



Southwest Health and Human Services
Board Agenda

Wednesday, November 15, 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 10/18/17 board minutes

D. Financial

E. Caseload

	<u>10/17</u>	<u>09/17</u>	<u>08/17</u>
Social Service	3,719	3,821	3,766
Licensing	456	466	466
Out-of-Home Placements	186	190	194
Income Maintenance	12,024	12,049	11,571
Child Support Cases	3,274	3,284	3,335
Child Support Collections	\$801,542	\$755,366	\$767,034
Non IV-D Collections	\$52,247	\$87,619	\$441,538

HUMAN SERVICES BOARD (cont.)

- F. Discussion/Information
 - 1. Worker Highlight- Scott Gilsrud- CD Program
 - 2. Local Advisory Council update- Jennifer Lundberg & Elaine Ladwig

- 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 10/18/17 board minutes

- J. Financial

K. Caseload	<u>10/17</u>	<u>09/17</u>	<u>08/17</u>
WIC	N/A	2192	2212
Family Home Visiting	48	46	53
PCA Assessments	27	10	23
Managed Care	262	317	300
Dental Varnishing	52	35	40
Refugee Health	7	10	14
Latent TB Medication Distribution	27	26	24

- L. Discussion/Information
 - 1. Worker Highlight- Jason Kloss
 - 2. Commissioner Salfer- SCHSAC Update (State Community Health Services Advisory Committee)

- 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 10/18/17 board minutes
- P. Financial
- Q. Introduce New Staff:
- R. Employee Recognition
- Lauren Mellenthin, 1 year, Health Educator, Marshall
 - Amy Marks, 1 year, Eligibility Worker, Marshall
 - Tina Zeug, 1 year, Office Support Specialist, Slayton
 - Jessica Hively, 5 years, Social Worker, Marshall
 - Jennifer Lundberg, 5 years, Social Worker, Marshall
 - Wesley Terpening, 5 years, Fraud Prevention Specialist, Luverne
 - Judy VandenBosch, 10 years, Case Aide, Pipestone
 - Karla Arends, 20 years, Social Worker, Redwood
- S. Discussion/Information
1. Budget Discussion
 - 2.
- T. Decision Items
1. Insurance Holiday
 2. Administrative Policy 25- Funeral Expenses Policy
 3. Leave without pay request- Jessica Hieronimus
 4. Leave without pay request- Brittany Lembcke
 5. Leave without pay request- Diane Holmberg
 6. Contracts

GOVERNING BOARD (cont.)

U. Adjournment

Next Meeting Dates:

- Wednesday, December 20, 2017 - Marshall
- Wednesday, January 17, 2018 - Marshall
- Wednesday, February 21, 2018 - Marshall

SOUTHWEST HEALTH & HUMAN SERVICES

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

SUMMARY OF FINANCIAL ACCOUNTS REPORT

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

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

Description	Month	Running Balance
BEGINNING BALANCE		\$1,011,568
RECEIPTS		
Monthly Receipts	2,676,338	
County Contribution	285,933	
Interest on Savings	2,638	
TOTAL MONTHLY RECEIPTS		2,964,909
DISBURSEMENTS		
Monthly Disbursements	2,943,362	
TOTAL MONTHLY DISBURSEMENTS		2,943,362
ENDING BALANCE		\$1,033,115

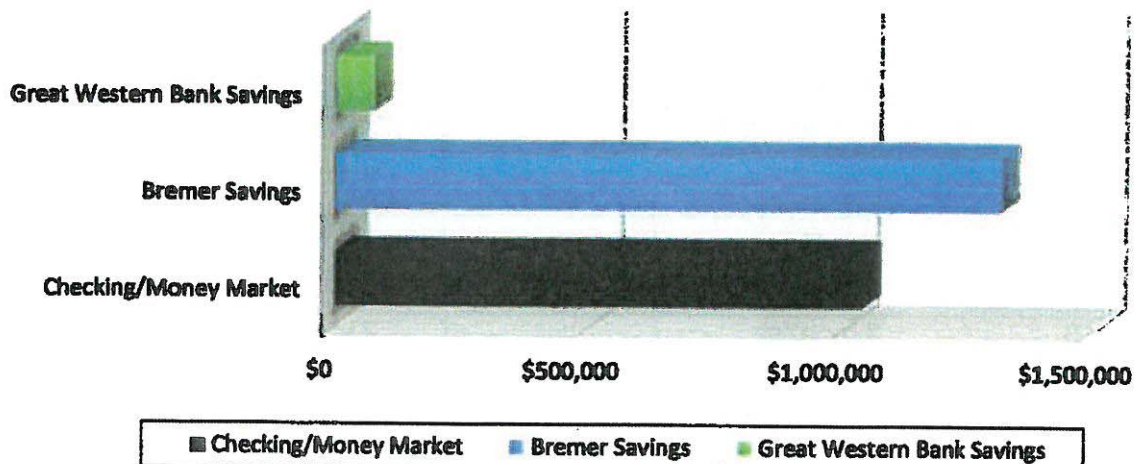
REVENUE

Checking/Money Market	\$1,083,115
Bremer Savings	\$1,309,267
Great Western Bank Savings	\$75,165.00

**Average Balance
last two years
\$2,106,298**

ENDING BALANCE **\$2,417,547**

REVENUE DESIGNATION



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

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				1,011,568.49
10/2/17	9611	Disb		17,981.27	993,587.22
10/3/17	25952-25996	Dep	85,583.80		1,079,171.02
10/6/17	83079-83182	Disb		285,704.63	793,466.39
10/6/17	3220-3283 ACH	Disb		55,168.40	738,297.99
10/6/17	83183-83227	Disb		13,069.46	725,228.53
10/6/17	26000-26050,26057-26067	Dep	429,752.43		1,154,980.96
10/6/17	9612	Disb		3,231.98	1,151,748.98
10/9/17	9613	Disb		16,228.51	1,135,520.47
10/9/17	9614	Disb		60.84	1,135,459.63
10/10/17	25997-25999, 26051-26056, 26068-26095	Dep	74,586.78		1,210,046.41
10/12/17	Savings Transfer Bremer	Dep	1,000,000.00		2,210,046.41
10/12/17	9615	Disb		58,287.56	2,151,758.85
10/13/17	8034-8049	Payroll		143,846.83	2,007,912.02
10/13/17	46846-47107 ACH	Payroll		520,286.22	1,487,625.80
10/13/17	83228-83281	Disb		7,200.23	1,480,425.57
10/13/17	3284-3286 ACH	Disb		1,290.93	1,479,134.64
10/13/17	83282-83393	Disb		245,599.44	1,233,535.20
10/13/17	3287-3326 ACH	Disb		18,215.07	1,215,320.13
10/13/17	26096-26152	Dep	262,219.00		1,477,539.13
10/16/17	9616	Disb		577.00	1,476,962.13
10/16/17	9617	Disb		15.00	1,476,947.13
10/16/17	9618	Disb		80,614.30	1,396,332.83
10/17/17	26153-26195	Dep	76,066.96		1,472,399.79
10/18/17	9619	Disb		9,786.84	1,462,612.95
10/20/17	83394-83481	Disb		10,688.60	1,451,924.35
10/20/17	83482-83620	Disb		61,167.74	1,390,756.61
10/20/17	3327-3329 ACH	Disb		2,744.42	1,388,012.19
10/20/17	83621-83683	Disb		10,141.88	1,377,870.31
10/20/17	83684-83760	Disb		342,342.70	1,035,527.61
10/20/17	3330-3349 ACH	Disb		2,997.19	1,032,530.42
10/20/17	26196-26250	Dep	115,032.57		1,147,562.99
10/20/17	9620	Disb		8,549.91	1,139,013.08
10/23/17	9621	Disb		884.65	1,138,128.43
10/23/17	9622	Disb		12,776.50	1,125,351.93
10/24/17	26251-26284	Dep	100,072.84		1,225,424.77
10/26/17	Savings Transfer Bremer	Dep	500,000.00		1,725,424.77
10/27/17	8050-8069	Payroll		144,602.80	1,580,821.97
10/27/17	47108-47374 ACH	Payroll		510,227.33	1,070,594.64
10/27/17	83761-83802	Disb		3,999.18	1,066,595.46
10/27/17	3350 ACH	Disb		118.70	1,066,476.76
10/27/17	83803-83876	Disb		106,923.13	959,553.63
10/27/17	3351-3375 ACH	Disb		9,958.83	949,594.80
10/27/17	26285-26343	Dep	310,972.05		1,260,566.85
10/30/17	9623	Disb		238,073.85	1,022,493.00
10/31/17	26344-26369	Dep	10,622.35		1,033,115.35
	Checking - Bremer				1,033,115.35
	balanced jyp 11/2/17	TOTALS	2,964,908.78	2,943,361.92	

Savings - Bremer
Savings - Great Western

1,309,267.48
75,164.67

TOTAL CASH BALANCE

2,417,547.50

Southwest Health and Human Services



SRK

11/6/17 9:32AM

Treasurer's Cash Trial Balance As of 10/2017

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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	342,770.81	3,104,992.69	
	Disbursements	149,904.50-	882,240.23-	
	Payroll	224,810.36-	2,404,110.85-	
	Journal Entries	0.00	319,860.41	
	Fund Total	31,944.05-	138,502.02	1,663,861.45
5	Human Services Fund			
	410	General Administration		
	410,431.89			
	Receipts	52,815.05	524,728.55	
	Disbursements	38,782.96-	516,616.62-	
	Payroll	19,107.63-	189,094.02-	
	Dept Total	5,075.54-	180,982.09-	229,449.80
5	Human Services Fund			
	420	Income Maintenance		
	3,531,814.60-			
	Receipts	211,135.87	6,107,972.47	
	Disbursements	234,933.94-	2,997,543.61-	
	Payroll	366,720.54-	3,990,768.78-	
	Journal Entries	0.00	591,743.51	
	Dept Total	390,518.61-	288,596.41-	3,820,411.01-
5	Human Services Fund			
	431	Social Services		
	7,300,522.45			
	Receipts	608,607.69	13,353,847.65	
	Disbursements	111,933.01-	1,432,889.50-	
	SSIS	634,178.20-	6,522,893.39-	
	Payroll	676,842.56-	7,227,769.28-	
	Journal Entries	0.00	887,523.65	
	Dept Total	814,346.08-	942,180.87-	6,358,341.58
5	Human Services Fund			
	461	Information Systems		
	2,357,461.29-			
	Receipts	4,062.00	32,726.44	
	Disbursements	226.14-	19,488.75-	

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
5				
Human Services Fund	471			
Payroll		31,482.09-	338,157.52-	
Dept Total		27,646.23-	324,919.83-	2,682,381.12-
LCTS Collaborative Agency				
Receipts	0.00	0.00	197,291.00	
Disbursements		0.00	197,291.00-	
Dept Total		0.00	0.00	0.00
Fund Total	1,821,678.45	1,237,586.46-	1,736,679.20-	84,999.25
61				
Agency Health Insurance				
Receipts	269,062.28	248,055.29	2,462,120.66	
Disbursements		423,961.99-	2,233,655.31-	
Fund Total		175,906.70-	228,465.35	497,527.63
71				
LCTS Lyon Murray Collaborative Fund	471			
Receipts	44,811.89	100.00	90,185.00	
Disbursements		224.66-	31,450.16-	
Dept Total		124.66-	58,734.84	103,546.73
Fund Total	44,811.89	124.66-	58,734.84	103,546.73
73				
LCTS Rock Pipestone Collaborative Fund	471			
Receipts	34,110.06	0.00	36,395.00	
Disbursements		30,095.60-	33,513.60-	
Dept Total		30,095.60-	2,881.40	36,991.46
Fund Total	34,110.06	30,095.60-	2,881.40	36,991.46
75				
Redwood LCTS Collaborative	471			
Receipts	40,280.86			
Disbursements				
Dept Total				
Fund Total	40,280.86			

Southwest Health and Human Services



INTEGRATED FINANCIAL SYSTEMS

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11/6/17

9:32AM

Treasurer's Cash Trial Balance

As of 10/2017

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		0.00	75,849.00	
Disbursements		157.74-	86,907.74-	
Dept Total		157.74-	11,058.74-	29,222.12
Fund Total	40,280.86	157.74-	11,058.74-	29,222.12
77 Local Advisory Council				
		477	Local Advisory Council	
Dept Total	1,398.86	0.00	0.00	1,398.86
Fund Total	1,398.86	0.00	0.00	1,398.86
All Funds	3,736,701.83			
Receipts		1,467,546.71	25,986,108.46	
Disbursements		990,220.54-	8,431,596.52-	
SSIS		634,178.20-	6,522,893.39-	
Payroll		1,318,963.18-	14,149,900.45-	
Journal Entries		0.00	1,799,127.57	
Total		1,475,815.21-	1,319,154.33-	2,417,547.50

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11/6/17 9:33AM

RM-Strmt of Revenues & Expenditures

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As Of 10/2017 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2017 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	151,032.94-	810,975.19-	879,923.00-	92	83
INTERGOVERNMENTAL REVENUES	791.50-	215,192.24-	252,000.00-	85	83
STATE REVENUES	107,688.04-	723,659.52-	857,375.00-	84	83
FEDERAL REVENUES	43,467.04-	950,808.43-	1,365,422.00-	70	83
FEES	38,448.59-	392,239.72-	500,700.00-	78	83
EARNINGS ON INVESTMENTS	422.07-	3,334.78-	6,000.00-	56	83
MISCELLANEOUS REVENUES	820.63-	6,073.46-	2,800.00-	217	83
TOTAL REVENUES	342,670.81-	3,102,283.34-	3,864,220.00-	100	83
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	83
PAYROLL AND BENEFITS	224,810.36	2,404,064.44	2,970,827.00	81	83
OTHER EXPENDITURES	149,804.50	879,236.88	893,393.00	98	83
TOTAL EXPENDITURES	374,614.86	3,283,301.32	3,864,220.00	85	83

SRK

11/6/17 9:33AM

RM- Stmt of Revenues & Expenditures

As Of 10/2017 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2017 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	134,900.05-	6,325,119.85-	9,852,836.00-	64	83
INTERGOVERNMENTAL REVENUES	0.00	6,963.69-	10,000.00-	70	83
STATE REVENUES	9,265.66-	4,141,684.61-	4,975,279.00-	83	83
FEDERAL REVENUES	210,024.60-	5,761,580.91-	7,670,294.00-	75	83
FEES	122,682.75-	1,773,967.06-	2,356,650.00-	75	83
EARNINGS ON INVESTMENTS	2,215.86-	17,507.49-	52,000.00-	55	83
MISCELLANEOUS REVENUES	343,723.27-	1,136,091.89-	1,169,251.00-	97	83
TOTAL REVENUES	822,812.19-	19,162,915.50-	26,046,310.00-	74	83
EXPENDITURES					
PROGRAM EXPENDITURES	769,984.13	8,231,298.85	8,857,266.00	93	83
PAYROLL AND BENEFITS	1,080,120.75	11,734,874.79	14,304,852.00	82	83
OTHER EXPENDITURES	210,293.79	2,411,276.09	2,884,192.00	84	83
TOTAL EXPENDITURES	2,060,398.67	22,377,449.73	26,046,310.00	85	83

Southwest Health and Human Services



SRK
11/6/17 9:33AM

Revenues & Expend by Prog,Dept,Fund

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>
1 FUND	Health Services Fund						
410 DEPT	General Administration						
0 PROGRAM	...						
		Revenue	8,581.03	39,174.55	1,280.00	3,061	83
		Expend.	8,581.03	39,174.55	1,280.00	3,061	83
		Net					
930 PROGRAM	Administration						
		Revenue	153,343.27	907,816.42	890,423.00	102	83
		Expend.	46,167.80	517,390.92	703,228.00	74	83
		Net	107,175.47	390,425.50	187,195.00	209	83
410 DEPT	General Administration	Totals:	153,343.27	907,816.42	890,423.00	102	83
		Revenue	54,748.83	556,565.47	704,508.00	79	83
		Expend.	98,594.44	351,250.95	185,915.00	189	83
481 DEPT	Nursing						
100 PROGRAM	Family Health						
		Revenue	385.00	12,226.39	19,200.00	64	83
		Expend.	1,672.73	16,964.00	15,375.00	110	83
		Net	1,287.73	4,737.61	3,825.00	124	83
103 PROGRAM	Follow Along Program						
		Revenue	2,899.50	23,197.35	27,000.00	86	83
		Expend.	2,505.27	29,811.26	43,948.00	68	83
		Net	394.23	6,613.91	16,948.00	39	83
110 PROGRAM	TANF						
		Revenue	0.00	40,331.79	127,876.00	32	83
		Expend.	40,331.82	161,334.26	127,876.00	126	83
		Net	40,331.82	121,002.47	0.00	0	83
130 PROGRAM	WIC						
		Revenue	7,579.00	369,978.00	494,000.00	75	83
		Expend.	38,696.68	437,657.94	452,186.00	97	83
		Net	31,117.68	67,679.94	41,814.00	162	83
140 PROGRAM	Peer Breastfeeding Support Program						
		Revenue	0.00	53,726.00	76,620.00	70	83
		Expend.	5,117.97	58,346.74	62,626.00	93	83
		Net	5,117.97	4,620.74	13,994.00	33	83
210 PROGRAM	CTC Outreach						
		Revenue	21,857.44	161,341.69	253,816.00	64	83
		Expend.	16,409.02	191,275.98	203,048.00	94	83
		Net	5,448.42	29,934.29	50,768.00	59	83
270 PROGRAM	Maternal Child Health						
		Revenue	25,016.32	139,850.07	282,650.00	49	83
		Expend.	10,787.09	167,214.85	316,836.00	53	83
		Net	14,229.23	27,364.78	34,186.00	80	83

Report Basis: Cash

Element	Description	Account Number	Revenue	Expend.	Net	Current Month	Year-To-Date	Budget	% of Bdg	% of Year
280 PROGRAM	MCH Dental Health					374.50-	15,086.65-	53,300.00-	28	83
			1,461.71		1,087.21		39,518.31	87,839.00	45	83
285 PROGRAM	MCH Blood Lead						24,431.66	34,539.00	71	83
			0.00				2,120.82-	0.00	0	83
			171.32				2,802.67	0.00	0	83
			171.32				681.85	0.00	0	83
295 PROGRAM	MCH Car Seat Program					899.78-	15,052.29-	29,200.00-	52	83
			1,435.95				22,332.87	33,914.00	66	83
			536.17				7,280.58	4,714.00	154	83
300 PROGRAM	Case Management					27,747.65-	310,353.55-	388,000.00-	80	83
			31,702.44				315,299.18	338,450.00	93	83
			3,954.79				4,945.63	49,550.00-	10-	83
330 PROGRAM	MNChoices					0.00	178,945.97-	182,000.00-	98	83
			19,560.13				237,649.51	283,051.00	84	83
			19,560.13				58,703.54	101,051.00	58	83
603 PROGRAM	Disease Prevention And Control					26,444.54-	132,122.42-	156,942.00-	84	83
			17,665.92				183,250.31	225,640.00	81	83
			8,778.62-				51,127.89	68,698.00	74	83
660 PROGRAM	MIIC					0.00	1,476.85-	1,500.00-	98	83
			14.27				902.04	0.00	0	83
			14.27				574.81-	1,500.00-	38	83
481 DEPT	Nursing					113,203.73-	1,455,809.84-	2,092,104.00-	70	83
			187,532.32				1,864,359.92	2,190,789.00	85	83
			74,328.59				408,550.08	98,685.00	414	83
483 DEPT	Health Education									
500 PROGRAM	Direct Client Services					1,524.04-	19,654.44-	18,950.00-	104	83
			3,060.80				24,150.70	72,726.00	33	83
			1,536.76				4,496.26	53,776.00	8	83
510 PROGRAM	SHIP					72,110.27-	218,179.72-	223,325.00-	98	83
			86,566.17				281,026.80	223,325.00	126	83
			14,455.90				62,847.08	0.00	0	83
530 PROGRAM	Cleanway Grant					0.00	37,435.03-	75,000.00-	50	83
			0.00				29,553.82	75,000.00	39	83
			0.00				7,881.21-	0.00	0	83

Totals:

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdg	% of Year
550 PROGRAM	P&I Grant		0.00	146,073.00-	188,318.00-	78	83
	Revenue				188,318.00	91	83
	Expend.	10,015.81	10,015.81	170,557.76	188,318.00	0	83
	Net	10,015.81	10,015.81	24,484.76	0.00	0	83
900 PROGRAM	Emergency Preparedness		0.00	88,428.84-	115,250.00-	77	83
	Revenue				115,250.00	76	83
	Expend.	8,863.79	8,863.79	100,352.77	132,377.00	76	83
	Net	8,863.79	8,863.79	11,923.93	17,127.00	70	83
901 PROGRAM	Med Reserve Corps		0.00	0.00	3,500.00-	0	83
	Revenue				3,500.00	1	83
	Expend.	0.00	0.00	23.28	3,212.00	8-	83
	Net	0.00	0.00	23.28	288.00-	8-	83
483 DEPT	Health Education	Totals:	73,634.31-	509,771.03-	624,343.00-	82	83
	Revenue				624,343.00	87	83
	Expend.	108,506.57	108,506.57	605,665.13	694,958.00	87	83
	Net	34,872.26	34,872.26	95,894.10	70,615.00	136	83
485 DEPT	Environmental Health						
800 PROGRAM	Environmental		2,489.50-	188,615.34-	237,350.00-	79	83
	Revenue				237,350.00	81	83
	Expend.	17,694.56	17,694.56	204,414.83	252,630.00	103	83
	Net	15,205.06	15,799.49	15,799.49	15,280.00	201	83
820 PROGRAM	Healthy Homes Grant		0.00	40,270.71-	20,000.00-	201	83
	Revenue				20,000.00	217	83
	Expend.	3,857.30	3,857.30	46,345.79	21,335.00	455	83
	Net	3,857.30	3,857.30	6,075.08	1,335.00		
830 PROGRAM	FDA Standardization Grant		452.55	4,127.45	0.00	0	83
	Revenue				0.00	0	83
	Expend.	452.55	452.55	4,127.45	0.00	0	83
	Net						
831 PROGRAM	FDA Training Grant		1,822.73	1,822.73	0.00	0	83
	Revenue				0.00	0	83
	Expend.	1,822.73	1,822.73	1,822.73	0.00	0	83
	Net						
485 DEPT	Environmental Health	Totals:	2,489.50-	228,886.05-	257,350.00-	89	83
	Revenue				257,350.00	94	83
	Expend.	23,827.14	23,827.14	256,710.80	273,965.00	167	83
	Net	21,337.64	21,337.64	27,824.75	16,615.00		
1 FUND	Health Services Fund	Totals:	342,670.81-	3,102,283.34-	3,864,220.00-	80	83
	Revenue				3,864,220.00	85	83
	Expend.	374,614.86	374,614.86	3,283,301.32	3,864,220.00	0	83
	Net	31,944.05	31,944.05	181,017.98	0.00		

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element 5 FUND	Description Human Services Fund	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
410 DEPT	General Administration						
0 PROGRAM	...						
410 DEPT	General Administration		5,075.56	181,357.12	122,993.00	147	83
			5,075.56	181,357.12	122,993.00	147	83
	Totals:						
420 DEPT	Income Maintenance		5,075.56	181,357.12	122,993.00	147	83
			5,075.56	181,357.12	122,993.00	147	83
600 PROGRAM	Income Maint Administrative/Overhea		48,473.78	1,868,082.57	2,547,810.00	71	83
			127,334.25	1,355,980.94	1,315,584.00	75	83
			78,860.47	512,101.63	332,226.00	62	83
601 PROGRAM	Income Maint/Random Moment Payro		192,935.51	2,163,087.71	2,739,874.00	79	83
			192,935.51	2,163,087.71	2,739,874.00	79	83
602 PROGRAM	Income Maint FPI Investigator		0.00	27,473.00	50,000.00	55	83
			4,638.10	51,397.58	64,679.00	79	83
			4,638.10	23,924.58	14,679.00	163	83
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		3,223.53	20,720.74	1,300.00	1,594	83
			0.00	13,102.02	12,000.00	109	83
			3,223.53	7,618.72	10,700.00	71	83
610 PROGRAM	TANF(AFDC/MFIP/DWP)		287.00	17,306.71	35,000.00	49	83
			43.81	8,209.79	17,000.00	48	83
			243.19	9,096.92	18,000.00	51	83
620 PROGRAM	General Asst (GA)/General Relief/Buri		6,360.20	30,527.38	30,000.00	102	83
			25,477.09	216,347.05	162,500.00	133	83
			19,116.89	185,819.67	132,500.00	140	83
630 PROGRAM	Food Support (FS)		11,733.00	443,159.64	567,500.00	66	83
			0.00	7,407.22	7,000.00	106	83
			11,733.00	435,752.42	560,500.00	66	83
640 PROGRAM	Child Support (IVD)		57,673.07	1,192,880.91	2,275,784.00	52	83
			107,330.21	1,130,136.16	1,214,355.00	93	83
			49,657.14	62,744.75	1,061,429.00	6	83

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Revenue	Expend.	Net	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
650 PROGRAM	Medical Assistance (MA)		83,260.53	2,138,053.35	1,673,515.24	143,770.75	2,138,053.35	3,825,000.00	56	83
680 PROGRAM	Refugee Cash Assistance (RCA)		0.00	1,265.00	464,538.11	60,510.22	464,538.11	1,909,000.00	24	83
420 DEPT	Income Maintenance	Totals:	211,011.11	5,739,469.30	6,619,183.71	390,518.61	879,714.41	1,200.00	105	83
431 DEPT	Social Services		0.00	1,265.00		0.00	1,265.00	1,200.00	105	83
0 PROGRAM	...		272,960.25	272,960.25		272,960.25	272,960.25	0.00	0	83
700 PROGRAM	Social Service Administrative/Overhea		145,737.18	7,292,195.03	2,311,364.76	202,073.35	2,311,364.76	9,462,006.00	77	83
701 PROGRAM	Social Services/SSTS		575,410.68	6,139,393.74	5,563,983.06	56,336.17	4,980,830.27	6,366,871.00	78	83
710 PROGRAM	Children's Social Services Programs		22,387.95	1,532,145.73	1,509,757.78	286,343.10	2,974,044.35	2,398,550.00	103	83
712 PROGRAM	CIRCLE Program		0.00	5,000.00		0.00	5,000.00	5,000.00	100	83
713 PROGRAM	"SELF Program" Grant		515.60	7,578.31	7,062.71	515.60	7,578.31	15,000.00	51	83
715 PROGRAM	Childrens Waivers		0.00	27,644.00	27,644.00	3,996.52	24,256.93	54,012.00	45	83
716 PROGRAM	FGDM/Family Group Decision Making		0.00	80,331.16	80,331.16	3,996.52	3,387.07	0.00	0	83
			6,085.31	26,070.69	20,000.00	6,085.31	41,423.37	65,350.00	63	83
			6,085.31	15,352.68	9,267.37	6,085.31	15,352.68	5,936.00	259	83

Report Basis: Cash

Element	Description	Account Number	Revenue	Expend.	Net	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
717 PROGRAM	AR/Alternative Response Discretion F		45,775.00-	4,306.25	41,468.75-	76,575.25-	53,540.00-	143	83	
718 PROGRAM	PSOP/Parent Support Outreach Progra		0.00	6,866.82	6,866.82	23,291.00-	47,311.00-	0	83	
720 PROGRAM	Ch Care/Ch Prot		2,300.00-	1,225.40	1,074.60-	25,700.00-	28,000.00-	49	83	
721 PROGRAM	CC--Basic Slide Fee/Cty Match to DHS		5,130.00-	4,335.94	794.06-	3,132.59	6,000.00	104	83	
722 PROGRAM	Child Care/MFIP		0.00	794.06-	794.06-	22,567.41-	22,000.00-	0	83	
726 PROGRAM	MFIP/SW MN PIC		0.00	0.00	0.00	23,971.92-	42,555.00-	92	83	
730 PROGRAM	Chemical Dependency		2,641.00-	0.00	2,641.00-	37,882.69	43,365.00	52	83	
740 PROGRAM	Mental Health (Both Adults/Children)		0.00	794.06-	794.06-	13,910.77	810.00	87	83	
741 PROGRAM	Mental Health/Adults Only		0.00	0.00	0.00	1,254.00-	2,000.00-	1,717	83	
742 PROGRAM	Mental Health/Children Only		184.00-	0.00	184.00-	1,254.00-	2,000.00-	63	83	
750 PROGRAM	Developmental Disabilities		111,349.78	31,925.23	79,424.55	11,140.00-	16,500.00-	68	83	
			111,165.78	31,925.23	79,240.55	11,140.00-	16,500.00-	68	83	
			180.00	0.00	180.00	510,872.58-	352,902.00-	60	83	
			145,566.01	0.00	145,566.01	1,237,746.11	1,416,397.00	87	83	
			145,746.01	0.00	145,746.01	726,873.53	563,495.00	129	83	
			0.00	0.00	0.00	515,658.58-	687,895.00-	75	83	
			31,925.23	0.00	31,925.23	298,533.42	362,111.00	82	83	
			31,925.23	0.00	31,925.23	217,125.16-	325,784.00-	67	83	

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of	% of
760 PROGRAM	Adult Services		Expend.	1,072,178.30 -	1,276,000.00 -	84	83	Year
765 PROGRAM	Adults Waivers		Net	1,425.70	67,025.29	68	83	
431 DEPT	Social Services	Totals:	Revenue	100,952.81 -	1,177,000.00 -	85	83	
461 DEPT	Information Systems		Expend.	0.00	490,000.00 -	91	83	
0 PROGRAM	...		Net	4,465.83	52,000.00	96	83	
461 DEPT	Information Systems	Totals:	Revenue	4,465.83	438,000.00 -	90	83	
471 DEPT	LCTS Collaborative Agency		Expend.	607,739.08 -	16,487,716.00 -	80	83	
702 PROGRAM	LCTS		Net	1,422,085.16	17,568,005.00	86	83	
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	814,346.08	1,080,289.00	169	83	
5 FUND	Human Services Fund		Expend.	4,062.00 -	25,000.00 -	130	83	
FINAL TOTALS	1,077 Accounts		Net	31,708.23	406,320.00	88	83	
			Revenue	27,646.23	381,320.00	85	83	
			Expend.	4,062.00 -	25,000.00 -	130	83	
			Net	31,708.23	406,320.00	88	83	
			Revenue	27,646.23	381,320.00	85	83	
			Expend.	0.00	0.00	0	83	
			Net	0.00	0.00	0	83	
			Revenue	197,291.00 -	197,291.00 -	0	83	
			Expend.	197,291.00	0.00	0	83	
			Net	0.00	0.00	0	83	
			Revenue	197,291.00 -	197,291.00 -	0	83	
			Expend.	197,291.00	0.00	0	83	
			Net	0.00	0.00	0	83	
			Revenue	822,812.19 -	26,046,310.00 -	74	83	
			Expend.	2,060,398.67	26,046,310.00	86	83	
			Net	1,237,586.48	0.00	0	83	
			Revenue	1,165,483.00 -	29,910,530.00 -	74	83	
			Expend.	2,435,013.53	29,910,530.00	86	83	
			Net	1,269,530.53	0.00	0	83	

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	2757	577	3334
July	2682	560	3242
August	2726	574	3300
September	2773	582	3355
October	2681	582	3263
November			0
December			0
	2717	608	2771

Adult - Social Services Caseload

Average	Adult Brain Injury (BI)	Adult Community Access for Alternative Care (CAC)	Adult Community Access for Disability Inclusion (CADI)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
2014	14	242	14	331	37	842	28	484	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	11	272	12	0	230	46	844	16	469	443	339	2682
August	12	268	12	0	324	55	827	16	435	442	335	2726
September	12	266	11	0	320	57	846	16	461	445	339	2773
October	12	260	12	0	325	52	851	16	367	447	339	2681
November												
December	12	266	12	0	316	45	823	16	441	443	344	2717

Children's - Social Services Caseload

Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
2014	42	18	0	4	31	127	104	106	0	1	16	449
2015	38	15	1	3	30	153	127	96	0	1	18	482
2016	41	17	2	5	35	175	145	86	0	0	13	518
2017												

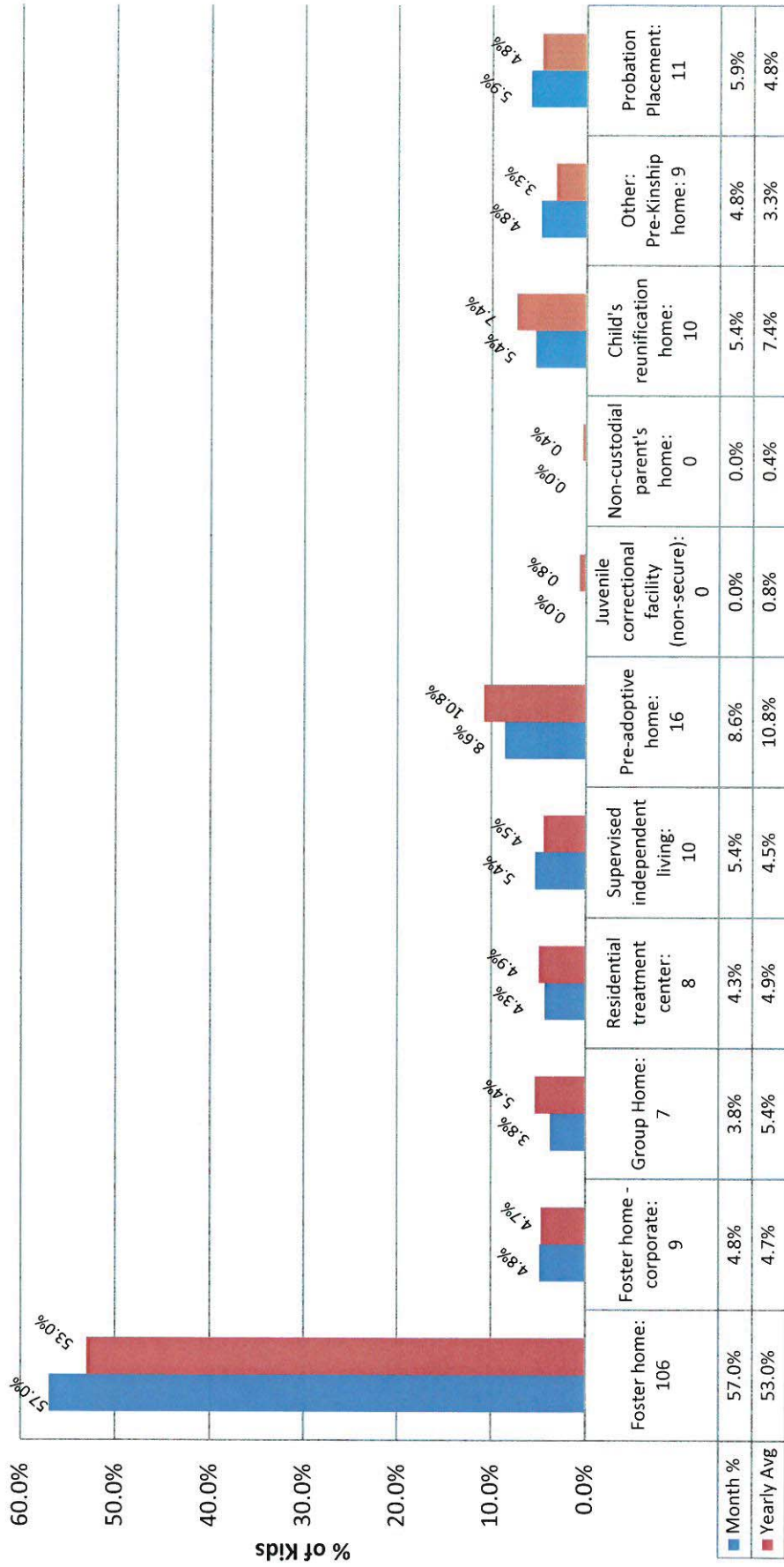
2017	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
January	47	23	0	9	37	186	177	103	0	0	23	605
February	48	22	0	9	40	204	182	105	0	0	22	632
March	55	21	0	10	38	221	189	112	0	0	22	668
April	55	18	0	10	38	220	191	114	0	0	19	665
May	53	19	0	10	34	205	185	112	0	0	14	632
June	52	20	0	10	34	189	157	102	0	0	13	577
July	48	20	0	10	34	175	158	98	0	0	17	560
August	48	21	0	10	34	186	157	102	0	0	16	574
September	47	22	0	10	34	195	161	99	0	0	14	582
October	46	21	0	10	32	180	182	96	0	0	15	582
November												
December												
	50	21	0	10	36	196	174	104	0	0	18	608

2017 KIDS IN OUT OF HOME PLACEMENT - BY COUNTY

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

)

October 2017 - Placement by Category
186 Kids in Placement



October 2017: Total kids in placement = 186

Total of 6 Children entered placement

2	Lincoln	Foster Home
1	Murray	Residential Treatment
3	Redwood	Probation

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

2	Lyon	Child's Reunification Home
1	Lyon	Adopted
1	Murray	Foster Home
2	Pipestone	Residential Treatment
1	Pipestone	Supervised Independent Living
1	Redwood	Probation
1	Redwood	Child's Reunification Home
1	Rock	Foster Home

NON IVD COLLECTIONS
OCTOBER 2017

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	3,224
TANF (MFIP/DWP/AFDC)	05-420-610.5803	243
GA	05-420-620.5803	125
FS	05-420-630.5803	433
CS (PI Fee, App Fee, etc)	05-420-640.5501	441
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	17,106
REFUGEE	05-420-680.5803	0
CHILDRENS		
Parental Fees, Holds	05-431-710.5501	3,160
OOH/FC Recovery	05-431-710.5803	16,941
CHILDCARE		
Licensing	05-431-720.5502	1,700
Corp FC Licensing	05-431-710.5505	600
Over Payments	05-431-721&722.5803	198
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	6,118
Detox Fees	05-431-730.5520	1,955
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	3
ADULT		
Court Visitor Fee	05-431-760.5803	0
Insurance Copay/Overpayments	05-431-760.5803	0
TOTAL NON-IVD COLLECTIONS		52,247



2017 Public Health Statistics

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

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

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

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

EFFECTIVE DATE: 06/21/2017

REVISION DATE: 11/15/2017

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~~ five)
 - Mortuary expenses
 - i. Cremation
 - ii. Embalming
 - iii. Casket (maximum \$4000)
 - iv. Clothing for the body, only if clothing is unavailable
- c. Ground transportation of the body
- d. Interment:
 - Cemetery lot (maximum \$750)
 - 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
 - Fee or required donation for one officiant
 - Music (one instrument or vocalist)
- f. One 24-line obituary without picture for a one-day run

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Section 3 – Unreasonable Funeral Expenses

- a. Expenses for these items are **not** paid before MA claims:
- Family travel and lodging
 - Flowers
 - 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

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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.

NOVEMBER 2017
GRANTS ~ AGREEMENTS ~ CONTRACTS
for Board review and approval

- Hildi Inc (Minneapolis, MN)** - 01/01/18 – 12/31/19; Consulting agreement to provide Actuarial services related to GASB 75 reporting standards, approximately \$3,800 - \$4,000 for 2018 and \$800 - \$1,200 for 2019 (renewal).

- Lincoln County (Ivanhoe, MN)** – 04/01/17 to 12/31/17; office lease agreement amendment to cover an additional 117 sq ft at \$13 per square foot (this is in addition to the original 1771 sq ft at \$13 per square foot); new amount \$6,136/qtr (NEW).

- Daycare Contracts (various)** – 01/01/18 to 12/31/19; Public Health contracts for daycare centers to provide services for the development and maintenance of a health and safety plan and meet State requirements of Rule 3, \$35/mo/visit (no increase) (renewal). Daycare centers are listed as follows:

Canoga Childcare LLC	Marshall
Canoga Childcare LLC (former Discovery Center site)	Marshall
Marshall Area Child Care	Marshall
SMSU Daycare	Marshall
Kids N Care Center	Pipestone
Stepping Stones Childcare and Preschool (NEW)	Marshall
Tracy Kid's World	Tracy
WonderWorld Preschool	Slayton