



SOUTHWEST
HEALTH & HUMAN
SERVICES

Southwest Health and Human Services
Board Agenda

Wednesday, June 21, 2017

Commissioners Room

Government Center, 2nd Floor

Marshall

9:00 a.m.

HUMAN SERVICES

- A. Call to order
- B. Pledge of Allegiance
- C. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 05/17/17 board minutes

D. Financial

E. Caseload

	<u>05/17</u>	<u>04/17</u>	<u>03/17</u>
Social Service	3,856	3,872	3,844
Licensing	475	487	485
Out-of-Home Placements	187	179	183
Income Maintenance	12,008	12,791	12,545
Child Support Cases	3,410	3,407	3,385
Child Support Collections	\$900,003	\$880,091	\$930,763
Non IV-D Collections	\$43,352	\$78,140	\$86,082

HUMAN SERVICES BOARD (cont.)

- F. Discussion/Information
 - 1. Transportation Services

- G. Decision Items
 - 1.

COMMUNITY HEALTH

- H. Call to order
- I. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 05/17/17 board minutes

- J. Financial

K. Caseload	<u>05/17</u>	<u>04/17</u>	<u>03/17</u>
WIC	N/A	2215	2241
Family Home Visiting	38	55	54
PCA Assessments	24	19	23
Managed Care	335	279	288
Dental Varnishing	54	71	79
Refugee Health	14	7	11
Latent TB Medication Distribution	31	29	25

- L. Discussion/Information
 - 1. Pitch the Commissioner
 - 2. Clean Indoor Air update- Ann Orren
 - 3. Alcohol Prevention grant update- Ann Orren

- 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 05/17/17 & 06/06/17 board minutes
- P. Financial
- Q. Introduce New Staff: Brittney Meyer, Office Support Specialist, Marshall;
Loni Eilers, Social Worker, Marshall;
- R. Employee Recognition
- Sheri Hauschild, 1 year, Social Worker (APS), Ivanhoe
 - Nicole Berry, 1 year, Social Worker (CPS), Redwood
 - James Kponyoh, 1 year, Information Technology, Marshall
 - Angela Schmiesing-Doyle, 10 years, Social Worker, Redwood
 - Cindy Buchert, 35 years, Information Systems Specialist, Marshall
 - Donna Lothert, 45 years, Lead Eligibility Worker, Redwood
- S. Discussion/Information
1. Finance Discussion
 2. Bylaws
- T. Decision Items
1. Molly Verhelst, Resignation effective 05/23/2017
 2. Angela Frisk, County Agency Social Worker, completion of 12 month probationary period, 1% increase effective 07/11/2017
 3. Carla Nieuwboer, Office Support Specialist, completion of 12 month probationary period, 1% increase effective 07/11/2017
 4. Deb Werpy, Office Support Specialist, completion of 12 month probationary period, 1% increase effective 07/12/2017
 5. Christopher Hoss, County Agency Social Worker, completion of 12 month probationary period, 1% increase effective 07/19/2017
 6. Kelly Kaare, County Agency Social Worker, probationary appointment (12 months), \$22.56 hourly, effective 07/10/2017

GOVERNING BOARD (cont.)

7. Personnel Policy 20- Cell Phone Allowance Policy
8. Administrative Policy 25- Funeral Expense Policy
9. Collateral CD for Agency Credit Card
10. Donations: Baby Blankets for children/families in need from Luanna White
11. Contracts

U. Adjournment

Next Meeting Dates:

- **Wednesday, July 19, 2017 - Marshall**
- **Wednesday, August 16, 2017 - Marshall**
- **Wednesday, September 20, 2017- Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

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

SUMMARY OF FINANCIAL ACCOUNTS REPORT

For the Month Ending: **May 31, 2017**

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

Description	Month	Running Balance
BEGINNING BALANCE		\$1,578,173
RECEIPTS		
Monthly Receipts	1,893,413	
County Contribution	749,924	
Interest on Investments	0	
TOTAL MONTHLY RECEIPTS		2,643,337
DISBURSEMENTS		
Monthly Disbursements	2,769,924	
TOTAL MONTHLY DISBURSEMENTS		2,769,924
ENDING BALANCE		\$1,451,586

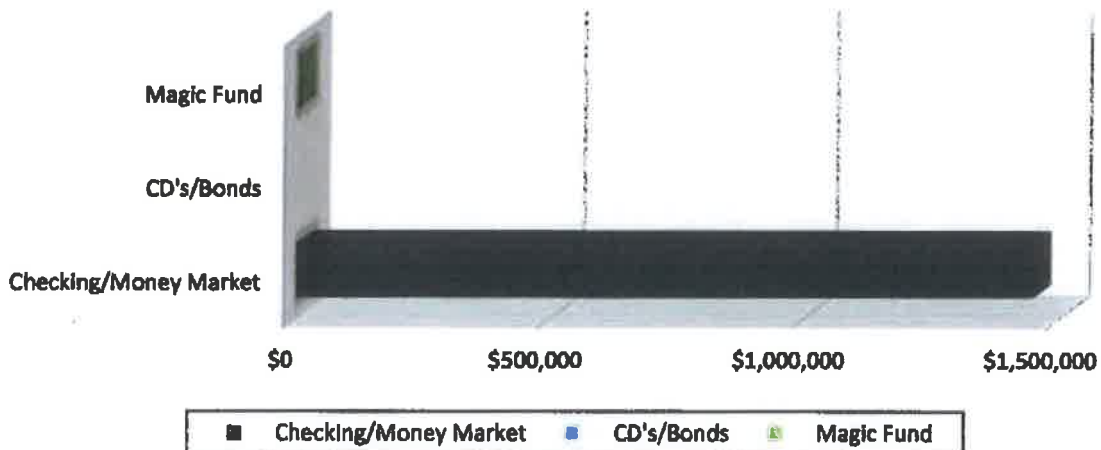
REVENUE

<i>Checking/Money Market</i>	\$1,451,586
<i>CD's/Bonds</i>	
<i>Magic Fund</i>	<i>\$0</i>

Average Balance
last two years
\$1,523,252

ENDING BALANCE **\$1,451,586**

REVENUE DESIGNATION



Southwest Health and Human Services



SRK

6/9/17

1:51PM

Treasurer's Cash Trial Balance

As of 05/2017

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1	Health Services Fund			
	Receipts	410,048.32	1,537,600.73	
	Disbursements	71,829.82-	397,155.46-	
	Payroll	227,211.16-	1,206,968.35-	
	Journal Entries	0.00	319,860.41	
	Fund Total	111,007.34	253,337.33	1,778,696.76
5	Human Services Fund			
	Receipts	53,063.92	261,018.30	
	Disbursements	76,746.90-	264,688.82-	
	Payroll	18,156.18-	91,018.98-	
	Dept Total	41,839.16-	94,689.50-	315,742.39
5	Human Services Fund			
	Receipts	902,214.33	2,704,421.61	
	Disbursements	243,556.87-	1,435,881.27-	
	Payroll	363,815.66-	1,982,426.69-	
	Journal Entries	0.00	591,743.51	
	Dept Total	294,841.80	122,142.84-	3,653,977.44-
5	Human Services Fund			
	Receipts	975,446.17	4,172,427.41	
	Disbursements	124,428.78-	769,857.76-	
	SSIS	742,383.94-	3,191,288.40-	
	Payroll	665,357.66-	3,540,622.43-	
	Journal Entries	0.00	887,523.65	
	Dept Total	556,724.21-	2,441,817.53-	4,858,724.92
5	Human Services Fund			
	Receipts	2,697.00	14,088.95	
	Disbursements	625.38-	17,478.65-	
	Dept Total	2,071.62	(3,389.70)-	10,709.25

Southwest Health and Human Services



SRK

6/9/17

1:51PM

Treasurer's Cash Trial Balance

As of 05/2017

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts				
Dept Total		0.00	26,154.00	66,434.86
Fund Total	40,280.86	0.00	26,154.00	66,434.86
77 Local Advisory Council				
		477	Local Advisory Council	
	1,398.86	0.00	0.00	1,398.86
Dept Total				
Fund Total	1,398.86	0.00	0.00	1,398.86
All Funds	3,736,701.83			
Receipts		2,643,335.52	10,078,478.28	
Disbursements		722,701.08	3,980,260.19	
SSIS		742,383.94	3,191,288.40	
Payroll		1,304,838.86	6,991,173.48	
Journal Entries		0.00	1,799,127.57	
Total		126,588.36	2,285,116.22	1,451,585.61

Southwest Health and Human Services



SRK
6/9/17 1:52PM

1 Health Services Fund

Trial Balance
As of 05/2017
Report Basis: Cash

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
1001 Cash in Bank - Checking	1,525,359.43	111,007.34	253,337.33	1,778,696.76
1090 Investments	319,520.00	0.00	319,520.00-	0.00
Total Assets	1,844,879.43	111,007.34	66,182.67-	1,778,696.76
--- Liabilities and Balance----- Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	1,844,879.43-	0.00	0.00	1,844,879.43-
2885 Revenue Control	0.00	409,300.81-	1,535,854.93-	1,535,854.93-
2887 Expenditure Control	0.00	298,293.47	1,602,037.60	1,602,037.60
Total Fund Balance	1,844,879.43-	111,007.34-	66,182.67	1,778,696.76-
Total Liabilities and Balance	1,844,879.43-	111,007.34-	66,182.67	1,778,696.76-
410 General Administration				
--- Assets-----				
Total Assets	0.00	0.00	0.00	0.00
--- Liabilities and Balance----- Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
1 Health Services Fund				

Southwest Health and Human Services



SRK

6/9/17 1:52PM

5 Human Services Fund

Trial Balance

As of 05/2017 Report Basis: Cash

Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
410 General Administration				
1001	410,431.89	41,839.16	94,689.50	315,742.39
Cash In Bank - Checking	410,431.89	41,839.16	94,689.50	315,742.39
Total Assets				
--- Liabilities and Balance ---				
Liabilities				
2090	594.28	16,778.93	652.71	58.43
Due To Flexible Plan Employees	594.28	16,778.93	652.71	58.43
Total Liabilities				
Fund Balance				
2881	411,026.17	0.00	0.00	411,026.17
Unassigned Fund Balance	411,026.17	0.00	0.00	411,026.17
2887	0.00	25,060.23	95,342.21	95,342.21
Expenditure Control	0.00	25,060.23	95,342.21	95,342.21
Total Fund Balance	411,026.17	25,060.23	95,342.21	315,683.96
Total Liabilities and Balance	410,431.89	41,839.16	94,689.50	315,742.39
420 Income Maintenance				
1001	3,531,834.60	294,841.80	122,142.84	3,653,977.44
Cash In Bank - Checking	3,531,834.60	294,841.80	122,142.84	3,653,977.44
1090	591,118.00	0.00	591,118.00	0.00
Investments	591,118.00	0.00	591,118.00	0.00
Total Assets	2,940,716.60	294,841.80	713,260.84	3,653,977.44
--- Liabilities and Balance ---				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881	2,940,716.60	0.00	0.00	2,940,716.60
Unassigned Fund Balance	2,940,716.60	0.00	0.00	2,940,716.60
2885	0.00	874,462.51	2,667,400.83	2,667,400.83
Revenue Control	0.00	874,462.51	2,667,400.83	2,667,400.83
2887	0.00	579,620.71	3,380,661.67	3,380,661.67
Expenditure Control	0.00	579,620.71	3,380,661.67	3,380,661.67
Total Fund Balance	2,940,716.60	294,841.80	713,260.84	3,653,977.44
Total Liabilities and Balance	2,940,716.60	294,841.80	713,260.84	3,653,977.44
431 Social Services				
1001	7,300,542.45	556,724.21	2,441,817.53	4,858,724.92
Cash In Bank - Checking	7,300,542.45	556,724.21	2,441,817.53	4,858,724.92
--- Assets ---				

Southwest Health and Human Services

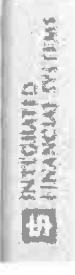


SRK
6/9/17 1:52PM
5 Human Services Fund

Trial Balance
As of 05/2017
Report Basis: Cash

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
1090 Investments	886,362.00	0.00	886,362.00-	0.00
1205 County Advances - MFP (Chippewa Cty)	80,749.47	0.00	0.00	80,749.47
Total Assets	8,267,653.92	556,724.21-	3,328,179.53-	4,939,474.39
--- Liabilities and Balance --- Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	8,267,653.92-	0.00	0.00	8,267,653.92-
2885 Revenue Control	0.00	949,074.83-	4,125,116.69-	4,125,116.69-
2887 Expenditure Control	0.00	1,505,799.04	7,453,296.22	7,453,296.22
Total Fund Balance	8,267,653.92-	556,724.21	3,328,179.53	4,939,474.39-
Total Liabilities and Balance	8,267,653.92-	556,724.21	3,328,179.53	4,939,474.39-
461 Information Systems				
----- Assets -----				
1001 Cash in Bank - Checking	2,357,461.29-	28,226.58-	173,526.73-	2,530,988.02-
Total Assets	2,357,461.29-	28,226.58-	173,526.73-	2,530,988.02-
--- Liabilities and Balance --- Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	2,357,461.29	0.00	0.00	2,357,461.29
2885 Revenue Control	0.00	2,697.00-	13,972.50-	13,972.50-
2887 Expenditure Control	0.00	30,923.58	187,499.23	187,499.23
Total Fund Balance	2,357,461.29	28,226.58	173,526.73	2,530,988.02
Total Liabilities and Balance	2,357,461.29	28,226.58	173,526.73	2,530,988.02
471 LCTS Collaborative Agency				
----- Assets -----				
1001 Cash in Bank - Checking	0.00	65,352.00	65,352.00	65,352.00
Total Assets	0.00	65,352.00	65,352.00	65,352.00
--- Liabilities and Balance --- Liabilities				

Southwest Health and Human Services



SRK
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5 Human Services Fund

Trial Balance
As of 05/2017
Report Basis: Cash

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2885 Revenue Control	0.00	65,352.00-	131,610.00-	131,610.00-
2887 Expenditure Control	0.00	0.00	66,258.00	66,258.00
Total Fund Balance	0.00	65,352.00-	65,352.00-	65,352.00-
Total Liabilities and Balance	0.00	65,352.00-	65,352.00-	65,352.00-
5 Human Services Fund	0.00	0.00	0.00	0.00

Southwest Health and Human Services



SRK

6/9/17 1:52PM

RM - Stmt of Revenues & Expenditures

As Of 05/2017 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2017		% OF YEAR
			BUDGET	% OF BUDG	
FUND 1 HEALTH SERVICES FUND REVENUES					
CONTRIBUTIONS FROM COUNTIES	128,863.75-	348,844.50-	879,923.00-	40	42
INTERGOVERNMENTAL REVENUES	4,435.00-	189,797.90-	252,000.00-	75	42
STATE REVENUES	59,038.94-	296,634.98-	857,375.00-	35	42
FEDERAL REVENUES	158,583.07-	491,260.52-	1,365,422.00-	36	42
FEES	58,168.03-	205,821.00-	500,700.00-	41	42
EARNINGS ON INVESTMENTS	0.00	1,825.54-	6,000.00-	30	42
MISCELLANEOUS REVENUES	212.02-	1,670.39-	2,800.00-	60	42
TOTAL REVENUES	409,300.81-	1,535,854.93-	3,864,220.00-	40	42
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	42
PAYROLL AND BENEFITS	227,211.16	1,206,921.94	2,970,827.00	41	42
OTHER EXPENDITURES	71,082.31	395,115.66	893,393.00	44	42
TOTAL EXPENDITURES	298,293.47	1,602,037.60	3,864,220.00	41	42

Southwest Health and Human Services



SRK

6/9/17 1:52PM

RM-Stmt of Revenues & Expenditures

As Of 05/2017 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2017 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	621,060.71 -	1,466,539.54 -	9,832,836.00 -	15	42
INTERGOVERNMENTAL REVENUES	666.04 -	6,064.63 -	10,000.00 -	61	42
STATE REVENUES	352,544.42 -	1,300,906.92 -	4,975,279.00 -	26	42
FEDERAL REVENUES	865,581.24 -	2,980,921.02 -	7,670,294.00 -	39	42
FEES	157,635.65 -	848,378.96 -	2,356,650.00 -	36	42
EARNINGS ON INVESTMENTS	0.00	9,584.48 -	32,000.00 -	30	42
MISCELLANEOUS REVENUES	105,901.72	325,704.47 -	1,169,251.00 -	28	42
TOTAL REVENUES	1,891,586.34 -	6,938,100.02 -	26,046,310.00 -	27	42
EXPENDITURES					
PROGRAM EXPENDITURES	821,443.70	4,056,945.96	8,857,266.00	46	42
PAYROLL AND BENEFITS	1,084,586.75	5,788,012.95	14,304,852.00	40	42
OTHER EXPENDITURES	235,373.11	1,338,098.42	2,884,192.00	46	42
TOTAL EXPENDITURES	2,141,403.56	11,183,057.33	26,046,310.00	43	42

SRK

6/9/17 1:52PM

Southwest Health and Human Services

RM--Stmnt of Revenues & Expenditures

As Of 05/2017

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2017 BUDGET	% OF BUDG	% OF YEAR
FINAL TOTALS	138,809.88	4,311,139.98	0	0	42



Southwest Health and Human Services

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Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

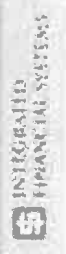
Element FUND	Description Health Services Fund	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
0 PROGRAM	...						
930 PROGRAM	Administration		129,218.69-	357,464.38-	890,423.00-	40	42
			53,888.72	270,546.74	703,228.00	38	42
			75,329.97-	86,917.64-	187,195.00-	46	42
410 DEPT	General Administration	Totals:	129,218.69-	357,464.38-	890,423.00-	40	42
			56,294.75	282,601.72	704,508.00	40	42
			72,923.94-	74,862.66-	185,915.00-	40	42
481 DEPT	Nursing						
100 PROGRAM	Family Health		1,635.00-	6,253.70-	19,200.00-	33	42
			1,325.42	8,820.38	15,375.00	57	42
			309.58-	2,566.68	3,825.00-	67	42
103 PROGRAM	Follow Along Program		0.00	11,486.45-	27,000.00-	43	42
			2,877.06	13,971.50	43,948.00	32	42
			2,877.06	2,485.05	16,948.00	15	42
110 PROGRAM	TANF		0.00	40,331.79-	127,876.00-	32	42
			0.00	80,670.65	127,876.00	63	42
			0.00	40,338.86	0.00	0	42
130 PROGRAM	WIC		36,757.00-	192,927.00-	494,000.00-	39	42
			58,595.88	233,088.95	452,186.00	52	42
			21,838.88	40,161.95	41,814.00-	96	42
140 PROGRAM	Peer Breastfeeding Support Program		18,900.00-	36,927.00-	76,620.00-	48	42
			5,299.84	30,166.32	62,626.00	48	42
			13,600.16-	6,760.68-	13,994.00-	48	42
210 PROGRAM	CTC Outreach		29,699.34-	71,026.07-	253,816.00-	28	42
			16,079.61	90,838.15	203,048.00	45	42
			13,619.73-	19,812.08	50,768.00-	39	42
270 PROGRAM	Maternal Child Health		36,531.96-	56,223.45-	282,650.00-	20	42
			12,857.22	93,218.22	316,836.00	29	42
			23,674.74-	36,994.77	34,186.00	108	42



Southwest Health and Human Services

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6/9/17 1:52PM

Revenues & Expend by Prog,Dept,Fund



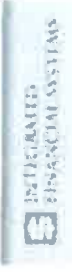
Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
280 PROGRAM	MCH Dental Health		3,786.00	7,106.78	53,300.00	13	42
			4,022.88	25,429.10	87,839.00	29	42
			236.88	18,322.32	34,539.00	53	42
285 PROGRAM	MCH Blood Lead		59.86	2,120.82	0.00	0	42
			84.61	2,114.27	0.00	0	42
			24.75	6.55	0.00	0	42
295 PROGRAM	MCH Car Seat Program		1,680.00	7,401.11	29,200.00	25	42
			2,506.12	11,118.63	33,914.00	33	42
			826.12	3,717.52	4,714.00	79	42
300 PROGRAM	Case Management		43,124.23	171,630.72	388,000.00	44	42
			26,004.96	159,579.77	338,450.00	47	42
			17,119.27	12,050.95	49,550.00	24	42
330 PROGRAM	MNChoices		57,296.00	131,522.87	182,000.00	72	42
			21,728.01	122,401.66	283,051.00	43	42
			35,567.99	9,121.21	101,051.00	9	42
603 PROGRAM	Disease Prevention And Control		2,568.34	53,231.41	156,942.00	34	42
			14,217.36	89,610.70	225,640.00	40	42
			11,649.02	36,379.29	68,698.00	53	42
660 PROGRAM	MIIIC		0.00	1,476.85	1,500.00	98	42
			251.92	624.48	0.00	0	42
			251.92	852.37	1,500.00	57	42
481 DEPT	Nursing		232,037.73	789,666.02	2,092,104.00	38	42
			165,850.89	961,652.78	2,190,789.00	44	42
			66,186.84	171,986.76	98,685.00	174	42
483 DEPT	Health Education		0.00	8,054.97	18,950.00	43	42
500 PROGRAM	Direct Client Services		1,963.87	12,544.27	72,726.00	17	42
			1,963.87	4,489.30	53,776.00	8	42
510 PROGRAM	SHIP		14,813.11	70,878.64	223,325.00	32	42
			17,135.59	82,280.81	223,325.00	37	42
			2,322.48	11,402.17	0.00	0	42
530 PROGRAM	Cleanway Grant		0.00	24,956.69	75,000.00	33	42
			3,877.83	20,658.32	75,000.00	28	42
			3,877.83	4,298.37	0.00	0	42
		Totals:					

Southwest Health and Human Services

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Revenues & Expend by Prog,Dept,Fund



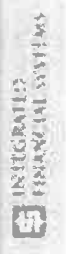
Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of
550 PROGRAM	P&I Grant		Expend.	0.00	50,619.00-	188,318.00-	Bdgt
			Net	18,744.85	62,583.82	188,318.00	Year
900 PROGRAM	Emergency Preparedness		Revenue	18,744.85	11,964.82	0.00	42
			Expend.	29,165.32-	52,025.08-	115,250.00-	42
			Net	8,685.38	51,118.02	132,377.00	42
901 PROGRAM	Med Reserve Corps		Revenue	20,479.94-	907.06-	17,127.00	5-
			Expend.	0.00	0.00	3,500.00-	0
			Net	0.00	4.90	3,212.00	0
483 DEPT	Health Education	Totals:	Revenue	0.00	4.90	288.00-	2-
			Expend.	43,978.43-	206,534.38-	624,343.00-	33
			Net	50,407.52	229,190.14	694,958.00	33
485 DEPT	Environmental Health		Revenue	6,429.09	22,655.76	70,615.00	32
800 PROGRAM	Environmental		Revenue	4,065.96-	167,037.00-	237,350.00-	70
			Expend.	21,932.14	106,381.43	252,630.00	42
			Net	17,866.18	60,655.57-	15,280.00	397-
820 PROGRAM	Healthy Homes Grant		Revenue	0.00	15,153.15-	20,000.00-	76
			Expend.	3,808.17	22,211.53	21,335.00	104
			Net	3,808.17	7,058.38	1,335.00	529
485 DEPT	Environmental Health	Totals:	Revenue	4,065.96-	182,190.15-	257,350.00-	71
			Expend.	25,740.31	128,592.96	273,965.00	47
			Net	21,674.35	53,597.19-	16,615.00	323-
1 FUND	Health Services Fund	Totals:	Revenue	409,300.81-	1,535,854.93-	3,864,220.00-	40
			Expend.	298,293.47	1,602,037.60	3,864,220.00	41
			Net	111,007.34-	66,182.67	0.00	0



Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
5 FUND	Human Services Fund						
410 DEPT	General Administration						
0 PROGRAM	..		25,060.23	95,342.21	122,993.00	78	42
			25,060.23	95,342.21	122,993.00	78	42
410 DEPT	General Administration						
	Totals:		25,060.23	95,342.21	122,993.00	78	42
			25,060.23	95,342.21	122,993.00	78	42
420 DEPT	Income Maintenance						
600 PROGRAM	Income Maint Administrative/Overhes		197,669.95	484,042.62	2,647,810.00	18	42
			128,203.74	694,683.00	1,815,584.00	38	42
			69,466.21	210,640.38	832,226.00	25	42
601 PROGRAM	Income Maint/Random Moment Payro						
			197,989.76	1,086,842.70	2,739,874.00	40	42
			197,989.76	1,086,842.70	2,739,874.00	40	42
602 PROGRAM	Income Maint FPI Investigator						
			12,971.00	25,286.00	50,000.00	51	42
			5,063.24	25,934.36	64,679.00	40	42
			7,907.76	648.36	14,679.00	4	42
605 PROGRAM	MN Supplemental Aid (MSA)/CRH						
			0.00	2,739.50	1,300.00	211	42
			0.00	3,952.52	12,000.00	33	42
			0.00	1,213.02	10,700.00	11	42
610 PROGRAM	TANF(AFDC/MFIP/DWP)						
			1,672.00	12,075.80	35,000.00	35	42
			0.00	2,790.26	17,000.00	16	42
			1,672.00	9,285.54	18,000.00	52	42
620 PROGRAM	General Asst (GA)/General Relief/Burl						
			365.29	9,378.10	30,000.00	31	42
			0.00	112,921.99	162,500.00	69	42
			365.29	103,543.89	132,500.00	78	42
630 PROGRAM	Food Support (FS)						
			116,629.00	258,508.37	567,500.00	39	42
			0.00	2,611.65	7,000.00	37	42
			116,629.00	255,896.72	560,500.00	39	42
640 PROGRAM	Child Support (IVD)						
			155,554.29	596,716.40	2,275,784.00	26	42
			113,033.42	582,943.03	1,214,355.00	48	42
			42,520.87	13,773.37	1,061,429.00	1	42



Report Basis: Cash

Element	Description	Account Number	Year-To-Date	Current Month	Revenue	Expend.	Net	Budget	% of Bdgt	% of Year
650 PROGRAM	Medical Assistance (MA)		1,277,939.04 -	388,885.98 -				3,825,000.00 -	33	42
			867,982.16	135,330.55				1,916,000.00	45	42
			409,956.88 -	253,555.43 -				1,909,000.00 -	21	42
680 PROGRAM	Refugee Cash Assistance (RCA)		715.00 -	715.00 -				1,200.00 -	60	42
			715.00 -	715.00 -				1,200.00 -	60	42
420 DEPT	Income Maintenance		2,667,400.83 -	874,462.51 -				9,533,594.00 -	28	42
			3,380,661.67	579,620.71				7,948,992.00	43	42
			713,260.84	294,841.80 -				1,584,602.00 -	45 -	42
431 DEPT	Social Services		147,414.90	147,414.90				0.00	0	42
0 PROGRAM	...		147,414.90	147,414.90				0.00	0	42
700 PROGRAM	Social Service Administrative/Overhea		1,666,005.35 -	459,538.68 -				9,462,006.00 -	18	42
			1,231,505.11	216,555.39				3,095,135.00	40	42
			434,500.24 -	242,983.29 -				6,366,871.00 -	7	42
701 PROGRAM	Social Services/SSTS		2,996,272.20	568,460.35				7,325,604.00	41	42
			2,996,272.20	568,460.35				7,325,604.00	41	42
710 PROGRAM	Children's Social Services Programs		514,935.73 -	85,282.59 -				1,599,500.00 -	32	42
			1,508,450.61	301,200.29				2,398,550.00	52	42
			993,514.88	215,917.70				1,299,050.00	76	42
712 PROGRAM	CIRCLE Program		5,000.00 -	0.00				5,000.00 -	100	42
			4,903.39	694.28				15,000.00	33	42
			96.61 -	694.28				10,000.00	1 -	42
713 PROGRAM	"SELF Program" Grant		19,966.00 -	6,420.00 -				54,012.00 -	37	42
			10,417.02	3,902.58				54,012.00	19	42
			9,548.98 -	2,517.42 -				0.00	0	42
715 PROGRAM	Childrens Waivers		53,586.13 -	19,205.78 -				64,000.00 -	84	42
			0.00	0.00				10,000.00	0	42
			53,586.13 -	19,205.78 -				54,000.00 -	99	42
716 PROGRAM	FGDM/Family Group Decision Making		1,188.63 -	666.04 -				59,414.00 -	2	42
			13,769.94	35.44				65,350.00	21	42
			12,581.31	630.60 -				5,936.00	212	42

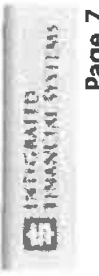
Southwest Health and Human Services

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Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of
717 PROGRAM	AR/Alternative Response Discretion F		13,385.00 -	17,415.25 -	53,540.00 -	Year
			6,035.56	20,387.11	33	42
			7,349.44 -	2,971.86	38	42
			0.00	9,521.00 -	0	42
718 PROGRAM	PSOP/Parent Support Options Program		1,687.29	19,215.25	47,311.00 -	42
			1,687.29	9,694.25	47,311.00	42
			0.00	0.00	0	42
720 PROGRAM	Ch Care/Ch Prot		3,100.00 -	13,400.00 -	28,000.00 -	42
			0.00	706.80	6,000.00	42
			3,100.00 -	12,693.20 -	22,000.00 -	42
721 PROGRAM	CC--Basic Slide Fee/Cty Match to DHS		0.00	6,388.00 -	15	42
			0.00	10,841.25	43,365.00	42
			0.00	4,453.25	810.00	42
722 PROGRAM	Child Care/MFIP		1,254.00 -	1,254.00 -	2,000.00 -	42
			1,254.00 -	1,254.00 -	2,000.00 -	42
726 PROGRAM	MFIP/SW MN PIC		0.00	3,098.00 -	16,500.00 -	42
			0.00	3,098.00 -	19	42
730 PROGRAM	Chemical Dependency		10,962.35 -	103,337.31 -	302,000.00 -	42
			54,494.65	186,561.48	436,500.00	42
			43,532.30	83,224.17	134,500.00	42
740 PROGRAM	Mental Health (Both Adults/Children)		0.00	76.70 -	0.00	42
			0.00	76.70 -	0.00	42
741 PROGRAM	Mental Health/Adults Only		124,831.01 -	497,854.80 -	1,445,081.00 -	42
			169,510.12	639,043.02	1,588,130.00	42
			44,679.11	141,188.22	143,049.00	42
742 PROGRAM	Mental Health/Children Only		104,759.11 -	255,043.36 -	852,902.00 -	42
			132,619.47	592,590.70	1,416,397.00	42
			27,860.36	337,547.34	563,495.00	42
750 PROGRAM	Developmental Disabilities		78,959.65 -	292,831.04 -	687,895.00 -	42
			30,783.86	148,414.29	362,111.00	42
			48,175.79 -	144,416.75 -	325,784.00 -	42



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of
760 PROGRAM	Adult Services		109,433.51 -	534,430.09 -	1,276,000.00 -	Year
		Revenue	7,653.24	38,303.41	99,000.00	42
		Expend.	101,780.27 -	496,126.68 -	1,177,000.00 -	42
		Net				42
765 PROGRAM	Adults Waivers					
		Revenue	78,692.01 -	277,200.20 -	490,000.00 -	42
		Expend.	12,166.52	31,914.64	52,000.00	42
		Net	66,525.49 -	245,285.56 -	438,000.00 -	42
431 DEPT	Social Services	Totals:	949,074.83 -	4,125,116.69 -	16,487,716.00 -	42
		Revenue	1,505,799.04	7,453,296.22	17,568,005.00	42
		Expend.	556,724.21	3,328,179.53	1,080,289.00	42
		Net			308	42
461 DEPT	Information Systems					
0 PROGRAM	...					
		Revenue	2,697.00 -	13,972.50 -	25,000.00 -	42
		Expend.	30,923.58	187,499.23	406,320.00	42
		Net	28,226.58	173,526.73	381,320.00	42
461 DEPT	Information Systems	Totals:	2,697.00 -	13,972.50 -	25,000.00 -	42
		Revenue	30,923.58	187,499.23	406,320.00	42
		Expend.	28,226.58	173,526.73	381,320.00	42
		Net			46	42
471 DEPT	LCTS Collaborative Agency					
702 PROGRAM	LCTS					
		Revenue	65,352.00 -	131,610.00 -	0.00	42
		Expend.	0.00	66,258.00	0.00	42
		Net	65,352.00 -	65,352.00 -	0.00	42
471 DEPT	LCTS Collaborative Agency	Totals:	65,352.00 -	131,610.00 -	0.00	42
		Revenue	0.00	66,258.00	0.00	42
		Expend.	65,352.00 -	65,352.00 -	0.00	42
		Net			0	42
5 FUND	Human Services Fund	Totals:	1,891,586.34 -	6,938,100.02 -	26,046,310.00 -	42
		Revenue	2,141,403.56	11,183,057.33	26,046,310.00	42
		Expend.	249,817.22	4,244,957.31	0.00	42
		Net			0	42
FINAL TOTALS	1,016 Accounts					
		Revenue	2,300,887.15 -	8,473,954.95 -	29,910,530.00 -	42
		Expend.	2,439,697.03	12,785,094.93	29,910,530.00	42
		Net	138,809.88	4,311,139.98	0.00	42

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

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				1,578,173.97
5/1/17	9554	Disb		21,197.62	1,556,976.35
5/2/17	23441-23445,23472-23505	Dep	50,134.78		1,607,111.13
5/3/17	9555	Disb		9,603.59	1,597,507.54
5/5/17	2567-2599 ACH	Disb		7,917.79	1,589,589.75
5/5/17	78890-79008	Disb		357,750.41	1,231,839.34
5/5/17	2600 ACH	Disb		156.66	1,231,682.68
5/5/17	79009-79043	Disb		7,230.49	1,224,452.19
5/5/17	23506-23577	Dep	346,948.57		1,571,400.76
5/8/17	9556	Disb		3,067.93	1,568,332.83
5/8/17	9557	Disb		44,025.48	1,524,307.35
5/9/17	23578-23634	Dep	204,807.14		1,729,114.49
5/11/17	9558	Disb		56,018.03	1,673,096.46
5/12/17	7840-7856	PAYROLL		139,271.67	1,533,824.79
5/12/17	43928-44182 ACH	PAYROLL		511,833.18	1,021,991.61
5/12/17	79044-79124	Disb		21,166.82	1,000,824.79
5/12/17	2601 ACH	Disb		249.26	1,000,575.53
5/12/17	79125-79258	Disb		311,279.19	689,296.34
5/12/17	2602-2632 ACH	Disb		2,289.51	687,006.83
5/12/17	23635-23708	Dep	524,247.66		1,211,254.49
5/15/17	9559	Disb		41,529.99	1,169,724.50
5/16/17	23709-23741, 23749-23764	Dep	109,490.29		1,279,214.79
5/17/17	9560	Disb		9,688.82	1,269,525.97
5/19/17	79259-79351	Disb		10,916.10	1,258,609.87
5/19/17	79352-79473	Disb		43,293.52	1,215,316.35
5/19/17	2633-2634 ACH	Disb		1,304.73	1,214,011.62
5/19/17	79474-79514	Disb		5,948.86	1,208,062.76
5/19/17	79515-79602	Disb		170,845.39	1,037,217.37
5/19/17	2635-2661 ACH	Disb		1,581.83	1,035,635.54
5/19/17	23742-23748,23765-23838	Dep	329,869.18		1,365,504.72
5/22/17	9561	Disb		9,375.68	1,356,129.04
5/22/17	9562	Disb		20,733.86	1,335,395.18
5/23/17	23837-23881	Dep	86,713.84		1,422,109.02
5/24/17	9563	Disb		900.20	1,421,208.82
5/26/17	7857-7880	PAYROLL		141,206.04	1,280,002.78
5/26/17	44183-44451	PAYROLL		512,527.97	767,474.81
5/26/17	2662-2681 ACH	Disb		2,431.39	765,043.42
5/26/17	79603-79619	Disb		7,915.70	757,127.72
5/26/17	79620-79695	Disb		225,511.00	531,616.72
5/26/17	79696	Disb		1.00	531,615.72
5/26/17	23882-23949	Dep	968,978.76		1,500,594.48
5/31/17	79697-79755	Disb		5,217.93	1,495,376.55
5/31/17	2682-2683 ACH	Disb		387.46	1,494,989.09
5/31/17	79756-79771	Disb		33,938.08	1,461,051.01
5/31/17	2684-2689 ACH	Disb		858.76	1,460,192.25
5/30/17	23950-23966	Dep	13,739.63		1,473,931.88
5/31/17	23967-23977	Dep	8,405.67		1,482,337.55
5/31/17	9564	Disb		21,008.35	1,461,329.20
5/31/17	9565	Disb		9,688.59	1,451,640.61
5/31/17	9566	Disb		55.00	1,451,585.61
					1,451,585.61
	balanced jvp 6/1/17	TOTALS	2,643,335.52	2,769,923.88	

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			

2017	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			0
July			0
August			0
September			0
October			0
November			0
December			0
	2711	640	1396

Adult - Social Services Caseload

Average	Adult Brain Injury (BI)	Adult Community Access for Alternative Care (CAC)	Adult Community Access for Disability Inclusion (CADII)	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: CADII name change and there is a new category (Adult Essential Community Supports)

2017	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADII)	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												
July												
August												
September												
October												
November												
December												
	12	264	11	0	327	39	807	16	443	443	348	2711

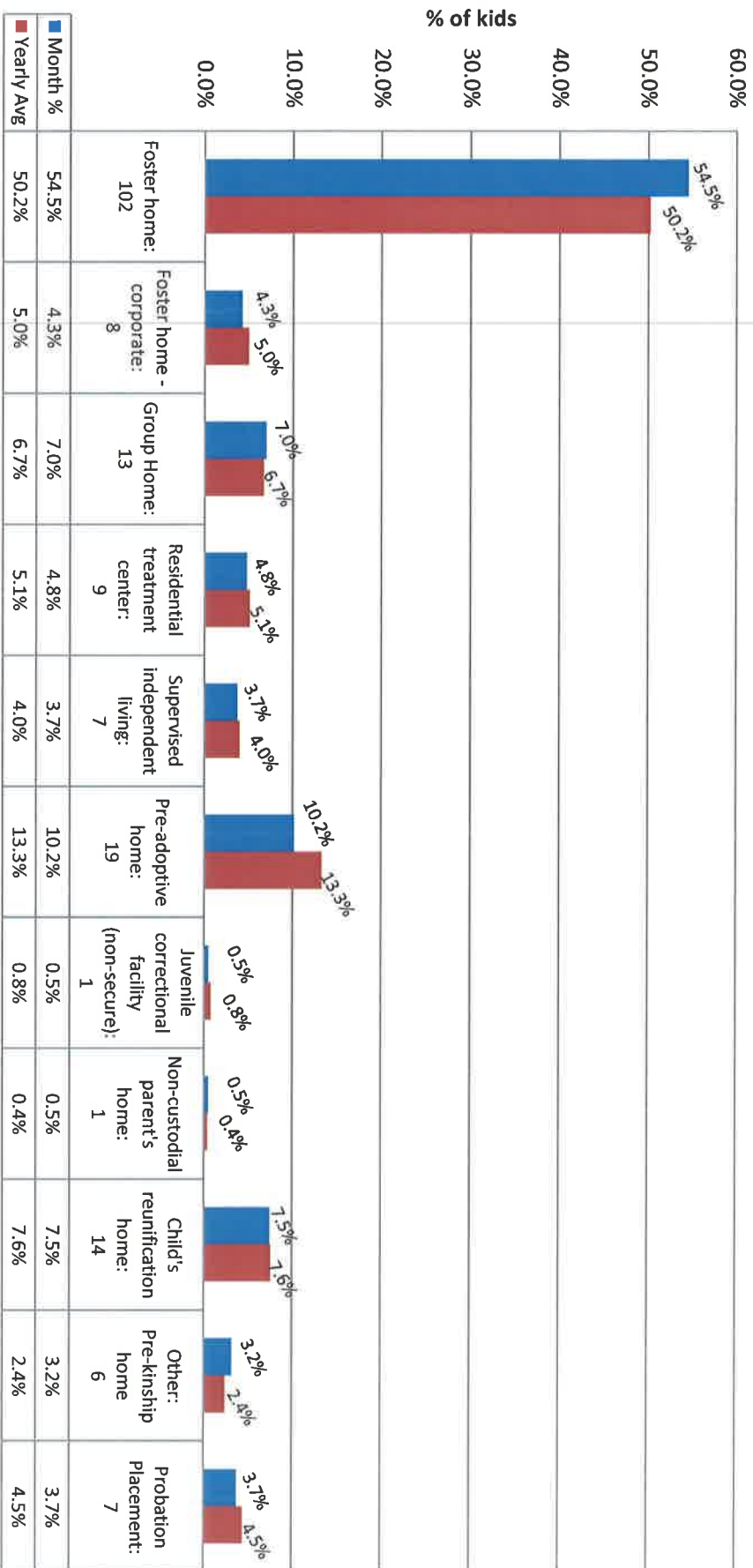
NON IVD COLLECTIONS
MAY 2017

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	0
TANF (MFIP/DWP/AFDC)	05-420-610.5803	1,672
GA	05-420-620.5803	70
FS	05-420-630.5803	409
CS (PI Fee, App Fee, etc)	05-420-640.5501	2,041
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	12,753
REFUGEE	05-420-680.5803	0
CHILDRENS		
Parental Fees, Holds	05-431-710.5501	5,227
OOH/FC Recovery	05-431-710.5803	10,178
CHILDCARE		
Licensing	05-431-720.5502	2,500
Corp FC Licensing	05-431-710.5505	600
Over Payments	05-431-721&722.5803	0
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	5,450
Detox Fees	05-431-730.5520	2,442
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	9
ADULT		
Court Visitor Fee	05-431-760.5803	0
Insurance Copay/Overpayments	05-431-760.5803	0
TOTAL NON-IVD COLLECTIONS		43,352

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								9	12
Lyon	32	32	37	36	40								35	44
Murray	9	9	9	9	10								9	6
Pipestone	22	22	17	15	18								19	21
Redwood	92	87	96	99	96								94	77
Rock	11	12	13	13	16								13	12
Monthly Totals	177	173	182	179	187							0		

May 2017 - Placement by Category
187 Kids in Placement



May 2017: Total kids in placement = 187

Total of 16 Children entered placement

1	Lincoln	Foster Home
3	Lyon	Foster Home
1	Lyon	Group Home
1	Murray	Group Home
1	Pipestone	Residential Treatment Facility
1	Pipestone	Foster Home
1	Pipestone	Probation
3	Redwood	Foster Home
1	Redwood	Probation
3	Rock	Foster Home

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

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

Volunteer Driver Mileage Reimbursement Information

In late April 2017, the Department of Human Services sent an email update regarding Non-Emergency Medical Transportation. A link within that email led to a page on the Minnesota Department of Revenue. The page states:

“Volunteer drivers may exclude reimbursement payments for mileage from their income only to the extent they would be able to deduct the expense as a charitable contribution. Volunteers may exclude one of the following amounts for each mile driven (including unreimbursed miles):

- Optional, standard mileage rate for charitable activities of 14 cents per mile
- Actual vehicle expenses, such as gas and oil that are directly related to the charitable purpose.”¹

The .14 charitable mileage rate has been in existence for many years, but it has never been connected with volunteers whose primary service is driving. All transit systems with volunteer driver programs throughout the State immediately began working together to try and understand:

- Where did this new reimbursement standard come from?
- Why weren't we informed about it directly?
- When is it supposed to take effect?

We still do not have these answers, but everything we know is outlined below.

Organizations must supply any volunteer driver who receives more than \$600 in reimbursements during the tax year with a 1099.

Volunteers should keep record of the miles they drive.

The 1099 and a mileage record should be included in the documents used to prepare next year's taxes.

Volunteers should talk to a tax preparer if they have questions about how the mileage reimbursement will affect them.

Note that, in our research, some of the preparers suggested that a Schedule C might be able to be applied to offset the reimbursements.

Tens of thousands of trips throughout the State will not happen without volunteer drivers.

Transit systems are actively and aggressively seeking more answers, and fighting to preserve the standards that have been in place for decades.

All volunteers will be informed as new information comes to light.

1. http://www.revenue.state.mn.us/individuals/individ_income/Pages/VolunteerMileageReimbursement.aspx



Individual Income Tax

Last Updated: 3/24/2017

Volunteer Mileage Reimbursement

Volunteer drivers may exclude reimbursement payments for mileage from their income only to the extent they would be able to deduct the expense as a charitable contribution.

Volunteers may exclude one of the following amounts for each mile driven (including unreimbursed miles):

- Optional, standard mileage rate for charitable activities of 14 cents per mile
- Actual vehicle expenses, such as gas and oil, that are directly related to the charitable purpose

If you are a volunteer driver

If you receive mileage reimbursement for charitable activities, you must include the payments on your income tax return:

- Report mileage reimbursements above the exclusion amount as income.
- Report any other taxable payments as income.

Note: You should receive a federal Form 1099 from any organization that pays you \$600 or more during the tax year. You must report all payments even if you do not receive a Form 1099.

Example

You had the following volunteer expenses and miles during the tax year:

Miles Driven for the charitable activity	1,100
Reimbursable miles at standard IRS mileage rate for business (53.5 cents)	1,000
Reimbursement (1,000 miles X 53.5 cents)	\$535
Actual Vehicle Expenses (such as gas and oil) for 1,100 miles	\$100
Vehicle Expenses based on standard mileage rate for charitable activities (1,100 miles X 14 cents)	\$154

In this example, you:

- May exclude \$154 (greater of the standard mileage rate or \$100 of actual costs).
- Must report \$381 as income on your tax return (\$535 reimbursement less \$154 of volunteer mileage expense).

If you reimburse a volunteer driver

If you pay \$600 or more to a volunteer during tax year, you must report the payments on a federal Form 1099. If needed, send a federal Form W-9 to the volunteer to get their taxpayer identification number.

Note: Reimbursement at the standard IRS mileage rate does not necessarily mean you should classify the volunteer as an employee. Other factors must be considered.

Touch Points

The volunteer newsletter from  of United Community Action Partnership

Training Recap Edition

Volunteer drivers from throughout United Community Action Partnership's Community Transit service area gathered in Redwood Falls on May 25th for important training and updates. Get all the highlights in this newsletter.

Call Shelly at 507-537-3861 with questions, concerns or for more information.

Volunteers will receive a 1099 for 2017

In April, Community Transit staff came across information which stated that volunteer drivers who receive more than \$600 in reimbursements throughout the tax year must receive a 1099. It also said volunteers had the option of either deducting actual vehicle expenses or the charitable mileage rate of .14 per mile from the total reimbursement on their taxes.

The notion of volunteer drivers being taxed on reimbursements was a complete surprise to transit systems across Minnesota, and we immediately began working together to get to the bottom of the issue. Many questions are still not answered, but everything we know for sure is outlined in the "Volunteer Driver Mileage Reimbursement Information" sheet included with this newsletter or received at the training.

UCAP is asking all volunteers to talk to a tax professional if they have questions about the potential impact on their taxes. We continue to work diligently to find more answers and remedy this situation. People in rural communities **DEPEND GREATLY** on volunteer drivers to sustain a high quality of life. If you have questions or would like more information, please contact Shelly at 507-537-3861 or shelly.pflaum@unitedcapmn.org.

What difference does it make?

The impact of volunteer drivers is enormous. In 2016, UCAP volunteer drivers:

- Donated an estimated 14,946 hours
- Completed 15,690 trips
- Drove 770,843 miles . . .

. . . so that thousands of people could get to medical appointments, see family or participate in activities that are important to them.

I would like to express my appreciation to all the volunteer drivers (and dispatchers) . . . It has become a very valuable resource for me . . . to visit my family, and for my doctor's appointments. My life here in rural Minnesota would be much more difficult without such a wonderful service . . . They do not shy away from a challenge and are available 365 days a year—even on holidays. It's nice to know that I can rely on something in this very changeable world. The volunteer drivers are providing we folks that can't drive with a means to get places that we wouldn't be able to go to if they didn't volunteer their time. They are a fine group of people that should be highly commended for their excellent service. I salute, and sincerely thank, all the volunteers for making my life much easier and more enjoyable. My heartfelt appreciation. ~ Lois Reinert

MAY I JUST TAKE A MOMENT OF YOUR DAY TO SAY,
"THANK YOU?" THANK YOU FOR ALL THE RIDES
YOU'VE PROVIDED ME. THANK YOU FOR YOUR
POLITENESS AND ALL THE CONSIDERATIONS SHOWN.
MANY THANKS FOR YOUR DEPENDABILITY—ALWAYS
ON TIME, REGARDLESS OF THE WEATHER. WHEN I THINK
OF ALL THE . . . MEDICAL APPOINTMENTS YOU'VE
GOTTEN ME TO, I'M JUST SO GRATEFUL.

David Koep

Reviewing the basics of volunteer driving

The UCAP Volunteer Driver Handbook provides a lot of good information, reminders and tips. The problem is that the manual is reviewed with every volunteer before they begin driving for UCAP, but sometimes never again. This year, because we have many long term volunteer drivers—and some who haven't even officially begun with UCAP yet—we reviewed key parts of the

manual at our training event. We covered things like the updated after-hours phone numbers that volunteers can use for emergencies; what to do when unforeseen situations arise; what to do with child safety seats; and what to do if you are asked to sign a release form or make extra stops for a passenger.

It was an informative question and answer time. If you were unable to be there, the portions of the manual that were reviewed are included with your newsletter. Unfortunately, we can't recreate the discussion that accompanied it. But your dispatch staff will always be available to help you through any situation you may find yourself in while volunteer driving.

Every volunteer driver I've had in the last few years have been on time—they've been early—and they've been back to me on time . . . When I go to the store they are very kind, and bring in my groceries up to the door for me, making sure that I get into my house safe and sound. ~ Helen Becker

Everyone helps reduce fraud, waste and abuse

UCAP is required to make sure all staff and volunteers are trained on how to recognize and report Medicare and Medicaid fraud, waste and abuse. It has been almost three years since we last reviewed this information with our volunteers, and many new volunteers have joined our ranks in that time. The training provided a perfect opportunity to review this information with everyone. Those who were not present at the training should have received the handout about fraud, waste and abuse with this newsletter. Please take the time to review this information. Let us know if you did not receive it. People intentionally or unintentionally billing Medicaid or Medicare inappropriately costs billions of dollars a year. We can all help reduce that, sometimes just by carefully reading our Medicare statements to verify that we received everything on them.

Hi. I want to say thank you to the volunteer drivers. The drivers and dispatch area do a great job! I would be hurting bad if I didn't have a driver to take me to the grocery store two times a week . . . Being blind, I'm very grateful. I just want to say thank you, and I wouldn't get out of my house if it wasn't for you.
Gordy Peterson

2016 Statewide Public Transit Volunteer Driver Statistics

The statistics here show a portion of the impact volunteer drivers are making throughout the State of Minnesota. This information has been provided by public transit systems that administer volunteer driver programs. Not all of these systems provided data for this printing. There are also many Human Service agencies and private organizations that depend on volunteer drivers to meet transportation needs which are not represented in these numbers.

Arrowhead Transit

Serving Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, St. Louis, and Pine counties

Volunteer Hours Donated – estimated 108,580

Trips Completed – 90,000

Miles Driven – 3,511,745

Central Community Transit

Serving Kandiyohi, Meeker and Renville counties

Volunteer hours donated – estimated 14,439

Trips completed – 22,094

Miles driven – 721,932

Community Transit

Serving Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles and Redwood counties

Volunteer hours donated – estimated 14,946

Trips completed – 15,690

Miles driven – 770,843

Kanabec County, Timber Trails Public Transit

Serving Kanabec & Mille Lacs counties

Volunteer hours donated – estimated 21,122

Trips completed – 17,230

Miles driven – 743,537

Prairie Five RIDES

Serving Big Stone, Chippewa, Lac qui Parle, Swift, and Yellow Medicine counties

Volunteer hours donated – estimated 14,428

Trips completed – 8,890

Miles driven – 453,640

Rural Rides Driving Program

Serving Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis outside the city of Duluth

Volunteer Hours Donated – estimated 19,676

Trips Completed – 83,919

Miles Driven – 524,888

SEMCAC Volunteer Driver Program

Serving Dodge, Fillmore, Houston, and Steele Counties, and the cities of Waseca and Winona

Volunteer hours donated – estimated 31,590

Trips completed – 19,376

Miles driven – 744,051

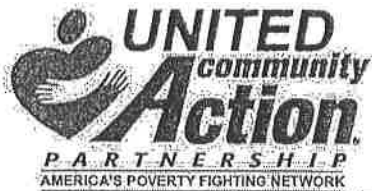
Total Volunteer Driver Impact

224,781 Hours*

257,199 Trips

7,470,636 Miles

** The volunteer hours recorded here are actual hours rounded down to the nearest hour. They are based on the trip details given to dispatch staff. They do not account for any time that volunteers may not report, such as time spent waiting when a rider's appointment runs long.*



www.unitedcapmn.org

Helping People. Changing Lives. Eliminating Poverty

Office Locations

MARSHALL CORPORATE

1400 S. Saratoga
Marshall, MN 56258
507-537-1416
507-537-1849 Fax
Community Transit
507-537-7628
507-401-3273 Fax

WILLMAR

200 S.W. 4th Street
PO Box 1359
Willmar, MN 56201
320-235-0850
320-235-7703 Fax

COSMOS

101 Vesta Street South
PO Box 36
Cosmos, MN 56228
320-235-0850
320-877-7483 Fax

HUTCHINSON

218 Main Street South
Hutchinson, MN 55350
320-587-5244
320-587-2677 Fax

JACKSON

115 South Highway
Jackson, MN 56143
507-847-2632
507-847-4131 Fax

LITCHFIELD

120 N. Sibley Avenue
Litchfield, MN 55355
320-693-7911
320-693-8053 Fax

OLIVIA

500 East DePue Avenue
Olivia, MN 56277
320-523-1842
320-523-5270 Fax

REDWOOD FALLS

164 East 2nd Street
PO Box 172
Redwood Falls, MN 56283
507-637-2187
507-537-1849 Fax

MINNESOTA RELAY

1-800-627-3529

Dear volunteer, friend or transportation advocate,

In April of this year, United Community Action Partnership and other public transit systems with volunteer driver programs were surprised to find a page on the Minnesota Department of Revenue which indicated that volunteer mileage reimbursements would now be considered taxable income. Since then, we've been trying to figure out the origins of this change so we know how to proceed.

We are hopeful that, even with this change, we will be able to maintain a healthy volunteer driver pool. But in an era when recruitment is already extremely difficult, there is a very real possibility that making mileage reimbursements taxable will cause volunteer driver programs to fizzle out.

You can help by reaching out to your legislators or friends who may be in a position to help us understand where this change came from, and prepare for the future. That could mean helping reverse the changes that have been made, or preparing to fund other, more costly, transportation options.

Included with this letter is a template letter that you can modify to make it personal, and other information that may be helpful as you reach out to legislators and friends about this important issue. Please contact me if you have questions.

Sincerely,

A handwritten signature in black ink that reads "Shelly Pflaum". The signature is written in a cursive style with a large, prominent "S" at the beginning.

Shelly Pflaum

Access Coordinator

United Community Action Partnership, Community Transit
507-537-3861

Dear

As you may know, volunteer drivers are a foundational element in rural public transportation. Recent news of volunteer drivers only being allowed to receive the charitable mileage rate of 14 cents per mile untaxed could cause that foundation to crumble. The dissolution of volunteer driver programs would have major negative impact on the people of Minnesota and Minnesota budgets. Please take a few minutes to read the information in this letter. This is a very important issue for greater Minnesota, and right now we need your help to fully understand this issue so we can respond appropriately.

Volunteer drivers have supplemented rural public transit programs for decades. They donate their time, and receive the standard federal mileage reimbursement to ensure that they are able to maintain safely operating vehicles. This is the ideal solution for transit systems in small Minnesota towns that are often located 30 miles or more from regional hubs, and in particular, specialized medical care. The average \$60 an hour it costs to operate, maintain, and staff a public transit vehicle is replaced by 53 cents per mile with no cost being incurred while the vehicle is idle.

Many people have freely volunteered their time over the years because the mileage reimbursement means they don't have to take a financial hit to do it. If only 14 cents a mile is allowed untaxed, the volunteers will be accepting a huge financial burden, either at the time of the trip or at tax time. Would you drive someone from Willmar to St. Cloud and back for \$19.60? Probably once or twice. But volunteers are meeting needs like this daily. There would need to be a nearly inexhaustible volunteer pool if each person would only take a couple of trips each year. And to shift all the current volunteer trips onto public transit vehicles would take an unrealistic number of fleet vehicles and staff.

The majority of the volunteer base throughout the state is retirees looking for a valuable way to fill their time. The registration and vetting process are extensive, and already cause some people to say, "I'm not looking for another job. I just want to volunteer." As we add a layer of tax or financial burden, there is likely to be a drastic decline in the number of volunteer drivers. This will lead to many fewer transportation options, and a much higher cost for transportation.

Let me just give you one example of what I mean. The person you took from Willmar to St. Cloud had two appointments. With drive time and wait time during the appointments, it was a six hour day. As a volunteer, paid at the federal mileage rate, you would receive roughly \$74 for the day. If it had to be done using a hired driver, the same trip would cost over \$350. This cost increase would be felt all over. Most passengers who pay for their own transportation would be priced out. The cost to the Medicaid program would greatly increase, and with enormously reduced resources, far fewer trips would be possible. Some actual volunteer driver statistics are included with this letter to further explain the impact of these programs.

The struggle that transit programs are having right now is that nobody understands where this change came from. As long as these programs have existed, volunteer drivers have received the federal mileage reimbursement. Because it was only a reimbursement, it was not taxable. The charitable mileage rate has existed nearly as long as volunteer driver programs, but was always applied to volunteers whose primary service was not driving, but who may do some driving while volunteering.

Transit programs first heard of the charitable mileage rate applying to volunteer drivers through a DHS email on April 24th of this year. The page from the Minnesota Department of Revenue explaining the rule is included with this letter, and was last updated on March 24th. Was there a law passed that changed this? Or is it a new interpretation of an old law? When was this intended to take effect? Any help you can offer to understand what has happened will help transit programs react and move forward properly. I also appreciate your support as transit programs, their partners and stakeholders advocate for volunteer driver programs in the future. If there is any additional information that would be helpful, please contact me.

Sincerely,

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

EFFECTIVE DATE: 01/01/11

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

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

~~---~~ Remote Access 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 remote accessibility may receive extra compensation, in the form of an allowance, to cover business-related costs. The requirement of remote accessibility can include the need for a cell phone, ~~or a personal digital assistant (i.e., Smart phone).~~ This policy is intended to meet the need to require remote 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 digital assistant, i.e., Smart phone).

Section 2 - Applicability

- a. This policy applies to positions which require the incumbent to have remote access to complete the responsibilities of his/her position. The requirement of remote 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 be exempt from the Fair Labor Standards Act and 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 remote access and can include a cell phone, ~~or a personal digital assistant (i.e., Smart phone).~~
- b. **Allowance**
1. The allowance is a set dollar amount, ~~determined by the type of wireless communication device required.~~ The approved allowance will be paid to the employee via the bi-weekly 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.

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

c. Conditions

1. **Business Travel**
The need for constant use of a cell phone ~~wireless communication device~~ for an employee who must frequently travel to do business, ~~but~~ and needs to remain in touch with others for business purposes.
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. ~~Wireless communication devices~~ 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 ~~Smart~~ 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 ~~wireless communication device~~, 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 ~~via wireless communication~~ 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 ~~or remote device that~~ 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 ~~or remote device~~ is still in the employee's possession, they

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

must give the phone to IT to be cleared of agency information. If the phone or remote device 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. ~~With respect to personal digital assistants,~~ The IT department should also be contacted to discuss equipment compatibility.
- c. Because the ~~wireless communication devices~~ cell phones are owned personally by the employee, and the ~~allowance provided is taxable income,~~ the employee may use the device for both business and personal purposes.

Section 7 - Allowance

- a. ~~The allowance amounts are set at \$40 and \$65, depending on the type of allowance and amount of business use per the Allowance Request Form.~~
- b. ~~\$40 per month allowance cell phone only, job description required, frequent travel, daily/off hours communication, and 24/7 emergency contact.~~
- e.a. ~~\$65 per month allowance Smart phone. The monthly cell phone allowance is \$35.00. Qualifying job description requirements include, frequent travel, daily/off hours communication, 24/7 emergency contact, and access job required access of email and calendar. Qualifying employees should use must complete the Cell Phone Allowance Request Form (AG #014) that is available on SharePoint through the shared employee "forms" file on the agency's network or contact the Deputy Director. Employees should complete the form 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 the Deputy Director Human Resources. A copy of the Allowance Request Form must also be kept on file with accounting.~~
- db. It is the ~~department head's~~ supervisor's responsibility to review the cell phone needs in his or her department on at least an annual basis. ~~The Deputy Director Human Resources~~ must be notified of any changes or discontinuations during the year.
- e. The allowance expires at the end of each fiscal year. ~~The Deputy Director and the Agency Director will review and approve the renewal of the allowances 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.~~

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

Agency Form Regarding This Policy:

| ~~Ag#014 – Remote Access~~ Cell Phone Allowance Request Form

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 25**

EFFECTIVE DATE: 05/17/2017

REVISION DATE: XX/XX/XXXX

AUTHORITY: Bulletin #17-21-02

Southwest Health and Human Services Joint Governing Board

--FUNERAL EXPENSES POLICY--

Section 1 – Requirements

If a deceased person's (decedent's) estate does not have enough assets to pay all the claims made against it, Minnesota law prioritizes payment of the decedent's "reasonable funeral expenses" before MA claims. Reasonable funeral expenses are paid from the estate before the county or the state can recover MA payments from the estate.

Section 2 – Reasonable Funeral Expenses

- a. Reasonable funeral expenses include the following:
 - Expenses directly related to goods sold or offered for sale or rental in connection with the final disposition of the human body
 - Services sold in connection with the final disposition of the human body
 - Goods that may be used for funeral service
 - Services that may be used to prepare the human body for burial or a funeral service
- b. Reasonable costs for the following items are paid before MA claims:
 - Certificates of death (up to two)
 - Mortuary expenses
 - i. Cremation
 - ii. Embalming
 - iii. Casket
 - iv. Clothing for the body, only if clothing is unavailable
- c. Ground transportation of the body
- d. Interment:
 - Cemetery lot
 - Vault
 - Burial of cremated remains
 - Grave marker
 - i. Lowest cost stone marker (maximum \$1500)
 - ii. Engraving (maximum \$225)
 - Winter burial
- e. Memorial service, viewing, and visitation

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 25**

- One of the following:
 - i. Public visitation
 - ii. Funeral service
 - iii. Grave site service
- f. One 24-line obituary without picture for a one-day run

Section 3 – Unreasonable Funeral Expenses

- a. Expenses for these items are not paid before MA claims:
 - Family travel and lodging
 - Food and beverage
 - Entertainment not listed above as reasonable expense
 - Clothing, unless clothing for the deceased is unavailable
 - Police Escort
 - Memorial cards and thank you cards
 - Memorial donations
 - Planning costs

Section 4 – Prepaid Burial Trusts

- a. If a decedent has a prepaid burial trust, the funds must “be distributed for the payment of the at-need funeral goods, funeral services, burial site goods, or burial site services selected, with any excess funds distributed to the beneficiary’s estate.” Minnesota Statutes, section 149A.97, subdivision 3, clauses (9) and (10).
- b. Funeral costs in excess of prepaid funds must be in accordance with this funeral expense policy. Prepaid funds that are not expended for the burial or cremation are subject to recovery.

Section 5 – Special Needs Trusts (SNT’s) and Pooled Trusts

- a. Minnesota law does not prioritize reasonable funeral expenses before MA claims in a decedent’s special needs trust or pooled trust. Upon an MA enrollee’s death, the Special Recovery Unit (SRU) at DHS works directly with any SNT or pooled trust to determine what, if any, types of funeral expenses may be allowed before payment to SRU for MA benefits. SRU requires that funeral expenses be submitted to SRU before any payments from an SNT or pooled trust are made. See Minnesota Statutes, section 501C.1205, subdivision 3, for special needs trusts and Minnesota Statutes, section 256B.056, subdivision 3b, for pooled trusts.

JUNE 2017

GRANTS ~ AGREEMENTS ~ CONTRACTS

Board review/approval

- Pipestone Publishing (Pipestone, MN)** – 07/01/17 to 06/30/18; Contract for media consultation services for the Planning and Implementation grant to complete its Positive Community Norms (PCN) media campaign, \$1,250/mo for a total of \$15,000 plus \$50/day for training (renewal).
Fiscal Note: grant funded
- Nobles County Community Services Agency (Worthington, MN)** – 05/26/17 to 09/30/17; SWHHS Environmental Health Manager will provide training and support services to the Nobles Public Health Specialist up to 16 hours/mo; \$65/hr plus mileage at the current IRS rate (NEW).
Fiscal Note: contract revenue
- Lyon County (Marshall, MN)** - 07/01/17 – 12/31/24; Office lease for 31,737 square feet of space; Rate will increase in increments annually beginning in 2017 at \$22,480/mo (\$8.50/ft/yr) up to 2024 at \$26,448/mo (\$10.00/ft/yr) (increase of \$3,194/mo or \$38,323/yr from 2016) (renewal).
Fiscal Note: percentage based split for PH and HS, of which certain portions are FFP eligible
- Children’s Home Society (Sioux Falls, SD)** – 07/01/17 to 06/30/18; provide client residential mental health treatment services in 3 facility types, Madsen House \$283.54/day (increase \$8.25/day), Boys Unit \$383.52/day (increase \$11.17/day), and VanDeMark House \$283.54/day (increase \$8.25/day) (renewal).
Fiscal Note: level of expenditure based on need and client usage
- Jaclyn Finneman d/b/a Hello World LLC (St Augusta, MN)** – 01/01/17 to 12/31/17; Clinical supervision and/or case consultation; \$100/hr case consultation, \$20/hr provider shadowing, \$35/mo online support groups (renewal).
Fiscal Note: level of expenditure based on need and client usage
- Fraud Investigation Regional Plan and Grant (DHS)** – 07/01/17 to 06/30/19; Purpose is to maintain, establish, and fund cost effective fraud prevention investigation programs in the regional counties (Cottonwood, Jackson, Yellow Medicine, Nobles and SWHHS), grant amount of \$80,000/yr (renewal).
Fiscal Note: State funded