



Southwest Health and Human Services  
 Board Agenda  
 Wednesday, September 20, 2017  
 Commissioners Room  
 Government Center, 2<sup>nd</sup> Floor  
 Marshall  
 9:00 a.m.

**HUMAN SERVICES**

- A. Call to order
- B. Pledge of Allegiance
- C. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 08/16/17 board minutes

D. Financial

E. Caseload

	<u>08/17</u>	<u>07/17</u>	<u>06/17</u>
Social Service	3,766	3,714	3,807
Licensing	466	472	473
Out-of-Home Placements	194	189	190
Income Maintenance	14,571	11,847	12,134
Child Support Cases	3,335	3,377	3,395
Child Support Collections	\$767,034	\$747,683	\$826,682
Non IV-D Collections	\$441,538	\$55,530	\$56,410

**HUMAN SERVICES BOARD (cont.)**

F. Discussion/Information

1.

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 08/16/17 board minutes

J. Financial

K. Caseload

	<u>08/17</u>	<u>07/17</u>	<u>06/17</u>
WIC	N/A	2194	2213
Family Home Visiting	53	40	48
PCA Assessments	23	25	22
Managed Care	300	279	262
Dental Varnishing	40	34	88
Refugee Health	14	1	4
Latent TB Medication Distribution	24	26	31

L. Discussion/Information

1. 2016 PPMRS/Redwood MAPP Presentation- Marie Meyers, Michelle Salfer, & Krista Kopperud
2. Dr. Meister – 9:30am

M. Decision Items

1. Autoclave for Lab

## **GOVERNING BOARD**

- N. Call to order
- O. Consent Agenda
1. Amend/Approval of Agenda
  2. Identification of Conflict of Interest
  3. Approval of 08/16/17 board minutes
- P. Financial
- Q. Introduce New Staff:
- R. Employee Recognition
- Candace Swenson, 1 year, Social Worker, Luverne
  - Amanda Holzapfel, 5 years, Social Services Supervisor, Redwood
  - Sue Sik, 25 years, Social Worker, Marshall
  - Nancy Walker, 25 years, Deputy Director, Luverne
- S. Discussion/Information
1. HIPAA, Data Privacy and Security- Dale Hiland, Karri Harvey & Carol Biren
  2. 2016 Audit- Melody Caron, Office of the State Auditor – 9:15am
  3. Cost of Space Analysis
- T. Decision Items
1. Becca Baumann, County Agency Social Worker- Child Welfare, probationary appointment (12 months), \$22.56, effective 09/07/2017
  2. Sandra Ourada, Lead Eligibility Worker, promotional probationary appointment (6 months), \$22.53, effective 09/11/2017
  3. Safety Policy 6- Workplace Violence Prevention
  4. Administrative Policy 5- Credit Card Policy
  5. 2018 Insurance
  6. Estimate from Morris Electronics to purchase a new Email Server
  7. Donations: Almost new crib to the foster care program from Mary Larson.
  8. Contracts

**GOVERNING BOARD (cont.)**

9. Closed session

U. Adjournment

**Next Meeting Dates:**

- **Wednesday, October 18, 2017 - Marshall**
- **Wednesday, November 15, 2017 - Marshall**
- **Wednesday, December 20, 2017- Marshall**



# SOUTHWEST HEALTH & HUMAN SERVICES

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

## SUMMARY OF FINANCIAL ACCOUNTS REPORT

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

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

Description	Month	Running Balance
<b>BEGINNING BALANCE</b>		<b>\$2,188,893</b>
<b>RECEIPTS</b>		
Monthly Receipts	3,401,558	
County Contribution	13,451	
Interest on Savings	2,637	
<b>TOTAL MONTHLY RECEIPTS</b>		<b>3,417,646</b>
<b>DISBURSEMENTS</b>		
Monthly Disbursements	3,618,586	
<b>TOTAL MONTHLY DISBURSEMENTS</b>		<b>3,618,586</b>
<b>ENDING BALANCE</b>		<b>\$1,987,953</b>

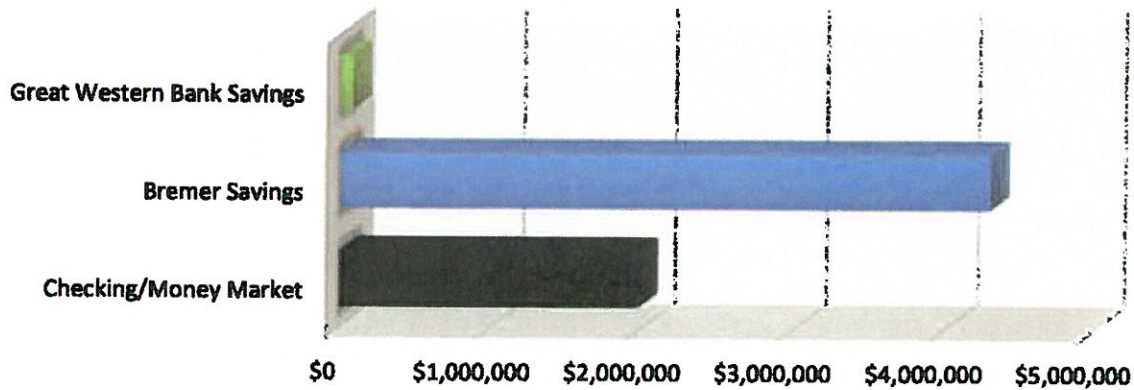
## REVENUE

<i>Checking/Money Market</i>	<b>\$1,987,953</b>
<i>Bremer Savings</i>	<b>\$4,303,555</b>
<i>Great Western Bank Savings</i>	<b>\$75,056</b>

**Average Balance  
last two years  
\$6,320,999**

**ENDING BALANCE** **\$6,366,564**

## REVENUE DESIGNATION



Checking/Money Market
  Bremer Savings
  Great Western Bank Savings

# Southwest Health and Human Services



SRK  
9/11/17 8:15AM

Treasurer's Cash Trial Balance As of 08/2017

<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1	Health Services Fund	1,525,359.43			
	Receipts		311,984.46	2,614,719.73	
	Disbursements		66,941.72-	669,015.68-	
	Payroll		217,687.18-	1,860,213.62-	
	Journal Entries		0.00	319,860.41	
	Fund Total . . . . .		27,355.56	405,350.84	1,930,710.27
5	Human Services Fund	410,431.89			
	General Administration				
	Receipts		52,604.32	419,383.69	
	Disbursements		55,172.71-	426,670.99-	
	Payroll		18,143.17-	148,981.65-	
	Dept Total . . . . .		20,711.56-	156,268.95-	254,162.94
5	Human Services Fund	3,531,834.60-			
	Income Maintenance				
	Receipts		1,081,918.78	5,652,625.77	
	Disbursements		200,374.80-	2,136,066.31-	
	Payroll		371,850.60-	3,084,234.19-	
	Journal Entries		0.00	591,743.51	
	Dept Total . . . . .		509,693.38	1,024,068.78	2,507,765.82-
5	Human Services Fund	7,300,542.45			
	Social Services				
	Receipts		1,583,697.45	12,240,362.52	
	Disbursements		133,497.34-	1,190,520.78-	
	SSIS		728,242.43-	5,205,332.39-	
	Payroll		686,231.49-	5,572,414.03-	
	Journal Entries		0.00	887,523.65	
	Dept Total . . . . .		35,726.19	1,159,618.97	8,460,161.42
5	Human Services Fund	2,357,461.29-			
	Information Systems				
	Receipts		3,932.00	25,187.44	
	Disbursements		344.92-	19,085.01-	

# Southwest Health and Human Services



SRK  
9/11/17 8:15AM

Treasurer's Cash Trial Balance As of 08/2017

Fund	Beginning Balance	This Month	YTD	Current Balance
5	Human Services Fund	471		
	Payroll	31,073.90-	261,557.72-	
	Dept Total .....	27,486.82-	255,455.29-	2,612,916.58-
	LCTS Collaborative Agency			
	Receipts	65,681.00	197,291.00	
	Disbursements	65,681.00-	197,291.00-	
	Dept Total .....	0.00	0.00	0.00
	Fund Total .....	497,221.19	1,771,963.51	3,593,641.96
61	Agency Health Insurance			
	Receipts	254,484.27	1,985,740.14	
	Disbursements	243,344.53-	1,613,927.25-	
	Fund Total .....	11,139.74	371,812.89	640,875.17
71	LCTS Lyon Murray Collaborative Fund	471		
	LCTS Collaborative Agency			
	Receipts	31,316.00	89,885.00	
	Disbursements	0.00	31,225.50-	
	Dept Total .....	31,316.00	58,659.50	103,471.39
	Fund Total .....	44,811.89	58,659.50	103,471.39
73	LCTS Rock Pipestone Collaborative Fund	471		
	LCTS Collaborative Agency			
	Receipts	13,163.00	36,395.00	
	Disbursements	0.00	3,418.00-	
	Dept Total .....	13,163.00	32,977.00	67,087.06
	Fund Total .....	34,110.06	32,977.00	67,087.06
75	Redwood LCTS Collaborative	471		
	LCTS Collaborative Agency			
	Receipts	40,280.86		

# Southwest Health and Human Services



SRK 9/11/17 8:15AM

Treasurer's Cash Trial Balance As of 08/2017

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
77 Local Advisory Council				
	40,280.86	21,502.00	10,901.00-	29,379.86
Receipts		21,502.00	75,849.00	
Disbursements		0.00	86,750.00-	
Dept Total .....		21,502.00	10,901.00-	29,379.86
Fund Total .....	40,280.86	21,502.00	10,901.00-	29,379.86
Local Advisory Council				
477 Local Advisory Council	1,398.86	0.00	0.00	1,398.86
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		3,420,283.28	23,337,439.29	
Disbursements		765,357.02-	6,373,970.52-	
SSIS		728,242.43-	5,205,332.39-	
Payroll		1,324,986.34-	10,927,401.21-	
Journal Entries		0.00	1,799,127.57	
Total .....		601,697.49	2,629,862.74	6,366,564.57

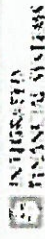


# Southwest Health and Human Services

## RM-Strmt of Revenues & Expenditures

As Of 08/2017

Report Basis: Cash



DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2017 BUDGET	% OF BUDG	% OF YEAR
<b>FUND 1 HEALTH SERVICES FUND</b>					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	0.00	659,942.25-	879,923.00-	75	67
INTERGOVERNMENTAL REVENUES	707.00-	212,569.74-	252,000.00-	84	67
STATE REVENUES	58,406.63-	554,975.73-	857,375.00-	65	67
FEDERAL REVENUES	215,343.32-	860,502.61-	1,365,422.00-	63	67
FEES	36,794.49-	316,945.39-	500,700.00-	63	67
EARNINGS ON INVESTMENTS	421.96-	2,403.48-	6,000.00-	40	67
MISCELLANEOUS REVENUES	285.24-	4,817.12-	2,800.00-	172	67
<b>TOTAL REVENUES</b>	<b>311,958.64-</b>	<b>2,612,156.32-</b>	<b>3,864,220.00-</b>	<b>68</b>	<b>67</b>
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	67
PAYROLL AND BENEFITS	217,687.18	1,860,167.21	2,970,827.00	63	67
OTHER EXPENDITURES	66,915.90	666,158.27	893,393.00	75	67
<b>TOTAL EXPENDITURES</b>	<b>284,603.08</b>	<b>2,526,325.48</b>	<b>3,864,220.00</b>	<b>65</b>	<b>67</b>

# Southwest Health and Human Services

## RM - Stmt of Revenues & Expenditures

As Of 08/2017

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2017 BUDGET	% OF BUDG	% OF YEAR
<b>FUND 5 HUMAN SERVICES FUND</b>					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	13,451.00-	6,172,788.31-	9,832,836.00-	63	67
INTERGOVERNMENTAL REVENUES	0.00	6,487.10-	10,000.00-	65	67
STATE REVENUES	813,507.99-	4,083,542.82-	4,975,279.00-	82	67
FEDERAL REVENUES	1,237,740.57-	5,274,498.54-	7,670,294.00-	69	67
FEES	174,825.19-	1,388,011.42-	2,356,650.00-	59	67
EARNINGS ON INVESTMENTS	2,215.26-	12,618.11-	32,000.00-	39	67
MISCELLANEOUS REVENUES	439,214.97-	1,023,470.09-	1,169,251.00-	88	67
<b>TOTAL REVENUES</b>	<b>2,680,954.98-</b>	<b>17,961,416.39-</b>	<b>26,046,310.00-</b>	<b>69</b>	<b>67</b>
EXPENDITURES					
PROGRAM EXPENDITURES	887,710.34	6,628,761.18	8,857,266.00	75	67
PAYROLL AND BENEFITS	1,107,205.07	9,071,671.97	14,304,852.00	63	67
OTHER EXPENDITURES	188,818.40	1,966,874.72	2,884,192.00	68	67
<b>TOTAL EXPENDITURES</b>	<b>2,183,733.81</b>	<b>17,667,307.87</b>	<b>26,046,310.00</b>	<b>68</b>	<b>67</b>



# Southwest Health and Human Services

SRK  
9/11/17 8:16AM



## 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	...						
930 PROGRAM	Administration						
410 DEPT	General Administration						
481 DEPT	Nursing						
100 PROGRAM	Family Health						
103 PROGRAM	Follow Along Program						
110 PROGRAM	TANF						
130 PROGRAM	WIC						
140 PROGRAM	Peer Breastfeeding Support Program						
210 PROGRAM	CTC Outreach						
270 PROGRAM	Maternal Child Health						
		<b>Totals:</b>					
	Revenue		2,897.23	22,986.85	1,280.00	1,796	67
	Expend.		2,897.23	22,986.85	1,280.00	1,796	67
	Net						67
	Revenue		882.31	724,457.15	390,423.00	81	67
	Expend.		51,642.74	408,863.36	703,228.00	58	67
	Net		50,760.43	315,593.79	187,195.00	169	67
	Revenue		882.31	724,457.15	390,423.00	81	67
	Expend.		54,539.97	431,850.21	704,508.00	61	67
	Net		53,657.66	292,606.94	185,915.00	157	67
	Revenue		2,721.45	11,631.39	19,200.00	61	67
	Expend.		1,761.74	13,795.99	15,375.00	90	67
	Net		959.71	2,164.60	3,825.00	57	67
	Revenue		3,487.03	20,297.85	27,000.00	75	67
	Expend.		3,847.51	23,936.07	43,948.00	54	67
	Net		360.48	3,638.22	16,948.00	21	67
	Revenue		0.00	40,331.79	127,876.00	32	67
	Expend.		0.00	121,002.44	127,876.00	95	67
	Net		0.00	80,670.65	0.00	0	67
	Revenue		36,110.00	324,639.00	494,000.00	66	67
	Expend.		37,760.32	343,751.60	452,186.00	76	67
	Net		1,650.32	19,112.60	41,814.00	46	67
	Revenue		16,799.00	53,726.00	76,620.00	70	67
	Expend.		5,726.88	47,819.82	62,626.00	76	67
	Net		11,072.12	5,906.18	13,994.00	42	67
	Revenue		18,899.71	122,153.06	253,816.00	48	67
	Expend.		21,584.96	148,343.66	203,048.00	73	67
	Net		2,685.25	26,190.60	50,768.00	52	67
	Revenue		12,960.99	112,457.69	282,650.00	40	67
	Expend.		15,355.89	135,766.55	316,836.00	43	67
	Net		2,394.90	23,308.86	34,186.00	68	67

## 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
280 PROGRAM	MCH Dental Health		624.52			14,182.44	53,300.00	27	67	
			2,067.11			35,643.62	87,839.00	41	67	
			1,442.59			21,461.18	34,539.00	62	67	
285 PROGRAM	MCH Blood Lead		0.00			2,120.82	0.00	0	67	
			42.48			2,275.01	0.00	0	67	
			42.48			154.19	0.00	0	67	
295 PROGRAM	MCH Car Seat Program		1,441.60			12,707.71	29,200.00	44	67	
			2,005.43			18,238.52	33,914.00	54	67	
			563.83			5,530.81	4,714.00	117	67	
300 PROGRAM	Case Management		28,086.10			254,814.42	388,000.00	66	67	
			28,666.01			245,426.38	338,450.00	73	67	
			579.91			9,388.04	49,550.00	19	67	
330 PROGRAM	MNChoices		21,354.00			178,945.97	182,000.00	98	67	
			21,297.20			188,494.17	283,051.00	67	67	
			56.80			9,548.20	101,051.00	9	67	
603 PROGRAM	Disease Prevention And Control		19,583.95			103,862.82	156,942.00	66	67	
			14,788.88			135,910.87	225,640.00	60	67	
			4,795.07			32,048.05	68,698.00	47	67	
660 PROGRAM	MIIC		0.00			1,476.85	1,500.00	98	67	
			246.10			884.48	0.00	0	67	
			246.10			592.37	1,500.00	39	67	
481 DEPT	Nursing		162,068.35			1,253,347.81	2,092,104.00	60	67	
		Totals:	155,150.51			1,461,289.18	2,190,789.00	67	67	
			6,917.84			207,941.37	98,685.00	211	67	
483 DEPT	Health Education									
500 PROGRAM	Direct Client Services		3,000.01			15,791.84	18,950.00	83	67	
			1,524.04			19,081.73	72,726.00	26	67	
			1,475.97			3,289.89	53,776.00	6	67	
510 PROGRAM	SHIP		0.00			124,908.10	223,325.00	56	67	
			30,246.80			155,458.79	223,325.00	70	67	
			30,246.80			30,550.69	0.00	0	67	
530 PROGRAM	Cleanway Grant		0.00			37,435.03	75,000.00	50	67	
			0.00			29,553.82	75,000.00	39	67	
			0.00			7,881.21	0.00	0	67	

## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Revenue	Expend.	Net	Current Month	Year-To-Date	Budget	% of
550 PROGRAM	P&I Grant								Year
900 PROGRAM	Emergency Preparedness		95,454.00-	11,738.39	83,715.61-	146,073.00-	188,318.00-	78	67
901 PROGRAM	Med Reserve Corps		36,403.76-	8,223.72	28,180.04-	2,693.97	188,318.00	79	67
483 DEPT	Health Education	Totals:	0.00	9.73	9.73	88,428.84-	0.00	0	67
485 DEPT	Environmental Health		134,857.77-	51,742.68	83,115.09-	81,440.05	115,250.00-	77	67
800 PROGRAM	Environmental		18,795.16	16,241.16	2,554.00-	6,988.79-	132,377.00	62	67
820 PROGRAM	Healthy Homes Grant		11,596.21-	4,374.76	7,221.45-	412,636.81-	624,343.00-	66	67
485 DEPT	Environmental Health	Totals:	14,150.21-	23,169.92	9,019.71	434,315.99	694,958.00	62	67
1 FUND	Health Services Fund	Totals:	311,958.64-	284,603.08	27,355.56-	21,679.18	70,615.00	31	67
			2,612,156.32-	2,526,325.48	85,830.84-	181,443.84-	237,350.00-	76	67
			165,400.89	16,042.95-	149,357.94	165,400.89	252,630.00	65	67
			40,270.71-	33,469.21	6,801.50-	16,042.95-	15,280.00	105-	67
			221,714.55-	198,870.10	22,844.45-	40,270.71-	20,000.00-	201	67
			6,801.50-	22,844.45-	16,032.95-	33,469.21	21,335.00	157	67
			14,150.21-	23,169.92	9,019.71	6,801.50-	1,335.00	509-	67
			221,714.55-	198,870.10	22,844.45-	221,714.55-	257,350.00-	86	67
			198,870.10	22,844.45-	170,025.65-	198,870.10	273,965.00	73	67
			22,844.45-	16,032.95-	6,811.50-	22,844.45-	16,615.00	137-	67
			311,958.64-	284,603.08	27,355.56-	2,612,156.32-	3,864,220.00-	68	67
			284,603.08	27,355.56-	85,830.84-	2,526,325.48	3,864,220.00	65	67
			27,355.56-	85,830.84-	58,475.28-	85,830.84-	0.00	0	67

## 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>
5 FUND	Human Services Fund						
410 DEPT	General Administration						
0 PROGRAM	...						
		Totals:					
410 DEPT	General Administration		20,711.58	156,643.94	122,993.00	127	67
			20,711.58	156,643.94	122,993.00	127	67
420 DEPT	Income Maintenance						
600 PROGRAM	Income Maint Administrative/Overhee		41,111.30-	1,810,234.20-	2,647,810.00-	68	67
			122,960.57	1,063,131.92	1,815,584.00	59	67
			81,849.27	747,102.28-	832,226.00-	90	67
601 PROGRAM	Income Maint/Random Moment Payro						
			199,365.65	1,679,130.47	2,739,874.00	61	67
			199,365.65	1,679,130.47	2,739,874.00	61	67
602 PROGRAM	Income Maint FPI Investigator						
			2,187.00-	27,473.00-	50,000.00-	55	67
			4,651.98	40,028.58	64,679.00	62	67
			2,464.98	12,555.58	14,679.00	86	67
605 PROGRAM	MN Supplemental Aid (MSA)/GRH						
			2,464.75-	8,485.40-	1,300.00-	653	67
			992.24	9,003.73	12,000.00	75	67
			1,472.51-	518.33	10,700.00	5	67
610 PROGRAM	TANF(AFDC/MFIP/DWP)						
			1,488.00-	15,998.44-	35,000.00-	46	67
			508.23	7,508.23	17,000.00	44	67
			979.77-	8,490.21-	18,000.00-	47	67
620 PROGRAM	General Asst (GA)/General Relief/Buri.						
			2,749.04-	17,466.77-	30,000.00-	58	67
			12,057.00	162,705.66	162,500.00	100	67
			9,307.96	145,238.89	132,500.00	110	67
630 PROGRAM	Food Support (FS)						
			96,733.50-	419,302.64-	567,500.00-	63	67
			1,164.47	6,783.94	7,000.00	97	67
			95,569.03-	412,518.70-	560,500.00-	62	67
640 PROGRAM	Child Support (IVD)						
			261,485.09-	1,083,569.47-	2,275,784.00-	48	67
			100,732.33	887,517.02	1,214,355.00	73	67
			160,752.76-	196,052.45-	1,061,429.00-	18	67

## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of
						Year
650 PROGRAM	Medical Assistance (MA)		672,476.55	2,228,968.16	3,825,000.00	58
			129,119.38	1,324,002.75	1,916,000.00	69
			543,357.17	904,965.41	1,909,000.00	47
680 PROGRAM	Refugee Cash Assistance (RCA)		550.00	1,265.00	1,200.00	105
			550.00	1,265.00	1,200.00	105
420 DEPT	Income Maintenance	Totals:	1,081,245.23	5,612,763.08	9,533,594.00	59
			571,551.85	5,179,812.30	7,948,992.00	65
			509,693.38	432,950.78	1,584,602.00	27
431 DEPT	Social Services					
700 PROGRAM	Social Service Administrative/Overhea		448,619.95	7,086,196.09	9,462,006.00	75
			204,992.31	1,856,335.22	3,095,135.00	60
			243,627.64	5,229,860.87	6,366,871.00	82
701 PROGRAM	Social Services/SSTS					
			585,195.60	4,732,588.41	7,325,604.00	65
			585,195.60	4,732,588.41	7,325,604.00	65
710 PROGRAM	Children's Social Services Programs		390,127.22	1,447,607.11	1,599,500.00	91
			264,522.86	2,433,235.09	2,898,550.00	84
			125,604.36	985,627.98	1,299,050.00	76
712 PROGRAM	CIRCLE Program		0.00	5,000.00	5,000.00	100
			360.48	6,378.77	15,000.00	43
			360.48	1,378.77	10,000.00	14
713 PROGRAM	"SELF Program" Grant		7,678.00	27,644.00	54,012.00	51
			696.81	17,236.89	54,012.00	32
			6,981.19	10,407.11	0.00	0
715 PROGRAM	Childrens Waivers		8,540.03	74,434.57	64,000.00	116
			0.00	0.00	10,000.00	0
			8,540.03	74,434.57	54,000.00	138
716 PROGRAM	FGDM/Family Group Decision Making		13,916.00	25,594.10	59,414.00	43
			3,985.87	28,472.82	65,350.00	44
			9,930.13	2,878.72	5,936.00	48
717 PROGRAM	AR/Alternative Response Discretion F		13,385.00	30,800.25	53,540.00	58
			9,757.15	42,621.29	53,540.00	80
			3,627.85	11,821.04	0.00	0

# Southwest Health and Human Services

SRK  
9/11/17 8:16AM



## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
718 PROGRAM	PSOP/Parent Support Outreach Progra		6,943.00-	23,291.00-	47,311.00-	49	67
	Revenue						
	Expend.		6,622.82	37,654.96	47,311.00	80	67
	Net		320.18-	14,363.96	0.00	0	67
720 PROGRAM	Ch Care/Ch Prot		2,550.00-	21,200.00-	28,000.00-	76	67
	Revenue						
	Expend.		414.00	1,319.24	6,000.00	22	67
	Net		2,136.00-	19,880.76-	22,000.00-	90	67
721 PROGRAM	CC-Basic Slide Fee/Cty Match to DHS		2,302.00-	14,821.00-	42,555.00-	35	67
	Revenue						
	Expend.		7,272.50	26,319.25	43,365.00	61	67
	Net		4,970.50	11,498.25	810.00	1,420	67
722 PROGRAM	Child Care/MFIP		0.00	1,254.00-	2,000.00-	63	67
	Revenue						
	Expend.						
	Net		0.00	1,254.00-	2,000.00-	63	67
726 PROGRAM	MFIP/SW MN PIC		1,162.00-	7,165.00-	16,500.00-	43	67
	Revenue						
	Expend.						
	Net		1,162.00-	7,165.00-	16,500.00-	43	67
730 PROGRAM	Chemical Dependency		35,829.45-	205,334.23-	302,000.00-	68	67
	Revenue						
	Expend.		29,300.06	315,167.64	436,500.00	72	67
	Net		6,529.39-	109,833.41	134,500.00	82	67
740 PROGRAM	Mental Health (Both Adults/Children)		0.00	76.70-	0.00	0	67
	Revenue						
	Expend.						
	Net		0.00	76.70-	0.00	0	67
741 PROGRAM	Mental Health/Adults Only		0.00	76.70-	0.00	0	67
	Revenue						
	Expend.		245,023.50-	916,995.57-	1,445,081.00-	63	67
	Net		210,018.49	1,066,785.19	1,588,130.00	67	67
742 PROGRAM	Mental Health/Children Only		35,005.01-	149,789.62	143,049.00	105	67
	Revenue						
	Expend.		129,785.10-	451,409.73-	852,902.00-	53	67
	Net		137,137.23	961,270.08	1,416,397.00	68	67
750 PROGRAM	Developmental Disabilities		7,352.13	509,860.35	563,495.00	90	67
	Revenue						
	Expend.		78,832.69-	499,386.63-	687,895.00-	73	67
	Net		22,697.11	228,055.63	362,111.00	63	67
760 PROGRAM	Adult Services		56,135.58-	271,331.00-	325,784.00-	83	67
	Revenue						
	Expend.		103,438.14-	857,366.30-	1,276,000.00-	67	67
	Net		7,918.89	59,030.83	99,000.00	60	67
	Net		95,519.25-	798,335.47-	1,177,000.00-	68	67







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

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	<b>BALANCE FORWARD</b>				2,188,892.83
8/1/17	24977-24984	Dep	11,987.87		2,200,880.70
8/4/17	7952-7971	PAYROLL		143,919.91	2,056,960.79
8/4/17	45507-45780 ACH	PAYROLL		520,805.56	1,536,155.23
8/4/17	81441-81445	Disb		10,352.44	1,525,802.79
8/4/17	81446-81521	Disb		325,246.11	1,200,556.68
8/4/17	2948-2987 ACH	Disb		39,230.47	1,161,326.21
8/4/17	24985-25063	Dep	383,898.12		1,545,224.33
8/7/17	9590	Disb		110,220.29	1,435,004.04
8/8/17	25064-25099	Dep	1,563,287.86		2,998,291.90
8/8/17	9591	Disb		2,306.21	2,995,985.69
8/9/17	9592	Disb		9,676.09	2,986,309.60
8/10/17	9593	Disb		57,922.09	2,928,387.51
8/11/17	81522-81604	Disb		15,171.76	2,913,215.75
8/11/17	2988-2989 ACH	Disb		384.56	2,912,831.19
8/11/17	81605-81718	Disb		250,612.41	2,662,218.78
8/11/17	2990-3036 ACH	Disb		25,446.92	2,636,771.86
8/11/17	25100-25170	Dep	537,553.28		3,174,325.14
8/11/17	savings transfer Bremer	Transfer		800,000.00	2,374,325.14
8/14/17	9594	Disb		11,761.53	2,362,563.61
8/15/17	25171-25215	Dep	155,017.72		2,517,581.33
8/18/17	81719-81813	Disb		11,510.30	2,506,071.03
8/18/17	81814-81936	Disb		48,858.36	2,457,212.67
8/18/17	3037 ACH	Disb		614.02	2,456,598.65
8/18/17	7972-7987	PAYROLL		143,546.89	2,313,051.76
8/18/17	45781-46043 ACH	PAYROLL		516,713.98	1,796,337.78
8/18/17	81937-81970	Disb		5,100.32	1,791,237.46
8/18/17	3038 ACH	Disb		173.66	1,791,063.80
8/18/17	81971-82040	Disb		167,666.45	1,623,397.35
8/18/17	3039-3051 ACH	Disb		1,453.67	1,621,943.68
8/21/17	9595	Disb		9,082.29	1,612,861.39
8/21/17	9596	Disb		37,735.87	1,575,125.52
8/18/17	25216-25302	Dep	262,769.44		1,837,894.96
8/22/17	25303-25325	Dep	41,110.11		1,879,005.07
8/23/17	9597	Disb		10,572.06	1,868,433.01
8/25/17	82041-82091	Disb		9,859.18	1,858,573.83
8/25/17	3052-3052 ACH	Disb		270.58	1,858,303.25
8/25/17	82092-82171	Disb		218,468.21	1,639,835.04
8/25/17	3053-3071 ACH	Disb		1,985.92	1,637,849.12
8/25/17	25326-25394	Dep	405,425.34		2,043,274.46
8/29/17	25395-25420	Dep	56,596.32		2,099,870.78
8/31/17	82172-82209	Disb		3,180.54	2,096,690.24
8/31/17	3072-3073 ACH	Disb		126.96	2,096,563.28
8/31/17	82210-82251	Disb		81,510.38	2,015,052.90
8/31/17	3074-3086 ACH	Disb		1,395.05	2,013,657.85
8/30/17	9598	Disb		25,704.75	1,987,953.10
	Checking - Bremer				1,987,953.10
	Balanced 09/05/17 LMD	<b>TOTALS</b>	<b>3,417,646.06</b>	<b>3,618,585.79</b>	

Savings - Bremer  
Savings - Great Western

4,303,555.41
75,056.06

**TOTAL CASH BALANCE**

<b>6,366,564.57</b>
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# Social Services Caseload:

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

<b>2017</b>	<b>Adult Services</b>	<b>Children's Services</b>	<b>Total Programs</b>
January	2684	605	3289
February	2710	632	3342
March	2691	668	3359
April	2720	665	3385
May	2749	632	3381
June	2757	577	3334
July	2682	560	3242
August	2726	574	3300
September			0
October			0
November			0
December			0
	<b>2715</b>	<b>614</b>	<b>2219</b>

# Adult - Social Services Caseload

Average	Adult Brain Injury (BI)	Adult Community Alternative Care (CAC)	Adult Community Access for Disability Inclusion (CADI)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
2014	14	242	14		331	37	842	28	484	464	334	2789
2015	12	227	13		306	34	817	23	403	460	352	2652
2016	13	240	12	0	298	50	829	18	396	452	362	2669
2017												

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

2017	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Access for Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
January	12	255	11	0	330	33	810	16	423	442	352	2684
February	12	257	11	0	326	36	803	16	454	443	352	2710
March	12	262	11	0	325	38	794	16	445	443	345	2691
April	11	272	12	0	330	40	811	17	438	444	345	2720
May	11	275	12	0	324	47	819	17	456	442	346	2749
June	11	275	13	0	321	44	825	17	466	441	344	2757
July	11	272	12	0	230	46	844	16	469	443	339	2682
August	12	268	12	0	324	55	827	16	435	442	335	2726
September												
October												
November												
December	12	267	12	0	314	42	817	16	448	443	345	2715



# Children's - Social Services Caseload

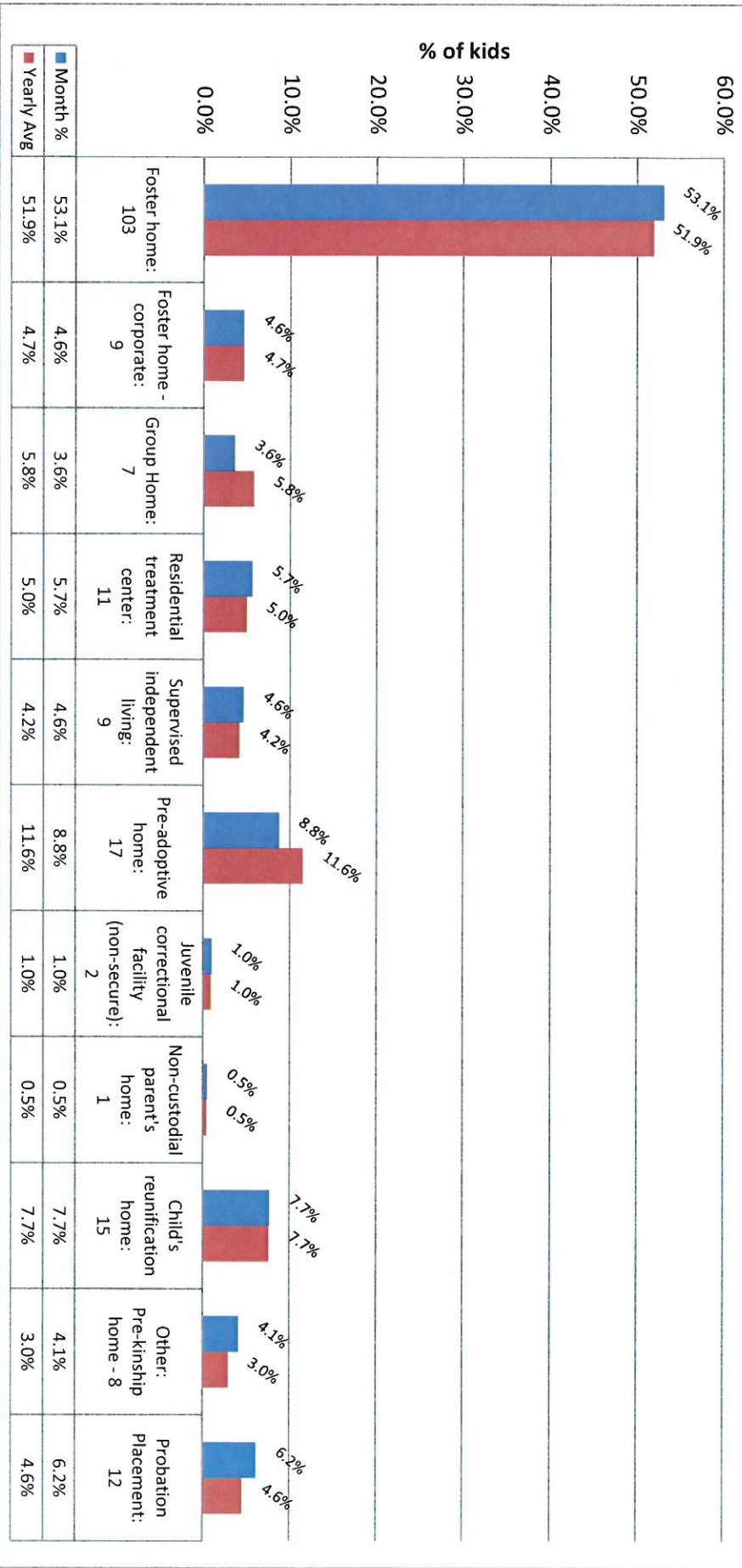
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	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												
October												
November												
December												
	51	21	0	10	36	198	175	106	0	0	18	614

## 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					8	12
Lyon	32	32	37	36	40	36	36	39					36	44
Murray	9	9	9	9	10	9	8	9					9	6
Pipestone	22	22	17	15	18	25	20	20					20	21
Redwood	92	87	96	99	96	97	95	102					96	77
Rock	11	12	13	13	16	18	24	19					16	12
<b>Monthly Totals</b>	<b>177</b>	<b>173</b>	<b>182</b>	<b>179</b>	<b>187</b>	<b>190</b>	<b>189</b>	<b>194</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

### August 2017 - Placement by Category 194 Kids in Placement



**August 2017:** Total kids in placement = 194

**Total of 13 Children entered placement**

3	Lyon	Foster Home
1	Murray	Foster Home-Corporate
1	Pipestone	Foster Home
5	Redwood	Probation
2	Redwood	Foster Home
1	Redwood	Foster Home-Corporate

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

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



## 2017 Public Health Statistics

	<b>WIC</b>	<b>FAMILY HOME VISITING</b>	<b>PCA ASSESSMENTS</b>	<b>MANAGED CARE</b>	<b>DENTAL VARNISH</b>	<b>REFUGEE HEALTH</b>	<b>LATENT TB/DOT MEDICATION DISTRIBUTION</b>
'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

	<b>WIC</b>	<b>Family Home Visiting</b>	<b>MnChoices/PCA Assessments</b>	<b>Managed Care</b>	<b>Dental Varnish</b>	<b>Refugee Health</b>	<b>Latent TB/DOT Medication Distribution</b>
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		53	23	300	40	14	24
9/17							
10/17							
11/17							
12/17							

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

**NON IVD COLLECTIONS**  
*AUGUST 2017*

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	2,465
TANF (MFIP/DWP/AFDC)	05-420-610.5803	1,488
GA	05-420-620.5803	583
FS	05-420-630.5803	284
CS (PI Fee, App Fee, etc)	05-420-640.5501	251
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	410,785
REFUGEE	05-420-680.5803	0
CHILDRENS		
Parental Fees, Holds	05-431-710.5501	3,096
OOH/FC Recovery	05-431-710.5803	15,111
CHILDCARE		
Licensing	05-431-720.5502	1,950
Corp FC Licensing	05-431-710.5505	600
Over Payments	05-431-721&722.5803	0
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	3,196
Detox Fees	05-431-730.5520	1,726
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
<b>TOTAL NON-IVD COLLECTIONS</b>		<b>441,538</b>



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# Mobilizing for Action through Planning and Partnership

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Redwood County MAPP

## Redwood County MAPP Core Team

Kara Thul, Lower Sioux Community Health



Stacey Heiling, Redwood Area Hospital



Maydra Maas, Citizen at Large

Marie Meyers, Southwest Health and Human Services

Michelle Salfer, Southwest Health and Human Services



## What is Public Health?

"Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity." (WHO, 1946)

Improving health is a shared responsibility not only of health care providers, and public health officials, but also a variety of other actors in the community who contribute to the well-being of individuals and populations.

## MAPP stands for:



**M**obilizing – community engagement for  
**A**ction – implementation of a Health Improvement Plan through  
**P**lanning – built on strategic planning concepts and  
**P**artnerships – the public's health is more than the concern of the health department

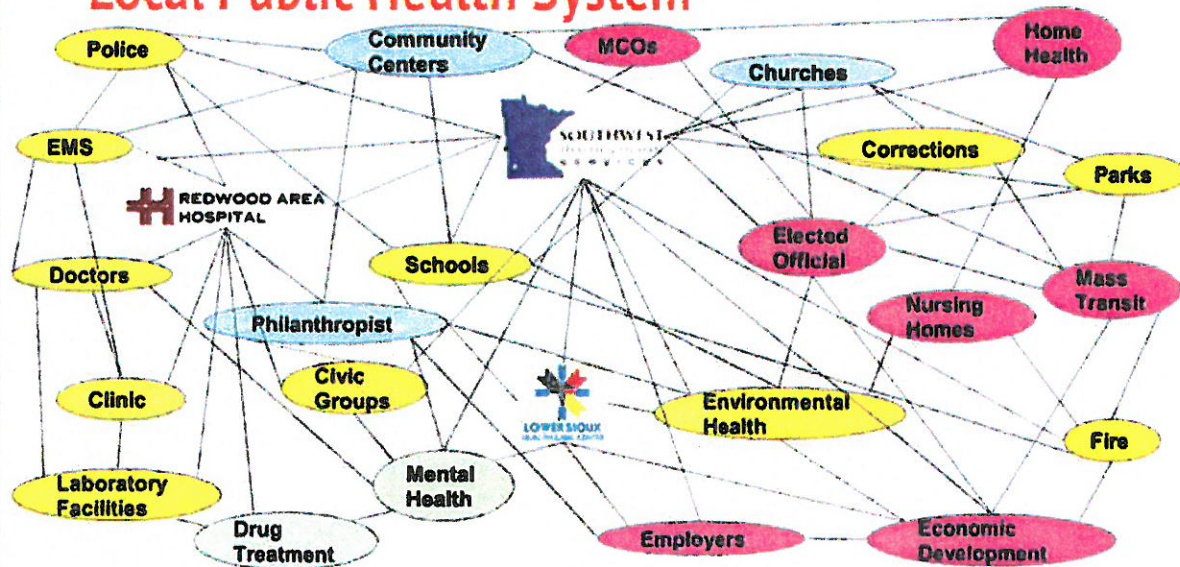
## MAPP is:

A community-wide strategic planning process for improving public health.

A method to help communities prioritize public health issues, identify resources for addressing them, and take action.



## Local Public Health System





## The MAPP Paradigm Shift

FROM	TO
Operational planning	Strategic Planning
Focus on the agency	Focus on community & entire public health system
Needs assessment	Emphasis on assets and resources
Medically oriented model	Broad definition of health
Agency knows all	Everyone knows something

## MAPP Overview



**Community Health Status Assessment:**

- What health conditions exist in the community?

**Community Themes and Strengths Assessment**

- Why do health conditions exist?
- What assets are available in the community?
- What is the quality of life in the community?

**Local Public Health System Assessment:**

- What system weaknesses must be improved?
- What system strengths can be used?
- What short-term or long-term system performance opportunities are there?

**Forces of Change Assessment:**

- What forces affect how to take action?

**What's in it for SWHHS and community partners?**

- Opportunity to improve the health of the community we work, live, and play in.
- Identify data for partners to improve their community.
- Increase collaboration with community partners.
- All working on one plan.



## 18 Month Plan

- Starting in Redwood County
- We have been approaching hospital systems and other partners to begin conversations about the community health assessment process in each county
- From these conversations we are gauging each counties readiness for this MAPP process
- More to come☺







# NORTH CENTRAL LABORATORIES

## Quotation #26740 SEP07

September 7, 2017

Page 1 of 1

**To:** SW Health  
**Attn:** Chad Cunningham  
**Email:** [chad.cunningham@swmhhs.com](mailto:chad.cunningham@swmhhs.com)

Dear Chad,

Thank you for the opportunity to provide this quotation.

QTY	Description	List Price	Quoted Price
1 ea	SB-8000DSE, 023210100, Heidolph Tuttner Autoclave Model 2340M, w/ 3 Stainless Steel trays, 9-in Diameter Chamber, 120v	\$6,018.00	\$4,995.00
Shipping <b>Estimate</b> for Ground Truck Delivery =			\$175.00
Total =			\$5,170.00

The above shipping estimate is for ground truck delivery. Actual delivery charges will be prepaid and added to your invoice. This unit is shipped on a small pallet.

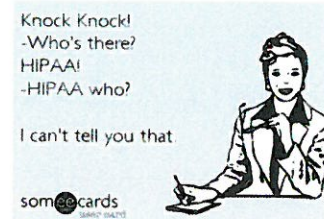
The above item is in stock and available for immediate shipment upon order placement.

The quoted prices are good for 30 days.

Please call me at 800-648-7836 if you have any questions or need any other information.

NOTE: Please reference above quotation number when placing your order.

Sincerely,  
**Paul**  
*Quotations Representative*  
North Central Laboratories



### **HIPAA, Data Privacy and Security Standards of Practice**

- When you leave your workstation, lock your computer.
- On a weekly basis, move your confidential information to a shred-it bin (from the shred-it boxes under your desk or other location).
- When not using client files, keep them in your desk or a filing cabinet.
- **Staff should use Follow-Me Print at all times, if they have it, to assure information is protected.** If Follow Me Print is not available, gather photocopies from the printer immediately. Gather fax information as soon as possible from the printer. Make sure you have just your information from the copy or fax machine.
- Do not leave clients in your office unattended, if possible. If not, see the guidelines above so clients do not have access to other client's information.
- Escort clients to the exit.
- Do not leave doors open or unlocked (storage spaces) that have confidential information in them.
- Do not allow guests to have access to HHS areas without supervision (unless they have signed a business associate agreement).
- When sending e-mails questioning about a client, put "confidential client info" in the subject line of the e-mail. If responding that the client is yours, do NOT hit reply all, only respond to the sender.
- When transporting confidential information, a staff member's bag should have a tag on it that indicates it is confidential (if a tag is needed, staff can get one from the Office Support Supervisor). If transporting a box of files, make sure it is labeled confidential.
- If you suspect a potential breach, report immediately to the HIPAA and Data Privacy Officers (Dale Hiland and Carol Biren).

### **Other things to note:**

SWHHS is required by law to do regular audits of computer programs. SWHHS is looking for things that are out of the ordinary. Some examples may include:

- A staff member accessing a program that they do not need to do their job.
- A staff member accessing the VPN at midnight or over the weekend on a regular basis.

### **Remember to protect your client's information as if it is your own!**

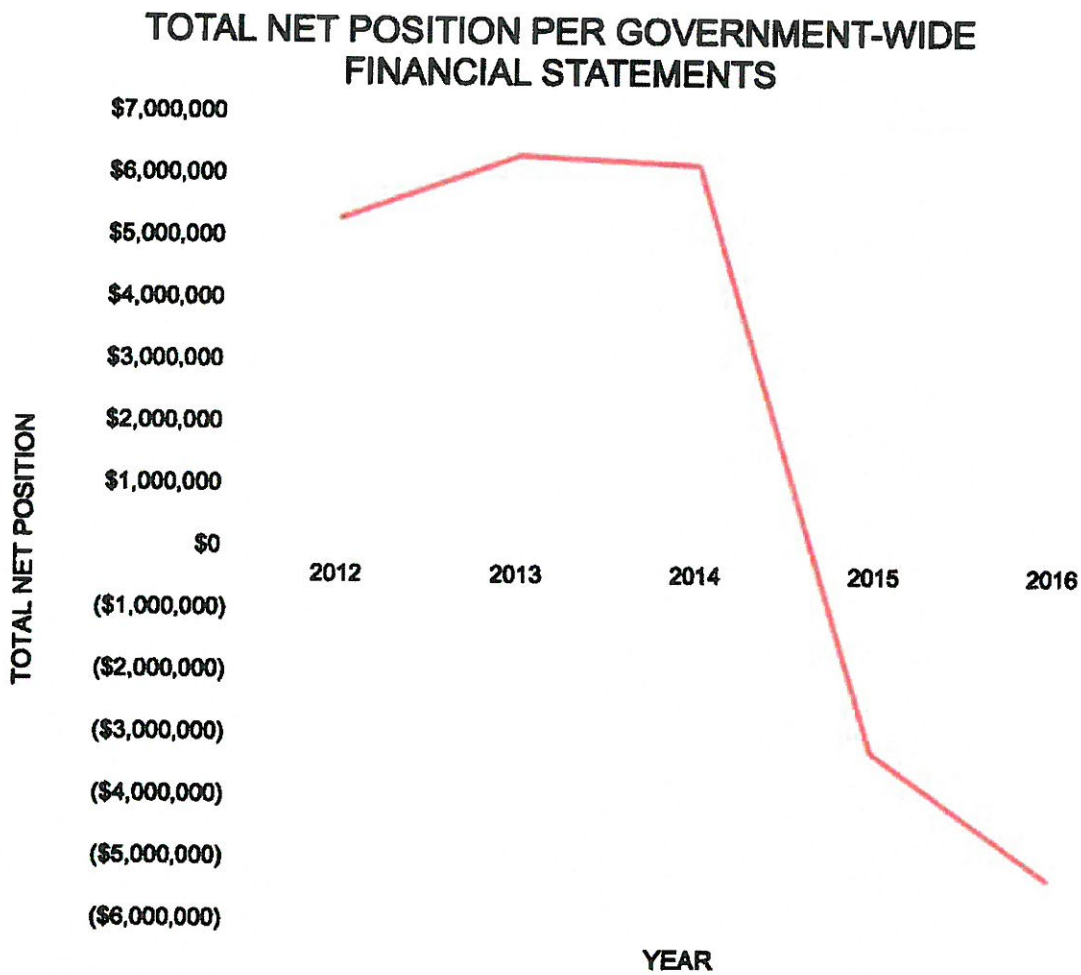
For more information on HIPAA, see policy #14 or contact someone from the HIPAA team: Beth Wilms, Carol Biren, Cindy Nelson, Dale Hiland, Jen Beek, Karri Harvey, Krista Kopperud, Kristin Deacon, Lisa DeBoer, Marie Meyers, Michelle Salfer, Nancy Walker, Stacy Jorgensen

All employees must complete at time of hire and yearly thereafter. Click on the link to complete the course. Do NOT login as a guest <https://data-securitytraining.dhs.mn.gov/Account/Login>

Updated 8-25-17

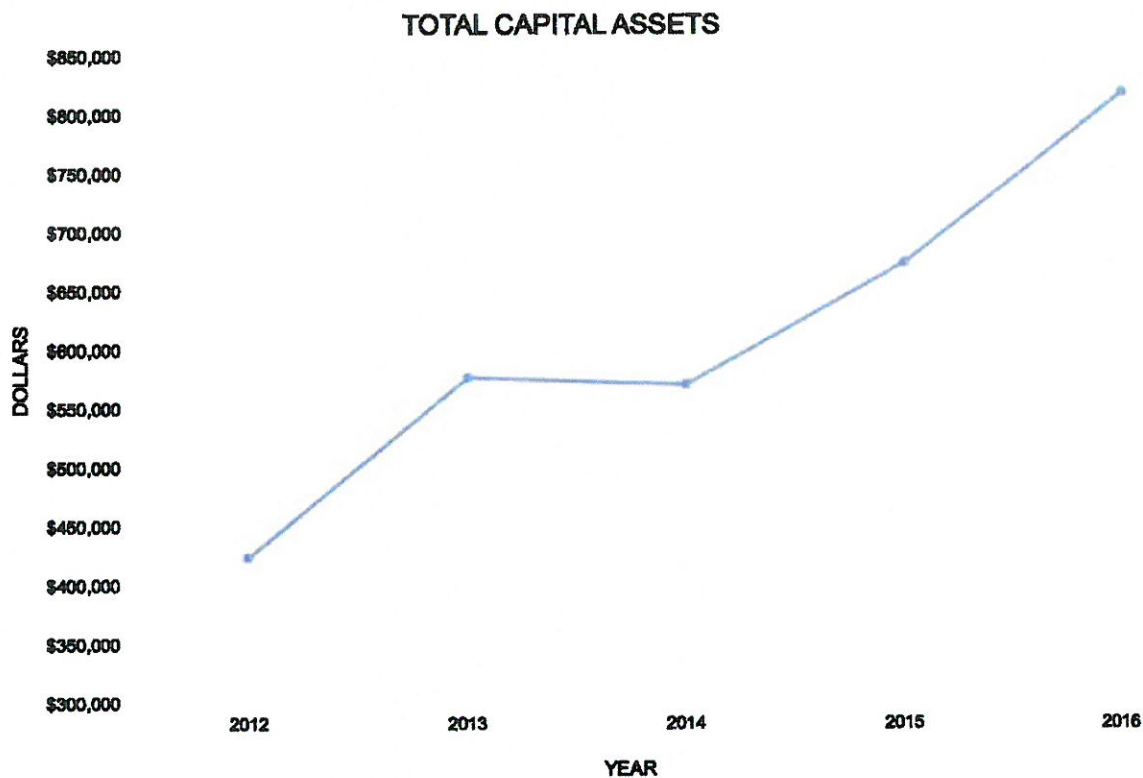
**Southwest Health and Human Services  
Marshall, Minnesota  
Total Net Position - Government-Wide Financial Statements  
December 31, 2016**

	<u>Net Position</u>		<u>Increase from Prior Year</u>
2012	5,277,383	2012	N/A
2013	6,301,140	2013	19.4%
2014	6,157,567	2014	-2.3%
2015	(3,273,258)	2015	-153.2%
2016	(5,309,962)	2016	-62.2%



Southwest Health and Human Services  
Marshall, Minnesota  
Capital Assets, Net of Accumulated Depreciation  
December 31, 2016

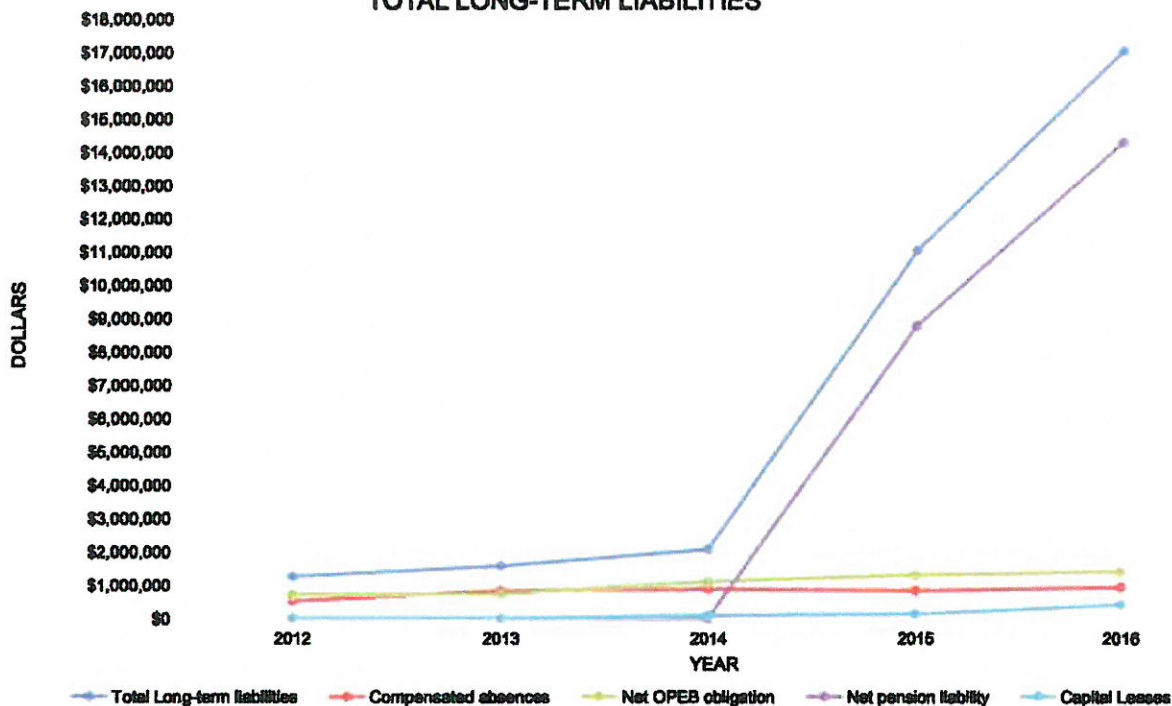
	2012	2013	2014	2015	2016
Capital Assets [net]	\$ 422,762	\$ 575,421	\$ 569,345	\$ 672,507	\$ 816,981



**Southwest Health and Human Services  
Marshall, Minnesota  
Long-Term Liabilities  
December 31, 2016**

	2012	2013	2014	2015	2016
Compensated absences	\$ 530,868	\$ 837,772	\$ 891,314	\$ 841,469	\$ 942,083
Net OPEB obligation	722,882	731,364	1,098,944	1,297,228	1,403,175
Net pension liability	-	-	-	8,774,005	14,290,327
Capital Leases	-	-	77,145	115,599	405,119
<b>Total Long-term liabilities</b>	<b>\$ 1,253,550</b>	<b>\$ 1,569,136</b>	<b>\$ 2,065,403</b>	<b>\$ 11,028,301</b>	<b>\$ 17,040,704</b>

**TOTAL LONG-TERM LIABILITIES**

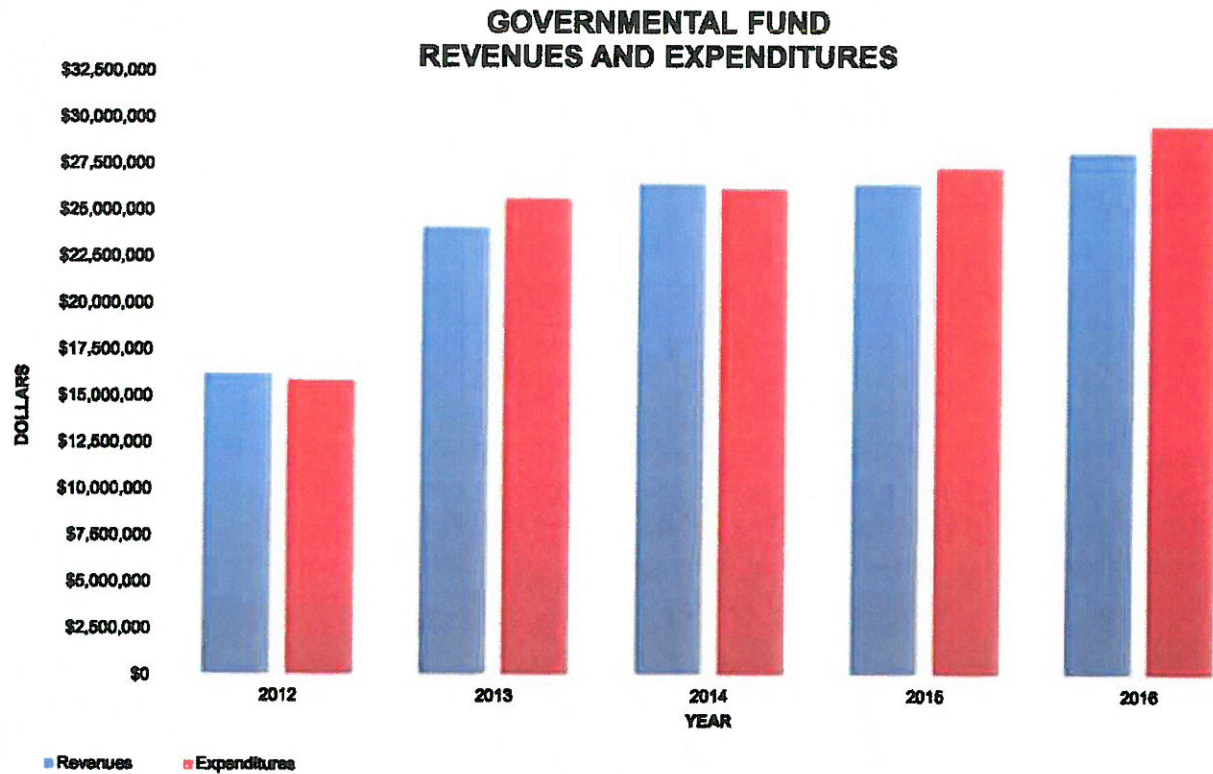


	2012	2013	2014	2015	2016
Due within one year	\$ 57,896	\$ 72,300	\$ 86,238	\$ 116,789	\$ 193,285
Due in more than one year	472,772	765,472	882,221	840,279	1,153,917
OPEB obligation	722,882	731,364	1,098,944	1,297,228	1,403,175
Net Pension Liability	-	-	-	8,774,005	14,290,327
<b>Total</b>	<b>\$ 1,253,550</b>	<b>\$ 1,569,136</b>	<b>\$ 2,065,403</b>	<b>\$ 11,028,301</b>	<b>\$ 17,040,704</b>



**Southwest Health and Human Services  
Marshall, Minnesota  
Total Revenues and Expenditures - Governmental Fund  
December 31, 2016**

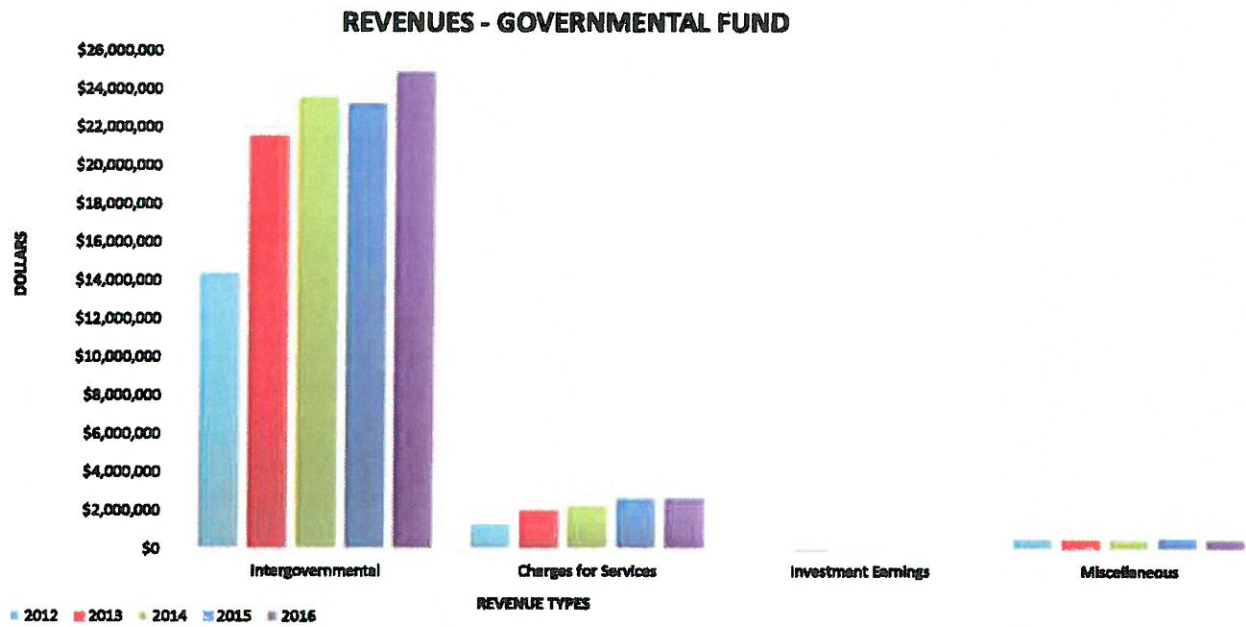
	2012	2013	2014	2015	2016
Revenues	\$ 16,171,614	\$ 24,083,133	\$ 26,417,042	\$ 28,420,730	\$ 28,097,594
Expenditures	15,850,445	25,640,937	26,175,942	27,297,442	29,565,107



Source: Exhibit 5

**Southwest Health and Human Services  
Marshall, Minnesota  
Revenues - Governmental Fund  
December 31, 2016**

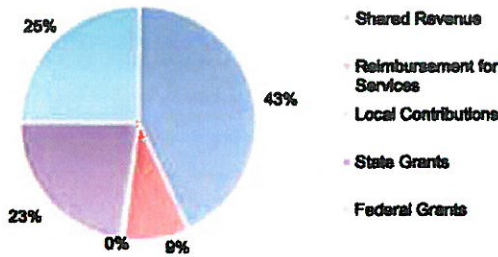
	2012	2013	2014	2015	2016
<b>Intergovernmental</b>	\$ 14,358,982	\$ 21,554,917	\$ 23,575,619	\$ 23,214,207	\$ 24,895,016
<b>Charges for Services</b>	1,276,965	2,019,550	2,247,199	2,612,691	2,650,302
<b>Investment Earnings</b>	7,698	(51,781)	83,632	42,061	48,060
<b>Miscellaneous</b>	527,969	580,447	610,892	551,771	506,216
<b>Total</b>	<b>\$ 16,171,814</b>	<b>\$ 24,083,133</b>	<b>\$ 26,417,042</b>	<b>\$ 26,420,730</b>	<b>\$ 28,097,594</b>



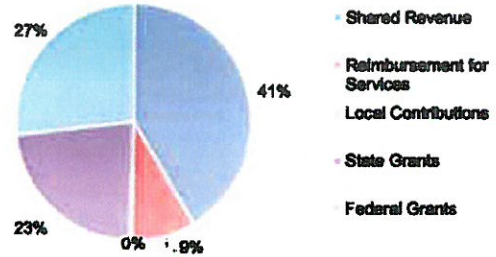
**Southwest Health and Human Services  
Marshall, Minnesota  
Intergovernmental Revenues - Governmental Fund  
December 31, 2016**

	2012	2013	2014	2015	2016
Shared Revenue	\$ 6,184,287	\$ 9,901,288	\$ 9,776,118	\$ 9,977,231	\$ 10,319,348
Reimbursement for Services	1,105,839	1,717,561	2,155,458	2,079,292	2,160,187
Local Contributions	187,472	148,580	98,457	117,942	98,139
State Grants	3,010,755	4,469,868	4,849,885	5,241,096	5,659,721
Federal Grants	3,870,849	5,327,822	6,595,701	5,798,646	8,657,823
<b>Total</b>	<b>\$ 14,358,982</b>	<b>\$ 21,554,917</b>	<b>\$ 23,575,819</b>	<b>\$ 23,214,207</b>	<b>\$ 24,895,016</b>

**2015 Intergovernmental Revenue**



**2016 Intergovernmental Revenue**

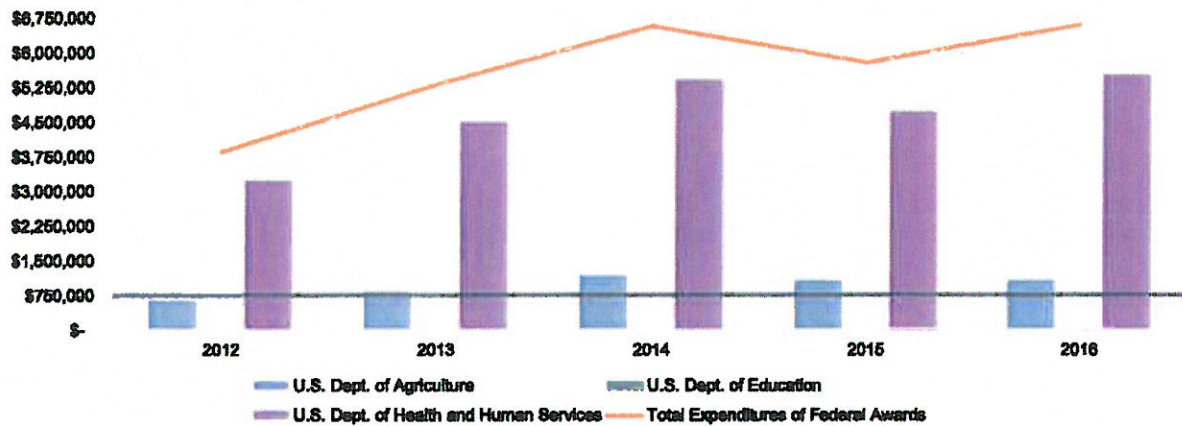


Source: Exhibit C-1

**Expenditures of Federal Awards by Federal Source**

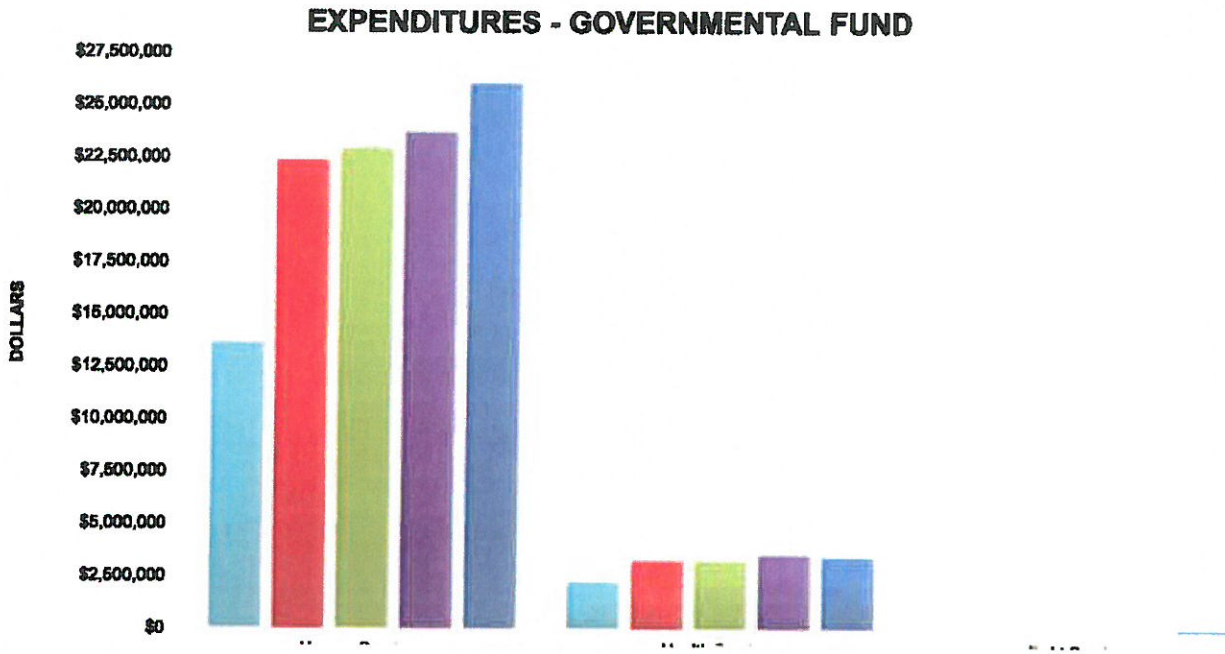
	2012	2013	2014	2015	2016
U.S. Dept. of Agriculture	\$ 632,414	\$ 833,165	\$ 1,165,588	\$ 1,063,452	\$ 1,072,387
U.S. Dept. of Education	-	-	13,730	12,053	14,498
U.S. Dept. of Health and Human Services	3,238,435	4,494,657	5,416,385	4,723,141	5,530,411
<b>Total Expenditures of Federal Awards</b>	<b>\$ 3,870,849</b>	<b>\$ 5,327,822</b>	<b>\$ 6,595,701</b>	<b>\$ 5,798,646</b>	<b>\$ 6,617,296</b>

**Expenditures of Federal Awards**



**Southwest Health and Human Services  
Marshall, Minnesota  
Expenditures - Governmental Fund  
December 31, 2016**

	2012	2013	2014	2015	2016
Human Services	\$ 13,615,559	\$ 22,348,822	\$ 22,897,238	\$ 23,707,907	\$ 26,025,769
Health Services	2,234,886	3,292,115	3,265,203	3,565,855	3,442,474
Debt Service	-	-	13,501	23,680	96,864
<b>Total</b>	<b>\$ 15,850,445</b>	<b>\$ 25,640,937</b>	<b>\$ 26,175,942</b>	<b>\$ 27,297,442</b>	<b>\$ 29,565,107</b>



**Southwest Health and Human Services  
Summary of Major Funds  
December 31, 2016**

	<u>General</u>	<u>Health Services</u>	<u>Total</u>
Assets	\$ 6,229,589	\$ 2,087,814	\$ 8,317,403
Liabilities	\$ 1,992,976	332,589	\$ 2,325,565
Deferred Inflows of Resources	\$ 128,739	\$ 20,572	\$ 149,311
Fund Balance			
Nonspendable	\$ -	\$ -	\$ -
Restricted	9,594	-	9,594
Unrestricted			
Committed	-	-	-
Assigned	64,377	1,717,739	1,782,116
Unassigned	4,033,903	16,914	4,050,817
Total Fund Balance	\$ 4,107,874	\$ 1,734,653	\$ 5,842,527
Total Liabilities and Fund Balance	\$ 6,229,589	\$ 2,087,814	\$ 8,317,403
Revenues	\$ 24,741,629	\$ 3,355,965	\$ 28,097,594
Expenditures	26,107,135	3,457,972	29,565,107
Revenue Over (Under) Expenditures	\$ (1,365,506)	\$ (102,007)	\$ (1,467,513)
Other Financing Sources (Uses)			
Proceeds from sale of capital leases	\$ 46,486	\$ 8,855	\$ 55,341
Capital Leases	296,444	56,466	352,910
Other Financing Sources (Uses)	\$ 342,930	\$ 65,321	\$ 408,251
Net Change to Fund Balance	\$ (1,022,576)	\$ (36,686)	\$ (1,059,262)
Fund Balance 1/1/2016	5,130,450	1,771,339	6,901,789
Fund Balance 12/31/2016	\$ 4,107,874	\$ 1,734,653	\$ 5,842,527



**Southwest Health and Human Services  
Unrestricted Fund Balance  
At December 31, 2016**

	<u>General Fund</u>	<u>Health Services</u>
<b>Unrestricted fund balance</b>	<b>\$ 4,098,280</b>	<b>\$ 1,734,653</b>
Revenues	24,741,629	3,355,965
Expenditures	26,107,135	3,457,972
<b>Recommended fund balance</b> 35 to 50% of revenues or at least 5 months of expenditures		
<b>Revenues</b>		
35%	\$ 8,659,570	\$ 1,174,588
50%	12,370,815	1,677,983
<b>Expenditures</b>		
5 months	\$ 10,877,973	\$ 1,440,822
 Number of months the year-end fund balance can cover, based on 2016 expenditures	 1.9	 6.0
 Number of months the year-end fund balance can cover, based on 2015 expenditures (per prior audit)	 2.5	 6.0

**Southwest Health and Human Services  
Marshall, Minnesota  
Months Expenditures in Fund Balance  
General Fund  
December 31, 2016**

<u>YEAR</u>	<u>MONTHS</u>	<u>unrestricted fund balance</u>	<u>total expenditures</u>
2012	4.07	4,622,250	13,615,559
2013	2.73	5,077,867	22,348,822
2014	3.01	5,740,448	22,908,714
2015	2.54	5,017,238	23,728,035
2016	1.88	4,098,280	26,107,135

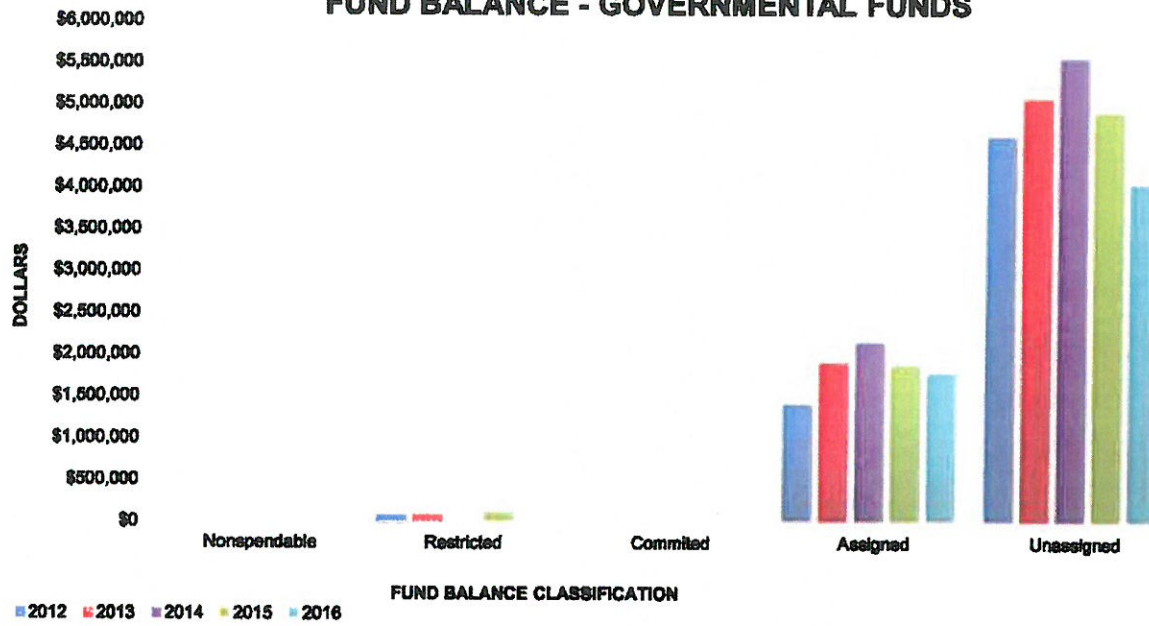
**MONTHS OF EXPENDITURES IN FUND BALANCE  
GENERAL FUND**



**Southwest Health and Human Services  
Marshall, Minnesota  
Fund Balance - Governmental Fund  
December 31, 2016**

	2012	2013	2014	2015	2016
Nonspendable	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted	75,129	94,273	-	113,212	9,594
Unrestricted	-	-	-	-	-
Committed	1,410,792	1,912,946	2,152,028	1,879,472	1,782,116
Assigned	4,622,250	5,077,867	5,560,623	4,909,105	4,050,817
Unassigned					
	<u>\$ 6,108,171</u>	<u>\$ 7,085,086</u>	<u>\$ 7,712,651</u>	<u>\$ 6,901,789</u>	<u>\$ 5,842,527</u>

**FUND BALANCE - GOVERNMENTAL FUNDS**



Source: Exhibit 3

## COST OF SPACE ANALYSIS 2018

Location	Lincoln	Lyon	Murray	Pipestone	Redwood	Rock	TOTAL
Total Square Ft	1,888	31,737	9,600	10,200	HS & PH 11,800 CH (IVD) 828	9,500	75,553
Price per Square	\$13.00	\$8.50	\$10.00	\$6.70	\$9.74	\$8.50	\$8.78
Annual Rent	\$24,544.00	\$269,764.50	\$96,000.00	\$48,379.60	\$123,000.00	\$80,750.00	\$642,438.10
Lease Term	1/2018-12/2018	7/2017-12/2018	1/2018-12/2018	1/2018-12-2018	1/2018-12/2018	1/2018-12/2018	
Payment Terms	Quarterly	Monthly	Monthly	Quarterly	Monthly	Monthly	
Utilities/Maintena	not separated in Contract	not separated in contract	not separated in Contract	\$20,000	not separated in Contract	not separated in Contract	
Garbage	Contract	Contract	Contract	\$582	Contract	Contract	
Access Cards	NA	SWHHS	NA	NA	NA	NA	
Remodeling / space increases	\$3 sq/ft increase April 2017 until remodel project has been recouped. \$4,248 in 2017, \$5,664 in 2018.	7/2017-12/2018 = \$8.50 sq/ft 1/2019-12/2019 = \$9.00 sq/ft 1/2020-12/2020 = \$9.50 sq/ft 1/2021-12/2021 = \$10.00 sq/ft	Increase from 3,400 sq/ft to 9,600 sq/ft in 2018. No change to price per sq/ft.	2015 Capital Improvement Project \$51,898 / 5 years = \$10,379.60 per Year added onto \$38,000 annual rent	HS - 8437@ \$13.40 = \$113,055.80, PH - 828@ \$10.80 = \$8,942.40. Total \$121,998.20 + \$1,000 = \$122,998.20. Want to add 3,363@ \$13.40 = \$45,064.20	None	
Annual Rent & Utilities	\$24,544.00	\$269,764.50	\$96,000.00	\$68,379.60	\$123,000.00	\$80,750.00	\$663,019.62
Common Space	yes	yes	no	no	Yes	Extension = 671 sq ft; shared space 7232 sq ft	
Grand Total							\$663,020 + \$45,064.20 = \$708,084.20

**SOUTHWEST HEALTH AND HUMAN SERVICES  
SAFETY POLICY NUMBER 6**

EFFECTIVE DATE: 05/16/12

REVISION DATE: 09/20/17

AUTHORITY: Southwest Health and Human Services Joint Governing Board

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- - - **WORKPLACE VIOLENCE PREVENTION POLICY** - - -

**Section 1 - Policy**

- a. The goal of Southwest Health and Human Services (SWHHS) is to provide a workplace that is free from intimidation, bullying, threats, or violent acts. The agency maintains a zero tolerance policy toward workplace violence, or the threat of violence, by any of its employees, customers, general public, and/or anyone who conducts business with the agency.

**Section 2 - Definitions**

- a. Violence
  - The National Institute for Occupational Safety and Health (NIOSH) defines workplace violence as "violent acts (including physical assaults and threats of assaults) directed toward persons at work or on duty." This includes terrorism as illustrated by the terrorist acts of September 11, 2001 that resulted in the deaths of 2,886 workers in New York, Virginia and Pennsylvania. Although these guidelines do not address terrorism specifically, this type of violence remains a threat to U.S. workplaces.
- b. Workplace
  - The On-line version of the Merriam Webster's Collegiate Dictionary (2012) defines the workplace as a place where work is done. Many of the services SWHHS provides are done throughout the community. Therefore, the workplace could be not only an agency office, but anywhere the employee is providing a service.

**Section 3 - Purpose**

- a. To develop a written policy of violence prevention that will indicate management and employee commitment to promoting a violence free workplace.
- b. To assess the agency's vulnerability to workplace violence and determine the preventive actions to be taken.



**SOUTHWEST HEALTH AND HUMAN SERVICES  
SAFETY POLICY NUMBER 6**

- c. To design measures through administrative and work practices which prevent or control hazards of violence.
- d. To ensure control and awareness of unsafe acts and circumstances by reporting every incident of workplace violence.
- e. To provide training and education to ensure that all staff is aware of potential security hazards and how to protect themselves.

**Section 4 - Procedure**

- a. Management Commitment and Employee Involvement
  - This section applies to supervisory employees:
    - Agency management staff will demonstrate a concern for the employee's emotional and physical health and will be committed to worker safety and health and client safety.
    - Agency management will be responsible to ensure that all supervisors and employees understand their obligations for the appropriate aspects of the agency's Workplace Violence Prevention Program.
    - A program of medical and psychological counseling and debriefing for employees experiencing or witnessing assaults and other violent incidents will be available through the Employee Assistance Program.
    - Agency management will be committed to support and implement appropriate recommendations from the Safety Committee.
    - Agency management will provide an annual review of policy.
  - This section applies to non-supervisory employees:
    - Employees will comply with the agency's Workplace Violence Prevention Program and other safety and security measures.
    - Employees will contribute to the development, implementation and evaluation of the agency's Workplace Violence Prevention Program as participants of the Safety Committee.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
SAFETY POLICY NUMBER 6**

- Employees will provide suggestions for addressing agency safety and security concerns to reduce and/or eliminate risks for violence.
- Employees will report violent incidents to their supervisors immediately.
- Agency supervisors will assist the employee with completing the accident/incident form and the first report of injury form if necessary.

b. Worksite Analysis

- The Safety Coordinator and members of the Safety Committee will review the OSHA 300 log of illnesses and injuries to pinpoint instances of workplace violence.
  - Independent reviewers, such as safety and health professionals, law enforcement or other qualified persons may be contacted for advice as deemed necessary by agency management.
  - The Safety Coordinator will periodically inspect the workplace and evaluate employee tasks to identify hazards, conditions, operations, and situations that could lead to violence. This will be done annually or as needed.
  - In an effort to find areas that require further evaluation, the Safety Coordinator will analyze incidents, identify jobs or locations with the greatest risk of violence, as well as processes and procedures that put employees at risk of assault and noting high-risk factors such as types of clients, physical risk factors of the building, isolated locations/job activities, lighting problems, lack of phones and other communication devices, areas of uneasy, unsecured access and areas with previous security problems annually or as needed.
  - The effectiveness of existing security measures will be evaluated and changed as needed.

c. Hazard Prevention and Control

- Employees will avoid known threatening situations if at all possible.
- Employees will refuse to provide services in a clearly hazardous situation.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
SAFETY POLICY NUMBER 6**

- Employees will request a police escort or another employee from SWHHS or another agency to accompany them when going into a possible threatening situation.
- Employees will inform their supervisor of the time they will be going into a threatening situation. The employee will call their supervisor immediately after the service is provided and they have left the situation.
- Security devices such as cellular telephones and identification badges without last names will be available to employees.
- Employees will maintain a work calendar that will indicate their location throughout their workday. The employee will change their calendar as changes occur or will notify their supervisor of any schedule changes.
- Employees victimized and traumatized by workplace violence will receive prompt treatment and psychology evaluation as deemed necessary.
- Employees will be offered the opportunity to receive counseling through the Employee Assistance Program.

d. Training and Education

- All agency employees will receive training regarding the agency's Workplace Violence Prevention Program annually, during orientation, and whenever a policy or procedure change has occurred.
- Every agency employee will understand the concept of "Universal Precautions for Violence," i.e., that violence should be expected but can be avoided or mitigated through preparation.
- During orientation, employees will receive training regarding the following:
  - Risk factors that cause or contribute to assaults.
  - Early recognition of escalating behavior or recognition of warning signs or situations that may lead to assaults.
  - Ways of preventing or diffusing volatile situations or aggressive behavior.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
SAFETY POLICY NUMBER 6**

- Information on multicultural diversity to develop sensitivity to racial and ethnic issues and differences.
  - A standard response plan for violent situations, including availability of assistance, and communication procedures.
  - How to deal with hostile persons.
  - Ways to protect oneself, co-workers, and/or visitors or clients.
  - Reporting procedures.
  - Procedures for obtaining medical care, counseling, worker's compensation after a violent episode or injury.
  - The Safety Coordinator, the Safety Committee and supervisors will evaluate the training and education program annually.
- e. Record Keeping
- The Safety Coordinator or designee will report to OSHA a fatality or catastrophe that results in the hospitalization of three (3) or more employees of SWHHS within eight (8) hours.
  - Additional records that will be maintained in SWHHS files are as follows:
    - Medical reports of work injury and supervisors' reports for each recorded assault.
    - Incidents of abuse, verbal attacks or aggressive behavior – which may be threatening to the employee or a client but does not result in injury.
    - Records of worksite analyses, and corrective actions recommended and taken.
    - Records of all training programs, attendees and qualifications of trainers.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
SAFETY POLICY NUMBER 6**

f. Evaluation

- The Safety Coordinator and the Safety Committee maintain the responsibility of reviewing the agency’s Workplace Violence Prevention Program. This will be done annually.
  
- The program evaluation process includes the following:
  - Reviewing regularly the accident/incident reports.
  - Reviewing reports and minutes from staff meetings on safety and security issues.
  - Keeping up-to-date records of administrative and work practice changes to prevent workplace violence to evaluate their effectiveness.
  - Keeping abreast of new strategies available to deal with violence in the health care fields as these develop.
  - Complying with OSHA and state requirements for recording and reporting deaths, injuries, and illnesses.

**Section 5 – Dangerous Weapons Prohibition**

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a. The agency will work to eliminate dangerous weapons from the workplace. Effective immediately, the possession of any dangerous weapon, to include any firearm, in any agency building or workplace by any persons other than a law enforcement officer in the course of duty, is strictly prohibited as per Minnesota Statutes Section 626.84, Subdivision 2.

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b. This includes but is not limited to firearms, loaded or unloaded, assembled or disassembled, including pellet, “BB”, and stun guns (electronic incapacitation devices), replicate firearms, as defined in Minn. Statute 609.713, firearms ammunition, explosive devices (both incendiary and chemical), fireworks, knives having a blade that swings into position by force of a spring or centrifugal force (commonly known as switch blades) and knives (other than pocket knives) with blades longer than three and one-half inches, bows, cross-bows, arrows, metal knuckles, straight razors, saps, sap gloves, bludgeons, martial arts stars, mace/pepper spray and weapons of the type known as nunchakus.

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**SOUTHWEST HEALTH AND HUMAN SERVICES  
SAFETY POLICY NUMBER 6**

**Section 6 – ALICE training**

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a. The agency will provide training based on the ALICE principles in response to active shooter/violent intruder situations. Staff are allowed to use multiple strategies to survive this type of situation such as Alert, Lockdown, Inform, Counter and Evacuate. Staff will receive both class room and scenario training.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ADMINISTRATIVE POLICY NUMBER 5**

EFFECTIVE DATE: 01/01/11

REVISION DATE: 05/15/13; 02/15/17; 09/20/17

AUTHORITY: Southwest Health and Human Services Joint Governing Board  
Minnesota Statute 375.171

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**--CREDIT CARD POLICY--**

**Section 1 – Purpose**

- a. The purpose of this policy is to provide user information to those employees who have been approved by the Southwest Health and Human Services Governing Board to do business for Southwest Health and Human Services using a credit card issued in the county's name. It is the intent that through the use of the agency credit card, the agency will benefit from the credit card's cash back program and it will reduce costs associated with processing manual warrants.

**Section 2 - Authority to Establish**

- a. A county board may authorize the use of a credit card by any county officer otherwise authorized to make a purchase on behalf of the county. If an employee makes a purchase by credit card that is not approved by the county board, the employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all statutes, rules or county policy applicable to county purchases.

**Section 3 – Authorization**

- a. Southwest Health and Human Services Governing Board approval is necessary for an employee to obtain a credit card.
- b. Schedule A indicates all approved cardholders by the Southwest Health and Human Services Governing Board. Approved cardholders will be determined based on location, program and position.
- c. The Fiscal Manager may suspend an approved cardholder's credit card after consultation with the Executive Director. Examples of reasons to suspend include but are not limited to suspicion of fraudulent use, leave of absence, cardholder request, change of duties or etc.
- c. The Southwest Health and Human Services Governing Board may, at any time and without notice, cancel credit card use authorization.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ADMINISTRATIVE POLICY NUMBER 5**

- d. The Southwest Health and Human Services Governing Board shall review credit card use randomly. If it is determined that credit card use is not in the best interest of Southwest Health and Human Services, they may discontinue credit card privileges.

**Section 4 – Controls**

- a. The Southwest Health and Human Services Governing Board will approve or deny any request for a credit card.
- b. All existing purchasing policies apply to purchases made on a credit card.
- c. All itemized receipts must be obtained by the person using the card and presented to accounting for reconciliation of the billing.
- d. It will be the responsibility of the Fiscal Manager or designated Accounting Technician to cancel a lost card immediately and to notify the Director and the Southwest Health and Human Services Governing Board of the same.
- e. Supervisors are authorized to charge items that are eligible up to \$1,000. Any items exceeding \$1,000 does required pre-approval of the supervisor's Division Director, Deputy Director or the Executive Director. Line staff who are cardholders must have prior approval from their supervisor for any charge.
- e. The Board authorizes a credit card limit of ~~\$50,000~~75,000, with varying individual cardholder limits based on department or program needs.
- f. All cardholders are required to sign a Credit Card Use Acknowledgement form and route to the Fiscal Manager.

**Section 5 - Eligible Uses of the Credit Card**

- a. The credit card may be used to:
- Guarantee and pay for hotel rooms for conferences, meeting attendance, or client related travel.
  - Purchase supplies and/or materials when purchase of the items by credit card is more time and cost efficient than if purchased by a county warrant (i.e. on line purchases/to reduce sales tax paid).

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ADMINISTRATIVE POLICY NUMBER 5**

- [Any expenses that meet public purpose and where credit card payments are accepted without fees.](#)
- Out of state travel related to a client and/or approved by the Southwest Health and Human Services Governing Board.
- Food items when purchased as part of employee recognition, trainings, etc. where a meal is provided by the agency or as part of the service delivery (i.e. Circle Program) or for clients we serve when necessary.

**Section 6 - Ineligible Uses of the Credit Card**

- a. The credit card may not be used for:
  - Personal purchases. Absolutely no personal use of the card is allowed.
  - Gratuities and individual staff meals eligible for reimbursement. Use Form AG#100 or AG#101.
  - Gasoline for any personal vehicle.
  - Cash advances.
  - Alcoholic beverages.
- b. Any unallowable expenses charged on a card will be the responsibility of the employee making the purchase. It is the Fiscal Manager's responsibility to ensure that only reimbursable expenses are charged on the card.

**Section 7 - Monthly Reconciliation**

- a. Each month the accounting technician will be sent the monthly billing statement. It is the personal responsibility of the cardholder to submit the proper itemized receipts immediately upon receipt to accounting.
- b. The Fiscal Supervisor and/or accounting technician will reconcile the monthly statement with all original receipts.
- c. ~~All cardholders will have online access to their credit card purchases.~~ The Fiscal Manager and Accounting Technician will have access to the credit card activity for monthly reconciliation.
- d. No fees or interest charged by the credit card company because of late payments due to untimely submission of records to accounting will be paid from county funds. The cardholders will be personally responsible for those fees if they appear on the billing for their department.



**SOUTHWEST HEALTH AND HUMAN SERVICES  
ADMINISTRATIVE POLICY NUMBER 5**

Schedule A

Authorized Cardholders

Name	Title	Location
<del>Beth Wilms</del>	<del>Director</del>	<del>Marshall – 1<sup>st</sup> Floor</del>
<del>Carol Biren</del>	<del>PH Division Director</del>	<del>Marshall – 2<sup>nd</sup> Floor</del>
Ann Orren	Health Educator Supervisor	Marshall – 2 <sup>nd</sup> Floor
<del>Chris Hansen</del>	<del>Sanitarian</del>	<del>Marshall – 2<sup>nd</sup> Floor/Redwood</del>
Cindy Nelson	SS Division Director	Marshall – 1 <sup>st</sup> Floor
Christine Versaevel	SS Supervisor – Children	Marshall – 1 <sup>st</sup> Floor
Kristin Malin	SS Supervisor – Children	Marshall – 1 <sup>st</sup> Floor
Craig Wilson	Social Worker – SELF Program	Marshall – 1 <sup>st</sup> Floor
<del>Megan Boerboom</del>	<del>Social Worker – Circle Coordinator</del>	<del>Marshall – Circle Office</del>
<del>Dale Hiland</del>	<del>SS Supervisor – Adult</del>	<del>Marshall – 1<sup>st</sup> Floor</del>
Monica Christianson	Office Services Supervisor	Marshall – 1 <sup>st</sup> Floor
Karri Harvey	IT Supervisor	Marshall – 1 <sup>st</sup> Floor
<del>Cindy Buchert</del>	<del>IT Specialist</del>	<del>Marshall – 1<sup>st</sup> Floor</del>
Mandy Holzapfel	SS Supervisor – Children	Redwood Falls
Stacy Jorgensen	SS Supervisor – Adults	Pipestone
<del>Steve Beekman</del>	<del>Health Educator</del>	<del>Pipestone</del>
Nancy Walker	Deputy Director	Luverne
Dawn Anderson	Case Aide – Children	Luverne
Erin Klumper	SS Supervisor – Children	Slayton
Tanlee Noomen	HHS Aide	Slayton
Lisa Przymus	Eligibility Worker	Ivanhoe

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**SOUTHWEST HEALTH AND HUMAN SERVICES  
ADMINISTRATIVE POLICY NUMBER 5**

## Recommendations from the Insurance Committee for 2018

1. Support MMA underwriting's proposal to fund at expected at a 0% for 2018 and stay with Preferred One.

### 2017 Rates 0% increase

\$1200 single \$956.82	\$2400 family \$2,325.45
\$2600 single \$798.09	\$5200 family \$1,940.28
\$5000 single \$632.70	\$10000 family \$1,536.24
\$6550 single \$616.00	\$12,900 family \$1,508.56

(Note monthly premiums prior to employer contribution)

2. Support changing to Sun Life Assurant for dental coverage for 2018 and 2019. Rates would match current rates for 2018 with a second year cap at a 7% increase for 2019.

### 2018 Rates 0% increase

Employee Only:	\$34.90
Employee + Spouse:	\$69.79
Employee + Child(ren)	\$80.80
Employee + Family	\$121.88

(Note monthly premiums)

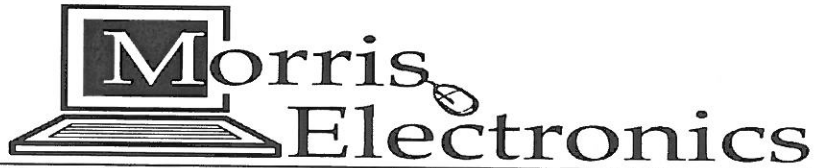
3. Support offering two new coverages on a voluntary basis: Critical Illness and Accident Insurance. Each plan would need 10 employees to sign up to be offered in 2018. Any current employee with AFALC can retain their plan and SWHHS would still do pay deduction but no new enrollments.

4. Support staying with Avesis for vision in 2018

2018 Rates 9% increase

Employee Only:	\$5.78
Employee + 1:	\$10.10
Employee + Family	\$15.01

5. No rate changes for Short Term Disability, Life, Long Term Disability, Identity Theft, or Legal Shield. (Note the employer pays the premium for Long Term Disability and Basic Life.)
6. Support for the Board to consider at one pay period insurance holiday dependent on the level of reserves in the agency health insurance fund. This request would come to the board in November.



511 Atlantic Ave., Morris, MN 320-589-1781

To: SWMHHS  
 Karri Karvey  
 Phone: 320-532-1223  
 Fax:

Date  
 9/3/2017

From: Morris Electronics Inc  
 Shawn Larsen  
 Phone: 320-589-1781  
 Cell: 320-287-0922  
 Fax: 320-589-3595  
 E-mail: [shawn.larsen@morriselectronics.net](mailto:shawn.larsen@morriselectronics.net)

Qty	Part #	Description	per unit \$	extended \$
1	12092040	HPE ProLiant DL380 Gen9 Performance - rack-mountable - Xeon E5-2650V4 2.2 GHz 2 x Intel Xeon E5-2650V4 / 2.2 GHz (2.9 GHz) (12-core)	\$ 5,957.08	\$ 5,957.08
8	11649726	Hard drive - 900 GB - hot-swap - 2.5" - SAS 12Gb/s - 10000 rpm	\$ 485.37	\$ 3,882.96
8	12159644	DDR4 - 16 GB - DIMM 288-pin - 2400 MHz / PC4-19200 - CL17 - 1.2 V - registered - ECC	\$ 211.66	\$ 1,693.28
12	12254078	Microsoft Windows Server 2016 Standard - License - 2 cores - local - MOLP: Government - English	\$ 84.11	\$ 1,009.32
2	11866343	Microsoft Exchange Server 2016 Standard - License - 1 server - local - MOLP: Government - Win - English	\$ 538.21	\$ 1,076.42
560	11866516	Microsoft Exchange Server 2016 Standard CAL - License - 1 user CAL - local - MOLP: Government - Win -	\$ 66.71	\$ 37,357.60
			Sub Total	50,976.66
			Sales Tax	EXEMPT
			<b>Total</b>	<b>50,976.66</b>

# SEPTEMBER 2017

## GRANTS ~ AGREEMENTS ~ CONTRACTS

### Board review/approval

- Central MN Mental Health Center (St Cloud, MN)** – 01/01/18 to 12/31/18; an agreement to provide detoxification services at \$490/day plus additional charges for agreed upon medical care, transport services (when provided) at \$1.50/mile/trip, and commitment holds at \$550/day beyond the 72-hour maximum stay (NEW).  
*Fiscal Note: level of expenditure based on need and client useage*
  
- Bud's Bus Service (Reading, MN)** – 09/01/17 – 12/31/17; Amendment to transportation agreement for DD clients, \$20.21 per one way trip (decrease in cost due to waiver language changes) (amendment).  
*Fiscal Note: level of expenditure based on need and client useage*





SOUTHWEST HEALTH AND HUMAN SERVICES  
HUMAN SERVICES BOARD

MINUTES

Date: August 16th, 2017  
Place: Lyon County Government Center  
Commissioner Room  
Marshall, Minnesota

Opened: 9:00am  
Adjourned: 9:58am

The monthly meeting of the Human Services Board for Southwest Health and Human Services was held on Wednesday, August 16th, 2017 in the Commissioners room of the Lyon County Government Center at 607 West Main Street, Suite 200 in Marshall, Minnesota. The meeting was called to order by Chairperson Nath. The Pledge of the Allegiance was said.

Members present:

- Jeane Anderson
- Rick Anderson
- Ron Boyenga
- Dave Forkrud
- James Jens
- Gerald Magnus
- Les Nath
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Steve Schulze
- Corey Sik
- Sherry Thompson
- Pam VanOverbeke
- Mic VanDeVere
- Dan Wildermuth

Members absent:

- Greg Burger
- Carol Flahaven

Staff present:

Jennifer Beek	Steve Beekman
Carol Biren	Bethany Blegen
Michelle Buysse	Monica Christianson
Kristin Deacon	Mikaela DuFrane
Karri Harvey	Kelly Kaare
Dawn Jenniges	Sarah Kirchner

Jenifer Klein	Krista Kopperud
Stacey Longtin	Marie Meyers
Kara Miller	Cindy Nelson
Tanlee Noomen	Corey Remiger
Ann Schiller	Jenny VanderPlaats
Nancy Walker	Beth Wilms
Craig Wilson	

C. **Consent Agenda-**

Chairperson Nath asked if there were any additions to the agenda. There were none. Nath asked if anyone had a conflict of interest to identify. None were identified. He asked if there were any correction or additions to the minutes of the July 19th, 2017 meeting. Motion made by VanDeVere, second by Sanow: to approve the complete consent agenda as presented. The motion carried unanimously.

D. **Financial-**

The month of July started out with a beginning balance in checking of \$2,762,554 and ended at \$2,188,893. The month of July ended with a balance of \$3,500,974 in the Bremer savings account and \$75,000 in the Great Western Bank savings account. The overall ending cash balance was \$5,764,867. Our average balance for the last 2 years at this time is \$5,757,917. The self-insurance fund was at \$629,735.43 as of July 31<sup>st</sup>, 2017. As of today the fund balance is \$ 561,743.72. Ending July 2017, Public Health was 2% over budget for revenues and on budget for expenditures. Year to date Revenues are \$2,300,197.68 and expenses are at \$2,241,722.40 with a net of \$58,475.28. Human Services was 1% over budget for revenues and 1% over budget for expenditures. Year to date Revenues are \$15,280,461.41 and expenses are at \$15,483,574.06 with a net of (\$203,112.65).

E. **Caseload-**

Chairperson Nath asked if there were any comments or concerns about the caseload. Director Wilms stated nothing to report.

F. **Discussion/Information**

Michelle Buysse, Social Services Supervisor, and Craig Wilson, Youth Foster Care Social Worker, came forward to present the Board with a success story. Craig attended the 22<sup>nd</sup> annual Tomorrows Leaders Today conference in Duluth. 200 youth attended and all are in foster care. This year there was two kids that accompanied Craig to the conference. Some years there are more and some years there are less. During this year's conference Craig was nominated by a youth for the Youth Leader of the Year award. Due to that nomination Craig was named 2017's Youth Leader. This conference helps foster children let their voice be heard and promotes the enhancement of the Foster Care system. The conference also teaches the children to get involved in their local community programs. The key-note speakers are made available to these attendees and are willing to talk to them about the issues they see and the children can also help with the conference set up as well. Chairperson Nath asked if there were any further

question. The Board congratulated Craig on his award and thanked him for his dedication to his work.

**G. Decision Items**

Director Wilms presented the 2018 budget to the Board. First going over an increase in the Children services due to the allocations from the Federal and State remaining static. There are two administrative positions that were approved by the Board that we would like to put on hold until the budget is more stable. There are three line positions that have been added these positions would generate revenue for the agency. The positions include one Child Protection Social Worker, one MnChoices Social Worker, and one Adult Mental Health Lead Social Worker. The On call expenses were budgeted last year at \$20,800 and as of today we are at \$18,275 and we are on track to spend about \$36,500 for the year which is not reflected in this budget. There was also discussion regarding space in Redwood County and a potential rent increase that is also not factored into this budget. With the new positions and loss of some grant funding a 2% levy increase was discussed. That does not allow room for troubles with vehicles or unsuspected happenings which resulted in the request is for a 3% levy increase. Motion made by Magnus second by VanDeVere: To move the proposed budget forward to the Governing Board for consideration with the 3% tax levy increase for a total tax levy of \$10,127,821.00. The motion carried by majority.

Chairperson Nath asked if there was anything further to bring to the Board. Hearing nothing, he adjourned the meeting at 9:58am.

Approved Date \_\_\_\_\_

Authorized \_\_\_\_\_

Chairperson, Human Services Board

\_\_\_\_\_  
Recording Secretary, Human Services Board

Attest: \_\_\_\_\_

Director



SOUTHWEST HEALTH AND HUMAN SERVICES  
COMMUNITY HEALTH BOARD

MINUTES

Date: August 16th, 2017  
Place: Lyon County Government Center  
Commissioner Room  
Marshall, Minnesota

Opened: 9:58am  
Adjourned: 10:16am

The monthly meeting of the Community Health Board for Southwest Health and Human Services was held on Wednesday, August 16th, 2017 in the Commissioners room of the Lyon County Government Center at 607 West Main Street, Suite 200 in Marshall, Minnesota. The meeting was called to order by Chairperson VanDeVere.

Members present:

- Jeane Anderson
- Rick Anderson
- Ron Boyenga
- Dave Forkrud
- James Jens
- Gerald Magnus
- Les Nath
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Steve Schulze
- Corey Sik
- Sherri Thompson
- Pam VanOverbeke
- Mic VanDeVere
- Dan Wildermuth

Members absent:

- Greg Burger
- Carol Flahaven

Staff present:

Jennifer Beek	Steve Beekman
Carol Biren	Bethany Blegen
Michelle Buysse	Monica Christianson
Kristin Deacon	Mikaela DuFrane
Karri Harvey	Kelly Kaare
Dawn Jenniges	Sarah Kirchner

Jenifer Klein	Krista Kopperud
Stacey Longtin	Marie Meyers
Kara Miller	Cindy Nelson
Tanlee Noomen	Corey Remiger
Ann Schiller	Jenny VanderPlaats
Nancy Walker	Beth Wilms
Craig Wilson	

I. **Consent Agenda-**

Chairperson VanDeVere asked if there were any additions to the agenda. Beth Wilms, Director, indicated there were none. VanDeVere asked if anyone had a conflict of interest to identify. None were identified. He asked if there were any correction or additions to the minutes of the July 19st, 2017 meeting. Motion made by Sanow second by Anderson: To approve the complete consent agenda as presented. The motion carried unanimously.

J. **Financial –**

Chairperson VanDeVere stated the financial report had been presented during the Human Services Board meeting and forwarded on to the Governing Board for final approval.

K. **Caseload-**

Chairperson VanDeVere asked if there were any comments or concerns regarding the caseload. There were none.

L. **Discussion/Information-**

1. Chairperson VanDeVere asked Kristin Deacon, Nursing Supervisor, to come forward and share the Peer Breastfeeding success story. Kristin introduced Laura Swedzinski and Amy Powers both Peer Breastfeeding counselors that work with Southwest Health and Human Services clients. Kristin explained to board that total we have three peer breastfeeding counselors the other one that is not present is Katie Chapman. We have been doing this service since 2012 when we got the grant. These counselors are on call 24/7 most of their work is done over the phone but they do spend some time in the office to get new enrollees that might be in for WIC appointments. This service is not limited to just WIC participants it also serves non participating WIC recipients as well. There are certain guidelines that we do adhere to: 1. If mom has stopped breastfeeding 2. If the child has turned one. This program does see a lot of return clients. Laura introduced her client that has been in the Peer Breastfeeding program. The client explained she went into the program not knowing much about breastfeeding but kept an open mind. She has helped other moms in the program and has donated over 2000 ounces of milk. She meets with the group once a month and it has been a great place for resources. The client mentioned that having the support of the other moms going through the same struggles has been very comforting. Chairperson VanDeVere asked if there were any questions. Hearing none he then thanked the client and counselors for their time and sharing their story.

2. Dr. Steven Meister was unable to attend the Board meeting therefore, no discussion held.



M. **Decision Items-**

1. Chairperson VanDeVere asked Kristin Deacon, Nursing Supervisor, to come forward and share the updates reading the WIC room remodel in Lyon County. Kristin told the Board that the Lyon County Board was presented this information on August 15<sup>th</sup>, 2017 so that are informed on the remodel plan. Kristin has been working on getting this grant for two years and last year they were approved for the grant but did not have enough time to complete the remodel in the grants timeframe. The remodel will not include any structural changes. The remodel is for safety reasons which will replace the floor so it can be scrubbed and sanitized. The counter will be replaced with ones that have rounded edges. The rooms will also be organized so that our staff will be closest to the door in case of instances of unsafe environments. Motion made by Wildermuth second by Sanow: To accept the grant given to remodel the WIC rooms in Lyon County.

2. Director Wilms stated the per capita amount that was targeted was \$10.75. Director Wilms requested the Board to approve an increase in the per capita amount to \$12.25, an increase of \$1.50, which would balance our budget with some additional funding if needed. To accept the \$1.50 increase per capita for the Public Health Services. Motion made by Nath second by Salfer: To approve the proposed budget with an increase in per capita to \$12.25, equaling \$928,795.00, and to move it forward to the Governing Board with recommendation. The motion carried unanimously.

Chairperson VanDeVere asked if there was anything further to bring to the Board. Hearing nothing else, he adjourned the meeting at 10:16 am.

Approved Date \_\_\_\_\_

Authorized \_\_\_\_\_

Chairperson, Community Health Board

\_\_\_\_\_  
Recording Secretary, Human Services Board

Attest: \_\_\_\_\_

Director



SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD

MINUTES

Date: August 16th, 2017  
Place: Lyon County Government Center  
Commissioner Room  
Marshall, Minnesota

Opened: 10:16am  
Adjourned: 11:03am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, August 16th, 2017 in the Commissioners room of the Lyon County Government Center at 607 West Main Street, Suite 200 in Marshall, Minnesota. The meeting was called to order by Chairperson Anderson.

Members present:

- Jeane Anderson
- Rick Anderson
- Ron Boyenga
- Dave Forkrud
- James Jens
- Gerald Magnus
- Les Nath
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Steve Schulze
- Corey Sik
- Sherri Thompson
- Pam VanOverbeke
- Mic VanDeVere
- Dan Wildermuth

Members absent:

- Greg Burger
- Carol Flahaven

Staff present:

Jennifer Beek	Steve Beekman
Carol Biren	Bethany Blegen
Michelle Buysse	Monica Christianson
Kristin Deacon	Mikaela DuFrane
Karri Harvey	Kelly Kaare
Dawn Jenniges	Sarah Kirchner
Jenifer Klein	Krista Kopperud

Stacey Longtin	Marie Meyers
Kara Miller	Cindy Nelson
Tanlee Noomen	Corey Remiger
Ann Schiller	Jenny VanderPlaats
Nancy Walker	Beth Wilms
Craig Wilson	

**O. Consent Agenda-**

Chairperson Anderson asked if there were any changes to the agenda. Director Wilms added S.- 2 Notice of Desire to Negotiate and addition of T – 5 donation by St. Lucas Lutheran Church donating 5-60x80 quilts for children and families in need. Also the addition of T. – 8 Mikaela DuFrane, County Agency Social Worker, CP, probationary appointment (12 months), \$22.56 hourly, effective 08/21/2017. Chairperson Anderson asked if there were any corrections or additions to the minutes of the July 19<sup>th</sup>, 2017 meeting. Motion made by VanDeVere second by Salfer: To approve the agenda additions to meeting agenda and board minutes. The motion carried unanimously.

**P. Financials-**

Chairperson Anderson asked if there were any questions or comments regarding the financial report as given during the Human Services Board meeting. There were none. Motion made by Nath and second by Magnus: To approve the financial report as forwarded by the Human Services Board. The motion carried unanimously.

**Q. Introduce new staff-**

Director Wilms introduced new staff member Kelly Kaare, Social Worker (LTC), Redwood Falls to the Board members.

**R. Employee Recognition-**

Chairperson Anderson asked for Commissioner Forkrud to present the Years of Service awards. Steve Beekman, 1 year, Public Educator, Pipestone; Bethany Blegen, 1 year, Social Worker, Marshall; Angela Hulzebos, 1 year, Collections Officer; Candace Swenson, 1 year, Social Worker, Luverne; Dawn Jenniges, 20 years, Registered Nurse, Redwood Falls; Jennifer VanderPlaats, 25 years, Fiscal Officer, Pipestone. Chairperson Anderson stated that the meeting would go into recess and pictures would be taken.

Chairperson Anderson reconvened the meeting at 10:30am.

**S. Discussion/Information Items-**

1. Director Wilms informed the Board the MCIT dividend notice at \$31,000.00 which has been consistent.
2. Nancy Walker, Deputy Director, came forward to discuss with the Board the notice of desire to negotiation. Deputy Director Walker had been given notice of negotiations from the labor unions and received two dates that would work for the first meeting September 11<sup>th</sup> or September 14<sup>th</sup>. It was requested to the labor unions to have a list or proposals, one will not be

given until the first meeting. The meeting would last one and one half hours. It was questioned if the Executive Committee would be in on that meeting. Chairperson Anderson requested the consent from the Board members for the Executive Committee to be involved in the negotiations. Consent was given. Chairperson Anderson requested that after the negotiations if another meeting could be held to start prepping by-laws. It was agreed the meetings would take place on September 11<sup>th</sup>, 2017 at 8:00am.

**T. Decision Items-**

Chairperson Anderson asked Director Wilms to address item 1 and the addition of item 8 together.

1. Jennifer Nelson, Public Health Educator, probationary appointment (12 months), \$23.00 hourly, effective 08/21/2017.

8. Mikaela DuFrane, County Agency Social Worker, CP, probationary appointment (12 months), \$22.56 hourly, effective 08/21/2017. Motion made by Nath second by Jens: To approve completion of a 12 month probationary period, for Jennifer Nelson, Public Health Educator, \$23.00 hourly, effective 8/21/2017; Mikaela DuFrane, County Agency Social Worker, CP, \$22.56 hourly, effective 8/21/2017. The motion carried unanimously.

Director Wilms informed the Board per last month's discussion they will receive notification of resignations, exit interviews, and bi-monthly summaries. If trends should arise the board requested those be addressed with Board members. Resignations will no longer be listed in decision items.

2. Director Wilms asked the Board to approve the request by Brittney Lembcke – leave without pay. Deputy Director Walker added that the time requested was two weeks. Motion made by Forkud second by Wildermuth: To approve the leave without pay request of two weeks.

3. Director Wilms asked that Sarah Kirchner, Fiscal Supervisor to come forward and go over the new Administrative Policy #5 – Credit Card Policy. Chairperson Anderson expressed a couple concerns with the policy. First one being the \$75,000 credit limit which Sarah addressed was in hopes to use the cards for paying bills more to utilize the 1% cash back benefits. Second, the amount of staff added to the cardholder list. Sarah explained that most of the additions are people that are in the field and need to purchase items for families in need or for environmental hazards. There were also a few added that do a lot of purchasing for the organization for program supplies and reservations. Chairperson added he would also like the Policy to state that the Fiscal Manager has the ability to cancel a card immediately if they deem fit after which they would need to contact the Board Chair and Director. Sarah asked if the Board would like the Policy to be brought forward at the next meeting for review after changes would be made. Chairperson Anderson requested Administrative Policy #5 – Credit Card Policy be tabled and brought back after changes were made. It was also requested that the cardholder list be narrowed if at all possible.

4. Director Wilms presented the Resolution for Record Retention. Motion made by Salfer second by Thompson: To approve the resolution of record retention. Motion carried unanimously.

5. Director Wilms informed the Board of donations made to the organization: Traci McChesney 30 new wooden chairs for children in need as well as 3 sets of 20 scrapbooking kits from Creative Memories for Likebooks. Anonymous donation of children's clothing to families in need. Motion made by Nath second by Forkrud: To graciously accept the donations listed. Motion carried unanimously.

6. Director Wilms reviewed the contracts as listed including one new one with the University of Mn Extension and the amendment of a current contract with EarthBend LLC. Motion made by Nath second by Forkrud: To approve contracts listed and reviewed. Motion carried unanimously.

7. Chairperson Anderson stated that the program Boards had both reviewed and moved their proposed 2018 budgets to the Governing Board. He asked if there were any additional questions or comments regarding the 2018 budget for Human Services, which was 3% increase in tax levy; 2018 budget for Community Services, which was \$1.50 increase per capita. Motion made by Sanow second by Nath: To approve the preliminary budget for 2018 for Human Services with a 3% increase in tax levy, amounting \$10,127,821.00. The motion carried by majority.

Motion made by VanDeVere second by Salfer: To approve 2018 budget for Community Services with a \$1.50 increase per capita, or a total of \$928,795.00. Motion carried unanimously.

Chairperson Anderson asked if there were any other questions. Hearing none the meeting was adjourned at 11:03am.

Approved Date \_\_\_\_\_

Authorized \_\_\_\_\_

Chairperson, Human Services Board

\_\_\_\_\_

Recording Secretary, Human Services Board

Attest: \_\_\_\_\_

Director