



Southwest Health and Human Services  
Board Agenda

Wednesday, July 19, 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 06/21/17 board minutes

D. Financial

E. Caseload

	<u>06/17</u>	<u>05/17</u>	<u>04/17</u>
Social Service	3,807	3,856	3,872
Licensing	473	475	487
Out-of-Home Placements	190	187	179
Income Maintenance	12,134	12,008	12,791
Child Support Cases	3,395	3,410	3,407
Child Support Collections	\$826,682	\$900,003	\$880,091
Non IV-D Collections	\$56,410	\$43,352	\$78,140

**HUMAN SERVICES BOARD (cont.)**

- F. Discussion/Information
  - 1.
  
- G. Decision Items
  - 1. IM Policy 3- Burial and Cremation Policy

**COMMUNITY HEALTH**

- H. Call to order
  
- I. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 06/21/17 board minutes

J. Financial

K. Caseload

	<u>06/17</u>	<u>05/17</u>	<u>04/17</u>
WIC	N/A	2213	2215
Family Home Visiting	48	38	55
PCA Assessments	22	24	19
Managed Care	262	335	279
Dental Varnishing	88	54	71
Refugee Health	4	14	7
Latent TB Medication Distribution	31	31	29

- L. Discussion/Information
  - 1. SCHSAC update – Carol Biren

- M. Decision Items
  - 1.

## **GOVERNING BOARD**

- N. Call to order
- O. Consent Agenda
1. Amend/Approval of Agenda
  2. Identification of Conflict of Interest
  3. Approval of 06/21/17 board minutes
- P. Financial
- Q. Introduce New Staff: Beth Wilms, Director
- R. Employee Recognition
- David Alex, 1 year, Information Technology Specialist, Marshall
  - Angela Frisk, 1 year, Social Worker, Redwood
  - Christopher Hoss, 1 year, Social Worker, Ivanhoe
  - Deb Werpy, 1 year, Office Support Specialist, Marshall
  - Carla Nieuwboer, 1 year, Office Support Specialist, Luverne/Pipestone
  - Sandy Isaackson, 10 years, Social Worker, Marshall
  - Dawn Hagen, 15 years, Office Support Specialist, Redwood
  - Dawn Jenniges, 20 years, Registered Nurse, Redwood
  - Dana Swanson, 20 years, Case Aide, Luverne
- S. Discussion/Information
1. Mid-Year HR Report
- T. Decision Items
1. Chantelle Mercie, Financial Assistance Specialist, completion of 6 month probationary period, effective 8/13/2017
  2. Andrew Peltz, Circle Specialist, completion of 6 month probationary period, effective 8/14/2017
  3. Candace Swenson, County Agency Social Worker, completion of 12 month probationary period, 1% increase effective 8/15/2017
  4. Steve Beekman, Health Educator, completion of 12 month probationary period, 1% increase effective 8/15/2017
  5. Gail Bielen, Social Services Supervisor, completion of 12 month probationary period, no increase, effective 8/15/2017

**GOVERNING BOARD (cont.)**

6. Andrea Iverson, resignation, effective 8/31/2017
7. Jamie Golberg (Baker), resignation, effective 7/27/2017
8. Updated SWHHS Resolution of Signature Authority - 2017
9. Donations: Traci McChesney donated 6 new wooden chairs to children in need; 2 boxes of diapers and 1 box of wipes to give to breastfeeding peer clients at support group from Sherry Bingman.
10. Contracts

U. Adjournment

**Next Meeting Dates:**

- **Wednesday, August 16, 2017 - Marshall**
- **Wednesday, September 20, 2017 - Marshall**
- **Wednesday, October 18, 2017- Marshall**

# SOUTHWEST HEALTH & HUMAN SERVICES

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

## SUMMARY OF FINANCIAL ACCOUNTS REPORT

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

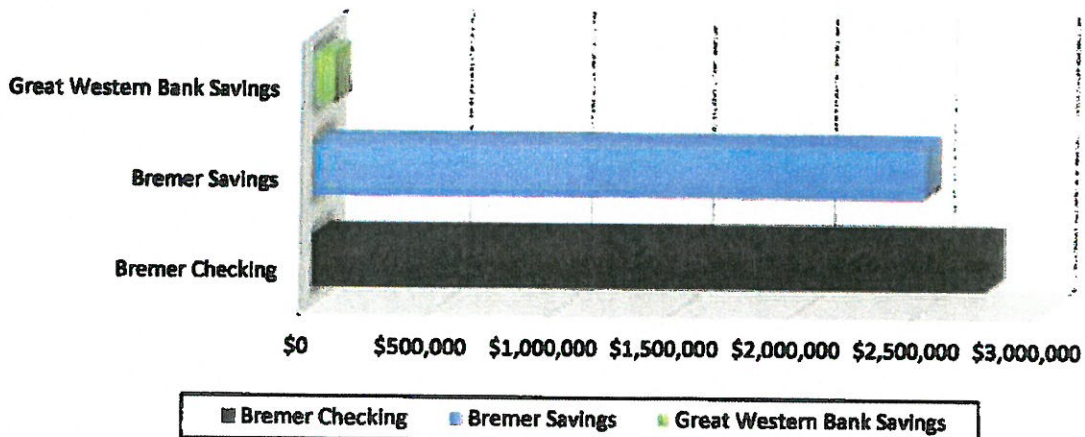
\* Income Maintenance \* Social Services \* Information Technology \* Health \*

Description	Month	Running Balance
<b>BEGINNING BALANCE</b>		<b>\$1,451,586</b>
<b>RECEIPTS</b>		
Monthly Receipts	1,905,065	
County Contribution	4,864,783	
Interest on Investments		
<b>TOTAL MONTHLY RECEIPTS</b>		<b>6,769,848</b>
<b>DISBURSEMENTS</b>		
Monthly Disbursements	5,458,880	
<b>TOTAL MONTHLY DISBURSEMENTS</b>		<b>5,458,880</b>
<b>ENDING BALANCE</b>		<b>\$2,762,554</b>

### REVENUE

<i>Bremer Checking</i>	<b>\$2,762,554</b>	
<i>Bremer Savings</i>	<b>\$2,500,974</b>	Average Balance last two years <b>\$4,533,205</b>
<i>Great Western Bank Savings</i>	<b>\$75,000</b>	
<b>ENDING BALANCE</b>	<b>\$5,338,528</b>	

### REVENUE DESIGNATION



# Southwest Health and Human Services



SRK  
7/10/17 8:45AM

Treasurer's Cash Trial Balance As of 06/2017

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 Health Services Fund	1,525,359.43			
Receipts		271,307.29	1,808,908.02	
Disbursements		113,493.27-	510,648.73-	
Payroll		216,465.90-	1,423,434.25-	
Journal Entries		0.00	319,860.41	
Fund Total . . . . .		58,651.88-	194,685.45	1,720,044.88
5 Human Services Fund		General Administration		
Receipts	410,431.89			
Disbursements		52,865.57	313,883.87	
Payroll		54,186.43-	318,875.25-	
Dept Total . . . . .		21,534.99-	112,553.97-	292,886.54
Income Maintenance		22,855.85-	117,545.35-	
5 Human Services Fund		Income Maintenance		
Receipts	3,531,834.60-			
Disbursements		1,599,749.00	4,304,170.61	
Payroll		222,220.19-	1,658,101.46-	
Journal Entries		365,232.74-	2,347,659.43-	
Dept Total . . . . .		0.00	591,743.51	2,641,681.37-
Social Services		1,012,296.07	890,153.23	
5 Human Services Fund		Social Services		
Receipts	7,300,542.45			
Disbursements		4,553,722.38	8,726,149.79	
SSIS		164,520.45-	934,378.21-	
Payroll		697,287.29-	3,888,575.69-	
Journal Entries		670,820.13-	4,211,442.56-	
Dept Total . . . . .		0.00	887,523.65	7,879,819.43
Information Systems		3,021,094.51	579,276.98	
5 Human Services Fund		Information Systems		
Receipts	2,357,461.29-			
Disbursements		3,152.00	17,240.95	
		945.86-	18,424.51-	

Treasurer's Cash Trial Balance As of 06/2017

Fund	Beginning Balance	This Month	YTD	Current Balance
5	Human Services Fund	471		
	Payroll	30,207.04	200,344.07	
	Dept Total .....	28,000.90	201,527.63	2,558,988.92
	Receipts	0.00	131,610.00	
	Disbursements	65,352.00	131,610.00	
	Dept Total .....	65,352.00	0.00	0.00
	Fund Total .....	3,917,181.83	1,150,357.23	2,972,035.68
61	Agency Health Insurance			
	Receipts	223,699.82	1,414,103.10	
	Disbursements	174,863.65	1,169,160.38	
	Fund Total .....	48,836.17	244,942.72	514,005.00
71	LCTS Lyon Murray Collaborative Fund	471		
	Receipts	29,749.00	58,569.00	
	Disbursements	0.00	31,225.50	
	Dept Total .....	29,749.00	27,343.50	72,155.39
	Fund Total .....	44,811.89	27,343.50	72,155.39
73	LCTS Rock Pipestone Collaborative Fund	471		
	Receipts	11,298.00	23,232.00	
	Disbursements	0.00	3,418.00	
	Dept Total .....	11,298.00	19,814.00	53,924.06
	Fund Total .....	34,110.06	19,814.00	53,924.06
75	Redwood LCTS Collaborative	471		
	Receipts			
	Disbursements			
	Dept Total .....			
	Fund Total .....	40,280.86		

# Southwest Health and Human Services



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Treasurer's Cash Trial Balance As of 06/2017

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		24,305.00	50,459.00	
Disbursements		86,750.00-	86,750.00-	
<b>Dept Total .....</b>		<b>62,445.00-</b>	<b>36,291.00-</b>	<b>3,989.86</b>
<b>Fund Total .....</b>	<b>40,280.86</b>	<b>62,445.00-</b>	<b>36,291.00-</b>	<b>3,989.86</b>
<b>77 Local Advisory Council</b>	<b>477</b>	<b>Local Advisory Council</b>		
	<b>1,398.86</b>	<b>0.00</b>	<b>0.00</b>	<b>1,398.86</b>
<b>Dept Total .....</b>		<b>0.00</b>	<b>0.00</b>	<b>1,398.86</b>
<b>Fund Total .....</b>	<b>1,398.86</b>	<b>0.00</b>	<b>0.00</b>	<b>1,398.86</b>
<b>All Funds .....</b>	<b>3,736,701.83</b>			
Receipts		6,769,848.06	16,848,326.34	
Disbursements		882,331.85-	4,862,592.04-	
SSIS		697,287.29-	3,888,575.69-	
Payroll		1,304,260.80-	8,295,434.28-	
Journal Entries		0.00	1,799,127.57	
<b>Total .....</b>		<b>3,885,968.12</b>	<b>1,600,851.90</b>	<b>5,337,553.73</b>



RM-Stmt of Revenues & Expenditures

As Of 06/2017 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2017 BUDGET	% OF BUDG	% OF YEAR
<b>FUND 1 HEALTH SERVICES FUND</b>					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	91,117.00-	439,961.50-	879,923.00-	50	50
INTERGOVERNMENTAL REVENUES	1,763.00-	191,560.90-	252,000.00-	76	50
STATE REVENUES	44,641.71-	341,276.69-	857,375.00-	40	50
FEDERAL REVENUES	94,850.96-	586,111.48-	1,365,422.00-	43	50
FEES	37,122.41-	242,943.41-	500,700.00-	49	50
EARNINGS ON INVESTMENTS	0.00	1,825.64-	6,000.00-	30	50
MISCELLANEOUS REVENUES	1,040.32-	2,710.71-	2,800.00-	97	50
<b>TOTAL REVENUES</b>	<b>270,535.40-</b>	<b>1,806,390.33-</b>	<b>3,864,220.00-</b>	<b>47</b>	<b>50</b>
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	50
PAYROLL AND BENEFITS	216,465.90	1,423,387.84	2,970,827.00	48	50
OTHER EXPENDITURES	112,721.38	507,837.04	893,393.00	57	50
<b>TOTAL EXPENDITURES</b>	<b>329,187.28</b>	<b>1,931,224.88</b>	<b>3,864,220.00</b>	<b>50</b>	<b>50</b>

# Southwest Health and Human Services



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RM- Stmt of Revenues & Expenditures

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As Of 06/2017      Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2017 BUDGET	% OF BUDG	% OF YEAR
<b>FUND 5 HUMAN SERVICES FUND</b>					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	4,682,549.27 -	6,149,088.81 -	9,832,836.00 -	63	50
INTERGOVERNMENTAL REVENUES	0.00	6,064.63 -	10,000.00 -	61	50
STATE REVENUES	330,084.32 -	1,631,001.24 -	4,975,279.00 -	33	50
FEDERAL REVENUES	735,577.29 -	3,716,498.31 -	7,670,294.00 -	48	50
FEES	203,711.77 -	1,052,090.73 -	2,356,650.00 -	45	50
EARNINGS ON INVESTMENTS	0.00	9,584.48 -	32,000.00 -	30	50
MISCELLANEOUS REVENUES	199,987.77 -	525,892.24 -	1,169,251.00 -	45	50
<b>TOTAL REVENUES</b>	<b>6,151,920.42 -</b>	<b>13,090,020.44 -</b>	<b>26,046,310.00 -</b>	<b>50</b>	<b>50</b>
EXPENDITURES					
PROGRAM EXPENDITURES	891,763.97	4,948,709.93	8,857,266.00	56	50
PAYROLL AND BENEFITS	1,088,838.00	6,876,850.95	14,304,852.00	48	50
OTHER EXPENDITURES	229,457.01	1,567,555.43	2,884,192.00	54	50
<b>TOTAL EXPENDITURES</b>	<b>2,210,058.98</b>	<b>13,393,116.31</b>	<b>26,046,310.00</b>	<b>51</b>	<b>50</b>

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
1 FUND	Health Services Fund						
410 DEPT	General Administration						
0 PROGRAM							
			5,628.61	17,683.59	160.00	11,052	50
			5,628.61	17,683.59	160.00	11,052	50
930 PROGRAM	Administration						
			91,468.18	448,932.56	894,462.00	50	50
			46,222.46	316,769.20	637,812.00	50	50
			45,245.72	132,163.36	256,650.00	51	50
410 DEPT	General Administration	Totals:					
			91,468.18	448,932.56	894,462.00	50	50
			51,851.07	334,452.79	637,972.00	52	50
			39,617.11	114,479.77	256,490.00	45	50
481 DEPT	Nursing						
100 PROGRAM	Family Health						
			140.00	6,393.70	7,740.00	83	50
			2,096.03	10,916.41	14,322.00	76	50
			1,956.03	4,522.71	6,582.00	69	50
103 PROGRAM	Follow Along Program						
			0.00	11,486.45	11,598.00	99	50
			3,487.03	17,458.53	39,896.00	44	50
			3,487.03	5,972.08	28,298.00	21	50
110 PROGRAM	TANF						
			0.00	40,331.79	161,350.00	25	50
			0.00	80,670.65	161,350.00	50	50
			0.00	40,338.86	0.00	0	50
130 PROGRAM	WIC						
			59,414.00	252,341.00	475,000.00	53	50
			36,792.02	269,880.97	471,444.00	57	50
			22,621.98	17,539.97	3,556.00	493	50
140 PROGRAM	Peer Breastfeeding Support Program						
			0.00	36,927.00	76,620.00	48	50
			5,533.31	35,699.63	69,366.00	51	50
			5,533.31	1,227.37	7,254.00	17	50
210 PROGRAM	CTC Outreach						
			15,641.70	86,667.77	253,816.00	34	50
			18,702.24	109,540.39	197,856.00	55	50
			3,060.54	22,872.62	55,960.00	41	50
270 PROGRAM	Maternal Child Health						
			30,332.42	86,555.87	164,400.00	53	50
			13,121.32	106,339.54	288,599.00	37	50
			17,211.10	19,783.67	124,199.00	16	50

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdg	% of Year
280 PROGRAM	MCH Dental Health		660.50-	7,767.28-	12,300.00-	63	50
			3,626.43	29,055.53	87,678.00	33	50
			2,965.93	21,288.25	75,378.00	28	50
285 PROGRAM	MCH Blood Lead		0.00	2,120.82-	0.00	0	50
			35.33	2,149.60	110.00	1,954	50
			35.33	28.78	110.00	26	50
295 PROGRAM	MCH Car Seat Program		1,171.80-	8,572.91-	18,000.00-	48	50
			2,561.99	13,680.62	34,376.00	40	50
			1,390.19	5,107.71	16,376.00	31	50
300 PROGRAM	Case Management		27,745.94-	199,376.66-	345,800.00-	58	50
			28,938.51	188,518.28	371,306.00	51	50
			1,192.57	10,858.38-	25,506.00	43-	50
330 PROGRAM	MNChoices		0.00	131,522.87-	120,000.00-	110	50
			20,504.39	142,906.05	300,421.00	48	50
			20,504.39	11,383.18	180,421.00	6	50
603 PROGRAM	Disease Prevention And Control		578.87-	53,810.28-	29,550.00-	182	50
			16,485.45	106,096.15	231,373.00	46	50
			15,906.58	52,285.87	201,823.00	26	50
660 PROGRAM	MIIC		0.00	1,476.85-	1,500.00-	98	50
			4.29	628.77	0.00	0	50
			4.29	848.08-	1,500.00-	57	50
481 DEPT	Nursing	Totals:	135,685.23-	925,351.25-	1,677,674.00-	55	50
			151,888.34	1,113,541.12	2,268,097.00	49	50
			16,203.11	188,189.87	590,423.00	32	50
483 DEPT	Health Education		45.66-	8,100.63-	2,770.00-	292	50
500 PROGRAM	Direct Client Services		3,000.01	15,544.28	72,012.00	22	50
			2,954.35	7,443.65	69,242.00	11	50
510 PROGRAM	SHIP		22,646.92-	93,525.56-	224,631.00-	42	50
			21,995.28	104,276.09	224,631.00	46	50
			651.64-	10,750.53	0.00	0	50
530 PROGRAM	Cleanway Grant		0.00	24,956.69-	0.00	0	50
			5,459.90	26,118.22	0.00	0	50
			5,459.90	1,161.53	0.00	0	50

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		0.00	50,619.00	188,679.00	27	50
			58,176.67	120,760.49	188,679.00	64	50
			58,176.67	70,141.49	0.00	0	50
900 PROGRAM	Emergency Preparedness		0.00	52,025.08	98,295.00	53	50
			15,135.59	66,253.61	136,649.00	48	50
			15,135.59	14,228.53	38,354.00	37	50
901 PROGRAM	Med Reserve Corps						
			0.00	4.90	3,224.00	0	50
			0.00	4.90	3,224.00	0	50
483 DEPT	Health Education	Totals:	22,692.58	229,226.96	514,375.00	45	50
			103,767.45	332,957.59	625,195.00	53	50
			81,074.87	103,730.63	110,820.00	94	50
485 DEPT	Environmental Health						
800 PROGRAM	Environmental		7,168.06	174,205.06	192,000.00	91	50
			17,474.70	123,856.13	275,065.00	45	50
			10,306.64	50,348.93	83,065.00	61	50
820 PROGRAM	Healthy Homes Grant		13,521.35	28,674.50	20,000.00	143	50
			4,205.72	26,417.25	20,000.00	132	50
			9,315.63	2,257.25	0.00	0	50
485 DEPT	Environmental Health	Totals:	20,689.41	202,879.56	212,000.00	96	50
			21,680.42	150,273.38	295,065.00	51	50
			991.01	52,606.18	83,065.00	63	50
1 FUND	Health Services Fund	Totals:	270,535.40	1,806,390.33	3,298,511.00	55	50
			329,187.28	1,931,224.88	3,826,329.00	50	50
			58,651.88	124,834.55	527,818.00	24	50

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdg	% of Year
5 FUND	Human Services Fund						
410 DEPT	General Administration		22,578.09	117,920.30	95,235.00	124	50
0 PROGRAM	...		22,578.09	117,920.30	95,235.00	124	50
410 DEPT	General Administration	Totals:	22,578.09	117,920.30	95,235.00	124	50
420 DEPT	Income Maintenance		22,578.09	117,920.30	95,235.00	124	50
600 PROGRAM	Income Maint Administrative/Overhea		1,250,167.08	1,734,209.70	3,562,571.00	55	50
601 PROGRAM	Income Maint/Random Moment Payro		124,903.77	819,586.77	1,873,405.00	44	50
602 PROGRAM	Income Maint FPI Investigator		1,125,263.31	914,622.93	1,282,852.00	71	50
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		196,354.04	1,283,196.74	2,751,521.00	47	50
610 PROGRAM	TANF(AFDC)/MIFIP/DWP		0.00	25,286.00	50,000.00	51	50
620 PROGRAM	General Asst (GA)/General Relief/Buri		4,699.12	30,633.48	62,606.00	49	50
630 PROGRAM	Food Support (FS)		4,699.12	5,347.48	12,606.00	42	50
640 PROGRAM	Child Support (VD)		117.00	2,856.50	3,000.00	95	50
			4,058.97	8,011.49	12,000.00	67	50
			3,941.97	5,154.99	9,000.00	57	50
			1,922.64	13,998.44	25,000.00	56	50
			4,209.74	7,000.00	15,800.00	44	50
			2,287.10	6,998.44	9,200.00	76	50
			1,628.58	13,597.01	25,000.00	54	50
			28,743.91	141,665.90	251,250.00	56	50
			27,115.33	128,068.89	226,250.00	57	50
			11,643.77	270,152.14	566,000.00	48	50
			3,007.82	5,619.47	7,500.00	75	50
			8,635.95	264,532.67	558,500.00	47	50
			173,613.86	770,330.26	1,638,314.00	47	50
			102,549.01	685,492.04	1,252,536.00	55	50
			71,064.85	84,838.22	385,778.00	22	50

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
650 PROGRAM	Medical Assistance (MA)		158,666.15 -	1,434,014.86 -	3,360,000.00 -	43	50
			Expend.	984,918.79	1,951,000.00	50	50
			Net	449,096.07 -	1,409,000.00 -	32	50
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	715.00 -	1,000.00 -	72	50
			Expend.				
			Net	715.00 -	1,000.00 -	72	50
420 DEPT	Income Maintenance	Totals:	1,597,759.08 -	4,265,159.91 -	8,824,571.00 -	48	50
			Expend.	3,966,124.68	8,777,618.00	48	50
			Net	299,035.23 -	646,953.00 -	46	50
431 DEPT	Social Services						
0 PROGRAM			147,414.90 -	0.00	0.00	0	50
			Expend.				
			Net	147,414.90 -	0.00	0	50
700 PROGRAM	Social Service Administrative/Overhea		3,882,322.19 -	5,548,327.54 -	9,699,342.00 -	57	50
			Expend.	1,454,139.02	2,923,700.00	50	50
			Net	3,659,688.28 -	6,775,642.00 -	60	50
701 PROGRAM	Social Services/SSTS						
			Revenue	3,570,451.81	7,656,919.00	47	50
			Expend.	3,570,451.81	7,656,919.00	47	50
			Net				
710 PROGRAM	Children's Social Services Programs		82,246.74 -	597,182.47 -	1,501,691.00 -	40	50
			Expend.	1,849,140.71	3,296,941.00	56	50
			Net	1,251,958.24	1,795,250.00	70	50
712 PROGRAM	CIRCLE Program		Revenue	5,000.00 -	5,000.00 -	100	50
			Expend.	5,455.39	15,000.00	36	50
			Net	455.39	10,000.00	5	50
713 PROGRAM	"SELF Program" Grant		Revenue	19,966.00 -	54,100.00 -	37	50
			Expend.	11,844.89	54,100.00	22	50
			Net	8,121.11 -	0.00	0	50
715 PROGRAM	Childrens Waivers		Revenue	60,095.15 -	80,000.00 -	75	50
			Expend.				
			Net	60,095.15 -	80,000.00 -	75	50
716 PROGRAM	FGDM/Family Group Decision Making		Revenue	11,255.63 -	59,414.00 -	19	50
			Expend.	21,420.40	65,350.00	33	50
			Net	10,164.77	5,936.00	171	50

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of	% of
717 PROGRAM	AR/Alternative Response Discretion F		0.00	17,415.25-	55,175.00-	Bdgt	Year
	Revenue		5,550.84	25,937.95	55,175.00	47	50
	Expend.		5,550.84	8,522.70	0.00	0	50
	Net		0.00	9,521.00-	40,446.00-	24	50
718 PROGRAM	PSOP/Parent Support Options Program		7,792.70	27,007.95	40,446.00	67	50
	Revenue		7,792.70	17,486.95	0.00	0	50
	Expend.		3,300.00-	16,700.00-	28,000.00-	60	50
	Net		158.44	865.24	3,000.00	29	50
720 PROGRAM	Ch Care/Ch Prot		3,141.56-	15,834.76-	25,000.00-	63	50
	Revenue		2,047.00-	8,435.00-	40,035.00-	21	50
	Expend.		8,205.50	19,046.75	40,035.00	48	50
	Net		6,158.50	10,611.75	0.00	0	50
722 PROGRAM	Child Care/MFIP		0.00	1,254.00-	2,000.00-	63	50
	Revenue		0.00	1,254.00-	2,000.00-	63	50
	Expend.		0.00	1,254.00-	2,000.00-	63	50
	Net		1,037.00-	4,135.00-	14,000.00-	30	50
726 PROGRAM	MFIP/SW MN PIC		1,037.00-	4,135.00-	14,000.00-	30	50
	Revenue		1,037.00-	4,135.00-	14,000.00-	30	50
	Expend.		1,037.00-	4,135.00-	14,000.00-	30	50
	Net		52,254.83-	155,592.14-	290,000.00-	54	50
730 PROGRAM	Chemical Dependency		41,769.20	228,330.68	453,500.00	50	50
	Revenue		10,485.63-	72,738.54	163,500.00	44	50
	Expend.		0.00	76.70-	0.00	0	50
	Net		0.00	76.70-	0.00	0	50
740 PROGRAM	Mental Health (Both Adults/Children)		0.00	76.70-	0.00	0	50
	Revenue		85,591.64-	583,446.44-	1,401,643.00-	42	50
	Expend.		142,092.21	781,135.23	1,820,983.00	43	50
	Net		56,500.57	197,688.79	419,340.00	47	50
742 PROGRAM	Mental Health/Children Only		38,093.35-	293,136.71-	589,391.00-	50	50
	Revenue		118,056.71	710,647.41	1,403,992.00	51	50
	Expend.		79,963.36	417,510.70	814,601.00	51	50
	Net		66,410.68-	359,241.72-	696,235.00-	52	50
750 PROGRAM	Developmental Disabilities		27,147.27	175,561.56	358,435.00	49	50
	Revenue		39,263.41-	183,680.16-	337,800.00-	54	50
	Expend.						
	Net						



Revenues & Expend by ProgDept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
760 PROGRAM	Adult Services		107,297.49	641,727.58	1,528,000.00	42	50
			4,323.34	42,582.98	93,300.00	46	50
			102,974.15	599,144.60	1,434,700.00	42	50
765 PROGRAM	Adults Waivers		66,417.50	343,617.70	580,000.00	59	50
			3,282.82	35,241.23	68,000.00	52	50
			63,134.68	308,376.47	512,000.00	60	50
431 DEPT	Social Services	Totals:	4,551,009.34	8,676,126.03	16,664,472.00	52	50
			1,505,512.98	8,958,809.20	18,348,876.00	49	50
			3,045,496.36	282,683.17	1,684,404.00	17	50
461 DEPT	Information Systems		3,152.00	17,124.50	30,554.00	56	50
0 PROGRAM	...		31,152.90	218,652.13	417,223.00	52	50
			28,000.90	201,527.63	386,669.00	52	50
461 DEPT	Information Systems	Totals:	3,152.00	17,124.50	30,554.00	56	50
			31,152.90	218,652.13	417,223.00	52	50
			28,000.90	201,527.63	386,669.00	52	50
471 DEPT	LCTS Collaborative Agency		0.00	131,610.00	0.00	0	50
702 PROGRAM	LCTS		65,352.00	131,610.00	0.00	0	50
			65,352.00	0.00	0.00	0	50
471 DEPT	LCTS Collaborative Agency	Totals:	0.00	131,610.00	0.00	0	50
			65,352.00	131,610.00	0.00	0	50
			65,352.00	0.00	0.00	0	50
5 FUND	Human Services Fund	Totals:	6,151,920.42	13,090,020.44	25,519,597.00	51	50
			2,210,058.98	13,393,116.31	27,038,952.00	50	50
			3,941,861.44	303,095.87	1,519,355.00	20	50
FINAL TOTALS	1,005 Accounts		6,422,455.82	14,896,410.77	28,818,108.00	52	50
			2,539,246.26	15,324,341.19	30,865,281.00	50	50
			3,883,209.56	427,930.47	2,047,173.00	21	50

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

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	<b>BALANCE FORWARD</b>				1,451,585.61
6/2/17	79772-79778	Disb		986.01	1,450,599.60
6/2/17	2650-2703 ACH	Disb		10,683.75	1,439,915.85
6/2/17	79779-79857	Disb		76,424.67	1,363,491.18
6/2/17	23978-24047	Dep	174,425.18		1,537,916.37
6/5/17	9567	Dep		32,909.18	1,505,007.18
6/6/17	24048-24084 24085 24088 24090 24094-24095	Dep	3,113,862.68		4,618,869.86
6/6/17	9568	Disb		3,089.98	4,615,779.88
6/6/17	9569	Disb		57,105.72	4,558,674.16
6/6/17	79858-79910	Disb		8,846.82	4,549,827.36
6/6/17	2704-2705 ACH	Disb		251.68	4,549,575.68
6/6/17	79911-90027	Disb		301,854.25	4,247,721.43
6/6/17	2706-2750 ACH	Disb		16,202.00	4,231,519.43
6/6/17	7881-7896	PAYROLL		142,417.08	4,089,102.35
6/6/17	44452-44711 ACH	PAYROLL		509,086.83	3,580,005.52
6/6/17	24085-24087,24089,24091- 24093,24097-24171	Dep	750,218.31		4,330,223.83
6/12/17	9570	Disb		21,424.51	4,317,799.32
6/13/17	44712-44714 ACH	PAYROLL Special Run		1,307.85	4,316,491.37
6/12/17	savings transfer bremer	Transfer		2,000,000.00	2,316,491.37
6/13/17	24172-24212	Dep	231,226.89		2,547,718.26
6/14/17	9571	Disb		9,686.59	2,538,031.67
6/16/17	80028-80080	Disb		22,581.50	2,515,450.17
6/16/17	80081-80186	Disb		324,771.18	2,190,678.98
6/16/17	2751-2771 ACH	Disb		6,725.03	2,183,953.95
6/16/17	24213-24289	Dep	76,908.12		2,260,862.07
6/19/17	9572	Disb		28,445.00	2,232,417.07
6/20/17	24270-24301	Dep	578,078.70		2,810,495.77
6/20/17	9573	Disb		8,625.21	2,801,870.56
6/23/17	80187-80280	Disb		12,023.70	2,789,846.86
6/23/17	2772 ACH	Disb		114.49	2,789,732.37
6/23/17	80281-80414	Disb		48,567.86	2,741,164.51
6/23/17	7997-7912	PAYROLL		142,414.19	2,598,748.22
6/23/17	44715-44974 ACH	PAYROLL		509,024.75	2,089,723.47
6/23/17	80415-80472	Disb		11,215.52	2,077,507.95
6/23/17	2773 ACH	Disb		188.88	2,077,319.07
6/23/17	80473-80552	Disb		327,483.91	1,749,835.16
6/23/17	2774-2790 ACH	Disb		3,203.60	1,746,631.56
6/23/17	80553-80583	Disb		45,011.45	1,701,620.11
6/23/17	24302-24388	Dep	617,895.04		2,319,515.15
6/26/17	9574	Disb		806.20	2,318,708.95
6/26/17	9575	Disb		34,834.23	2,283,874.72
6/27/17	24399-24425	Dep	18,512.86		2,302,387.58
6/27/17	savings transfer bremer	Transfer		500,000.00	1,802,387.58
6/28/17	9576	Disb		8,686.36	1,793,701.22
6/29/17	savings transfer GW	Transfer		75,000.00	1,718,701.22
6/30/17	80584-80606	Disb		8,750.03	1,710,000.00
6/30/17	80607-80687	Disb		143,381.09	1,566,618.91
6/30/17	2791-2808 ACH	Disb		2,404.64	1,564,214.27
6/30/17	24426-24490	Dep	898,820.27		2,463,034.54
					2,462,553.73
					2,462,553.73
	balanced by 7/3/17	<b>TOTALS</b>	<b>6,768,848.08</b>	<b>6,468,678.94</b>	

	Current Savings Account Balance
Bremer	2,500,974.25
Great Western	75,000.00





# Social Services Caseload:

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

<b>2017</b>	<b>Adult Services</b>	<b>Children's Services</b>	<b>Total Programs</b>
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			0
August			0
September			0
October			0
November			0
December			0
	<b>2719</b>	<b>630</b>	<b>1674</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	334	2789		
2015	12	227	13	306	34	817	23	403	352	2652		
2016	13	240	12	298	50	829	18	396	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												
August												
September												
October												
November												
December												
	12	266	12	0	326	40	810	17	447	443	347	2719

# 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												
August												
September												
October												
November												
December												
	52	21	0	10	37	204	180	108	0	0	19	630

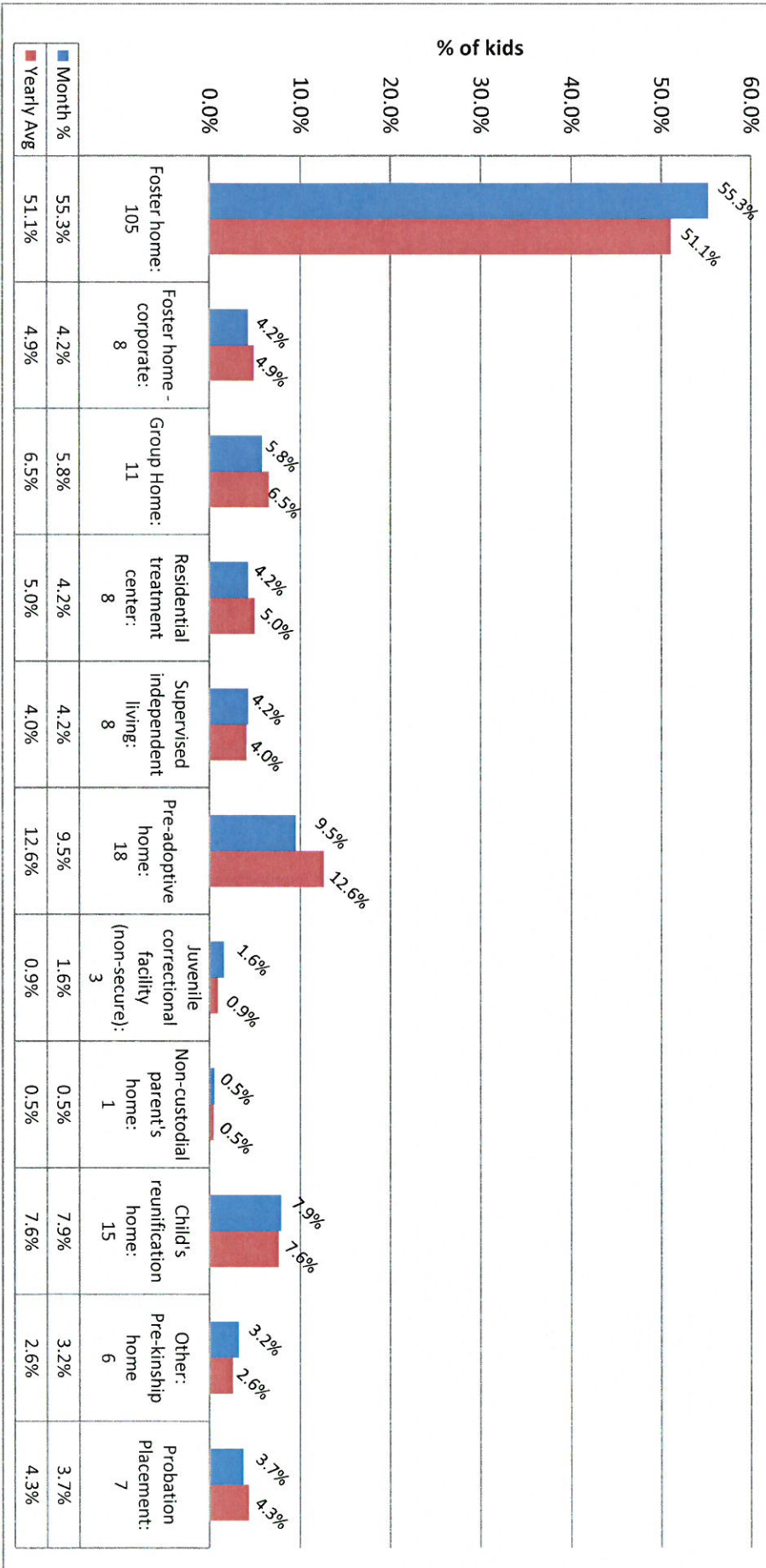
**NON IVD COLLECTIONS**  
*JUNE 2017*

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	117
TANF (MFIP/DWP/AFDC)	05-420-610.5803	1,760
GA	05-420-620.5803	814
FS	05-420-630.5803	344
CS (PI Fee, App Fee, etc)	05-420-640.5501	1,446
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	18,690
REFUGEE	05-420-680.5803	0
CHILDRENS		
Parental Fees, Holds	05-431-710.5501	4,119
OOH/FC Recovery	05-431-710.5803	18,739
CHILDCARE		
Licensing	05-431-720.5502	2,500
Corp FC Licensing	05-431-710.5505	800
Over Payments	05-431-721&722.5803	0
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	4,553
Detox Fees	05-431-730.5520	2,529
Over Payments	05-431-730.5803	0
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	0
Over Payments	05-431-741 or 742.5803	0
DEVELOPMENTAL DISABILITIES		
Insurance Copay/Overpayments	05-431-750.5803	0
ADULT		
Court Visitor Fee	05-431-760.5803	0
Insurance Copay/Overpayments	05-431-760.5803	0
<b>TOTAL NON-IVD COLLECTIONS</b>		<b>56,410</b>





June 2017 - Placement by Category  
190 Kids in Placements



**June 2017:** Total kids in placement = 190

**Total of 13 Children entered placement**

1	Lyon	Corporate Foster Home
5	Pipestone	Foster Home
2	Pipestone	Foster Home
2	Redwood	Foster Home
1	Redwood	Probation
1	Rock	Foster Home
1	Rock	Juvenile Correctional Facility

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

1	Lincoln	Foster Home
1	Lincoln	Supervised Independent Living
1	Lyon	Group Home
1	Lyon	Child's Reunification Home
1	Murray	Group Home
2	Redwood	Child's Reunification Home
1	Redwood	Probation
1	Redwood	Corporate Foster Home
1	Redwood	Adopted



## 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		48	22	262	88	4	31
7/17							
8/17							
9/17							
10/17							
11/17							
12/17							

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

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

EFFECTIVE DATE: 02/16/11

REVISION DATE: 09/16/15; 03/15/17

AUTHORITY: Southwest Health and Human Services – Human Services Board

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

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

- a. Any funeral service which will require county funding must be requested within 72 hours from the time of death.
- b. Application for Payment of Income Maintenance Burial must be completed by the family or individual with the legal right to control service.
- c. Prior Authorization for payment must be obtained from Southwest Health and Human Services.
- d. Any resources available for funeral costs such as Social Security Death Benefits, Veteran's Benefits, savings, checking, life insurance, or relative contributions are to be deducted from the county allowable burial expenses.
- e. Other customary expense items such as printed material, service gratuities, newspaper/media expense, certified copies of death certificate, church or location rental, flowers, etc. are the responsibility of the family or individual with the legal right to control service. Payment for these expenses cannot come from the decedent's assets if a county burial is approved.
- f. This policy is applicable to fetuses of 20 weeks or more, stillborns, or any live births.

**Section 2 - Basic Services**

- a. Traditional Burial
  - 1. Amount of payment to not exceed \$3800 for ALL services which may include: Professional services, embalming, other care and preparation, use of facility/staff for visitation and service, casket, cemetery liner, cemetery lot, grave opening and closing, and graveside services.
  - 2. Additional payments authorized for general transportation from place of death, funeral coach with a maximum of 200 miles at \$2.00/mile per loaded mile beyond 25 miles.

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

b. Cremation

1. Amount of payment to not exceed \$3800 for ALL services which may include: Professional services, embalming, other care and preparation, use of facility/staff for visitation and service, urn or alternate container, cemetery liner if required by cemetery, cemetery lot if burying ashes, grave opening and closing, and graveside services
2. Additional payments authorized for general transportation from place of death, funeral coach with a maximum of 200 miles at \$2.00/mile per loaded mile beyond 25 miles.

In accordance with Minnesota Statute 261.04, Southwest Health and Human Services shall have claim against the estate of a deceased person who received a county funded burial.

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

Agency Forms Regarding This Policy:

IM#009 – Application for Payment of Income Maintenance Burial

IM#032 – Payment Authorization Form

IM#083 – Cover Letter

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

IM#118 – Estate Claims Fact Sheet Referral to Collections

ELIG#031 – County Burial Prior Authorization Form

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

EFFECTIVE DATE: 02/16/11

REVISION DATE: 09/16/15; 03/15/17; 07/19/17

AUTHORITY: Southwest Health and Human Services – Human Services Board  
MN Statute 261.035

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

In accordance to Minnesota Statute 261.035, Southwest Health and Human Services has developed the following policy to allow for the disposition of a dead human remains in which an ability to privately pay does not exist. This policy meets the minimum requirement to dispose of a dead remains and still be considered dignified. The two basic service options provided in this policy for disposition are referred to as immediate burial or direct cremation. This policy may be altered to meet next of kin's desired service wishes, however any additional services and corresponding expenses will be responsible to be met by the next of kin's financial resources and not from the decedent's remaining assets.

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

- a. Any funeral service which will require county funding must be requested within 72 hours from the time of death, unless the delay is due to the weekend or holiday where the office is closed.
- b. Application for Payment of Income Maintenance Burial must be completed by the family or individual with the legal right to control service.
- c. Prior Authorization for payment must be obtained from Southwest Health and Human Services.
- d. Any resources available for funeral costs such as Social Security Death Benefits, Veteran's Benefits, savings, checking, and life insurance available to the decedent or the decedent's spouse are to be deducted from the county allowable burial expenses.
- e. Other customary expense items such as printed material, service gratuities, newspaper/media expense, certified copies of death certificate, church or location rental, flowers, embalming, preparation for viewing, visitation ceremony or funeral ceremony, and etc. are the responsibility of the family or individual with the legal right to control service. Relatives cannot upgrade or contribute to expenses that are explicitly paid by the agency (i.e. professional services, transfer of the remains, funeral coach, casket/urn, or cemetery liner). Payment for these expenses cannot come from the decedent's assets if a county burial is approved.
- f. In being financially prudent to county taxpayer, immediate disposition must be held Monday through Friday. Any expenses associated with weekend, holiday or overtime fees are NOT included and will be at the expense of the next of kin.
- g. This policy is applicable to fetuses of 20 weeks or more, stillborns, or any live births.

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

**Section 2 - Basic Services**

a. Immediate Burial

1. Amount of payment is not to exceed \$3800 for the following services: Professional services, transfer of the remains and use of funeral coach.
2. Additional payments can be authorized for general transportation for removal and/or burial beyond 25 miles up to a maximum of 200 miles at \$2.00 per loaded mile.
3. Amount of payment for burial are as follows:
  - Casket \$750
  - Liner \$650 (if required by the cemetery)
  - Cemetery Lot and Grave (opening and closing) at cost

b. Direct Cremation

1. Amount of payment is not to exceed \$3800 for the following services: Professional services, transfer of the body, and cremation process.
2. Additional payments can be authorized for general transportation for removal and/or burial beyond 25 miles up to a maximum of 200 miles at \$2.00 per loaded mile.
3. Amount of payment for burial are as follows:
  - Urn and/or Urn Vault \$100

In accordance with Minnesota Statute 261.04, Southwest Health and Human Services shall have claim against the estate of a deceased person who received a county funded burial. Please also refer to Administrative Policy #25 Funeral Expenses Policy

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

Agency Forms Regarding This Policy:

- ELIG #009 – Application for Payment of Income Maintenance Burial
- ELIG #032 – Payment Authorization Form
- ELIG #083 – Cover Letter
- ELIG #084 – Claim of Funeral Director for Payment of Income Maintenance Burial
- ELIG #118 – Estate Claims Fact Sheet Referral to Collections



# **JULY 2017**

## **GRANTS ~ AGREEMENTS ~ CONTRACTS**

### **Board review/approval**

- MDH Follow Along Program (FAP) - 04/01/14 – 06/30/18;** an amendment to the original contract to extend the program an additional year, \$11,598 (amendment).  
*Fiscal Note: grant funded*
  
- Southwest Initiative Foundation (Hutchinson, MN) – 06/30/17 to 04/01/20;** An additional grant towards increasing access to dental care, which covers costs for Children’s Dental Services to come to our area of the State, \$5,000 (last month’s grant was for \$2,500) (NEW).  
*Fiscal Note: grant funded*