



Southwest Health and Human Services  
 Board Agenda  
 Wednesday, May 18, 2016  
 Public Health Conference Rooms  
 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 04/20/16 board minutes
- D. Financial
- E. Caseload
 

	04/16	03/16	02/16
Social Service	3,697	3,647	3,681
Licensing	483	483	481
Out-of-Home Placements	173	169	178
Income Maintenance	12,503	12,527	12,923
Child Support Cases	3,360	3,329	3,335
Child Support Collections	\$892,307	\$927,144	\$835,990
Non IV-D Collections	\$75,071	\$92,083	\$154,741
- F. Decision Items
  - 1. Social Service Policy Number 23 – Respite Care for Children
- G. Discussion/Information
  - 1. Success story – Jamie Baker, 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 04/20/16 board minutes
- J. Financial
- K. Caseload

	04/16	03/16	02/16
WIC		2324	2291
Family Home Visiting	48	47	60
PCA Assessments	20	21	17
Managed Care	274	262	305
Dental Varnishing	97	126	91
Refugee Health	1	7	5
Latent TB Medication Distribution	27	24	22
- L. Decision Items
  - 1.
- M. Discussion/Information
  - 1. WIC – Lori Ross
  - 2. Dr. Meister
  - 3. Nurse Family Partnership update – Kristin Deacon
  - 4. Food, Pools, & Lodging update – Carol Biren

**GOVERNING BOARD**

- N. Call to order
- O. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 04/20/16 board minutes
- P. Financial

## **GOVERNING BOARD (cont.)**

### Q. Employee Recognition

- Nathaniel Kuhnau, 1 year, Social Worker, Marshall
- Lisa Luckhardt, 1 year, Social Worker, Marshall
- Patricia Mock, 1 year, Social Worker, Marshall
- Rachel Schroeder, 1 year, Social Worker Marshall
- Louise Smith, 1 year, Eligibility Worker, Redwood Falls
- Amber Berning, 1 year, Eligibility Worker, Luverne
- Karen Gerhardson, 1 year, Eligibility Worker, Marshall
- Joshua Varpness, 1 year, Child Support Officer, Marshall
- Alyssa Sorensen, 5 years, Office Support Specialist, Ivanhoe
- Cathy Michaels, 10 years, Social Worker, Pipestone
- Jennifer Beek, 10 years, Financial Assistance Supervisor, Marshall
- Jackie Johnson, 15 years, Social Worker, Marshall

### R. Decision Items

1. Stacy Fier, Social Worker Team Leader, completion of 6 month probationary period, no salary increase, effective 05/30/16
2. Louise Smith, Eligibility Worker, completion of 12 month probationary period, 1% salary increase, effective 05/18/16
3. Karen Gerhardson, Eligibility Worker, completion of 12 month probationary period, 1% salary increase, effective 05/18/16
4. Anna Snyder, Public Health Educator, completion of 12 month probationary period, 1% salary increase, effective 05/26/16
5. Connie Seaman, Accounting Technician, completion of 12 month probationary period, 1% salary increase, effective 06/01/16
6. Mariah McCloud, Social Worker (CPS), completion of 12 month probationary period, 1% salary increase, effective 06/01/16
7. Jill Toering, Social Worker, completion of 12 month probationary period, 1% salary increase, effective 06/09/16
8. Shannon Leysen, lateral transfer – Child Support Officer to Eligibility Worker, no salary change, effective 05/30/16
9. Erin Klumper, promotional appointment – Social Worker (CPS) to Social Services Supervisor, 12 month probationary period, \$55,510.00 annual, effective 04/25/16
10. Angela Voss, promotional appointment – Office Support Specialist to Case Aide, 6 month probationary period, \$22.62 per hour, effective 05/16/16
11. Melissa Kidrowski, Registered Nurse, probationary appointment (12 months), \$24.00 per hour, effective 05/16/16
12. Melissa Kidrowski, leave without pay request
13. Jessica Kruk, leave without pay request
14. Kayla Bigelbach, Social Worker (CPS), resignation, effective 05/20/16
15. Amy Jelen, Public Health Educator, resignation, effective 05/26/16
16. Theresa Klingbile, Eligibility Worker, resignation, effective 06/03/16
17. Karla Drown, Fiscal Manager, resignation, effective 06/03/16
18. Request for Public Health Educator

## **GOVERNING BOARD (cont.)**

- R. Decision Items (cont.)
19. Determination of Need – Progress Inc., Edgerton
  20. IT request – routine computer replacements
  21. Contracts
  22. Donations
    - Chuck & Jan Bobendrier, Pipestone, donated a Life Source Blood Pressure Monitor
    - Marcy Moe, HSI, Marshall, donated boys clothing
    - Rolling Plains Mennonite Church, donated 3 baby quilts
    - Anonymous Person, Lucan, donated baby formula
- S. Discussion/Information
1. Rotation of board meetings – Commissioner Wildermuth
- T. Adjournment

### **Next Meeting Dates:**

- **Wednesday, June 15, 2016 - Marshall**
- **Wednesday, July 20, 2016 – Marshall**
- **Wednesday, August 17, 2016 – Marshall**

# SOUTHWEST HEALTH & HUMAN SERVICES

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

## SUMMARY OF FINANCIAL ACCOUNTS REPORT

For the Month Ending: **April 30, 2016**

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

Description	Month	Running Balance
<b>BEGINNING BALANCE</b>		<b>\$2,446,605</b>
<b>RECEIPTS</b>		
Monthly Receipts	1,124,453	
County Contribution	175,208	
Interest on Investments	185	
<b>TOTAL MONTHLY RECEIPTS</b>		1,299,846
<b>DISBURSEMENTS</b>		
Monthly Disbursements	2,919,822	
<b>TOTAL MONTHLY DISBURSEMENTS</b>		2,919,822
<b>ENDING BALANCE</b>		<b>\$826,629</b>

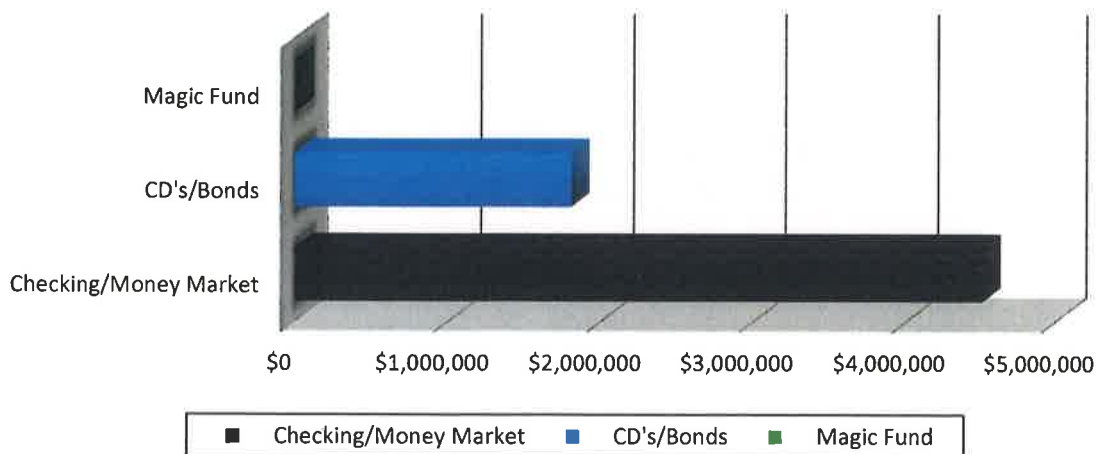
## REVENUE

<i>Checking/Money Market</i>	<b>\$826,629</b>
<i>CD's/Bonds</i>	<b>\$1,800,000</b>
<i>Magic Fund</i>	<b>\$0</b>

Average Balance  
last two years  
**\$3,267,158**

**ENDING BALANCE** **\$2,626,629**

## REVENUE DESIGNATION



# Southwest Health and Human Services



KJD  
5/10/16 8:55AM

Treasurer's Cash Trial Balance

As of 04/2016

Page 2

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 Health Services Fund	1,436,504.12			
Receipts		382,609.60	1,240,277.96	
Disbursements		40,306.26-	249,753.26-	
Payroll		295,073.93-	892,099.07-	
Fund Total .....		47,229.41	98,425.63	1,534,929.75
5 Human Services Fund				
410 General Administration	352,118.99			
Receipts		49,283.20	194,147.80	
Disbursements		53,107.79-	207,098.89-	
Payroll		16,140.59-	62,215.03-	
Dept Total .....		19,965.18-	75,166.12-	276,952.87
5 Human Services Fund				
420 Income Maintenance	3,696,135.62-			
Receipts		257,639.32	1,642,401.41	
Disbursements		240,249.91-	1,042,567.23-	
Payroll		501,677.14-	1,540,190.68-	
Dept Total .....		484,287.73-	940,356.50-	4,636,492.12-
5 Human Services Fund				
431 Social Services	8,365,424.02			
Receipts		399,867.08	2,690,041.71	
Disbursements		173,439.64-	616,996.06-	
SSIS		572,484.17-	2,318,349.45-	
Payroll		831,384.32-	2,550,509.13-	
Dept Total .....		1,177,441.05-	2,795,812.93-	5,569,611.09
5 Human Services Fund				
461 Information Systems	2,035,385.63-			
Receipts		2,177.00	6,808.50	
Disbursements		329.67-	4,119.67-	
Payroll		30,845.51-	112,749.33-	
Dept Total .....		28,998.18-	110,060.50-	2,145,446.13-

# Southwest Health and Human Services



KJD 5/10/16 8:55AM

Treasurer's Cash Trial Balance As of 04/2016

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
5 Human Services Fund	471	LCTS Collaborative Agency		
	0.00			
Receipts		0.00	39,824.00	
Journal Entries		0.00	39,824.00-	
Dept Total . . . . .		0.00	0.00	0.00
Fund Total . . . . .	2,986,021.76	1,710,692.14-	3,921,396.05-	935,374.29-
<b>61 Agency Health Insurance</b>				<b>139,472.05</b>
Receipts	0.00	208,270.32	986,930.62	
Disbursements		163,951.78-	847,458.57-	
Fund Total . . . . .		44,318.54	139,472.05	
71 LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
	28,987.61			
Disbursements		0.00	31,225.50-	
Journal Entries		0.00	15,392.00	
Dept Total . . . . .		0.00	15,833.50-	13,154.11
Fund Total . . . . .	28,987.61	0.00	15,833.50-	13,154.11
73 LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
	35,699.21			
Receipts		0.00	650.00	
Disbursements		0.00	4,473.00-	
Journal Entries		0.00	7,043.00	
Dept Total . . . . .		0.00	3,220.00	38,919.21
Fund Total . . . . .	35,699.21	0.00	3,220.00	38,919.21
75 Redwood LCTS Collaborative	471	LCTS Collaborative Agency		
	22,416.99			
Disbursements		770.00-	5,742.00-	
Journal Entries		0.00	17,389.00	

# Southwest Health and Human Services



KJD  
5/10/16 8:55AM

As of 04/2016

## Treasurer's Cash Trial Balance

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total .....		770.00-	11,647.00	34,063.99
Fund Total .....	22,416.99	770.00-	11,647.00	34,063.99
77 Local Advisory Council				
		Local Advisory Council		
	1,622.38	60.95-	158.00-	
Disbursements		60.95-	158.00-	1,464.38
Dept Total .....				
Fund Total .....	1,622.38	60.95-	158.00-	1,464.38
All Funds .....	4,511,252.07			
Receipts		1,299,846.52	6,801,082.00	
Disbursements		672,216.00-	3,009,592.18-	
SSIS		572,484.17-	2,318,349.45-	
Payroll		1,675,121.49-	5,157,763.24-	
Total .....		1,619,975.14-	3,684,622.87-	826,629.20



# Southwest Health and Human Services



KJD  
5/10/16 8:56AM

Trial Balance  
As of 04/2016

Report Basis: Cash

1 Health Services Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
----- Assets -----				
1001 Cash in Bank - Checking	1,436,504.12	47,229.41	98,425.63	1,534,929.75
1090 Investments	320,000.00	0.00	0.00	320,000.00
<b>Total Assets</b>	1,756,504.12	47,229.41	98,425.63	1,854,929.75
----- Liabilities and Balance -----				
Liabilities				
<b>Total Liabilities</b>	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	1,799,880.68-	0.00	0.00	1,799,880.68-
2885 Revenue Control	0.00	382,609.60-	1,239,720.53-	1,239,720.53-
2887 Expenditure Control	0.00	335,380.19	1,141,294.90	1,141,294.90
<b>Total Fund Balance</b>	1,799,880.68-	47,229.41-	98,425.63-	1,898,306.31-
<b>Total Liabilities and Balance</b>	1,799,880.68-	47,229.41-	98,425.63-	1,898,306.31-
----- Assets -----				
410 General Administration				
1265 Due From Other Funds (Proprietary)	43,376.56	0.00	0.00	43,376.56
<b>Total Assets</b>	43,376.56	0.00	0.00	43,376.56
----- 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  
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5 Human Services Fund

Trial Balance  
As of 04/2016

Report Basis: Cash

Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
410 General Administration				
1001 Cash In Bank - Checking	352,118.99	19,965.18-	75,166.12-	276,952.87
1265 Due From Other Funds (Proprietary)	245,800.53	0.00	0.00	245,800.53
<b>Total Assets</b>	597,919.52	19,965.18-	75,166.12-	522,753.40
---				
Liabilities and Balance-----				
Liabilities				
2090 Due To Flexible Plan Employees	1,599.96	0.02-	0.02-	1,599.94
<b>Total Liabilities</b>	1,599.96	0.02-	0.02-	1,599.94
Fund Balance				
2881 Unassigned Fund Balance	599,519.48-	0.00	0.00	599,519.48-
2887 Expenditure Control	0.00	19,965.20	75,166.14	75,166.14
<b>Total Fund Balance</b>	599,519.48-	19,965.20	75,166.14	524,353.34-
<b>Total Liabilities and Balance</b>	597,919.52-	19,965.18	75,166.12	522,753.40-
420 Income Maintenance				
1001 Cash In Bank - Checking	3,696,135.62-	484,287.73-	940,356.50-	4,636,492.12-
1090 Investments	592,000.00	0.00	0.00	592,000.00
<b>Total Assets</b>	3,104,135.62-	484,287.73-	940,356.50-	4,044,492.12-
---				
Liabilities and Balance-----				
Liabilities				
<b>Total Liabilities</b>	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	3,104,135.62	0.00	0.00	3,104,135.62
2885 Revenue Control	0.00	257,534.42-	1,639,336.81-	1,639,336.81-
2887 Expenditure Control	0.00	741,822.15	2,579,693.31	2,579,693.31
<b>Total Fund Balance</b>	3,104,135.62	484,287.73	940,356.50	4,044,492.12
<b>Total Liabilities and Balance</b>	3,104,135.62	484,287.73	940,356.50	4,044,492.12
431 Social Services				
---				
Assets-----				

# Southwest Health and Human Services



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5 Human Services Fund

Trial Balance  
As of 04/2016

Report Basis: Cash

Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
1001 Cash in Bank - Checking	8,365,424.02	1,177,441.05	2,795,812.93	5,569,611.09
1090 Investments	888,000.00	0.00	0.00	888,000.00
1205 County Advances - MFP (Chippewa Cty)	80,749.47	0.00	0.00	80,749.47
<b>Total Assets</b>	9,334,173.49	1,177,441.05	2,795,812.93	6,538,360.56

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

**Total Liabilities**

Fund Balance

2881 Unassigned Fund Balance	9,334,173.49	0.00	0.00	9,334,173.49
2885 Revenue Control	0.00	311,337.08	2,594,352.89	2,594,352.89
2887 Expenditure Control	0.00	1,488,778.13	5,390,165.82	5,390,165.82

**Total Fund Balance**

**Total Liabilities and Balance**

461 Information Systems

----- Assets-----

1001 Cash in Bank - Checking	2,035,385.63	28,998.18	110,060.50	2,145,446.13
<b>Total Assets</b>	2,035,385.63	28,998.18	110,060.50	2,145,446.13

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

**Total Liabilities**

Fund Balance

2881 Unassigned Fund Balance	2,035,385.63	0.00	0.00	2,035,385.63
2885 Revenue Control	0.00	2,177.00	6,808.50	6,808.50
2887 Expenditure Control	0.00	31,175.18	116,869.00	116,869.00

**Total Fund Balance**

**Total Liabilities and Balance**

471 LCTS Collaborative Agency

----- Assets-----

**Total Assets**

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

**Total Liabilities**

# Southwest Health and Human Services



5/10/16 8:56AM

RM- Stmt of Revenues & Expenditures

Page 2

As Of 04/2016 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2016 BUDGET	% OF BUDG	% OF YEAR
<b>FUND 1 HEALTH SERVICES FUND</b>					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	175,208.00-	391,199.00-	782,398.00-	50	33
INTERGOVERNMENTAL REVENUES	38,234.32-	106,873.14-	327,100.00-	33	33
STATE REVENUES	63,453.93-	269,151.46-	921,568.00-	29	33
FEDERAL REVENUES	87,674.36-	312,106.85-	1,124,712.00-	28	33
FEES	17,898.83-	157,449.19-	448,995.00-	35	33
EARNINGS ON INVESTMENTS	29.54-	2,034.21-	3,000.00-	68	33
MISCELLANEOUS REVENUES	110.62-	906.68-	0.00	0	33
<b>TOTAL REVENUES</b>	<b>382,609.60-</b>	<b>1,239,720.53-</b>	<b>3,607,773.00-</b>	<b>34</b>	<b>33</b>
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	33
PAYROLL AND BENEFITS	295,073.93	892,099.07	2,862,402.00	31	33
OTHER EXPENDITURES	40,306.26	249,195.83	745,371.00	33	33
<b>TOTAL EXPENDITURES</b>	<b>335,380.19</b>	<b>1,141,294.90</b>	<b>3,607,773.00</b>	<b>32</b>	<b>33</b>

# Southwest Health and Human Services



KJD

5/10/16 8:56AM

RM- Stmt of Revenues & Expenditures

As Of 04/2016 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2016 BUDGET	% OF BUDG	% OF YEAR
<b>FUND 5 HUMAN SERVICES FUND</b>					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	0.00	217,995.19-	9,546,442.00-	2	33
INTERGOVERNMENTAL REVENUES	5,000.00-	12,280.01-	10,000.00-	123	33
STATE REVENUES	41,694.71-	909,545.25-	4,712,344.00-	19	33
FEDERAL REVENUES	290,276.58-	1,993,045.70-	7,305,662.00-	27	33
FEES	159,262.29-	633,085.25-	1,916,800.00-	33	33
EARNINGS ON INVESTMENTS	155.08-	10,679.49-	27,000.00-	40	33
MISCELLANEOUS REVENUES	74,659.84-	463,867.31-	1,333,500.00-	35	33
<b>TOTAL REVENUES</b>	<b>571,048.50-</b>	<b>4,240,498.20-</b>	<b>24,851,748.00-</b>	<b>17</b>	<b>33</b>
EXPENDITURES					
PROGRAM EXPENDITURES	732,092.32	3,081,259.16	9,238,507.00	33	33
PAYROLL AND BENEFITS	1,383,722.37	4,277,291.26	13,012,977.00	33	33
OTHER EXPENDITURES	165,925.97	803,343.85	2,600,264.00	31	33
<b>TOTAL EXPENDITURES</b>	<b>2,281,740.66</b>	<b>8,161,894.27</b>	<b>24,851,748.00</b>	<b>33</b>	<b>33</b>

# Southwest Health and Human Services

KJD  
5/10/16 8:56AM

## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

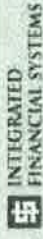
Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
530 PROGRAM	Clearway Grant		Revenue 37,476.00-	74,952.00-	149,000.00-	50	33
			Expend. 11,348.68	34,114.78	133,677.00	26	33
			Net 26,127.32-	40,837.22-	15,323.00-	267	33
900 PROGRAM	Emergency Preparedness		Revenue 0.00	34,768.19-	117,300.00-	30	33
			Expend. 10,671.75	30,400.83	130,861.00	23	33
			Net 10,671.75	4,367.36-	13,561.00	32-	33
901 PROGRAM	Med Reserve Corps		Revenue 0.00	0.00	3,500.00-	0	33
			Expend. 2.70	89.22	1,733.00	5	33
			Net 2.70	89.22	1,767.00-	5-	33
483 DEPT	Health Education	Totals:	Revenue 42,803.42-	233,601.89-	522,900.00-	45	33
			Expend. 48,114.63	150,445.46	566,820.00	27	33
			Net 5,311.21	83,156.43-	43,920.00	189-	33
485 DEPT	Environmental Health		Revenue 2,316.94-	37,622.76-	234,400.00-	16	33
800 PROGRAM	Environmental		Expend. 14,627.68	54,638.39	234,336.00	23	33
			Net 12,310.74	17,015.63	64.00-	26,587-	33
820 PROGRAM	Healthy Homes Grant		Revenue 0.00	5,427.20-	40,000.00-	14	33
			Expend. 7,992.66	13,684.10	23,101.00	59	33
			Net 7,992.66	8,256.90	16,899.00-	49-	33
485 DEPT	Environmental Health	Totals:	Revenue 2,316.94-	43,049.96-	274,400.00-	16	33
			Expend. 22,620.34	68,322.49	257,437.00	27	33
			Net 20,303.40	25,272.53	16,963.00-	149-	33
1 FUND	Health Services Fund	Totals:	Revenue 382,609.60-	1,239,720.53-	3,607,773.00-	34	33
			Expend. 335,380.19	1,141,294.90	3,607,773.00	32	33
			Net 47,229.41-	98,425.63-	0.00	0	33

# Southwest Health and Human Services

KJD  
5/10/16 8:56AM

Revenues & Expend by Prog,Dept,Fund

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Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
742 PROGRAM	Mental Health/Children Only		Revenue 18,260.50- Expend. 129,029.73 Net 110,769.23	346,038.47- 545,362.98 199,324.51	957,137.00- 1,467,408.00 510,271.00	36 37 39	33 33 33	
750 PROGRAM	Developmental Disabilities		Revenue 55,147.38- Expend. 26,858.43 Net 28,288.95-	182,457.53- 119,951.48 62,506.05-	792,617.00- 417,435.00 375,182.00-	23 29 17	33 33 33	
760 PROGRAM	Adult Services		Revenue 106,918.33- Expend. 8,311.02 Net 98,607.31-	380,429.22- 29,769.18 350,660.04-	1,090,000.00- 110,500.00 979,500.00-	35 27 36	33 33 33	
765 PROGRAM	Adults Waivers		Revenue 39,581.70- Expend. 1,577.08 Net 38,004.62-	136,358.03- 20,621.04 115,736.99-	484,000.00- 17,000.00 467,000.00-	28 121 25	33 33 33	
431 DEPT	Social Services	Totals:	Revenue 311,337.08- Expend. 1,488,778.13 Net 1,177,441.05	2,594,352.89- 5,390,165.82 2,795,812.93	15,505,393.00- 16,106,612.00 601,219.00	17 33 465	33 33 33	
461 DEPT	Information Systems		Revenue 2,177.00- Expend. 31,175.18 Net 28,998.18	6,808.50- 116,869.00 110,060.50	28,500.00- 348,907.00 320,407.00	24 33 34	33 33 33	
461 DEPT	Information Systems	Totals:	Revenue 2,177.00- Expend. 31,175.18 Net 28,998.18	6,808.50- 116,869.00 110,060.50	28,500.00- 348,907.00 320,407.00	24 33 34	33 33 33	
5 FUND	Human Services Fund	Totals:	Revenue 571,048.50- Expend. 2,281,740.66 Net 1,710,692.16	4,240,498.20- 8,161,894.27 3,921,396.07	24,851,748.00- 24,851,748.00 0.00	17 33 0	33 33 33	
FINAL TOTALS	963 Accounts		Revenue 953,658.10- Expend. 2,617,120.85 Net 1,663,462.75	5,480,218.73- 9,303,189.17 3,822,970.44	28,459,521.00- 28,459,521.00 0.00	19 33 0	33 33 33	

**SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER  
APRIL 2016**

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	<b>BALANCE FORWARD</b>				2,446,604.34
4/1/16	7245-7271	PAYROLL		132,829.61	2,313,774.73
4/1/16	36600-36848 ACH	PAYROLL		453,197.25	1,860,577.48
4/4/16	66534-66579	Disb		10,850.93	1,849,726.55
4/4/16	66580-66615	Disb		181,177.57	1,668,548.98
4/4/16	1455-1461 ACH	Disb		2,782.45	1,665,766.53
4/1/16	17724-17728 17734,17736,17740-17759	Dep	133,908.98		1,799,675.51
4/4/16	9407	Disb		31,371.09	1,768,304.42
4/5/16	17764-766,17772- 17782,17786-17799	Dep	114,130.86		1,882,435.28
4/6/16	9408	Disb		8,585.75	1,873,849.53
4/8/16	17760-17763,17767- 17771,17783- 17785,17800-17851	Dep	188,194.92		2,062,044.45
4/11/16	66616-66666	Disb		16,668.13	2,045,376.32
4/11/16	1462 ACH	Disb		224.80	2,045,151.52
4/11/16	66667-66818	Disb		287,702.67	1,757,448.85
4/11/16	1463-1490 ACH	Disb		2,354.08	1,755,094.77
4/11/16	9409	Disb		17,843.90	1,737,250.87
4/12/16	17852-17853,17864,17866- 17895	Dep	59,941.00		1,797,191.87
4/14/16	9410	Disb		52,315.60	1,744,876.27
4/15/16	7272-7290	PAYROLL		132,239.09	1,612,637.18
4/15/16	36849-37089 ACH	PAYROLL		452,359.64	1,160,277.54
4/14/16	22907 (Feb)	Interest	89.21		1,160,366.75
4/14/16	23413 (Mar)	Interest	95.41		1,160,462.16
4/15/16	9411	Disb		24.00	1,160,438.16
4/15/16	9412	Disb		639.04	1,159,799.12
4/15/16	17854-17863,17865,17896- 17962	Dep	320,354.95		1,480,154.07
4/18/16	66819-66892	Disb		138,229.17	1,341,924.90
4/18/16	9413	Disb		28,394.75	1,313,530.15
4/19/16	17963-18002	Dep	63,665.13		1,377,195.28
4/20/16	9414	Disb		8,585.61	1,368,609.67
4/20/16	9415	Disb		2,663.76	1,365,945.91
4/22/16	66893-67110	Disb		86,406.20	1,279,539.71
4/22/16	1491-1494 ACH	Disb		1,044.33	1,278,495.38
4/22/16	67111-67206	Disb		10,494.50	1,268,000.88
4/22/16	9416	Disb		912.45	1,267,088.43
4/25/16	67207-67300	Disb		27,062.27	1,240,026.16
4/25/16	67301-67463	Disb		292,016.77	948,009.39
4/25/16	1495-1520 ACH	Disb		2,368.88	945,640.51
4/22/16	18003-18004,18006-18044	Dep	167,011.07		1,112,651.58
4/25/16	9417	Disb		33,981.47	1,078,670.11
4/26/16	18005,18045-18100	Dep	233,190.31		1,311,860.42
4/29/16	7291-7301	PAYROLL		5,393.33	1,306,467.09
4/29/16	37090-37333 ACH	PAYROLL		499,102.57	807,364.52
4/29/16	18101-18129	Dep	19,264.68		826,629.20
					826,629.20
					826,629.20
					826,629.20
	<b>Balanced 05/02/16 LMD</b>	<b>TOTALS</b>	<b>1,299,846.52</b>	<b>2,919,821.66</b>	



# Adult - Social Services Caseload

Average	Adult Brain Injury (BI)	Adult Community Alternative Care (CAC)	Adult Community Access for Disability Inclusion (CADI)	Adult Essential Community Supports	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	242	14		331	37	842	28	484	464	334	2789
2015	12	227	13		306	34	817	23	403	460	352	2652
2016	13	240	12	0	295	45	825	18	388	452	362	2650
2017												

\*Note: CADI name change and there is a new category (Adult Essential Community Supports)

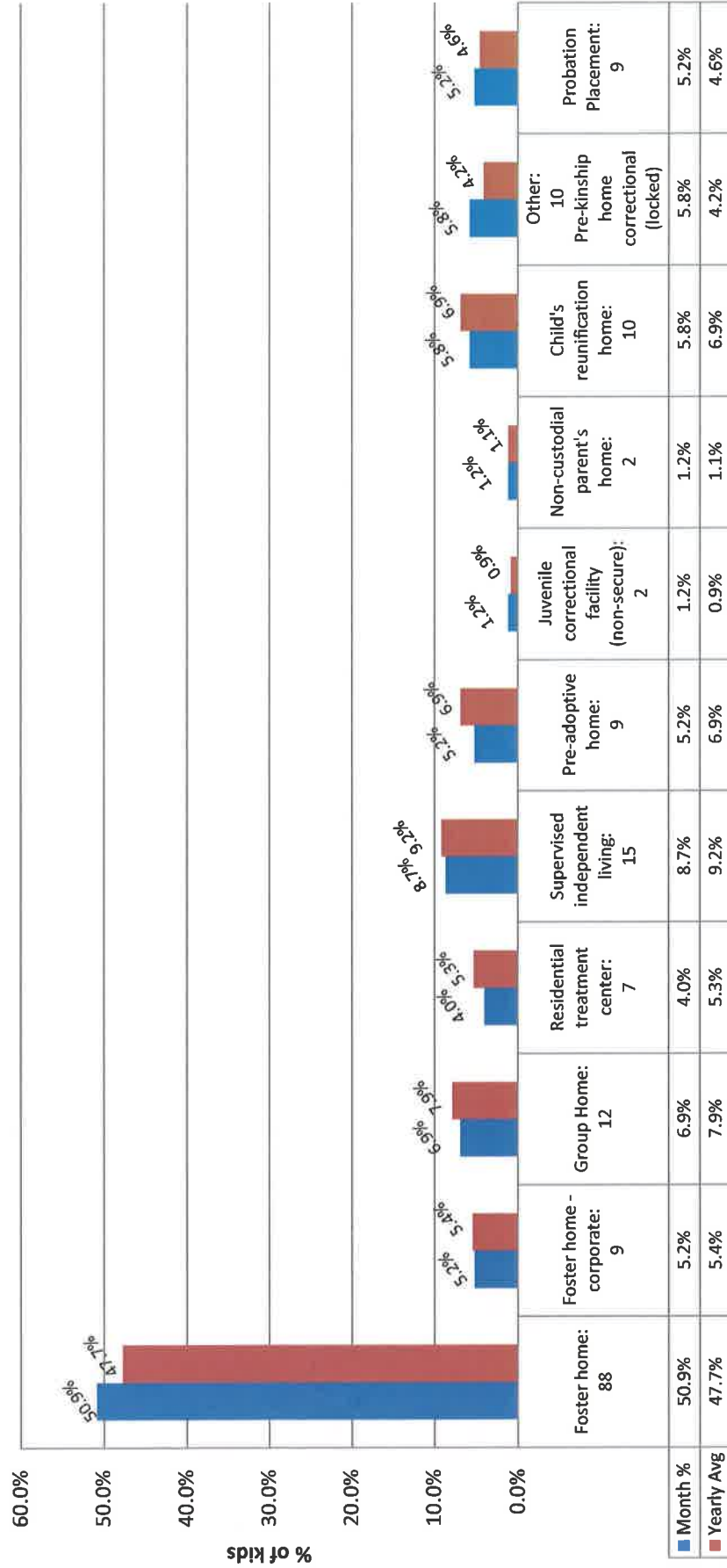
2016	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
January	13	237	12	0	297	40	815	19	367	452	358	2610
February	13	238	12	0	297	42	827	19	412	453	361	2674
March	13	243	12	0	293	44	835	17	370	452	366	2645
April	13	240	12	0	294	55	822	17	403	451	362	2669
May												
June												
July												
August												
September												
October												
November												
December												
	13	240	12	0	295	45	825	18	388	452	362	2650

# 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	38	15	1	3	30	153	127	96	0	1	18	482
2016	40	16	2	4	34	185	147	86	0	0	13	527
2017												

2016	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	40	15	2	4	35	179	138	87	0	0	13	513
February	39	15	2	4	34	180	154	85	0	0	13	526
March	39	17	2	4	33	186	145	88	0	0	11	525
April	43	17	1	5	35	193	151	85	0	0	15	545
May												
June												
July												
August												
September												
October												
November												
December												
	40	16	2	4	34	185	147	86	0	0	13	527

**April 2016 - Placement by Category  
173 Kids in Placement**





**May 2016:** Total kids in placement = 173

**Total of 14 Children entered placement**

1	Lyon	Foster Home
1	Murray	Correctional Facility
1	Murray	Foster Home
1	Pipestone	Foster Home
10	Redwood	Foster Home

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

2	Lincoln	Foster Home
3	Lyon	Foster Home
1	Pipestone	Foster Home
1	Pipestone	Residential Treatment Facility
1	Pipestone	Supervised Independent Living
1	Redwood	Group Home
1	Rock	Corporate Foster Home

**NON IVD COLLECTIONS**  
*APRIL 2016*

<b>PROGRAM</b>	<b>ACCOUNT</b>	<b>TOTAL</b>
MSA/GRH	05-420-605.5802	50
TANF (MFIP/DWP/AFDC)	05-420-610.5803	1,774
GA	05-420-620.5803	245
FS	05-420-630.5803	3,423
CS (PI Fee, App Fee, etc)	05-420-640.5501	989
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	30,740
REFUGEE	05-420-680.5803	0
CHILDRENS		
Parental Fees, Holds	05-431-710.5501	9,192
OOH/FC Recovery	05-431-710.5803	12,493
CHILDCARE		
Licensing	05-431-720.5502	1,600
Corp FC Licensing	05-431-710.5505	400
Over Payments	05-431-721&722.5803	0
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	5,357
Detox Fees	05-431-730.5520	5,129
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	23
Over Payments	05-431-741 or 742.5803	3,480
DEVELOPMENTAL DISABILITIES		
Insurance Copay/Overpayments	05-431-750.5803	100
ADULT		
Insurance Copay/Overpayments	05-431-760.5803	77
<b>TOTAL NON-IVD COLLECTIONS</b>		<b>75,071</b>

**SOUTHWEST HEALTH AND HUMAN SERVICES  
SOCIAL SERVICE POLICY NUMBER 23**

EFFECTIVE DATE: 09/21/11

REVISION DATE: 05/18/16

AUTHORITY: Southwest Health and Human Services - Human Services Board

**--- RESPITE CARE FOR CHILDREN ---**

**Section 1 - Respite Care for Children Living at Home Who Have an Agency Case Plan**

- a. Respite is planned short term relief care provided to families. It is part of the overall support system families may ~~may~~ need to maintain their child at home.
- b. It is the policy of Southwest Health and Human Services to provide respite care services to families with children who receive children's mental health case management, child welfare case management, or child protective services. Respite care can be used in situations where it is determined by the social worker and supervisor that a child is at risk and an out-of-home placement would be delayed or prevented if used.
- c. Respite care may also be provided for families of children with disabling conditions (DD, TBI, physical disability, etc.). These services are paid for by one of the waiver programs and are part of the social worker's waiver plan.
- d. The amount of respite care service authorized will be based on family need, "at risk" status, amount of natural supports available to assist the family, and the extent of unencumbered county funds available under this program--not to exceed 72 hours of care per month without supervisor approval.

**Section 2 - Intake and Implementation Procedure**

- a. The social worker recognizes OHP **risk factors** based upon their observations and assessment in conjunction with the child's parent.
- b. The social worker reviews the request with the supervisor and/or the permanency/preplacement team in order to determine the amount of respite care services available to assist the family. This will be based on risk status, natural supports available, and unencumbered funds available.
- c. The social worker assigns an amount of respite care hours to the family/child and the rate of reimbursement. Quantity of hours authorized and rate of reimbursement shall conform to the guidelines outlined in form SSC#208.
- d. The social worker makes arrangements for respite care with the family. These prior

**SOUTHWEST HEALTH AND HUMAN SERVICES  
SOCIAL SERVICE POLICY NUMBER 23**

arrangements shall include:

- Completion of Case Plan, which includes respite as a service.
- Completion of Respite Care Assessment and Rating Schedule (SSC#208). Forwarding of the schedule to respite care providers and supervisor for signature.
- Completion of Service Arrangement on SSIS within 5 days of the respite care.

**Section 3 - Respite Care for Foster Families**

- a. As part of the Southwest Health and Human Services child foster care program, all family child foster care families in SWHHS counties may ~~have~~ **accumulate a maximum of up to 12** vacation/personal days available to them accrued at 1 day per month, for the months that the child was in care. **During these days, foster care payments** will be paid. Foster parents may request days off for such events as vacation, family emergency, etc. These personal days **will not** carry over from one calendar year to the next. Additional personal days taken may be provided, but the foster family's rate will not be paid for the time of the respite. Respite care shall not be provided in increments of less than one day. **Accumulated respite days are voided when a foster child leaves the family foster care site.**
- b. As a means to eliminate multiple placements for a child, Southwest Health and Human Services shall offer respite care services to foster parents who have in their care a child(ren) with a severe emotional, physical, medical, and/or developmental disabilities. In these situations respite care services will be authorized on a case-by-case basis and must be **prior authorized** by the child's social worker and the supervisor. Respite care services should only be authorized for a foster child determined to be a high-risk placement due to their severe emotional, physical, medical, or developmental disability. The provision of respite care services in these cases is contingent upon the availability of unused or unencumbered funds with the budget appropriations for this service.

**Section 4 - Private Pay for Respite Care**

- a. Southwest Health and Human Services believes that all families, regardless of source of payment, have a right to use and receive quality respite care services from a trained and licensed foster/respite care provider. Thus, families who have a child(ren) with a severe disability who are private pay may have access to our agency's licensed foster/respite care providers providing that homes are available and trained to care for the particular child's needs.



**SOUTHWEST HEALTH AND HUMAN SERVICES  
SOCIAL SERVICE POLICY NUMBER 23**

**Section 5 - Intake and Implementation Procedure for Private Pay Families**

- a. The parent/caregiver makes the request to the social worker for use of a licensed foster/respice care provider. If the family does not currently have a social worker and the family is requesting case management services in addition to respice care, the request for services shall go to the appropriate supervisor to determine eligibility.
- b. The social worker reviews the request for respice services with the supervisor at the permanency/preplacement meeting.
- c. The social worker assists the client/family as needed with arrangements for respice care services.
- d. A copy of the Respice Care Assessment and Rating Schedule (SSC#208) shall be given to the respice home for signature.
- e. The private pay family, provider, and agency will be responsible to negotiate a respice care rate and a reimbursement payment schedule. The family will forward to Southwest Health and Human Services money to cover the anticipated respice cost prior to the respice session. Southwest Health and Human Services will pay the foster parents following service.

**Agency Form Regarding This Policy:**

SSC#208 - Respice Care Assessment and Rating Schedule

**MAY 2016**  
**BOARD APPROVAL ON THE FOLLOWING:**

- Murray County (Slayton, MN) – 06/01/16 to 06/01/17; office lease agreement, \$2,830/mo, utilities included (no change) (renewal).**
  
- Rock County (Luverne, MN) – 01/01/16 to 12/31/16; office lease agreement of \$121,125 for 18 months or \$6729.17/mo, utilities included (no change) (renewal).**
  
- Heartland Industries Inc (Redwood Falls, MN) – 01/01/16 to 12/31/16; provide imaging/scanning services of agency files and documentation, \$11/hr/consumer (work crew of 4 consumers) (renewal).**