMBER 3**

EFFECTIVE DATE: 06/20/12

REVISION DATE: 09/16/15

AUTHORITY: Southwest Health and Human Services - Community Health Board

**--- MHP/RCA INSPECTION FREQUENCY ---**

**Section 1 - Background**

- a. The County Public Health MHP/RCA Ordinance require that routine inspection and evaluation of activities, ~~businesses,~~ of facilities and ~~establishments~~ shall be made by the Department charged with enforcement ~~of the particular ordinance~~ in such frequency as to insure consistent compliance by the applicant or licensee with provisions of the County Ordinance. Southwest Health and Human Services is the Department charged to enforce the County Public Health MHP/RCA Ordinance.

**Section 2 - Purpose**

- a. The purpose of this policy is to provide a guideline for interpreting risk category definitions in Minnesota Statutes for Manufactured Home Park/Recreational Camping Area establishments. Individual establishments could be placed in a higher risk category based on history or other criteria. Inspection frequency shall be based on the degree of health risk.

**Section 3 - Policy Objective**

- a. To place each establishment in an inspection frequency category.
- b. To ensure safety for residents with a timely inspection of each establishment.

**Section 4 - Policy**

- a. The following definitions apply to parts of MN Rules 4630.1900 to 4630.2210.
- b. "Category A site" means any manufactured home park or recreational camping area that meets one or more of the following conditions:
- has a public swimming pool;
  - draws its drinking water from a surface water supply;
  - has 50 or more sites.
- c. "Category B site" means any manufactured home park or recreational camping area that is not a "Category A site."

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- d. Category A sites must be inspected at least once a year. Category B sites must be inspected at least once every two years.

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ENVIRONMENTAL HEALTH POLICY NUMBER 4**

EFFECTIVE DATE: 06/20/12

REVISION DATE: 09/16/15

AUTHORITY: Southwest Health and Human Services - Community Health Board

**--- ~~FOODBORNE~~/WATERBORNE INVESTIGATION ---**

**Section 1 – Purpose**

- a. The purpose of this document is to enable Southwest Health and Human Services (SWHHS) and the Minnesota Department of Health (MDH) to work together effectively during food and waterborne outbreak investigations. The MDH Foodborne Illness Investigation Protocol outlines procedures for responding to foodborne/waterborne disease outbreaks and delineates the roles of ~~Environmental Health~~ ~~food safety~~ staff by; 1) identifying the activities necessary to recognize and investigate foodborne/waterborne outbreaks, 2) assigning outbreak response roles and responsibilities, and 3) articulating mechanisms for communicating and sharing responsibilities.

**Section 2 - Procedure**

- a. The Minnesota Department of Health (MDH) has developed a model for investigating foodborne and waterborne illness using a centralized group of interviewers (Team Diarrhea) coordinated with the local environmental health assessment of the establishment(s) involved in the outbreak. This approach allows MDH to rapidly respond to reports of outbreaks, standardize outbreak investigations, maintain a statewide database of foodborne diseases, and distribute information quickly and consistently.
- b. When SWHHS learns of a possible outbreak, we will notify the Minnesota Department of Health Acute Disease Investigation and Control Section (ADIC) immediately to initiate an appropriate outbreak response. Furthermore, SWHHS will follow the recommendations of MDH ADIC and the procedures listed in the foodborne illness protocol. All complaints will be entered in the environmental health central complaint log located on the SWHHS shared server. (See [EH Policy #1: Environmental Health Licensed Establishment Complaint Procedure](#))

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ENVIRONMENTAL HEALTH POLICY NUMBER 5**

EFFECTIVE DATE: 06/20/12

REVISION DATE: ~~01/15/14~~ 09/16/15

AUTHORITY: Southwest Health and Human Services Health Board

**--- ENVIRONMENTAL HEALTH INSPECTION POLICY ---**

**Section 1 - Background**

- a. Southwest Health and Human Services shall inspect all food, beverage, lodging, swimming pool, youth camps and MHP/RCA licensed establishments and establishments under construction in our service area.

**Section 2 - Purpose**

- a. The purpose of this policy is to provide guidelines for the inspection of licensed establishments to ensure compliance with requirements of county public health ordinances and all applicable State Rules and Statutes in the SWHHS service area.

**Section 3 - Procedure**

- a. Inspection
  - 1. The sanitarian will review plans, reports, conditions, previous inspection reports and other pertinent materials prior to conducting the inspection.
  - 2. All pertinent material and equipment should be taken into the field by the registered sanitarian to aid him/her in a thorough inspection of the establishment.
  - 3. The sanitarian must announce his or her arrival at the establishment and present an identification card to the owner/operator of the establishment.
  - 4. If the sanitarian is denied access to the establishment, he or she should leave and discuss the situation with his/her supervisor for the recommended action.
  - 5. Inspection frequency will be determined according to the risk categories of the licensed establishment. Additional establishment inspections may be conducted as necessitated by a degree of non-compliance at the site or other relevant factors (See EH Policy #2: Environmental Health Inspection Frequency and EH Policy #3: MHP/RCA Inspection Frequency).
  - 6. The appropriate inspection report forms should be used to assist the sanitarian in the inspection and to assure the consistency and comprehensiveness of the inspections. Inspection information will be entered into the inspection program.



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ENVIRONMENTAL HEALTH POLICY NUMBER 5**

7. Information to be noted on the inspection report form should indicate the establishment's name and address, licensee's name and address, license number, date, type of facility, points of non-compliance, food temperatures, dishwasher temperatures, chemical sanitation concentration, food and water samples taken, information provided and inspection score.
8. A water sample must be collected annually from all licensed establishments utilizing a private water supply.
9. If the sample is found contaminated upon analysis, the sanitarian shall follow procedures dictated by the Safe Drinking Water Act and the MDH Non-Community Water Supply Program.
10. Sampling of food and/or beverages in a licensed facility for bacterial and/or chemical analysis may be done at the discretion of the sanitarian and based on his/her professional judgment. The purpose of the sample(s) shall assist the sanitarian in the evaluation of the establishment's sanitation practices. The sanitarian will reimburse the owner/operator of the establishment for the cost of the food or beverage samples upon the owner's request.
11. Photos may be taken of the establishment or procedures within the establishment by the sanitarian to document areas of non-compliance in the establishment.
12. All violations observed should be noted on the computer generated inspection report form. Orders issued for the correction of violations should include a description of the nature of the violation and the general location of the violation. Orders issued for correction of the violations must include a compliance date. The sanitarian shall use his/her professional judgment when establishing compliance dates for specific violations and should take into consideration the following items:
  - a. Ease of correction
  - b. If the violation must be corrected on site.
  - c. Significance of the health hazard presented by the violation
  - d. Structural
  - e. Repeat violation

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ENVIRONMENTAL HEALTH POLICY NUMBER 5**

13. At the time of inspection, informational items may be noted on the inspection form. Such items would be listed under the heading of "General Comment" and include areas of marginal compliance, things that are coming due, or to point out initial signs of physical deterioration of equipment and facilities which should receive the operator's attention. **This section will also be used to document facility improvements that the owner has completed since the last inspection.**
14. The inspection and inspection report will be discussed and a copy of the inspection report form given to the licensee, operator, or other responsible person on the premises. The inspection report should be signed by the aforementioned personnel for purposes of acknowledging the inspection and receipt of the inspection report, without any admission of violation. If the licensee, operator, or other responsible person refuses to sign the inspection report, it will be noted on the report and the report posted on the premises.
15. Following the inspection, a letter may be sent to the licensee, which specifically references violations to the applicable rules, ordinances, or conditions. Compliance dates should be restated, as well as any discussion items noted in the field inspection report. The purpose of the follow-up letter is to formally present the findings of the inspection to the licensee if this is deemed necessary by the sanitarian.
16. These procedures apply primarily to annually licensed establishments. Similar procedures would apply to other food establishments such as mobile, itinerant, and temporary food establishments, though they may be somewhat modified due to the characteristics of the establishment or the nature of the operation. In the event a prospective buyer of a food, beverage, or lodging establishment contacts the Health Department, the Health Authority shall encourage the service of performing a pre-inspection prior to purchase. There will be no charge to this service.

b. Defining a Failed Inspection

1. The following criteria define a failing inspection for establishments licensed under the Southwest Health and Human Services Environmental Health Program. In addition, an inspection will be defined as failing if conditions exist that require emergency closure (~~See~~ **EH Policy #9: Environmental Health Emergency Closure Policy**). The criteria for defining an imminent health issue is listed in ~~this emergency closure~~ policy.
  - a. Food and beverage establishments: An inspection with five or more critical violations or when inspecting sanitarian identifies significant issues affecting health and safety during an inspection.

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ENVIRONMENTAL HEALTH POLICY NUMBER 5**

- b. Lodging establishments: An inspection score of 75 or less or when the inspecting sanitarian identifies significant issues affecting health and safety during an inspection.
- c. Manufactured Home Parks/Recreational Camping Areas: An imminent health issue is identified during the inspection or when inspecting sanitarian identifies significant issues affecting health and safety during an inspection.
- d. Swimming Pools: An imminent health issue is identified during the inspection or when inspecting sanitarian identifies significant issues affecting health and safety during an inspection.
- e. Youth Camps: A food and beverage inspection score with five or more critical violations; a lodging inspection score of 75 or less; an imminent health issue is identified during the inspection or when the inspecting sanitarian identifies significant issues affecting health and safety during an inspection.

c. Corrective Actions

- 1. For each violation found during an inspection, the license holder must ensure that the violation is addressed by the comply-by-date listed on the inspection report. When the inspector identifies recurring non-critical violations in food establishments, the inspector will discuss these issues with the license holder and create an improvement plan to ensure that these issues are addressed in a reasonable time frame. The improvement plan will be documented on the inspection report. Also, the license holder must implement control measures to ensure that violations do not recur. The following policies address these corrective actions:
  - a. EH Policy #8: Food Safety Short/Long Term Corrective Action ~~Policy~~
  - b. EH Policy #10: HACCP Verification and Validation ~~Policy~~
  - c. EH Policy #12: Active Managerial Control
  - d. EH Policy #13: Long Term Control of Health and Safety Hazards ~~Policy~~

d. Re-Inspection Activities

- 1. Re-inspection activities will be conducted on licensed establishments with a failed inspection report or when the sanitarian identifies significant issues during an inspection. These inspections are conducted to verify compliance of issued orders by the compliance date listed on the inspection report. Re-inspections are also conducted to ensure compliance with long and short term control plans of the establishment. Re-inspections will be conducted on establishments:
  - a. According to EH Policy #6: Food and Beverage Inspection Follow-up, ~~Policy, (FB Re-inspection Policy)~~ and EH Policy #7: Lodging Inspection Follow-up ~~Policy (Lodging Re-inspection Policy)~~ and EH Policy #17: Pool,

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**Youth Camp, MHP/RCA Inspection Follow-up-Policy.**

- b. When emergency closure orders are issued (See EH Policy #9: **Environmental Health Emergency Closure-Policy**).
- c. When an imminent health issue is identified during the inspection or when the inspecting sanitarian identifies significant issues affecting health and safety during an inspection.
- d. When critical or non-critical violations repeat on subsequent food establishment inspections.
- e. To verify the establishment has implemented risk control plans to prevent violations from recurring.
- f. When serious violations are found during routine inspections. The following list contains examples of serious violations.
  - 1. **Minnesota Rules, parts 4625.1300; 4626.0980; 4630.0600; 4630.3100:** Violations identified as serious under the Public Water Supply section of Appendix A, when associated with an establishment that is licensed under Minnesota Statutes, section 157.16, or section 327.15, or permitted under section 144.72.
  - 2. **Minnesota Rules, part 4625.1300:** In a lodging facility, hot water that exceeds 130 degrees Fahrenheit at hand washing sinks, showers, or bathtubs.
  - 3. **Minnesota Rules, part 4625.2000:** In a lodging facility, failure to comply with fire protection requirements in accordance with requirements of the state fire marshal.
  - 4. **Minnesota Rules, part 4626.0020, subpart 20:** For food establishments, violation of a critical item, as defined by the Minnesota Food Code, Chapter 4626.
  - 5. **Minnesota Rules, part 4626.1795:** For food establishments, failure to notify the commissioner of imminent health hazard due to food borne illness outbreak, fire, flooding, or sewage backup that endangers water or food sources.
  - 6. **Minnesota Rules, parts 4626.1805, 4626.1810:** For food establishments, use of food or equipment that has been embargoed or condemned.
  - 7. **Minnesota Rules, parts 4630.2600 to 4630.3000:** In a children's camp, failure to meet requirements for food service and food service personnel.
  - 8. **Minnesota Statutes, section 327.20, subdivision 1, clauses (6) and (7):** Failure to provide a municipally-approved shelter or evacuation plan for a manufactured home park after notification by the department.

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e. Administrative Hearing

1. The enforcement action procedure for the Environmental Health Program is found in the county Administrative Ordinance.
2. Hearings may be scheduled in the following situations:
  - a. Violations are not corrected or are repeated on subsequent inspections.
  - b. Establishment fails to follow corrective action plan created to address violations.
  - c. The sanitarian feels the manager/owner's attitudes warrant more severe actions.
  - d. The sanitarian feels the necessity for administrative assistance to secure compliance.
3. The scheduling of an In-Office hearing will be confirmed in writing, including a list of specific violations. Copies of the letter will be annotated and sent to the public health director, the Board of Health Chair, the agency attorney, and other parties as deemed appropriate.
4. Officials receiving notice of In-Office hearings may attend the hearing if they so desire.
5. The In-Office Hearing will be held at a location designated by Southwest Health and Human Services.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ENVIRONMENTAL HEALTH POLICY NUMBER 6**

EFFECTIVE DATE: 06/20/12

REVISION DATE: ~~01/15/14~~ 09/16/15

AUTHORITY: Southwest Health and Human Services Health Board

**--- FOOD AND BEVERAGE ~~RE-INSPECTION POLICY~~ INSPECTION FOLLOW-UP /CORRECTIVE  
ACTION POLICY ---**

**Section 1 - Background**

- a. The County Public Health Food and Beverage Ordinance and State Statute require that routine inspection and evaluation of activities, businesses, facilities and establishments shall be made by the Department charged with enforcement of the particular ordinance in such frequency as to insure consistent compliance by the applicant or licensee with provisions of the County Ordinance. Southwest Health and Human Services is the Department charged to enforce the County Public Health Food and Beverage Ordinance.
- b. Food and beverage establishments are scored using a system of critical and non-critical violations.

**Section 2 - Purpose**

- a. The purpose of this policy is to provide enforcement guidelines for the Food Inspection Program. Enforcement action should be considered against any person, firm, or corporation licensed or permitted to operate a food service establishment in a manner which creates a public health hazard. A failing inspection for food and beverage establishments is defined as having five or more critical violations or when inspecting sanitarian identifies significant issues affecting health and safety during an inspection. In addition, an inspection will be defined as failing if conditions exist that require emergency closure (See EH Policy #9: Environmental Health Emergency Closure). The criteria for defining an imminent health issue are listed in the emergency closure policy.
- b. SWHHS inspection staff will ensure that follow-up inspections will be conducted on licensed establishments to discuss control systems with management of licensed Food and Beverage establishments when out of control risk factors are reported on routine and follow-up inspections. Southwest Health and Human Services will ensure all licensed establishments meet the requirements of the county ordinances and MN Rules and Statutes in its jurisdiction.

**Section 3 - Policy Objective**

- a. To ensure compliance with requirements of the county food and beverage ordinance for establishments located in the Southwest Health and Human Services service area.

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**Section 4 - Procedure**

- a. Before taking administrative action against a food and beverage establishment, the Sanitarian must do the following:~~The following are the steps to take before taking administrative action against an establishment:~~
1. During initial inspection, violations are identified and compliance dates are issued for orders. Violations are identified as either critical or non-critical. When critical or non critical violations are identified **on the Food and Beverage Inspection Report** and the facility is unable to correct the violation during the inspection, the inspector will determine if a re-inspection is needed and schedule a re-inspection with the establishment. The inspector will conduct a follow-up inspection to verify compliance with the written orders.
  2. If an establishment is found to have a failing inspection **as defined in EH Policy #5: Environmental Health Inspection Policy**, a re-inspection will be scheduled with the establishment.
  3. If an immediate health or safety hazard exists **as defined in EH Policy #9: Environmental Health Emergency Closure Policy**, the Sanitarian will follow the **summary suspension of license provisions listed in the County Public Health Administrative Ordinance, Section 6.2B. ~~SWHHS emergency closure policy. (See EH Policy #9: Environmental Health Emergency Closure)~~**
  4. On-site corrective actions must be taken, as appropriate to the violation, and documented on the inspection report **(See EH Policy #8: Food Safety Short and Long Term Corrective Action)**. The corrective actions include but are not limited to the following:
    - a. Destruction of foods that have experienced extreme temperature abuse;
    - b. The embargo or destruction of foods from unapproved sources;
    - c. Accelerated cooling of foods when cooling time limits can still be met;
    - d. Reheating of foods when small deviations from hot holding have occurred;
    - e. Continued cooking when proper cooking temperatures have not been met;
    - f. Initiating use of gloves, tongs, or utensils to prevent hand contact with RTE foods;
    - g. Require hand washing when potential contamination is observed.
  5. A re-inspection fee will be assessed to partially cover the costs of another inspection. A late penalty charge will be assessed if the re-inspection fee is not paid in thirty days. The board will establish these fees annually.
  6. During re-inspection, if critical violations are repeated and new critical violations found or the sanitarian determines that adequate progress is not being made on issued orders, another re-inspection will be scheduled and an additional fee will be assessed.
  7. On the third inspection, if the critical orders are not complied with or if the

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inspecting sanitarian determines that adequate progress is not being made on issued orders, an administrative hearing will be scheduled. The Administrative Hearing guidelines are listed in each county ordinance.

8. Regardless of the number of critical violations on an inspection, the Public Health Sanitarian may re-inspect at an interval that is less than is required, if a health hazard exists.
9. When the inspector identifies recurring non-critical violations on routine and re-inspections, the inspector will discuss these issues with the license holder and create an improvement plan to ensure that these issues are addressed in a reasonable time frame. The improvement plan will be documented on the inspection report (See EH Policy #8: Food Safety Short and Long Term Corrective Action).



**SOUTHWEST HEALTH AND HUMAN SERVICES  
ENVIRONMENTAL HEALTH POLICY NUMBER 7**

EFFECTIVE DATE: 06/20/12

REVISION DATE: 09/16/15

AUTHORITY: Southwest Health and Human Services - Community Health Board

**--- LODGING ~~ESTABLISHMENT RE-INSPECTION~~ INSPECTION FOLLOW-UP ~~/CORRECTIVE ACTION~~  
POLICY ---**

**Section 1 - Background**

- a. The County Public Health Lodging Ordinance and State Statute require that routine inspection and evaluation of activities, ~~businesses, and~~ facilities ~~and establishments~~ shall be made by the Department charged with enforcement of the particular ordinance in such frequency as to insure consistent compliance by the applicant or licensee with provisions of the County Ordinance. Southwest Health and Human Services is the Department charged to enforce the County Public Health Lodging Ordinance.

**Section 2 - Purpose**

- a. Southwest Health and Human Services will ensure all lodging establishments meet the requirements of the county ordinance and MN Rules and Statutes in its jurisdiction. SWHHS inspection staff will ensure that follow-up inspections will be conducted on licensed establishments to discuss control systems with management of licensed lodging establishments when out of control risk factors are reported on routine and follow-up inspections. The purpose of this policy is to provide enforcement guidelines for the Lodging Inspection Program. Enforcement action should be considered against any person, firm, or corporation licensed or permitted to operate a lodging establishment in a manner which creates a public health hazard.

**Section 3 - Policy**

- a. Any or all of the following conditions may be the cause for administrative action against a licensed lodging establishment:
- Persistent refusal to comply with lawful orders of the Health Authority.
  - Facility fails to correct repeated violations of 4 and 5 point weighted ~~critical~~ items on the Lodging Establishment Inspection Report.
  - Lodging establishment rating scores maintained persistently at less than 75%.
  - Repeated violations of the same items on the Lodging Establishment Inspection Report.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ENVIRONMENTAL HEALTH POLICY NUMBER 7**

**Section 4 - Procedure**

- a. Before taking administrative action against a lodging establishments, the Sanitarian must do the following:
- During initial inspection, orders to correct violations are written and compliance dates are given. If the lodging score is 75 or less, a re-inspection will be conducted within 14 days. If the inspection score is 76 to 80, a re-inspection will be conducted within 90 days.
  - If an immediate health or safety hazard exists as defined in EH Policy #9: **Environmental Health Emergency Closure Policy**, the Sanitarian will follow the summary suspension of license provisions listed in the County Public Health Administrative Ordinance, Section 6.2B. ~~SWHHS emergency closure policy. (See EH Policy #9: Environmental Health Emergency Closure)~~
  - A re-inspection fee will be assessed to partially cover the costs of another inspection. A late penalty charged will be assessed if the re-inspection fee is not paid in thirty days. The board will establish these fees annually.
  - When violations are repeated on subsequent inspections, the establishment must develop a corrective action plan to address the repeat violations (See EH Policy 13: Long Term Corrective Action).
  - If the conditions of the corrective action plan are not met on follow-up inspections, then an administrative hearing will be scheduled. The administrative hearing procedures are listed in the county administrative ordinance.

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

EFFECTIVE DATE: 06/20/12

REVISION DATE: 09/16/15

AUTHORITY: Southwest Health and Human Services - Community Health Board

**--- FOOD SAFETY SHORT AND LONG TERM CORRECTIVE ACTION ---**

**Section 1 - Purpose**

- a. The purpose of this policy is to require the discussion of food safety control systems with management when out of control risk factors are reported on routine ~~current~~ and subsequent inspections. The licensee must implement the following risk control plans to prevent code violations from occurring.

**Section 2 - Procedure**

a. Short-Term Corrective Actions

- During inspections, any or all of the following short-term corrective actions may be required and documented on the inspection report. Violations must be corrected on site and the licensee must implement plans to ensure violations do not recur.
  - Destruction of foods that have experienced temperature abuse
    - Cold foods being held that are above 50°F (±2°F) will be discarded.
    - Hot foods being held that are below 130°F (±2°F) will be discarded.
    - Foods that have not cooled properly will be discarded.
    - If cold foods being held are above 41°F, but at or below 50°F (±2°F), control measures must be taken to reduce the temperature to 41°F or less.
    - If cross-contamination is observed or if contaminated product is found, the food shall be discarded.
  - Embargo or destruction of foods from unapproved source
    - Foods that are determined to be from unapproved sources will be discarded.
    - If foods are under recall or have damaged packaging, they will be placed in a separate area for return to the supplier or discarded.
  - Accelerated cooling of foods when cooling time limits can still be met
    - In the process of cooling, foods that do not appear likely to meet the cooling parameters must have the cooling methods changed so it is accelerated. If not able to be cooled from 140°F to 70°F in 2 hours, the food is rapidly reheated to 165°F and then the

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

cooling process is started again using methods to cool the foods properly. If the food is cooled from 140°F to 70°F in 2 hours but it does not appear likely to cool to 41°F or less in 4 hours, the cooling method will be changed so it will meet the 4 hour time limit.

- Reheating when small deviations from hot holding have occurred
  - If hot foods are being held at 130°F to 140°F, foods are rapidly reheated to 165°F.
- Continued cooking when cooking temperatures have not been met
  - If foods being cooked are not at or above the proper cooking temperature, cooking will be continued until the proper temperature is reached.
  - Unless it is at the request of the consumer, if foods requiring cooking are served at temperatures below the code requirements, the consumer must be given the statement, either verbally or on the menu, that indicates that the food is raw or undercooked and that eating foods raw or undercooked increases the risk of foodborne illness.
- Initiated use of gloves or tongs or utensils to prevent bare hand contact with ready to eat foods
  - If bare hand contact with ready to eat foods is observed, the use of gloves, utensils or other approved method will be initiated.
- Required hand washing when potential contamination is observed
  - If hand washing is not observed and potential contamination is observed, the food handler will be instructed to wash their hands.
- Integrated Pest Management – Steps are taken to control insects or rodents
  - If infestations of rodents or other vermin are observed, orders to implement control measures must be issued.

**b. Long-Term Corrective Actions**

- Risk control plans – an out of control risk factor is identified and a plan is put in place to control that risk factor
  - When an out of control risk factor is identified, a risk control plan is developed for the out of control risk factor to obtain long-term control.
  - See EH Policy #12: Active Managerial Control.
- Standard operating procedures – procedures that are done routinely
  - Standard operating procedures are developed by the person-in-charge so routine tasks and procedures are conducted. These could include a food preparation manual with the procedures to follow, a routine cleaning

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

schedule for items and areas, and position descriptions so employees in those positions follow standard procedures.

- Buyer specifications – to ensure that products are good quality
  - Purchasing and receiving specifications are developed by the person-in-charge to ensure that the products received are of good quality.
  
- Menu modification – to limit the risk factors which may be due to establishment limitations
  - Food items that may not be prepared properly due to establishment limitations will be required to be removed from the menu.
  
- HACCP plans – when needed by code (smoking, curing, vacuum packaging, acidifying foods)
  - HACCP plans are developed by the person-in-charge for any food items that are smoked, cured, vacuum packaged or acidified.
  - See EH Policy #10: HACCP Verification and Validation.
  
- Equipment or facility modification – changes to the establishment that are needed because of out of control risk factors
  - Establishment modifications are required due to out of control risk factors. This could include items such as requiring a blast chiller when cooling is not done properly, the installation of additional hand washing sinks, or the addition of refrigeration.

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

EFFECTIVE DATE: 06/20/12

REVISION DATE: 09/16/15

AUTHORITY: Southwest Health and Human Services - Community Health Board

**--- ENVIRONMENTAL HEALTH EMERGENCY CLOSURE ---**

**Section 1 - Procedures for Emergency Closure in Establishments Licensed by SWHHS**

- a. If any of the following conditions exist, the operator may be ordered to discontinue all operations of the licensed establishment until the Regulatory Authority confirms the issue or issues have been corrected:
- Failure to possess a valid establishment license
  - Evidence of a sewage backup in a food establishment
  - Lack of adequate potable, plumbed, hot or cold water to the extent that hand washing, utensil washing, food preparation, toilet facilities or other critical areas are not operational
  - Contaminated water supply
  - Lack of electricity or gas service to the extent that hand washing, utensil washing, food preparation, food storage, lighting, toilet facilities or other critical areas are not operational
  - Evidence of an ongoing or suspected foodborne or waterborne illness associated with the operation of the establishment
  - Interruptions in the operation of the establishment due to tornado, fire, flood, disaster or other event
  - Evidence of infestation of rodents or other vermin
  - Evidence of cross contamination, filthy conditions, untrained staff or poor personal hygiene
  - Lack of an effective means of sanitizing dishes, utensils or other equipment
  - Evidence of a public health nuisance as defined in MN Statutes 145A.02 subdivision 17
  - If an immediate health or safety hazard exists
  - For public swimming pools, when the following ~~any of the conditions in items A- to E-~~ are found, a public pool must be immediately closed to use when so ordered by the sanitarian. The owner of the pool or the owner's agent must place a sign at the entrance to the pool indicating that the pool is closed. The pool must remain closed until the condition is corrected and approval to reopen is granted by Southwest Health and Human Services. A pool must be closed when:
    - the units of lifesaving equipment specified in part 4717.1450 are not provided;
    - the water clarity standard specified in part 4717.1750, subpart 7, is not met;

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

- the disinfection residual specified in part 4717.1750 subpart 3, is not met;
  - the pool has been constructed or physically altered without approval of plans as required by part 4717.0450; or
  - there is any condition that endangers the health or safety of the public.
- b. The emergency closure procedures shall follow the summary suspension of license provisions listed in the County Public Health Administrative Ordinance, Section 6.2B.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ENVIRONMENTAL HEALTH POLICY NUMBER 15**

EFFECTIVE DATE: 06/20/12

REVISION DATE: 09/16/15

AUTHORITY: Southwest Health and Human Services - Community Health Board

**--- ENVIRONMENTAL HEALTH STAFF TRANSITION ---**

**Section 1 - Purpose**

- a. Southwest Health and Human Services shall ensure that all requirements of the MDH Delegation Agreement are fulfilled during staff absences. These include duties related to licensing and enforcement of food, beverage, lodging, swimming pool, youth camps and MHP/RCA establishments. This policy will also ensure that establishments under construction are in compliance with all applicable State Rules and County Public Health Ordinances. SWHHS Environmental Health Department employs ~~two~~ registered Sanitarians to ensure acceptable coverage during planned and unplanned absences. One Sanitarian spends 50% of time in conducting water lab activities. SWHHS also employs a Health Educator that assists with water lab activities. In addition, SWHHS also has a long term staffing agreement with another local public health agency.

**Section 2 - Procedure**

- a. When a Registered Sanitarian is absent from work for three weeks or more, the following transition plan will be initiated to ensure that requirements of the MDH Delegation Agreement are fulfilled as well as ensuring continuity of operations for all other Environmental Health Programs. In addition, the long-term staffing plan will be initiated to ensure inspection frequency is maintained per agency policy.
- Licensing Activities: Completed by clerical staff
  - Water Lab Activities: Completed by the trained staff (Health Educator). Sanitarian will serve as the lab back-up when needed. Reduce water lab hours as needed.
  - FBL Inspections: Remaining Sanitarian will take the lead in scheduling and conducting inspections. This includes plan review consultations, routine inspections, and complaint inspections. SWHHS will utilize the long-term staffing plan as needed.
  - Nuisance investigation activities: Sanitarian will oversee activities and delegate to Health Educator as needed. These activities include clandestine drug lab investigation, environmental health assessments, general environmental health outreach and animal bite investigation.



**SOUTHWEST HEALTH AND HUMAN SERVICES  
ENVIRONMENTAL HEALTH POLICY NUMBER 17**

EFFECTIVE DATE: 01/15/14

REVISION DATE: 09/16/15

AUTHORITY: Southwest Health and Human Services Health Board

**---POOL, YOUTH CAMP, MHP/RCA INSPECTION FOLLOW-UP ~~ACTIVITY/CORRECTIVE ACTION~~  
POLICY ---**

**Section 1 - Background**

- a. The County Public Health Swimming Pool, Youth Camp, and MHP/RCA Ordinance and state statute require that routine inspection and evaluation of activities and facilities shall be made by the Department charged with enforcement of the particular ordinance in such frequency as to insure consistent compliance by the applicant or licensee with provisions of the County Ordinance. Southwest Health and Human Services is the Department charged to enforce these County Public Health Ordinances.

**Section 2 - Purpose**

- a. SWHHS inspection staff will ensure that follow-up inspections will be conducted on licensed ~~establishments to~~ discuss control systems with management of licensed ~~Lodging,~~ MHP/RCA, Youth Camp and Public Swimming Pool establishments when out of control risk factors are reported on routine and follow-up inspections. Southwest Health and Human Services will ensure all licensed establishments meet the requirements of the county ordinances ~~and MN Rules and Statutes~~ in its jurisdiction. The purpose of this policy is to provide enforcement guidelines for the ~~Lodging,~~ MHP/RCA, Youth Camp and Public Swimming Pool Inspection Program. Enforcement action should be considered against any person, firm, or corporation licensed or permitted to operate an ~~lodging~~ establishment in a manner which creates a public health hazard, because of the failure to comply with lawful orders or recommendations of the health authority.

**Section 23 - Policy**

~~Any or all of the following conditions may be the cause for administrative action against the lodging establishment licenses or permits:~~

- ~~1. Persistent refusal to comply with lawful orders of the Health Authority.~~
- ~~2. Facility fails to correct repeated violations of 4 and 5 point weighted critical items.~~
- ~~3. Lodging establishment rating scores maintained persistently at less than 75%.~~
- ~~4. Repeated violations of the same items on the Lodging Establishment Inspection Report.~~

- a. MHP/RCA Program
  - 1. Any or all of the following conditions may be the cause for administrative action against the establishment license or permit:

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ENVIRONMENTAL HEALTH POLICY NUMBER 17**

- Persistent refusal to comply with lawful orders of the Health Authority.
  - Repeated violations of the same items on the Establishment Inspection Report.
  - Conditions exist that require emergency closure (See EH Policy #9: Environmental Health Emergency Closure).
- b. **Swimming Pool Program**
1. Any or all of the following conditions may be the cause for administrative action against the establishment license or permit:
    - Persistent refusal to comply with lawful orders of the Health Authority.
    - Repeated violations of the same items on the Establishment Inspection Report.
    - Conditions exist that require emergency closure (See EH Policy #9: Environmental Health Emergency Closure).
- c. **Youth Camp Program**
1. Any or all of the following conditions may be the cause for administrative action against the establishment license or permit:
    - Persistent refusal to comply with lawful orders of the Health Authority.
    - Repeated violations of the same items on the Establishment Inspection Report.
    - Conditions exist that require emergency closure (See EH Policy #9: Environmental Health Emergency Closure).
    - When violations relating to food and beverage service are observed at Youth Camps, the enforcement procedures listed in EH Policy #6: {Food and Beverage Inspection Follow-up Policy} will apply.

**Section 4 ~~3~~ - Procedure**

- a. Before taking administrative action against an establishment, the Sanitarian must do the following: ~~The following are procedures before taking administrative action against lodging establishments:~~
- ~~1. During initial inspection, orders to correct violations are written and compliance dates are given. If the lodging score is 75 or less, a re-inspection will be conducted within 14 days. If the inspection score is 76 to 80, a re-inspection will be conducted within 90 days.~~
  2. • If an immediate health or safety hazard exists as defined in EH Policy #9: Environmental Health Emergency Closure Policy, the Sanitarian shall follow the summary suspension of license provisions listed in the County Public Health Administrative Ordinance, Section 6.2B. ~~{See EH Policy #9: Environmental Health Emergency Closure}~~

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ENVIRONMENTAL HEALTH POLICY NUMBER 17**

- A re-inspection fee will be assessed to partially cover the costs of another inspection. A late penalty charged will be assessed if the re-inspection fee is not paid in thirty days. The board will establish these fees annually.
- When violations are repeated on subsequent inspections, the establishment must develop a corrective action plan to address the repeat violations (See EH Policy #13: Long Term Corrective Action).
- If the conditions of the corrective action plan are not met on follow-up inspections, then an administrative hearing will be scheduled. The Administrative Hearing procedures are listed in the county administrative ordinance.



# MGT 416: Continuity of Government Operations Planning for Rural Communities



*Continuity of Government Operations Planning for Rural Communities* is an eight-hour course designed to help government officials and emergency responders in rural areas with the development of continuity plans that will help officials ensure essential government services remain functional across a spectrum of emergencies. This course will expose participants to the benefits of developing continuity of government plans for rural communities with special focus on succession planning, delegation of authority, redundant communications, and alternate facilities.

## Topics covered include but are not limited to:

- Develop or strengthen current continuity plans
- Address resource needs
- Succession planning
- Plan for alternate communications
- Designate alternate facilities
- Authority delegation
- Identify critical equipment needs
- Ensure personnel are properly trained

Public Information and Warning\**Please note all foreign nationals need to complete a Department of Homeland Security Foreign National Visitor Request Form in order to attend this course.*

Register for your FEMA Student Identification number at:  
<https://cdp.dhs.gov/femasid>



## Tuesday, October 13, 2015

Registration: 7:30 AM Session: 8:00 AM - 5:00 PM

Registration Deadline: September 29, 2015

Please sign-up no later than September 29, 2015 as a minimum of 20 registrations must be received by this date to confirm the class will be held.

Training Site:

**MERIT Center – Classroom B**  
**1001 W Erie Rd - Marshall, MN 56258**  
**[www.meritcenter.com](http://www.meritcenter.com)**

Training Sponsored by:

**Marshall Division of Public Safety**

## Registration

To register click on the link below:

**[www.RuralTraining.org](http://www.RuralTraining.org)**

**Need or forgot your FEMA SID number?**  
**Go to: <https://cdp.dhs.gov/femasid>**

Questions? Contact Rob Yant at:  
Email: [Rob.Yant@marshallmn.com](mailto:Rob.Yant@marshallmn.com)  
Phone: 507-929-6300 - Fax: 507-537-6034

Prerequisites: US Citizenship

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 10**

EFFECTIVE DATE: 06/01/11

REVISION DATE: 09/16/15

AUTHORITY: Southwest Health and Human Services Joint Governing Board

**---VOLUNTEER FOR EMERGENCY/COMMUNITY SERVICES---**

**Section 1 - Purpose**

- a. Whenever an employee becomes a member of a volunteer emergency service, that person shall be allowed to use up to **6 hours per month** of agency time when called to perform assigned duties. These hours are not cumulative. Any hours needed over 6 hours shall be either comp time or vacation time. Approval to use agency time in this manner must be obtained by submitting a written request to the employee's supervisor.
- b. Employees may volunteer for community service organizations which have been approved by the Board, and shall be allowed to use up to **6 hours per year** of agency time when called to perform these duties. These hours are not cumulative. Any hours needed over 6 hours shall be either comp time or vacation time. Approval to use agency time in this manner must be obtained by submitting a written request to the employee's supervisor. **The purpose of these hours are to allow staff to volunteer as a representative of the agency and support local community efforts or services that do not benefit the employee directly. Community service hours cannot be used for fulfilling volunteer requirements for the employee's family or child's activities.**
- c. It will be each department supervisor's responsibility to monitor and track time used for volunteer emergency service and community service organizations.
- d. Training time must be at employee's own time and expense.

## **Personnel Policy Number 10 Volunteer for Emergency/Community Services**

### **Board Approved Community Service Organizations**

- United Way
- Heart to Heart
- Meals on Wheels
- Red Cross
- New Horizons Crisis Center
- Second Harvest
- Special Olympics
- Let's Go Fishing
- Murray County Hospice
- Prairie Home Hospice
- Share
- Southwest Crisis Center
- VFW Honor Guard
- Ruby's Pantry
- Relay for Life
- Western Community Action (Community Blooms, Kitchen Table Food Shelf, Big Buddies, **Coats for Kids**)
- Share the Spirit
- Salvation Army
- Redwood Area Kids' Weekend Food Program
- **Minnesota Patriot Guard**
- **Loaves for Fishes (Esther's Kitchen)**
- **4H**
- **Kids Against Hunger**
- **Rock County Food Shelf**
- **Wabasso Area Food Emergency Relief**

Approval Date – 06/15/11

Revision Date – ~~11/20/13~~ 09/16/15

LAW OFFICES  
**QUARNSTROM & DOERING, P.A.**  
109 South Fourth Street  
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Telephone: 507-537-1441 / Fax 507-537-1445

Michael W. Cable  
Dennis H. Simpson  
William J. Toulouse  
Matthew B. Gross

W.P. Quarnstrom, Retired  
Patrick J. Leary, Retired  
Lee E. Doering, Retired  
Durward L. Pederson (1919-1998)  
Brian J. Murphy (1946-2003)

September 3, 2015

Carol Biren  
Public Health Division Director  
Southwest Health & Human Services  
607 West Main Street, Suite 200  
Marshall, MN 56258

**VIA EMAIL ONLY**  
[Carol.Biren@swmhhs.com](mailto:Carol.Biren@swmhhs.com)

Re: Public Health Jail Health Services Contract with Lyon County Sheriff  
Our File No.: S000(001)

Dear Carol:

This will confirm our telephone conversation on Wednesday, September 2, 2015 regarding the contract for public health with the Lyon County Sheriff to provide services. As we discussed, the contract requires a 90 day notice by either party to terminate. It is my understanding that there has been less than 90 days notice given but both SWHHS and Lyon County agree that the contract should be terminated effective October 1, 2015.

As such, I believe this matter should be put on the agenda for the September board meeting and the board should approve the early termination of the contract formally.

I do not believe this is a matter of controversy and I believe that all parties are in favor of doing so, but I believe our board should take action on this because this is a contract between two public entities.

I will also be contacting Lyon County Attorney, Rick Maes, to follow up on this matter.

Please let me know if you have any questions or need me to attend the meeting on September 16 to further explain what is happening. If you need me to attend, let me know as soon as possible.

Very truly yours,

QUARNSTROM & DOERING, P.A.

/s/ William J. Toulouse

William J. Toulouse

WJT:mmg

cc: Chris Sorenson

Email: [wtoulouse@qdlawfirm.com](mailto:wtoulouse@qdlawfirm.com)

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Durward L. Pederson (1919-1998)  
Brian J. Murphy (1946-2003)

September 3, 2015

Rick Maes  
Lyon County Attorney  
607 West Main Street  
Marshall, MN 56258

**VIA EMAIL ONLY**

Re: Southwest Health & Human Services – Lyon County Services Contract  
Our File No.: S000(001)

Dear Rick:

I spoke with Carol Biren who is the Public Health Division Director at Southwest Health & Human Services on September 2, 2015. I have been informed that a contract that runs through December 31, 2015 between Lyon County and SWHHS will be terminated early (October 1, 2015) by mutual agreement of the parties. It is my understanding that both parties agree to this early termination.

As such, I have advised the staff at SWHHS that there should be a formal board action on this at the September board meeting and I believe the same would be true regarding the Lyon County Board so that there is a record of early termination of the contract by mutual agreement.

Please let me know if you have any questions. I have forwarded a copy of the contract on to you for your convenience.

Very truly yours,

QUARNSTROM & DOERING, P.A.

/s/ William J. Toulouse

William J. Toulouse

WJT:mmg

Attachment

cc: Carol Biren (via email)  
Chris Sorenson (via email)

Email: [wtoulouse@qdlawfirm.com](mailto:wtoulouse@qdlawfirm.com)



**SEPTEMBER 2015**  
**GRANTS ~ AGREEMENTS ~ CONTRACTS**  
for Board review/approval

- USN Netcom Corporation (WIC)** – 10/01/15 to 09/30/16; Messaging service (One Call Now) providing annual unlimited messaging to all WIC clients and staff, cost is for services, maintenance and support, plus one time set up fee, \$3531.84 (NEW).
- MDH WIC** – 01/01/16 to 12/31/20; Renewal of the WIC master grant to provide program services (renewal).
- Western Mental Health (Marshall, MN)** – 09/01/15 to 12/31/15; Contract for parenting classes (\$3,000 for Parenting 101 Group) and individual parent education (\$62.20/hr up to \$15,000) (NEW).
- MDH TANF Family Home Visiting** – 07/01/15 to 06/30/17; Grant for the family home visiting program (renewal).

## **BOARD MEETING – 09/16/15**

### **DONATIONS**

- **Lori Wolf, 31 Consultant, donated 10 lunch totes with school supplies.**
- **Someone will donate a Thanksgiving meal for a family in Redwood County.**

**Malwarebytes**  
10 Almaden Blvd. Tenth Floor  
San Jose, CA 95113  
www.malwarebytes.org

Quote #: Q005936  
Date: 09/18/2015  
Expires On: 10/09/2015

**BILL TO:**

Southwest Health and Human Services  
Karri Harvey  
607 West Main Street  
Marshall, MN 56258  
US  
(507) 532-1223  
karri.harvey@swmhhs.com

**SHIP TO: (If Applicable)**

Southwest Health and Human Services  
Karri Harvey  
607 West Main Street  
Marshall, MN 56258  
US  
(507) 532-1223  
karri.harvey@swmhhs.com

**CONTACT DETAILS**

Kyle DeMerritt

(800) 778-1082 Ext 138

kdemerritt@malwarebytes.org

**SUBSCRIPTION DETAILS**

**Subscription Start Date:** 09/18/2015  
**Payment Method:** Credit Card  
**Payment Terms:** Due Upon Receipt

**Auto Renew:** Yes  
**Initial Term:** 36  
**Renewal Term:** 36

**PURCHASE SUMMARY (USD)**

| PRODUCT NAME   | QTY | LIST PRICE | DISCOUNT | UNIT PRICE            | EXTENDED PRICE       |
|--|-----|------------|----------|-----------------------|----------------------|
| Malwarebytes Endpoint Security<br>Business License, 36 month, One license per PC | 225 | 71.95 USD  | 29.99%   | 50.37 USD             | 11,333.25 USD        |
|  |     |            |          | <b>Sub Total:</b>     | <b>11,333.25 USD</b> |
|  |     |            |          | <b>Estimated Tax:</b> | <b>0.00 USD</b>      |
|  |     |            |          | <b>Total:</b>         | <b>11,333.25 USD</b> |

**Terms and Conditions:**

This Subscription shall be governed by the terms of the End User License Agreement which can be found at <https://www.malwarebytes.org/eula>.  
Subscription & Support fees begin on the Subscription Start Date. Renewal Subscriptions begin at the end of the Initial Term or subsequent Renewal Term.  
Subscriptions and Support fees are due for payment in accordance with the Payment Method and Payment Terms detailed herein.  
All Sales Order Forms and Quotations are subject to sales tax at prevailing local rates.