



Southwest Health and Human Services  
Board Agenda  
Wednesday, December 20, 2017  
Commissioners Room  
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 11/15/17 board minutes
- D. Introduce New Staff: None
- E. Employee Recognition
  - Danielle Ogren, 1 year, Child Support Officer, Marshall
  - Michelle Schuelke, 1 year, Public Health Nurse, Marshall
  - Jane Evans, 10 years, Support Enforcement Aide, Marshall
  - Susan Lingen, 25 years, Social Worker, Pipestone
- F. Financial

G. Caseload		<u>11/17</u>	<u>10/17</u>	<u>09/17</u>
Social Service	3,865	3,719	3,821	
Licensing	457	456	466	
Out-of-Home Placements	177	186	190	
Income Maintenance	12,039	12,024	12,049	
Child Support Cases	3,267	3,274	3,284	
Child Support Collections	\$762,945	\$801,542	\$755,366	
Non IV-D Collections	\$74,475	\$52,247	\$87,619	

- H. Discussion/Information
1. Program Highlight- Gail Bielen, Licensing Unit
  - 2.

- I. Decision Items
1. 2018 Human Services Budget

**COMMUNITY HEALTH**

- J. Call to order

- K. Consent Agenda
1. Amend/Approval of Agenda
  2. Identification of Conflict of Interest
  3. Approval of 11/15/17 board minutes

- L. Financial

M. Caseload		<u>11/17</u>	<u>10/17</u>	<u>09/17</u>
WIC	N/A	2191	2192	
Family Home Visiting	44	48	46	
PCA Assessments	16	27	10	
Managed Care	315	262	317	
Dental Varnishing	47	52	35	
Refugee Health	5	7	10	
Latent TB Medication Distribution	18	27	26	

**COMMUNITY HEALTH (cont.)**

- N. Discussion/Information
  - 1.
  - 2.
  
- O. Decision Items
  - 1. Family Home Visiting RFP- Kristin Deacon & Carol Biren
  - 2. PH & EH 2018 fees
  - 3. 2018 Public Health Budget

**GOVERNING BOARD**

- P. Call to order
  
- Q. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 11/15/17 board minutes
  
- R. Financial
  
- S. Discussion/Information
  - 1.
  - 2.
  
- T. Decision Items
  - 1. Administrative Policy 4- Administrative General Policies-2018 Board Per Diem
  - 2. Administrative Policy 10- LAN Email Internet Access
  - 3. Administrative Policy 26- Performance Management Policy
  - 4. Personnel Policy 16- Employee Recognition Policy
  - 5. Personnel Policy 19- Medical Leave for Fitness
  - 6. Personnel Policy 20- Cell Phone Allowance Policy
  - 7. Designated Depositories for 2018
  - 8. Resolution of Signature Authorities for 2018
  - 9. Accounting Policies & Procedures Handbook
  - 10. By-Laws

**GOVERNING BOARD (cont.)**

11. 2018 Budget Approval
12. Letter of Support for Innovation Grant for SMAMHC
13. Donations- Monetary donation to purchase car seats and provide car seat education in Pipestone County- Anonymous donor; Monsanto in Redwood Falls donating Christmas gifts to children in foster care/children in need; Handmade quilts for children in need donated to Redwood Falls from Gloria Dei Lutheran Church Mission quilters; \$40 donation from Milroy Lions Club for children entering foster care placement; size 5 shoes from Jennifer Grogan for anybody needing shoes; Berdena Buys donated 1 quilt to a family in need; Trinity Lutheran Church in Slayton donated diapers to families in need; Avera Marshall donated Christmas gifts for 41 families that are in need this holiday season.
14. Contracts

U. Adjournment

**Next Meeting Dates:**

- **Wednesday, January 17, 2018 - Marshall**
- **Wednesday, February 21, 2018 - Marshall**
- **Wednesday, March 21, 2018 - Marshall**

# SOUTHWEST HEALTH & HUMAN SERVICES

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

## SUMMARY OF FINANCIAL ACCOUNTS REPORT

For the Month Ending: **November, 30 2017**

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

Description	Month	Running Balance
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<b>BEGINNING BALANCE</b>		<b>\$1,033,115</b>
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**RECEIPTS**

Monthly Receipts	2,848,051	
County Contribution	508,256	
Interest on Savings	1,706	

<b>TOTAL MONTHLY RECEIPTS</b>		<b>3,358,013</b>
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**DISBURSEMENTS**

Monthly Disbursements	2,815,044	
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<b>TOTAL MONTHLY DISBURSEMENTS</b>		<b>2,815,044</b>
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<b>ENDING BALANCE</b>		<b>\$1,576,084</b>
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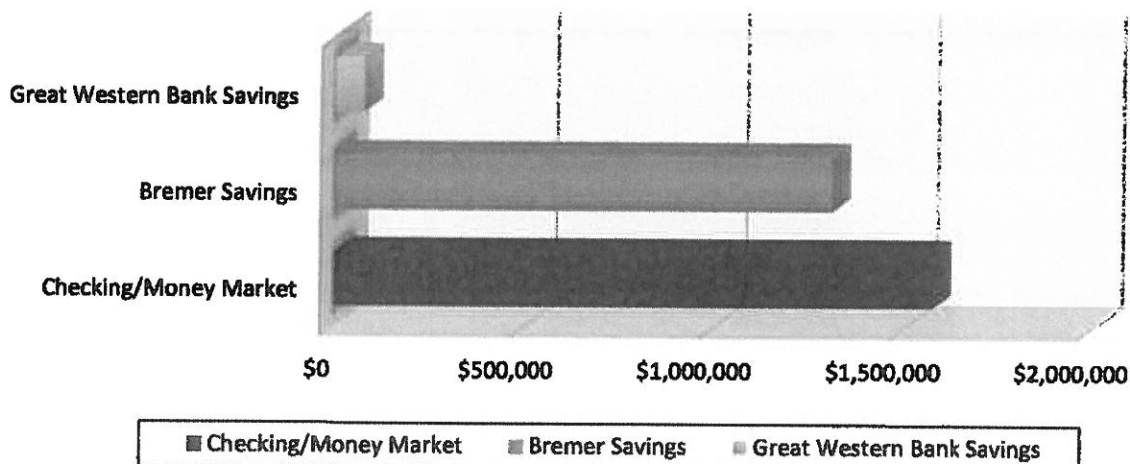
**REVENUE**

Checking/Money Market	<b>\$1,576,084</b>	
Bremer Savings	<b>\$1,310,915</b>	
Great Western Bank Savings	<b>\$75,223.00</b>	

<b>Average Balance last two years \$3,262,757</b>
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<b>ENDING BALANCE</b>		<b>\$2,962,222</b>
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## REVENUE DESIGNATION



**SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER  
NOVEMBER 2017**

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	<b>BALANCE FORWARD</b>				1,033,115.35
11/1/17	9624	Disb		10,536.61	1,022,578.74
11/3/17	83877-83896	Disb		993.35	1,021,585.39
11/3/17	83897-83985	Disb		114,355.19	907,230.20
11/3/17	3376-3412 ACH	Disb		32,860.46	874,369.74
11/3/17	26370-396,26399-408, 26410-412,26414-26427 26397-398, 26409,26413,	Dep	762,138.86		1,636,508.60
11/7/17	26428-26464	Dep	94,507.74		1,731,016.34
11/6/17	9625	Dep	33.80		1,731,050.14
11/6/17	9626	Disb		18,985.98	1,712,064.16
11/7/17	9627	Disb		3,407.17	1,708,656.99
11/9/17	8070-8085	Payroll		142,457.46	1,566,199.53
11/9/17	47375-47630 ACH	Payroll		507,207.48	1,058,992.05
11/9/17	83986-84047	Disb		14,766.17	1,044,225.88
11/9/17	3413-3414 ACH	Disb		161.06	1,044,064.82
11/9/17	84048-84131	Disb		173,574.96	870,489.86
11/9/17	3415-3460 ACH	Disb		41,512.34	828,977.52
11/9/17	26465-26505	Dep	350,440.67		1,179,418.19
11/9/17	9628	Disb		57,539.47	1,121,878.72
11/13/17	84132	Disb		500.00	1,121,378.72
11/13/17	9629	Disb		113,523.12	1,007,855.60
11/14/17	26506-563, 26565, 26567, 26572-573, 26590-26592	Dep	416,891.09		1,424,746.69
11/15/17	9630	Disb		9,589.34	1,415,157.35
11/17/17	84133-84226	Disb		11,087.50	1,404,069.85
11/17/17	84227-84365	Disb		64,082.04	1,339,987.81
11/17/17	3461-3462 ACH	Disb		1,023.29	1,338,964.52
11/17/17	84366-84446	Disb		257,728.01	1,081,236.51
11/17/17	3463-3485 ACH	Disb		7,058.61	1,074,177.90
11/17/17	84447-84501	Disb		9,769.47	1,064,408.43
11/17/17	3486-3487 ACH	Disb		324.98	1,064,083.45
11/17/17	26564,66,68-71,74- 89,26593-26640	Dep	655,841.42		1,719,924.87
11/20/17	9631	Disb		58,719.25	1,661,205.62
11/20/17	9632	Disb		8,941.44	1,652,264.18
11/22/17	9633	Disb		884.35	1,651,379.83
11/22/17	8086-8101	Payroll		143,254.40	1,508,125.43
11/22/17	47631-47885 ACH	Payroll		501,642.53	1,006,482.90
11/22/17	26641-26695, 26704-26720	Dep	281,833.82		1,288,316.72
11/27/17	9634	Disb		47,556.86	1,240,759.86
11/28/17	26696-26703,26721-26751	Dep	463,012.56		1,703,772.42
11/29/17	9635	Disb		10,389.11	1,693,383.31
11/30/17	84502-84568	Disb		7,450.16	1,685,933.15
11/30/17	3488-3489 ACH	Disb		190.00	1,685,743.15
11/30/17	84569-84681	Disb		437,248.41	1,248,494.74
11/30/17	3490-3520 ACH	Disb		5,723.31	1,242,771.43
11/30/17	26752-26793	Dep	333,312.92		1,576,084.35
	Checking - Bremer				1,576,084.35
	Balanced 12/1/17 LMD	<b>TOTALS</b>	<b>3,358,012.88</b>	<b>2,815,043.88</b>	

Savings - Bremer  
Savings - Great Western

1,310,915.14
75,222.66

**TOTAL CASH BALANCE**

<b>2,962,222.15</b>
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SRK

12/11/17 11:10AM

Treasurer's Cash Trial Balance As of 11/2017

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 Health Services Fund	1,525,359.43			
Receipts		361,917.64	3,466,910.33	
Disbursements		93,685.72-	975,925.95-	
Payroll		222,824.24-	2,626,935.09-	
Journal Entries		0.00	319,860.41	
Fund Total . . . . .		45,407.68	183,909.70	1,709,269.13
5 Human Services Fund	410,431.89			
Receipts			577,069.80	
Disbursements		62,701.03-	579,317.65-	
Payroll		18,191.42-	207,285.44-	
Dept Total . . . . .		28,551.20-	209,533.29-	200,898.60
5 Human Services Fund	3,531,814.60-			
Receipts		521,854.54	6,798,393.68	
Disbursements		327,624.94-	3,325,168.55-	
Payroll		360,729.86-	4,351,498.64-	
Journal Entries		0.00	591,743.51	
Dept Total . . . . .		166,500.26-	286,530.00-	3,818,344.60-
5 Human Services Fund	7,300,522.45			
Receipts		1,861,923.98	15,047,204.96	
Disbursements		101,405.83-	1,534,295.33-	
SSIS		582,503.25-	7,105,396.64-	
Payroll		661,299.02-	7,889,068.30-	
Journal Entries		0.00	887,523.65	
Dept Total . . . . .		516,715.88	594,031.66-	6,706,490.79
5 Human Services Fund	2,357,461.29-			
Receipts		2,502.00	35,228.44	
Disbursements		95.79-	19,584.54-	

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
5				
Human Services Fund	471			
Payroll		31,517.33-	369,674.85-	
Dept Total .....		29,111.12-	354,030.95-	2,711,492.24-
LCTS Collaborative Agency				
Receipts	0.00	46,631.00	243,922.00	
Disbursements		46,631.00-	243,922.00-	
Dept Total .....		0.00	0.00	0.00
Fund Total .....	1,821,678.45	292,553.30	1,444,125.90-	377,552.55
61				
Agency Health Insurance				
Receipts	269,062.28	464,257.12	2,926,377.78	
Disbursements		296,709.45-	2,530,364.76-	
Fund Total .....		167,547.67	396,013.02	665,075.30
71				
LCTS Lyon Murray Collaborative Fund	471			
Receipts		23,057.00	113,242.00	
Disbursements		9,125.00-	40,575.16-	
Dept Total .....		13,932.00	72,666.84	117,478.73
Fund Total .....	44,811.89	13,932.00	72,666.84	117,478.73
73				
LCTS Rock Pipestone Collaborative Fund	471			
Receipts		7,734.00	44,129.00	
Disbursements		0.00	33,513.60-	
Dept Total .....		7,734.00	10,615.40	44,725.46
Fund Total .....	34,110.06	7,734.00	10,615.40	44,725.46
75				
Redwood LCTS Collaborative	471			
LCTS Collaborative Agency				
Fund Total .....	40,280.86			

# Southwest Health and Human Services



SRK

12/11/17 11:10AM

Treasurer's Cash Trial Balance As of 11/2017

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		17,500.00	93,349.00	
Disbursements		0.00	86,907.74	
Dept Total .....		17,500.00	6,441.26	46,722.12
Fund Total .....	40,280.86	17,500.00	6,441.26	46,722.12
77 Local Advisory Council				
		Local Advisory Council		
	1,398.86	0.00	0.00	1,398.86
Dept Total .....		0.00	0.00	
Fund Total .....	1,398.86	0.00	0.00	1,398.86
All Funds .....	3,736,701.83			
Receipts		3,359,718.53	29,345,826.99	
Disbursements		937,978.76	9,369,575.28	
SSIS		582,503.25	7,105,396.64	
Payroll		1,294,561.87	15,444,462.32	
Journal Entries		0.00	1,799,127.57	
Total .....		544,674.65	774,479.68	2,962,222.15



DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2017 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	68,947.81-	879,923.00-	879,923.00-	100	92
INTERGOVERNMENTAL REVENUES	241.00-	215,433.24-	252,000.00-	85	92
STATE REVENUES	122,113.19-	795,772.71-	857,375.00-	93	92
FEDERAL REVENUES	144,591.70-	1,095,400.13-	1,365,422.00-	80	92
FEES	20,709.03-	462,948.75-	500,700.00-	92	92
EARNINGS ON INVESTMENTS	272.91-	3,607.69-	6,000.00-	60	92
MISCELLANEOUS REVENUES	5,012.00-	11,085.46-	2,800.00-	396	92
TOTAL REVENUES	361,887.64-	3,464,170.98-	3,864,220.00-	90	92
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	92
PAYROLL AND BENEFITS	222,824.24	2,626,888.68	2,970,827.00	88	92
OTHER EXPENDITURES	93,655.72	972,892.60	893,393.00	109	92
TOTAL EXPENDITURES	316,479.96	3,599,781.28	3,864,220.00	93	92

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2017 BUDGET	% OF BUDG	% OF YEAR
<b>FUND 5 HUMAN SERVICES FUND</b>					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	439,307.96-	6,764,427.81-	9,832,836.00-	69	92
INTERGOVERNMENTAL REVENUES	351.54-	7,315.23-	10,000.00-	73	92
STATE REVENUES	541,768.67-	4,903,452.89-	4,975,279.00-	99	92
FEDERAL REVENUES	867,658.58-	6,945,166.38-	7,670,294.00-	91	92
FEES	182,121.71-	1,956,088.77-	2,356,650.00-	83	92
EARNINGS ON INVESTMENTS	1,432.74-	18,940.23-	32,000.00-	59	92
MISCELLANEOUS REVENUES	359,664.65-	959,830.04-	1,169,251.00-	82	92
<b>TOTAL REVENUES</b>	<b>2,392,305.85-</b>	<b>21,555,221.35-</b>	<b>26,046,310.00-</b>	<b>83</b>	<b>92</b>
EXPENDITURES					
PROGRAM EXPENDITURES	829,023.42	9,060,322.27	8,857,266.00	102	92
PAYROLL AND BENEFITS	1,082,097.43	12,816,972.22	14,304,852.00	90	92
OTHER EXPENDITURES	188,631.72	2,599,907.81	2,884,192.00	90	92
<b>TOTAL EXPENDITURES</b>	<b>2,099,752.57</b>	<b>24,477,202.30</b>	<b>26,046,310.00</b>	<b>94</b>	<b>92</b>

## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element 1 FUND	Description Health Services Fund	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
410 DEPT	General Administration						
0 PROGRAM	...						
930 PROGRAM	Administration						
410 DEPT	General Administration						
481 DEPT	Nursing						
100 PROGRAM	Family Health						
103 PROGRAM	Follow Along Program						
110 PROGRAM	TANF						
130 PROGRAM	WIC						
140 PROGRAM	Peer Breastfeeding Support Program						
210 PROGRAM	CTC Outreach						
270 PROGRAM	Maternal Child Health						
		<b>Totals:</b>					
		Revenue	8,248.39	47,422.94	1,280.00	3,705	92
		Expend.	8,248.39	47,422.94	1,280.00	3,705	92
		Net					92
		Revenue	74,409.07	982,225.49	890,423.00	110	92
		Expend.	49,845.46	567,236.38	703,228.00	81	92
		Net	24,563.61	414,989.11	187,195.00	222	92
		Revenue	74,409.07	982,225.49	890,423.00	110	92
		Expend.	58,093.85	614,659.32	704,508.00	87	92
		Net	16,315.22	367,566.17	185,915.00	198	92
		Revenue	713.62	12,940.01	19,200.00	67	92
		Expend.	1,972.40	18,936.40	15,375.00	123	92
		Net	1,258.78	5,996.39	3,825.00	157	92
		Revenue	1,036.06	24,233.41	27,000.00	90	92
		Expend.	3,061.98	32,873.24	43,948.00	75	92
		Net	2,025.92	8,639.83	16,948.00	51	92
		Revenue	40,320.69	80,652.48	127,876.00	63	92
		Expend.	0.00	161,334.26	127,876.00	126	92
		Net	40,320.69	80,681.78	0.00	0	92
		Revenue	0.00	369,978.00	494,000.00	75	92
		Expend.	35,420.73	473,078.67	452,186.00	105	92
		Net	35,420.73	103,100.67	41,814.00	247	92
		Revenue	0.00	53,726.00	76,620.00	70	92
		Expend.	4,434.06	62,780.80	62,626.00	100	92
		Net	4,434.06	9,054.80	13,994.00	65	92
		Revenue	26,919.47	188,261.16	253,816.00	74	92
		Expend.	19,441.38	210,717.36	203,048.00	104	92
		Net	7,478.09	22,456.20	50,768.00	44	92
		Revenue	16,831.86	156,681.93	282,650.00	55	92
		Expend.	16,079.44	183,294.29	316,836.00	58	92
		Net	752.42	26,612.36	34,186.00	78	92

Report Basis: Cash

Element	Description	Account Number	Revenue	Expend.	Net	Current Month	Year-To-Date	Budget	% of Bdg	% of Year
280 PROGRAM	MCH Dental Health		483.40-	15,570.05-	53,300.00-	29	92			
			2,224.14	41,742.45	87,839.00	48	92			
			1,740.74	26,172.40	34,539.00	76	92			
285 PROGRAM	MCH Blood Lead		0.00	2,120.82-	0.00	0	92			
			162.52	2,965.19	0.00	0	92			
			162.52	844.37	0.00	0	92			
295 PROGRAM	MCH Car Seat Program		1,040.00-	16,092.29-	29,200.00-	55	92			
			2,044.07	24,376.94	33,914.00	72	92			
			1,004.07	8,284.65	4,714.00	176	92			
300 PROGRAM	Case Management		12,578.88-	322,932.43-	388,000.00-	83	92			
			28,082.77	343,381.95	338,450.00	101	92			
			15,503.89	20,449.52	49,550.00-	41-	92			
330 PROGRAM	MNChoices		43,568.63-	222,514.60-	182,000.00-	122	92			
			21,297.31	258,946.82	283,051.00	91	92			
			22,271.32-	36,432.22	101,051.00	36	92			
603 PROGRAM	Disease Prevention And Control		28,753.22-	160,875.64-	156,942.00-	103	92			
			16,323.21	199,573.52	225,640.00	88	92			
			12,430.01-	38,697.88	68,698.00	56	92			
660 PROGRAM	MIIC		0.00	1,476.85-	1,500.00-	98	92			
			1,640.14	2,542.18	0.00	0	92			
			1,640.14	1,065.33	1,500.00-	71-	92			
481 DEPT	Nursing	Totals:	172,245.83-	1,628,055.67-	2,092,104.00-	78	92			
			152,184.15	2,016,544.07	2,190,789.00	92	92			
			20,061.68-	388,488.40	98,685.00	394	92			
483 DEPT	Health Education		1,648.17-	71,302.61-	18,950.00-	376	92			
500 PROGRAM	Direct Client Services		1,055.66	75,206.36	72,726.00	103	92			
			592.51-	3,903.75	53,776.00	7	92			
510 PROGRAM	SHIP		28,363.07-	196,542.79-	223,325.00-	88	92			
			36,737.27	267,764.07	223,325.00	120	92			
			8,374.20	71,221.28	0.00	0	92			
530 PROGRAM	Clearway Grant		0.00	37,435.03-	75,000.00-	50	92			
			24,490.41	54,044.23	75,000.00	72	92			
			24,490.41	16,609.20	0.00	0	92			

## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
550 PROGRAM	P&I Grant		38,694.00-	184,767.00-	188,318.00-	98	92
			12,077.54	182,635.30	188,318.00	97	92
			26,616.46-	2,131.70-	0.00	0	92
900 PROGRAM	Emergency Preparedness		26,267.75-	114,696.59-	115,250.00-	100	92
			5,189.01	105,541.78	132,377.00	80	92
			21,078.74-	9,154.81-	17,127.00	53-	92
901 PROGRAM	Med Reserve Corps		0.00	0.00	3,500.00-	0	92
			0.00	23.28	3,212.00	1	92
			0.00	23.28	288.00-	8-	92
483 DEPT	Health Education	Totals:	94,972.99-	604,744.02-	624,343.00-	97	92
			79,549.89	685,215.02	694,958.00	99	92
			15,423.10-	80,471.00	70,615.00	114	92
485 DEPT	Environmental Health						
800 PROGRAM	Environmental		2,896.60-	191,511.94-	237,350.00-	81	92
			23,833.59	227,649.05	252,630.00	90	92
			20,936.99	36,137.11	15,280.00	236	92
820 PROGRAM	Healthy Homes Grant		16,001.97-	56,272.68-	20,000.00-	281	92
			1,059.15	47,404.94	21,335.00	222	92
			14,942.82-	8,867.74-	1,335.00	664-	92
830 PROGRAM	FDA Standardization Grant						
			1,034.57	5,162.02	0.00	0	92
			1,034.57	5,162.02	0.00	0	92
831 PROGRAM	FDA Training Grant		1,361.18-	1,361.18-	0.00	0	92
			724.76	3,146.86	0.00	0	92
			636.42-	1,785.68	0.00	0	92
485 DEPT	Environmental Health	Totals:	20,259.75-	249,145.80-	257,350.00-	97	92
			26,652.07	283,362.87	273,965.00	103	92
			6,392.32	34,217.07	16,615.00	206	92
1 FUND	Health Services Fund	Totals:	361,887.64-	3,464,170.98-	3,864,220.00-	90	92
			316,479.96	3,599,781.28	3,864,220.00	93	92
			45,407.68-	135,610.30	0.00	0	92



## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u> 5 FUND	<u>Description</u> Human Services Fund	<u>Account Number</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
410 DEPT	General Administration						
0 PROGRAM	...						
410 DEPT	General Administration						
		Totals:					
420 DEPT	Income Maintenance						
600 PROGRAM	Income Maint Administrative/Overhea						
601 PROGRAM	Income Maint/Random Moment Payro						
602 PROGRAM	Income Maint FPI Investigator						
605 PROGRAM	MN Supplemental Aid (MSA)/GRH						
610 PROGRAM	TANF(AFDC)/MFIP/DWP)						
620 PROGRAM	General Asst (GA)/General Relief/Buri						
630 PROGRAM	Food Support (FS)						
640 PROGRAM	Child Support (IVD)						
			Revenue				92
			Expend.	209,908.34	122,993.00	171	92
			Net	209,908.34	122,993.00	171	92
			Revenue	209,908.34	122,993.00	171	92
			Expend.	209,908.34	122,993.00	171	92
			Net	209,908.34	122,993.00	171	92
			Revenue	2,011,996.11	2,647,810.00	76	92
			Expend.	1,478,922.47	1,815,584.00	81	92
			Net	533,073.64	832,226.00	64	92
			Revenue	2,355,520.18	2,739,874.00	86	92
			Expend.	2,355,520.18	2,739,874.00	86	92
			Net	0.00	50,000.00	55	92
			Revenue	56,169.16	64,679.00	87	92
			Expend.	28,696.16	14,679.00	195	92
			Net	27,473.00	50,000.00	55	92
			Revenue	27,269.14	1,300.00	2,098	92
			Expend.	26,408.86	12,000.00	220	92
			Net	860.28	10,700.00	8	92
			Revenue	17,818.71	35,000.00	51	92
			Expend.	9,055.04	17,000.00	53	92
			Net	8,763.67	18,000.00	49	92
			Revenue	30,567.38	30,000.00	102	92
			Expend.	227,726.07	162,500.00	140	92
			Net	197,158.69	132,500.00	149	92
			Revenue	443,544.64	667,500.00	66	92
			Expend.	9,946.63	7,000.00	142	92
			Net	433,598.01	660,500.00	66	92
			Revenue	1,213,733.33	2,275,784.00	53	92
			Expend.	99,904.91	1,214,355.00	101	92
			Net	16,307.74	1,061,429.00	2	92

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## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month			Year-To-Date	Budget	% of Bdg	% of Year
			Revenue	Expend.	Net				
650 PROGRAM	Medical Assistance (MA)		345,212.22-	235,842.83	109,369.39-	2,651,832.24-	3,825,000.00-	69	92
						1,909,358.07	1,916,000.00	100	92
						742,474.17-	1,909,000.00-	39	92
680 PROGRAM	Refugee Cash Assistance (RCA)		0.00			1,265.00-	1,200.00-	105	92
420 DEPT	Income Maintenance	Totals:	0.00	517,463.58-	0.00	1,265.00-	1,200.00-	105	92
						6,425,499.55-	9,533,594.00-	67	92
						7,303,147.55	7,948,992.00	92	92
431 DEPT	Social Services		166,500.26			877,648.00	1,584,602.00-	55-	92
0 PROGRAM	...		262,966.25-			0.00	0.00	0	92
700 PROGRAM	Social Service Administrative/Overhea		262,966.25-			0.00	0.00	0	92
						8,104,496.56-	9,462,006.00-	86	92
						2,507,199.64	3,095,135.00	81	92
701 PROGRAM	Social Services/SSTS		616,466.65-			5,597,296.92-	6,366,871.00-	88	92
			560,088.62			6,699,482.36	7,325,604.00	91	92
			560,088.62			6,699,482.36	7,325,604.00	91	92
710 PROGRAM	Children's Social Services Programs		134,295.48-			1,717,542.46-	1,599,500.00-	107	92
						3,240,009.91	2,898,550.00	112	92
			131,986.00			1,522,467.45	1,299,050.00	117	92
712 PROGRAM	CIRCLE Program		0.00			5,000.00-	5,000.00-	100	92
						8,126.95	15,000.00	54	92
			548.64			3,126.95	10,000.00	31	92
713 PROGRAM	"SELF Program" Grant		0.00			27,644.00-	54,012.00-	51	92
						26,767.91	54,012.00	50	92
			2,510.98			876.09-	0.00	0	92
715 PROGRAM	Childrens Waivers		4,331.19-			95,918.55-	64,000.00-	150	92
						0.00	10,000.00	0	92
			4,331.19-			95,918.55-	54,000.00-	178	92
716 PROGRAM	FGDM/Family Group Decision Making		351.54-			26,422.23-	59,414.00-	44	92
						49,541.44	65,350.00	76	92
			7,766.53			23,119.21	5,936.00	389	92

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
717 PROGRAM	AR/Alternative Response Discretion F		0.00	76,575.25-	53,540.00-	143	92
	Revenue			76,575.25-	53,540.00-		
	Expend.		149.68	60,968.08	53,540.00	114	92
	Net		149.68	15,607.17-	0.00	0	92
718 PROGRAM	PSOP/Parent Support Outreach Progra		0.00	23,291.00-	47,311.00-	49	92
	Revenue			23,291.00-	47,311.00-		
	Expend.		2,028.33	50,996.23	47,311.00	108	92
	Net		2,028.33	27,705.23	0.00	0	92
720 PROGRAM	Ch Care/Ch Prot		2,550.00-	28,250.00-	28,000.00-	101	92
	Revenue			28,250.00-	28,000.00-		
	Expend.		39.00	3,171.59	6,000.00	53	92
	Net		2,511.00-	25,078.41-	22,000.00-	114	92
721 PROGRAM	CC-Basic Slide Fee/Cty Match to DHS		1,925.00-	25,896.92-	42,555.00-	61	92
	Revenue			25,896.92-	42,555.00-		
	Expend.		0.00	37,882.69	43,365.00	87	92
	Net		1,925.00-	11,985.77	810.00	1,480	92
722 PROGRAM	Child Care/MFIP		0.00	1,254.00-	2,000.00-	63	92
	Revenue			1,254.00-	2,000.00-		
	Expend.		0.00	1,254.00-	2,000.00-	63	92
	Net		0.00	1,254.00-	2,000.00-	63	92
726 PROGRAM	MFIP/SW MN PIC		1,052.00-	12,192.00-	16,500.00-	74	92
	Revenue			12,192.00-	16,500.00-		
	Expend.		1,052.00-	12,192.00-	16,500.00-	74	92
	Net		1,052.00-	12,192.00-	16,500.00-	74	92
730 PROGRAM	Chemical Dependency		49,240.08-	275,010.84-	302,000.00-	91	92
	Revenue			275,010.84-	302,000.00-		
	Expend.		26,866.54	394,606.18	436,500.00	90	92
	Net		22,373.54-	119,595.34	134,500.00	89	92
740 PROGRAM	Mental Health (Both Adults/Children)		0.00	76.70-	0.00	0	92
	Revenue			76.70-	0.00		
	Expend.		0.00	76.70-	0.00	0	92
	Net		0.00	76.70-	0.00	0	92
741 PROGRAM	Mental Health/Adults Only		251,676.73-	1,295,995.31-	1,445,081.00-	90	92
	Revenue			1,295,995.31-	1,445,081.00-		
	Expend.		120,493.06	1,473,054.21	1,588,130.00	93	92
	Net		131,183.67-	177,058.90	143,049.00	124	92
742 PROGRAM	Mental Health/Children Only		71,299.00-	621,667.56-	852,902.00-	73	92
	Revenue			621,667.56-	852,902.00-		
	Expend.		83,776.55	1,321,522.66	1,416,397.00	93	92
	Net		12,477.55	699,855.10	563,495.00	124	92
750 PROGRAM	Developmental Disabilities		76,250.38-	729,655.15-	587,895.00-	106	92
	Revenue			729,655.15-	587,895.00-		
	Expend.		33,573.95	332,107.37	362,111.00	92	92
	Net		42,676.43-	397,547.78-	325,784.00-	122	92

## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month			Year-To-Date	Budget	% of	
			Revenue	Expend.	Net			Bdgt	Year
760 PROGRAM	Adult Services		106,557.70-	2,043.26	104,514.44-	1,188,034.30-	1,276,000.00-	93	92
						69,068.55	99,000.00	70	92
						1,118,965.75-	1,177,000.00-	95	92
765 PROGRAM	Adults Waivers		50,912.39-	6,640.35	44,272.04-	595,764.98-	490,000.00-	122	92
						56,575.70	52,000.00	109	92
						539,189.28-	438,000.00-	123	92
431 DEPT	Social Services	Totals:	1,825,709.27-	1,308,993.39	516,715.88-	14,850,687.81-	16,487,716.00-	90	92
						16,331,081.47	17,568,005.00	93	92
						1,480,393.66	1,080,289.00	137	92
461 DEPT	Information Systems		2,502.00-	31,613.12	29,111.12	35,111.99-	25,000.00-	140	92
0 PROGRAM	...					389,142.94	406,320.00	96	92
						354,030.95	381,320.00	93	92
461 DEPT	Information Systems	Totals:	2,502.00-	31,613.12	29,111.12	35,111.99-	25,000.00-	140	92
						389,142.94	406,320.00	96	92
						354,030.95	381,320.00	93	92
471 DEPT	LCTS Collaborative Agency		46,631.00-	46,631.00	0.00	243,922.00-	0.00	0	92
702 PROGRAM	LCTS					243,922.00	0.00	0	92
						0.00	0.00	0	92
471 DEPT	LCTS Collaborative Agency	Totals:	46,631.00-	46,631.00	0.00	243,922.00-	0.00	0	92
						243,922.00	0.00	0	92
						0.00	0.00	0	92
5 FUND	Human Services Fund	Totals:	2,392,305.85-	2,099,752.57	292,553.28-	21,555,221.35-	26,046,310.00-	83	92
						24,477,202.30	26,046,310.00	94	92
						2,921,980.95	0.00	0	92
FINAL TOTALS	1,096 Accounts		2,754,193.49-	2,416,232.53	337,960.96-	25,019,392.33-	29,910,530.00-	84	92
						28,076,983.58	29,910,530.00	94	92
						3,057,591.25	0.00	0	92

# Social Services Caseload:

Yearly Averages	Adult Services	Children's Services	Total Programs
2014	2789	449	3238
2015	2648	481	3129
2016	2669	518	3187
2017			

<b>2017</b>	Adult Services	Children's Services	Total Programs
January	2684	605	3289
February	2710	632	3342
March	2691	668	3359
April	2720	665	3385
May	2749	632	3381
June	2757	577	3334
July	2682	560	3242
August	2726	574	3300
September	2773	582	3355
October	2681	582	3263
November	2645	583	3228
December			0
	<b>2711</b>	<b>605</b>	<b>3040</b>

# Adult - Social Services Caseload

Average	Adult Brain Injury (BI)	Adult Community Access for 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	298	50	829	18	396	452	362	2669
2017												

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

2017	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Access for 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	12	255	11	0	330	33	810	16	423	442	352	2684
February	12	257	11	0	326	36	803	16	454	443	352	2710
March	12	262	11	0	325	38	794	16	445	443	345	2691
April	11	272	12	0	330	40	811	17	438	444	345	2720
May	11	275	12	0	324	47	819	17	456	442	346	2749
June	11	275	13	0	321	44	825	17	466	441	344	2757
July	11	272	12	0	230	46	844	16	469	443	339	2682
August	12	268	12	0	324	55	827	16	435	442	335	2726
September	12	266	11	0	320	57	846	16	461	445	339	2773
October	12	260	12	0	325	52	851	16	367	447	339	2681
November	12	264	12	0	325	46	851	16	329	450	340	2645
December	12	266	12	0	316	45	826	16	431	444	343	2711

# 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	41	17	2	5	35	175	145	86	0	0	13	518
2017												

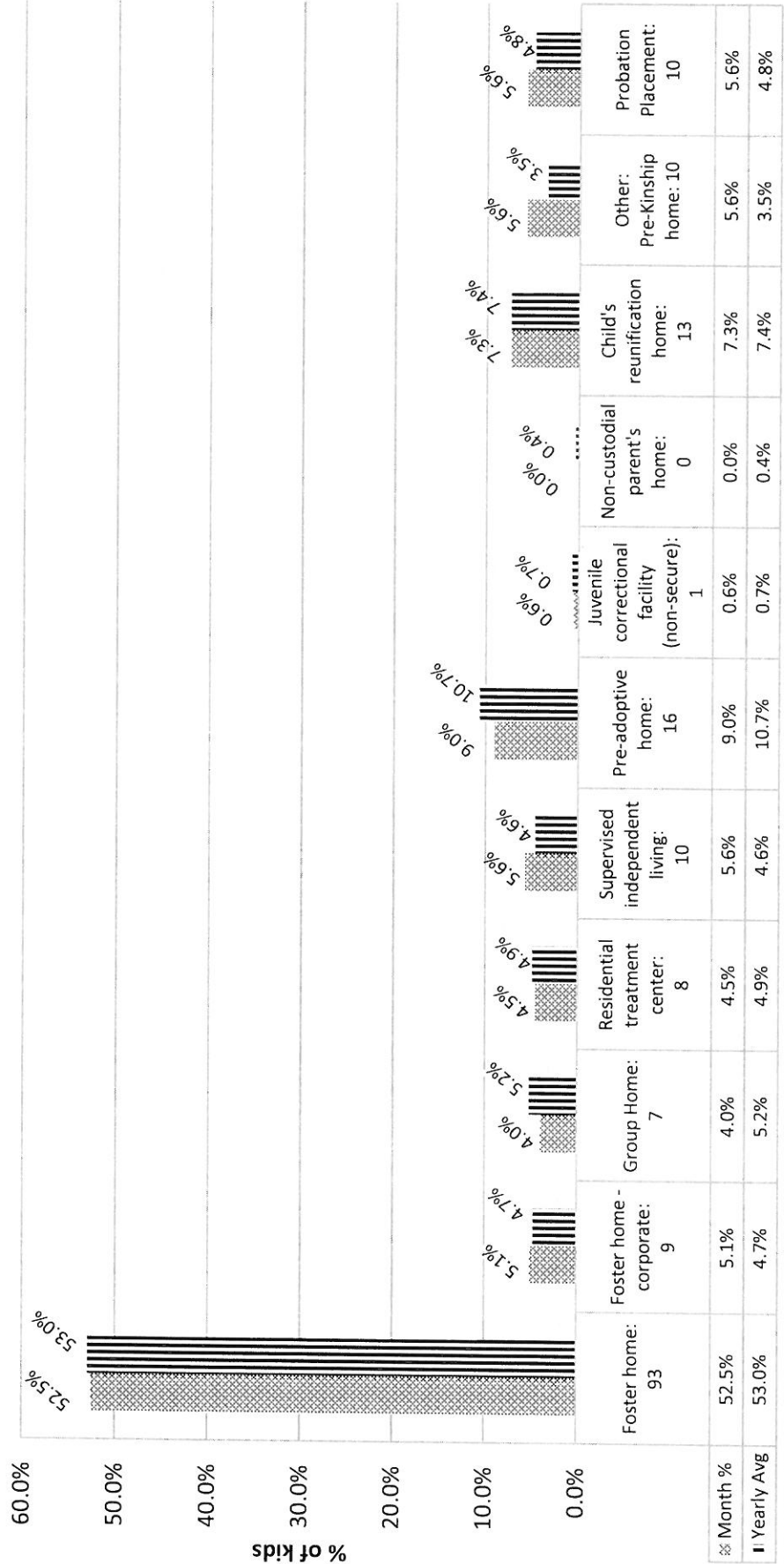
2017	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
January	47	23	0	9	37	186	177	103	0	0	23	605
February	48	22	0	9	40	204	182	105	0	0	22	632
March	55	21	0	10	38	221	189	112	0	0	22	668
April	55	18	0	10	38	220	191	114	0	0	19	665
May	53	19	0	10	34	205	185	112	0	0	14	632
June	52	20	0	10	34	189	157	102	0	0	13	577
July	48	20	0	10	34	175	158	98	0	0	17	560
August	48	21	0	10	34	186	157	102	0	0	16	574
September	47	22	0	10	34	195	161	99	0	0	14	582
October	46	21	0	10	32	180	182	96	0	0	15	582
November	45	21	0	10	33	191	174	95	0	0	14	583
December												
	<b>49</b>	<b>21</b>	<b>0</b>	<b>10</b>	<b>35</b>	<b>196</b>	<b>174</b>	<b>103</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>605</b>

## 2017 KIDS IN OUT OF HOME PLACEMENT - BY COUNTY

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	YTD Average	2016 Average
Lincoln	11	11	10	7	7	5	6	5	4	6	5		7	12
Lyon	32	32	37	36	40	36	36	39	43	40	43		38	44
Murray	9	9	9	9	10	9	8	9	10	10	10		9	6
Pipestone	22	22	17	15	18	25	20	20	20	17	15		19	21
Redwood	92	87	96	99	96	97	95	102	95	96	90		95	77
Rock	11	12	13	13	16	18	24	19	18	17	14		16	12
<b>Monthly Totals</b>	<b>177</b>	<b>173</b>	<b>182</b>	<b>179</b>	<b>187</b>	<b>190</b>	<b>189</b>	<b>194</b>	<b>190</b>	<b>186</b>	<b>177</b>	<b>0</b>		



**November 2017 - Placement by Category  
177 Kids in Placement**



**November 2017:** Total kids in placement = 177

**Total of 8 Children entered placement**

3	Lyon	Foster Home
1	Lyon	Group Home
1	Redwood	Probation
1	Redwood	Foster Home
2	Rock	Foster Home

**Total of 17 Children were discharged from placement** (discharges from previous month)

1	Lincoln	Child's Reunification Home
1	Lyon	Probation
2	Pipestone	Foster Home
5	Redwood	Foster Home
1	Redwood	Probation
1	Redwood	Child's Reunification Home
1	Redwood	Adopted
3	Rock	Foster Home
2	Rock	Child's Reunification Home

**NON IVD COLLECTIONS**  
**NOVEMBER 2017**

<b>PROGRAM</b>	<b>ACCOUNT</b>	<b>TOTAL</b>
MSA/GRH	05-420-605.5802	6,548
TANF (MFIP/DWP/AFDC)	05-420-610.5803	512
GA	05-420-620.5803	40
FS	05-420-630.5803	385
CS (PI Fee, App Fee, etc)	05-420-640.5501	501
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	36,039
REFUGEE	05-420-680.5803	0
CHILDRENS		
Parental Fees, Holds	05-431-710.5501	2,823
OOH/FC Recovery	05-431-710.5803	16,045
CHILDCARE		
Licensing	05-431-720.5502	1,150
Corp FC Licensing	05-431-710.5505	1,400
Over Payments	05-431-721&722.5803	0
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	3,976
Detox Fees	05-431-730.5520	3,805
Over Payments	05-431-730.5803	0
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	0
Over Payments	05-431-741 or 742.5803	370
DEVELOPMENTAL DISABILITIES		
Insurance Copay/Overpayments	05-431-750.5803	6
ADULT		
Court Visitor Fee	05-431-760.5803	875
Insurance Copay/Overpayments	05-431-760.5803	0
<b>TOTAL NON-IVD COLLECTIONS</b>		<b>74,475</b>

Southwest Health and Human Services 2015 Budget										
HUMAN SERVICES										
Category	SWHHS		SWHHS (combined)		SWHHS (combined)		SWHHS		SWHHS	
	2011 Final	2012 Final	2012 Final	2013 Final	2014 Final	2015 Final	2016 Final	2017 Final	2018 Final	
<b>EXPENDITURES</b>										
<b>420 Income Maintenance / Child Support</b>										
6100 - Personnel	\$2,052,112	\$2,345,803	\$4,111,265	\$4,351,283	\$4,564,427	\$4,762,548	\$4,917,132	\$4,639,776		
6200- Services & Charges	\$234,400	\$301,105	\$404,775	\$382,200	\$397,680	\$382,628	\$327,965	\$379,530		
6300/6800- Administrative Overhead Costs	\$175,050	\$281,425	\$474,727	\$461,470	\$726,861	\$1,037,253	\$943,395	\$882,278		
6000- Payment for/benefit clients	\$1,088,000	\$1,374,670	\$2,130,605	\$1,837,000	\$1,815,000	\$2,213,800	\$1,760,500	\$2,314,750		
Subtotal	\$3,549,562	\$4,303,003	\$7,121,372	\$7,031,953	\$7,503,968	\$8,396,229	\$7,948,992	\$8,216,334		
<b>431 Social Services</b>										
710-718 - Children's Services	\$1,509,038	\$1,773,689	\$2,497,988	\$2,555,041	\$2,875,490	\$3,039,801	\$3,123,763	\$3,688,385		
720-727 - Child Care/WFIP Admin./PIC.	\$240,678	\$277,933	\$489,988	\$68,665	\$64,965	\$81,400	\$49,365	\$44,535		
730 - Chemical Dependency	\$230,000	\$260,270	\$426,600	\$496,500	\$540,000	\$434,600	\$435,500	\$431,000		
740-742 - Mental Health	\$1,170,652	\$2,016,599	\$3,153,603	\$3,681,939	\$2,834,860	\$2,966,187	\$2,999,527	\$2,999,066		
750 - Developmental Dis.	\$341,082	\$352,159	\$577,924	\$455,633	\$408,451	\$417,435	\$362,111	\$428,185		
760-765 - Adult Services	\$265,500	\$222,688	\$239,200	\$243,300	\$176,000	\$127,500	\$126,500	\$158,550		
Subtotal	\$3,756,950	\$4,903,338	\$7,385,303	\$7,500,678	\$6,899,766	\$7,066,923	\$7,096,766	\$7,749,721		
6100- Personnel	\$3,186,746	\$3,955,317	\$5,810,344	\$6,461,067	\$7,021,719	\$7,908,882	\$8,870,997	\$8,616,638		
6200- Services and Charges	\$538,600	\$681,655	\$1,053,083	\$264,089	\$420,270	\$417,049	\$539,500	\$498,270		
6300/6800- Administrative Overhead	\$3,725,346	\$4,636,972	\$6,863,427	\$7,458,711	\$8,174,005	\$9,039,689	\$10,471,239	\$10,079,134		
Subtotal	\$3,725,346	\$4,636,972	\$6,863,427	\$7,458,711	\$8,174,005	\$9,039,689	\$10,471,239	\$10,079,134		
<b>410 General Administration</b>										
6100-Personnel							\$116,273	\$83,095		
6890-Employee Recognition Exp.							\$6,720	\$840		
Subtotal							\$122,993	\$83,935		
<b>461 Information Systems</b>										
6100- Personnel	\$248,787	\$322,555	\$280,577	\$274,547	\$343,715	\$341,547	\$400,450	\$394,376		
6200- Services and Charges	\$6,200	\$7,250	\$9,600	\$250	\$700	\$2,810	\$2,770	\$2,200		
6300/6400-Administrative Overhead Costs	\$254,987	\$329,805	\$290,177	\$281,797	\$350,215	\$348,907	\$406,320	\$401,476		
Subtotal	\$254,987	\$329,805	\$290,177	\$281,797	\$350,215	\$348,907	\$406,320	\$401,476		
<b>Combined</b>										
6100- Personnel	\$5,487,645	\$6,623,675	\$10,202,186	\$11,086,897	\$11,929,861	\$13,012,977	\$14,304,852	\$13,733,885		
6200- Services & Charges	\$234,400	\$301,105	\$404,775	\$646,539	\$818,650	\$802,487	\$871,235	\$840,000		
6300/6800- Administrative Overhead	\$719,850	\$970,330	\$1,537,410	\$1,202,025	\$1,464,677	\$1,755,561	\$2,012,957	\$1,892,244		
6000- Payments for/benefit of clients	\$4,844,950	\$6,278,000	\$9,515,908	\$9,337,678	\$8,714,766	\$9,280,723	\$8,857,266	\$10,064,471		
Total Expenditures	\$11,286,845	\$14,173,118	\$21,660,279	\$22,273,139	\$22,927,954	\$24,851,748	\$26,046,310	\$26,530,600		
<b>REVENUE</b>										
<b>420 Income Maintenance / Child Support</b>										
5400 - Federal	\$1,570,000	\$2,016,400	\$3,017,900	\$3,470,000	\$3,747,000	\$4,010,500	\$4,258,000	\$3,859,000		
5300 - State	\$400,421	\$393,800	\$865,575	\$777,500	\$884,550	\$1,052,100	\$1,065,400	\$944,857		
5500/5800 - Other	\$421,300	\$680,520	\$1,161,550	\$785,700	\$696,295	\$914,000	\$768,701	\$648,330		
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
5000 - County Taxes	\$829,129	\$1,052,971	\$1,738,824	\$1,635,908	\$3,671,709	\$3,341,255	\$3,441,493	\$3,443,458		
Subtotal	\$3,220,850	\$4,143,691	\$6,783,849	\$6,669,108	\$8,999,554	\$9,317,855	\$9,533,594	\$8,895,645		





# 2017 Public Health Statistics

	WIC	FAMILY HOME VISITING	PCA ASSESSMENTS	MANAGED CARE	DENTAL VARNISH	REFUGEE HEALTH	LATENT TB/DOT MEDICATION DISTRIBUTION
'11 Avg	1678	42	11	156			
'12 Avg	1857	48	15	187	81		
'13 Avg	2302	37	21	211	90		
'14 Avg	2228	60	25	225	112	6	30
'15 Avg	2259	86	23	238	112	12	36
'16 Avg	2313	52	22	265	97	12	27

	WIC	Family Home Visiting	MnChoices/PCA Assessments	Managed Care	Dental Varnish	Refugee Health	Latent TB/DOT Medication Distribution
12/16	2243	48	22	254	70	12	38
1/17	2290	39	27	282	86	9	24
2/17	2265	46	32	276	62	17	22
3/17	2241	54	23	288	79	11	25
4/17	2215	55	19	279	71	7	29
5/17	2213	38	24	335	54	14	31
6/17	2213	48	22	262	88	4	31
7/17	2194	40	25	279	34	1	26
8/17	2212	53	23	300	40	14	24
9/17	2192	46	10	317	35	10	26
10/17	2191	48	27	262	52	7	27
11/17		44	16	315	47	5	18
12/17							

Managed Care includes MSHO, MSC+, SNBC and LTCC.



**Southwest Health and Human Services**  
**Public Health**  
**2018 Fees**

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Dental Varnish	\$25/visit
Flu Vaccine	Cost of vaccine + \$20 administration fee \$40-\$50
Non MNVFC Hepatitis	<del>\$54.00</del> <u>\$60.00</u>
Refugee Health/Green Card	\$20
Immunizations	\$20/immunization administration
Mantoux Testing	\$25/test
Sharps Containers	<u>2 gal-\$10, \$12, 1 gal-\$8, \$9, 1 qt \$6- \$7</u> depending on the size includes disposal fee
Public Health Nursing Clinic and Family Home Visits	
Home	\$150.00
Office Visit	\$120/visit
New Day Care Inspections	\$75/hour/staff with minimum of one hour charge
Education/Wellness/Car Seat Presentations	\$75/hour/staff with minimum of one hour charge
Radon Kits-Short Term	\$6.00/kit (fee includes tax)
Blood Lead Education (per 15 min)	\$30
Blood Lead Education (per 30 min)	\$50.00
Blood Lead Screening	\$15
Depression Screening	\$25
ASQ or ASQ-SE (staff administered)	\$25
Car Seat Install and Educations	\$80
Urine Analysis (Drug Screening)	\$40
<u>Personal Care Assessment</u>	<u>\$300/visit</u>

***Service will not be denied to anyone who is unable to pay.  
Client unable to pay the set rate will be asked for a donation***



**SOUTHWEST**  
HEALTH & HUMAN  
SERVICES

## Environmental Health Department 2018 Fees

### Fees for Restaurants, Alcoholic Beverage Establishments, Boarding Establishments, Hotels/Motels, Resorts and Lodging Establishments and Public Swimming Pools:

Base Fee (all establishments)	\$150.00
Limited Food Menu	\$ 56.00
Small Establishment	\$ 105.00
Medium Establishment	\$252.00
Large Establishment	\$398.00
School (no base fee)	\$275.00
Alcohol Bar Service	\$152.00
Beer or Wine Table Service	\$ 40.00
Additional Alcohol Bar Service	\$ 43.00
Licensed Facility Individual Water	\$ 56.00
Licensed Facility Individual Sewer	\$ 56.00
Lodging - No. of unit X	\$ 8.50 (Max \$850)
Seasonal Food Stand	\$ 85.00
Pool	\$200.00
Each Additional Pool	\$120.00
Spa/Whirlpool/Wading Pool	\$127.00
Each Additional Spa/Whirlpool/Wading Pool	\$ 64.00
Re-inspection Fee	\$150.00
Late Penalty Fee (1-7 days after Feb 1)	\$ 55.00
Late Penalty Fee (more than 7 days after Feb 1)	\$110.00

#### Youth Camp

Youth Camp Fee	\$125.00
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#### Fees for MHP/RCA

MHP/RCA Base Fee	\$ 42.00
MHP/RCA site fee	\$ 3.68

#### Special Event Food Stand:

One Day License	\$ 10.00
Two Day License	\$ 20.00
Three or More Day License	\$ 30.00

All license fees are due before January 31<sup>st</sup> in any calendar year. A late penalty fee is due for any establishment, which has not made application and paid the required license fee prior to January 31<sup>st</sup>.



**Fees for Plan Review:**

A plan review is required for all new construction and remodeling for above licensed establishments except special event stands.

**FBL Plan Fee:**

Major Plan Review	\$250.00
Minor Plan Review	\$125.00

**MHP/RCA Plan Fee:**

Base Fee	\$ 42.00
Per site fee	\$ 3.68

**Radon**

Radon Kits-Short Term	\$6.00/kit (fee includes tax)
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**Water Testing Fees:**

Water Sample Kit	\$5.00
Total Coliform Bacteria/E.Coli	\$20.00
Nitrate-nitrogen	\$20.00
Nitrite-nitrogen	\$20.00
Sulfate	\$17.00
Fluoride	\$18.00
Total Hardness	\$14.00
Total Dissolved Solids (TDS)	\$14.00
Total Iron	\$15.00
Sodium	\$18.00
Chloride	\$14.00
All 10 Tests	\$140.00

Southwest Health and Human Services 2014		SWHHS		SWHHS		SWHHS		SWHHS		SWHHS		SWHHS	
Budget		2012		2013		2014		2015		2016		2017	
HEALTH SERVICES		Final		Final		Final		Final		Final		Final	
Category													
EXPENDITURES													
<b>481 Nursing</b>													
6100- Personnel		\$934,620	\$1,323,428	\$1,467,032	\$1,410,733	\$1,714,858	\$1,763,564	\$1,801,809					
6200- Services & Charges		\$192,454	\$247,112	\$308,419	\$314,474	\$249,347	\$249,363	\$263,296					
6300/6400- Administrative Overhead Costs		\$94,697	\$120,982	\$131,685	\$144,554	\$190,372	\$177,862	\$231,528					
Subtotal Nursing		\$1,221,771	\$1,691,522	\$1,907,136	\$1,869,761	\$2,154,577	\$2,190,789	\$2,296,633					
<b>483 Health Education</b>													
6100- Personnel		\$237,289	\$352,306	\$370,461	\$468,944	\$445,606	\$479,760	\$387,172					
6200- Services & Charges		\$111,473	\$194,761	\$83,748	\$155,864	\$67,000	\$73,578	\$46,164					
6300/6400- Administrative Overhead Costs		\$120,179	\$65,983	\$63,721	\$64,051	\$54,214	\$141,620	\$159,832					
Subtotal Health Education		\$468,941	\$613,050	\$517,930	\$688,859	\$566,820	\$694,958	\$593,168					
<b>485 Environmental Health</b>													
6100- Personnel		\$125,267	\$111,848	\$131,497	\$148,509	\$202,073	\$220,704	\$232,453					
6200- Services & Charges		\$19,121	\$5,600	\$6,400	\$5,900	\$22,650	\$19,955	\$13,200					
6300/6400- Administrative Overhead Costs		\$46,043	\$30,296	\$24,525	\$25,541	\$32,714	\$33,306	\$49,835					
Subtotal Environmental Health		\$190,431	\$147,744	\$162,422	\$179,950	\$257,437	\$273,965	\$295,488					
<b>410 Administration</b>													
6100- Personnel		\$261,544	\$458,112	\$472,533	\$539,369	\$499,865	\$506,799	\$486,285					
6200- Services & Charges		\$58,156	\$39,463	\$37,300	\$35,958	\$43,405	\$71,400	\$63,900					
6300/6800- Administrative Overhead Costs		\$58,961	\$99,705	\$50,493	\$53,617	\$85,669	\$126,309	\$64,490					
Subtotal Administration		\$378,661	\$597,280	\$560,326	\$628,944	\$628,939	\$704,508	\$614,675					
<b>Combined Expenditures</b>													
Personnel		\$1,558,720	\$2,245,694	\$2,441,523	\$2,567,555	\$2,862,402	\$2,970,827	\$2,907,719					
Services & Charges		\$381,204	\$486,936	\$435,867	\$512,196	\$382,402	\$414,296	\$386,560					
Administrative Overhead		\$319,880	\$316,966	\$270,424	\$287,763	\$362,969	\$479,097	\$505,685					
Total Expenditures		\$2,259,804	\$3,049,596	\$3,147,814	\$3,367,514	\$3,607,773	\$3,864,220	\$3,799,964					
<b>REVENUE</b>													
<b>481 Nursing</b>													
5400 - Federal		\$538,306	\$771,380	\$858,898	\$955,942	\$1,002,912	\$1,058,204	\$1,075,768					
5300 - State		\$4,800	\$96,261	\$257,794	\$243,932	\$610,468	\$578,350	\$575,516					
5200 & 5500/5800 - Other		\$399,544	\$769,480	\$383,660	\$414,799	\$410,895	\$455,550	\$445,310					
Reserve spending		\$0	\$0	\$0	\$0	\$0	\$0	\$0					
5000 - County Taxes		\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Subtotal Nursing		\$942,650	\$1,637,121	\$1,500,352	\$1,614,673	\$2,024,275	\$2,092,104	\$2,096,594					

<b>483 Health Education</b>										
5400 - Federal	\$3,000	\$120,000	\$120,900	\$264,200	\$270,800	\$118,900	\$286,974			
5300/5200 - State	\$0	\$0	\$223,200	\$291,000	\$236,200	\$486,843	\$224,631			
5500/5800 - Other	\$426,820	\$365,961	\$188,050	\$51,100	\$15,900	\$18,600	\$2,770			
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
5000 - County Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
<b>Subtotal Health Education</b>	<b>\$429,820</b>	<b>\$485,961</b>	<b>\$532,150</b>	<b>\$606,300</b>	<b>\$522,900</b>	<b>\$624,343</b>	<b>\$514,375</b>			
<b>485 Environmental Health</b>										
5400 - Federal	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0			
5300 - State	\$0	\$0	\$35,500	\$53,579	\$75,500	\$55,500	\$55,500			
5100 & 5500/5800 - Other	\$98,000	\$143,292	\$103,000	\$102,500	\$198,900	\$201,850	\$193,500			
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
5000 - County Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
<b>Subtotal Environmental Health</b>	<b>\$148,000</b>	<b>\$143,292</b>	<b>\$138,500</b>	<b>\$156,079</b>	<b>\$274,400</b>	<b>\$257,350</b>	<b>\$249,000</b>			
<b>410 Administration</b>										
5400 - Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
5300 - State	\$0	\$0	\$225,708	\$225,542	\$0	\$0	\$0			
5500/5800 - Other	\$310,768	\$6,500	\$6,500	\$1,500	\$3,800	\$10,500	\$11,200			
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
5000 - County Taxes	\$428,566	\$776,722	\$744,604	\$763,420	\$782,398	\$879,923	\$928,795			
<b>Subtotal Administration</b>	<b>\$739,334</b>	<b>\$783,222</b>	<b>\$976,812</b>	<b>\$990,462</b>	<b>\$786,198</b>	<b>\$890,423</b>	<b>\$939,995</b>			
<b>Combined Revenues</b>										
5400 - Federal	\$591,306	\$891,380	\$979,798	\$1,220,142	\$1,273,712	\$1,177,104	\$1,362,742			
5300 - State	\$4,800	\$96,261	\$742,202	\$814,053	\$922,168	\$1,120,693	\$855,647			
5500/5800 - Other	\$1,235,132	\$1,285,233	\$681,210	\$569,899	\$629,495	\$686,500	\$652,780			
Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
5000- County Taxes	\$428,566	\$776,722	\$744,604	\$763,420	\$782,398	\$879,923	\$928,795			
<b>Total Revenues</b>	<b>\$2,259,804</b>	<b>\$3,049,596</b>	<b>\$3,147,814</b>	<b>\$3,367,514</b>	<b>\$3,607,773</b>	<b>\$3,864,220</b>	<b>\$3,799,964</b>			
<b>Summary</b>										
Revenue	\$2,259,804	\$3,049,596	\$3,147,814	\$3,367,514	\$3,607,773	\$3,864,220	\$3,799,964			
Expenditures	\$2,259,804	\$3,049,596	\$3,147,814	\$3,367,514	\$3,607,773	\$3,864,220	\$3,799,964			
Difference	\$0	\$0	\$0	\$0	\$0	\$0	\$0			

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ADMINISTRATIVE POLICY NUMBER 4**

EFFECTIVE DATE: 01/01/11

REVISION DATE: 03/18/15; 12/21/16; 2/15/17; 12/20/17

AUTHORITY: Southwest Health and Human Services Joint Governing Board

**--- ADMINISTRATIVE GENERAL POLICIES ---**

**Section 1 – Board Member Per Diem and Mileage Reimbursement**

Board members of the Southwest Health and Human Services Governing Board, Community Health Board, and Human Services Board will be reimbursed per diem plus the current IRS mileage rate and expenses. Each year the Board will set the per diem rates. These amounts will be documented in the Board minutes.

a. Per Diem

- Board members shall be paid \$50 for attending a single or multiple meetings per day meeting. ~~Board members shall be paid \$75 for attending more than one meeting in the same day or a full day meeting.~~

b. Mileage

- Board members shall be reimbursed for mileage at the current IRS standard mileage rate for business.

c. Documentation

- Administrative Voucher AG#121 must be completed for all claims. All administrative vouchers must be signed by the claimant as well as the chairperson or another member of the Executive Committee indicating the date of all meetings, purpose, number of miles and dollar amount claimed. After completion, the administrative voucher is to be submitted to the Accounting Department for payment.

**Section 2 – Advocacy or Lobbying**

- a. Any and all legislative advocacy or lobbying on behalf of Southwest Health and Human Services must be presented to the Southwest Health and Human Services Governing Board for approval. Southwest Health and Human Services Governing Board approval is required before the Board or the Director of Southwest Health and Human Services can act on behalf of the agency.

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

EFFECTIVE DATE: 01/19/11

REVISION DATE: 12/17/14, 06/15/16, ~~12/20/17~~

AUTHORITY: Southwest Health and Human Services Joint Governing Board

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--- LAN, E-MAIL, INTERNET ACCESS, AND PERSONAL COMPUTING EQUIPMENT ---

**Section 1 - Introduction**

- a. This policy has been prepared to serve as a guide for the effective and efficient use and operation of Southwest Health and Human Service Local Area Network (LAN). Hereinafter, Southwest Health and Human Services will be referred to as Agency. It is also to provide guidance on use of e-mail and Internet access associated with the Agency LAN.
- b. The LAN is to be used for conducting Agency business. Any information created or stored on the Agency LAN is the property of the Agency. The Agency reserves the right to monitor LAN usage to determine compliance with this policy.
- c. Any deviation from the established policy of operation and use will be recognized only on the authority of the Southwest Health and Human Services Governing Board or its designee.

**Section 2 - Definitions**

- a. Local Area Network (LAN): That system comprised of all equipment associated with a computer network including, but not necessarily limited to, Agency provided computer, monitor, keyboard, mouse, printer/s, servers, and software.
- b. Electronic Mail (e-mail): Text based, electronic communications distributed via a communications network. This can include documents, memos, data, or other electronically transmitted communications. It is Agency property and intended for Agency business. All data and other electronic messages within this system are the property of the Agency.
- c. Internet Access: Access via Agency network connection to the Internet.

**Section 3 - System Security**

- a. Password Protection - Access to the LAN system will be password protected. Do not share your password with other employees and especially non-Agency personnel. If non-Agency personnel need access to the LAN, the department head should contact the IT department.

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

- b. Software - As viruses and security are of major concern, the only software to be used on the LAN system is that which is provided by the Agency. Employees will not be allowed to add software to their PC or introduce information or data from outside the Agency without permission from their supervisor and the IT department.

Only Agency standard software is allowed. Any other software must be approved by IT prior to purchasing and installation on any PC or the LAN.

It is understood that there may be occasions when it is necessary to introduce data from outside the Agency LAN. All data must be screened for viruses prior to introduction into the LAN system.

**Section 4 - Hardware/Personal Computing Equipment**

- a. a. Only Agency supplied computer hardware and associated peripherals are allowed to be used. Personally supplied devices may not be connected to Agency equipment, unless required and authorized by IT for specific business reasons.

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- b. You may use your own cell phone for agency business if approved by your supervisor and director and are eligible to receive a reimbursement from the Agency. You may not bring your own device (i.e. cell phone, tablet) and connect to any of the agency systems including email/calendars if you do not receive a reimbursement. Using your personal device without approval for agency business is strictly prohibited and may result in corrective or disciplinary action. You may not use email, texting, photos, or video options on a personal device to capture any information that could be considered agency data.

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**Section 5 - Electronic Mail**

- a. Purpose - The Agency supports utilizing e-mail to increase timely and effective business communications throughout the Agency. The purpose of this policy is to encourage appropriate use of e-mail as an effective and efficient business communications tool.
- b. Access - All employees of the Agency will have access to e-mail.
- c. Security and Administration - Individual e-mail access will be password protected. While this security measure is beyond the usual measure taken to protect access to paper records and telephones, it should be recognized that no system of communication is completely secure, including e-mail.

An employee's e-mail address is owned by the Agency. When an individual's

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

employment with the Agency is terminated, the e-mail administrator may either remove that individual's e-mail address or redirect their e-mail to another employee.

Problems or issues regarding e-mail should be directed to the IT unit. Guest e-mail accounts for individuals not employed by the Agency may be allowed in appropriate circumstances and will always be password protected.

- d. Appropriate E-mail Usage and Guidelines - The e-mail system is provided by the Agency for your use as an employee of the Agency. Access to e-mail is a privilege not a prerogative and certain responsibilities accompany that privilege. Users of e-mail are expected to be ethical and responsible in their use. E-mail is subject to all of the same laws, policies, and practices that apply to the use of other forms of communications such as telephones and paper records.

Incidental or occasional personal use may be permitted subject to the limitations of this policy and provided such personal use: (1) does not interfere with the employee's or any other employee's job duties or routine business activities; (2) does not result in additional expense to the agency; (3) does not require modification to software or other system components; (4) is not for political, religious, unlawful or illegal practices, personal financial profit, or other promotional activities; (5) does not result in the consumption of Agency resources; (6) does not contain or imply threatening, obscene, or abusive language; and (7) does not contain or imply harassing, demeaning, or sexually explicit statements or materials.

Employees are not permitted to use or access pop up or chat mail unless authorized or pre-installed by IT. The only e-mail that may be used on agency computers is Microsoft Outlook, which is on the Agency LAN.

- e. Inappropriate Uses of Agency Computer Systems - It is a violation of policy for any employee, including supervisors, to use the computer systems for the purposes of satisfying idle curiosity about the affairs of others, with no work related purpose for obtaining access to the files, data, or communications of others.

It is also a violation for employees to intentionally intercept, eavesdrop, record, alter, read, or receive other employee's e-mail without proper authorization.

Other violations of this e-mail policy that WILL NOT be tolerated include, but are not limited to:

- illegal activities
- wagering or betting activities
- harassment of any kind
- solicitation, except for Agency-sanctioned activities
- commercial activities
- promotion of political or religious positions or activities

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

- other unethical activities
  
- f. E-mail Review - The Agency, at its discretion, may also use computer programs that monitor e-mail messages electronically, checking for particular words or patterns of activity, for purposes of assuring system security and compliance with policies.

Supervisors have the right to review the contents of employees' e-mail communications.

- g. Retention of E-mail - Generally, e-mail messages are temporary communications which are non-vital and may be discarded on a routine basis. However, depending on the content of the e-mail message, it may be considered a more formal record and should be printed and retained pursuant to a department's record retention schedules. Examples of messages of this nature are: policy, decision making connected to specific case files, contract related or otherwise an essential part of a larger record, or other memorandum of significant public business. As such, e-mail messages are similar to printed communication and should be written with the same care.

Employees should be aware that when they have deleted a message from their mailbox it may not have been deleted from the e-mail system. The message may be residing in the recipient's mailbox or forwarded to other recipients. Furthermore, the message may be stored on the LAN server's backup system. Email will only remain part of the archive system for 1 year. After 1 year, archived emails will be purged.

**Section 6 - Internet Access**

- a. Purpose - Internet access provides the Agency with significant access and dissemination of information to individuals outside the Agency. The use of the Internet access is intended to serve Agency business. Like all e-mail messages, messages sent through the Internet are capable of being forwarded without the express permission of the original author. Therefore, users must use caution in the transmission and dissemination of messages outside of the Agency LAN, and must comply with all state and federal laws.

The use of Internet access is intended to serve Agency business. Incidental or occasional personal use may be permitted subject to the limitations of this policy and specifically, subject to the same limitations stated in this policy's section on the personal use of e-mail. The Agency, at its discretion, under the direction of the LAN Administrator, may use computer programs to monitor Internet use electronically for the purpose of assuring system security and compliance with policies..



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- b. Web Radio - Internet Web sites that use streaming video or audio, such as radio stations, are not allowed, except for training or specific business purposes!
- c. **Caution!!** Computer viruses can enter our computer system through the Internet. To prevent this **do not** download any software, files, or screen savers from the Internet without authorization from your supervisor and assistance from IT.

**Section 7 - Applicability**

- a. This policy applies to all individuals who are provided access to the LAN, Internet, and e-mail systems.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ADMINISTRATIVE POLICY NUMBER 26**

EFFECTIVE DATE: 12/20/2017

REVISION DATE:

AUTHORITY: Southwest Health and Human Services Joint Governing Board

**--PERFORMANCE MANAGEMENT POLICY--**

**Section 1 - Purpose**

To establish the scope, structure and functions of the Southwest Health and Human Services (SWHHS) Performance Management system. The overall purpose is to monitor the quality of performance of SWHHS processes, programs, interventions and other activities; improve practice; and ultimately improve the health and safety of Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock county residents.

**Section 2 - Definitions**

Performance management system: continuous use of setting organizational objectives across all levels of the agency, identifying indicators to measure progress toward achieving objectives on a regular basis, identifying responsibility for monitoring progress and reporting, and identifying areas where achieving objectives requires focused quality improvement processes.

Performance standards: establishment of organizational or system standards, targets, or goals to improve overall health and human service practice.

Performance measurement: process of developing measurable indicators that can be systematically tracked to assess progress made in achieving goals and desired outcomes.

**Section 3 - Standard**

Performance management at SWHHS is the practice of using data for decision-making by establishing results and standards; measuring, monitoring and communicating progress toward those results; and engaging in quality improvement activities when desired progress is not being reached. Performance management includes the following components:

- Results and standards- where do we want to be?
- Measurement- how will we know?
- Monitoring and Communication progress- how well are we doing?
- Quality improvement- is there a need to improve? If so, how will we improve?

**Section 4 - Agency Performance**

The Director is responsible for monitoring agency performance. The Executive Team will maintain a set of key agency performance measures. Those measures are intended to provide a means to monitor performance on topics that are agency-wide in nature (ex: agency strategic plan, quality improvement plan, workforce development plan, community health improvement plan). Progress on key performance measures will be monitored and evaluated by the Executive Team and Quality Council on a quarterly and/or annual basis depending on need and the availability of the data. A report will be compiled annually summarizing agency progress on key results and shared with staff, board, and community.

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Identified opportunities for improvement will be referred to the Quality Council who is responsible for prioritizing and providing consultation for quality improvement efforts.

**Section 5 - Program Performance**

Program managers and supervisors should use performance measures to make data-driven decisions. It is expected all staff in the agency are engaged in the development and monitoring of performance measures. All supervisors are expected to identify and put forward opportunities for improvement. Program managers and staff will provide data necessary to monitor performance measures on a quarterly and/or annual basis, as appropriate. Identified key performance measures will be monitored through the Executive Team and Quality Council.

**Section 6 - Monitoring and Communication Progress**

Progress of program outcomes, indicators and performance measures will be monitored and reported through the following:

- Quarterly Trend Report
- SWHHS Annual Report
- SWHHS Strategic Plan and Quality Improvement Plan (as appropriate)
- Local Public Health Planning and Performance Measurement Reporting System

**Section 7 - Coordination and Support**

The Planning and Assessment Team will support performance management within the agency by providing training and technical assistance; developing reporting templates and resources; and providing facilitation and coordination of agency efforts related to Performance Management. The Quality Council will provide consultation on performance improvement opportunities and ensure integration of performance management into the agency's Quality Improvement Plan. The Executive Team and Quality Council will coordinate and review performance measures on a quarterly basis and evaluate measures and indicators annually.

**Section 8 - Procedure**

1. The Director and Executive Team will establish the process and set expectation for agency performance management. Including performance measure development, data collection, monitoring, and identification of opportunities for improvement. The performance management policy will be reviewed and modified as necessary, no less than annually.
2. The Executive Team along with the Quality Council oversees implementations, revisions, monitoring, evaluation and reporting of the Performance Management System.
3. All key performance activities will be documented in SharePoint and reported annually to the SWHHS Governing Board.
4. Revision of the Performance Management System Policy must be approved by the Director.

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

EFFECTIVE DATE: 01/01/14

REVISION DATE: 01/21/15 ; 12/20/17

AUTHORITY: Southwest Health and Human Services Joint Governing Board

Minnesota Statute

IRS Guidelines

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

**Section 1 – Purpose**

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

**Section 2 - Recognizing Years of Service**

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

**Section 3 - Retirement**

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

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

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

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

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

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

**--- "You Rock" Recognition Program ---**

**Section 4 – Purpose**

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

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 19**

EFFECTIVE DATE: 02/15/12

REVISION DATE: 03/18/15; 04/20/16; 05/17/17; 1/1/18

AUTHORITY: Southwest Health and Human Services Joint Governing Board

- - - MEDICAL LEAVE FOR FITNESS- - -

**Section 1 - General Policy Statement**

- a. It is the policy of SWHHS to promote the health and safety of employees and encourage regular participation in moderate to vigorous physical activity.
- b. SWHHS is dedicated to creating a healthy work environment that supports employee and workplace health. SWHHS feels it is important to provide employees with healthy physical activity opportunities to support our efforts to prevent disease and attain optimum health.

**Section 2 - Employee Benefit**

- a. Employees who have accumulated medical leave balances may trade their medical leave hours to cover the cost of fitness expenses for the employee, spouse and their eligible dependents as defined by eligibility to be on a parents' insurance.
- b. General Provisions
  - Maximum of \$ ~~2,000~~ 1,000 (gross pay) in claims per employee per calendar year.
  - Claims can be submitted for expenses incurred for the employee, spouse, or eligible dependents, as defined under the agency's health insurance plan.
  - A minimum of three weeks (112.50 hours) of medical leave must remain after reimbursement; only medical leave can be cashed in for this taxable reimbursement.
  - Employees who have submitted a notice of resignation/retirement are not eligible for this program.
  - Expenses that have been reimbursed by flexible spending or VEBA are not eligible.
  - Staff may only be reimbursed for the net cost of any expense, less any other reimbursements such as the Preferred One fitness discount.
  - Staff may resubmit an expense purchased in the calendar year more than once, if the expense could not be fully reimbursed up the amount of max claims amount due to accrual of additional medical leave. However, the employee must resubmit this expense, with documentation of how much has already been reimbursed and copies of the original submission.

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PERSONNEL POLICY NUMBER 19**

c. Eligible Expenses

- Health club memberships, swim passes, and swimming lessons (single, couple, family if eligible and including any tax and/or enrollment fees)
- Fitness/exercise programs (i.e., Jazzercise, Curves, martial arts, etc.)
- Personal trainers
- New or used stationary personal exercise equipment that can be used year-round in the home (i.e., treadmill, exercise bike, stair-stepper, weight lifting equipment, free weights, stability ball, etc.) or non-stationary exercise equipment (i.e., bike, jogger stroller, child carrier, and helmets)
- Maintenance/repairs/warranties on eligible equipment
- Recreational Equipment (i.e., rollerblades, skis, snow shoes, canoes/Kayaks, paddle boards and paddles, tennis/racquetball racquets, paddleboats, etc.)
- Monitoring devices (i.e., pedometer, heart rate monitor, Fitbit, and GPS watch)
- Fitness media; DVDS, videos, games (i.e., fitness games or Wii fit), live streaming (Fitness or Beach Body on demand). Title must be in request.
- Running, walking, cross-trainer or aerobic shoes
- Open water dive equipment (wet suit, weight belts, tanks, etc.)

d. Expenses not Eligible

- Club membership of a primarily social nature (i.e., Country club/golf course membership)
- Clothing items (i.e. shirts, shorts, jackets, running attire, etc.)
- Medical related expenses (i.e., lab tests, prescriptions, glucose monitor, blood pressure monitor, etc.)
- Camping equipment (i.e., tents, packs, etc.)
- Fees (i.e., registrations, park entrances, court/green fees, lift tickets, lockers, tanning, etc.)
- Sports equipment for an activity that is used in school, league, or organized sports (i.e., tennis, football, basketball, baseball, hockey, golf, etc.) Bike racks, car mountings, or carriers used to haul fitness equipment.
- Gaming systems, such as Wii or Xbox.
- Sit/stand work stations
- Tack, saddle, bridle, breast collar, etc.
- Dock slide or other related accessories
- SAD (seasonal affective disorder) light
- Mattresses and sleep related items
- Massages

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 19**

**Section 3 – Procedures**

- a. To claim a reimbursement under this program, submit a Medical Leave for Fitness Reimbursement Form (AG# 018) with appropriate documentation attached, to the Wellness Coordinator. Providing the request meets the general provisions and is an eligible expense, it will be approved within 10 business days. You will be reimbursed on your regular payroll check, providing it is approved by Monday noon the week of payroll.
  
- b. Submission Deadlines
  - Reimbursement requests may not exceed the maximum amount of \$ ~~2,000~~ 1,000 per calendar year. The date of expense dictates which calendar year the expense will be applied to. Expenses for the previous year must be submitted to the Wellness Coordinator no later than the Monday noon deadline of the second payroll date of the new year.



**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 20**

EFFECTIVE DATE: 01/01/11

REVISION DATE: 01/01/16; 06/21/17; 12/20/17

AUTHORITY: Southwest Health and Human Services Joint Governing Board  
IR-2011-93

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**--- Cell Phone Allowance Policy ---**

**Section 1 - Policy Statement**

- a. Southwest Health and Human Services is committed to providing employees the tools and resources they need to perform their job responsibilities successfully. Employees whose position requires them to have accessibility may receive extra compensation, in the form of an allowance, to cover business-related costs. The requirement of accessibility can include the need for a cell phone. This policy is intended to meet the need to require access, while promoting good stewardship of the agency's resources. Employees who receive this allowance are expected to reply promptly to phone calls, texts, or emails (if reimbursed for a personal cell phone).

**Section 2 - Applicability**

- a. This policy applies to positions which require the incumbent to have access to complete the responsibilities of his/her position. The requirement of accessibility must be included on the job profile for the position and approved by the individuals in the position's reporting structure, including the Agency Director. To be eligible, the position must meet one of three conditions: business travel, daily/after-hours communication or emergency contact. The conditions are described in the Definitions section below.

**Section 3 - Definitions**

**a. Wireless communication devices**

- 1. Equipment used as to obtain access and can include a cell phone.

**b. Allowance**

- 1. The allowance is a set dollar amount. The approved allowance will be paid to the employee via the payroll process. The allowance does not constitute an increase to base pay, and therefore, will not be included in any percentage calculations for benefits or pay adjustments. The allowance is considered non- taxable income, in accordance with IRS regulations.

**c. Conditions**

**1. Business Travel**

The need for constant use of a cell phone for an employee who must frequently travel to do business, and needs to remain in touch with others for business purposes.

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PERSONNEL POLICY NUMBER 20**

2. **Daily/After-Hours Communication**  
The need for constant and immediate communications throughout the day (if your position requires you to be away from your desk frequently) or after hours for an employee whose position, the significant portion of which, supports or is otherwise responsible for programs, services, or systems.
3. **Emergency Contact**  
The requirement to be available for emergency contact as an employee whose duties require them to be immediately contacted, anywhere, anytime (24/7).

**Section 4 - Program Guidelines**

- a. Cell phones should not be selected as an alternative to other means of communications – e.g., land-lines, and work computers with internet access – when such alternatives would provide adequate but less costly service to the agency.

**Section 5 - Security**

- a. All cell phones that download information from the agency network such as email or calendar must have Director's approval, ~~even if not being reimbursed by the allowance.~~
- b. Note: If the employee's job description does not include the need for a cell phone, then the employee is not eligible for an allowance.
- c. Additionally, cell phones are available to check out for employees who are traveling for business and need to be available for client services, contacting a supervisor, or for safety when traveling out of town or to a non-public location such as a client's home.
- d. Any exceptions to this policy must be approved by either the Deputy Director or the Agency Director.
- e. If an employee's phone downloads information from the agency network such as email or calendar is lost, stolen, no longer being used, given to family member, etc., the employee must notify their supervisor immediately. The supervisor will in turn notify IT. If the phone is still in the employee's possession, they must give the phone to IT to be cleared of agency information. If the phone is lost or stolen, IT will attempt to wipe the phone remotely.

**Section 6 - Equipment**

- a. The employee must purchase the equipment and own it personally. The employee may, at his or her own expense, add extra services or equipment features, as desired.
- b. The IT department should also be contacted to discuss equipment compatibility.

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PERSONNEL POLICY NUMBER 20**

- c. Because the cell phones are owned personally by the employee, the employee may use the device for both business and personal purposes.

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**Section 7 - Allowance**

- a. The monthly cell phone allowance is \$35.00. Qualifying job requirements include frequent travel, daily/off hours communication, 24/7 emergency contact, and required access of email and calendar. Qualifying employees must complete the Cell Phone Allowance Request Form (AG #014) that is available on SharePoint and obtain the appropriate signatures which include their Supervisor or Director. The approved form, copy of their most recent cell phone bill, and job description should be sent to Human Resources.
- b. It is the supervisor's responsibility to review the cell phone needs in his or her department on at least an annual basis. Human Resources must be notified of any changes or discontinuations during the year.
- e. The allowance expires at the end of each fiscal year. A new form AG #014 must be completed and sent to Human Resources along with a copy of his or her most recent cell phone bill in order to continue receiving the monthly cell phone allowance.

Agency Form Regarding This Policy:

Ag#014 –Cell Phone Allowance Request Form

**RESOLUTION TO DESIGNATE DEPOSITORIES AND AUTHORIZE LYON  
COUNTY AUDITOR/TREASURER TO MAKE INVESTMENTS**

WHEREAS, Minnesota Statute § 118A.02, subdivision 1 (a) states “The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions”;

WHEREAS, Minn. Stat. § 118A.02, subdivision. 1. (b) (2) allows the governing body to authorize the treasurer or chief financial officer to make investments of funds under Minn. Stat. § 118A.01 to 118A.06 or other applicable law;

THEREFORE, BE IT RESOLVED, that the Southwest Health and Human Services Governing Board designates as depositories the following financial institutions and designates the following as brokers and authorized investment holders:

- Bank of the West
- BNP Paribas
- Bremer Bank
- Bremer Investment Management and Trust
- Great Western Bank
- MAGIC Fund, management by PFM Asset Management
- Multi-Bank Securities
- State Farm Bank
- Wells Fargo
- Wells Fargo Advisors

BE IT FURTHER RESOLVED, that the Governing Board authorizes the Lyon County Auditor/Treasurer to make investments of funds under Minn. Stat. § 118A.01 to 118A.06 or other applicable law at any one or more of the above based on direction provided by the Executive Committee;

BE IT FURTHER RESOLVED, the Lyon County Auditor/Treasurer is hereby authorized to act and serve as agent on any Southwest Health and Human Services accounts set up or active at any of the above financial institutions, brokers, or investment holders; and

BE IT FURTHER RESOLVED, the above designations and authority conferred shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the financial institution, broker, or investment holder at each location where an account is maintained and the financial institution, broker, or investment holder shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution.

Passed and adopted by the Southwest Health and Human Services Governing Board this 20<sup>th</sup> day of December, 2017.

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Rick Anderson, Chair  
Southwest Health and Human Services

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Beth Wilms  
Director

**SOUTHWEST HEALTH AND HUMAN SERVICES  
Resolution of Signature Authority**

The Governing Board, the Human Services Board and the Community Health Board (by virtue of its authority under Minnesota Statutes, Chapter 145A) of Southwest Health and Human Services authorizes the following people to sign all necessary contracts and forms needed to carry on the business of the agency.

<b>Name</b>	Beth Wilms	<b>Name</b>	Nancy Walker	<b>Name</b>	Carol Biren	<b>Name</b>	Cindy Nelson
<b>Title</b>	Director	<b>Title</b>	Deputy Director	<b>Title</b>	PH Division Director	<b>Title</b>	SS Division Director
<b>Address</b>	607 W Main Street, Suite 100 Marshall MN 56258	<b>Address</b>	2 Roundwind Road Luverne MN 56156	<b>Address</b>	607 W Main Street, Suite 200 Marshall MN 56258	<b>Address</b>	607 W Main Street, Suite 100 Marshall MN 56258
<b>Phone</b>	(507)532-1248 - W (608)487-0791 - C	<b>Phone</b>	(507)532-1256 - W (507)530-5805 - C	<b>Phone</b>	(507)532-4136 - W (507)829-3662 - C	<b>Phone</b>	(507)532-1260 - W (507)530-3472 - C

Resolution Adopted on December 20<sup>th</sup>, 2017

**Southwest Health and Human Services - Governing Board**

Signature: \_\_\_\_\_

Title: Chairperson

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

**Southwest Health and Human Services - Human Services Board**

Signature: \_\_\_\_\_

Title: Chairperson

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

**Southwest Health and Human Services - Community Health Board**

Signature: \_\_\_\_\_

Title: Chairperson

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