



Southwest Health and Human Services
Board Agenda

Wednesday, May 17, 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 04/19/17 board minutes

D. Financial

E. Caseload

	<u>04/17</u>	<u>03/17</u>	<u>02/17</u>
Social Service	3,872	3,844	3,974
Licensing	487	485	490
Out-of-Home Placements	179	182	173
Income Maintenance	12,791	12,545	12,375
Child Support Cases	3,407	3,385	3,374
Child Support Collections	\$880,091	\$930,763	\$768,205
Non IV-D Collections	\$78,140	\$157,621	\$86,082

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 04/19/17 board minutes

- J. Financial

K. Caseload	<u>04/17</u>	<u>03/17</u>	<u>02/17</u>
WIC	N/A	2241	2265
Family Home Visiting	55	54	46
PCA Assessments	19	23	32
Managed Care	279	288	276
Dental Varnishing	71	79	62
Refugee Health	7	11	17
Latent TB Medication Distribution	29	25	22

- L. Discussion/Information
 - 1.

- M. Decision Items
 - 1. Environmental Health Policy Number 4- Foodborne/Waterborne Investigation
 - 2. Environmental Health Policy Number 8- Food Safety Short and Long Term Corrective Action
 - 3. Environmental Health Policy Number 15- Environmental Health Staff Transition

GOVERNING BOARD

- N. Call to order
- O. Consent Agenda
1. Amend/Approval of Agenda
 2. Identification of Conflict of Interest
 3. Approval of 04/19/17 board minutes
- P. Financial
- Q. Introduce New Staff: Nicole Slegers, Office Support Specialist, Pipestone; Kayla Placsencia, Eligibility Worker, Marshall; Casi Hoekstra, Office Support Specialist, Marshall
- R. Employee Recognition
- Katie Hatch, 1 year, Social Worker (CPS) , Redwood
 - Justine Heinis, 1 year, Social Worker (CPS), Pipestone
 - Melissa Kidrowski, 1 year, Public Health Nurse, Marshall
 - Stacey Longtin, 20 years, Social Services Supervisor (APS/LTC), Marshall
 - William Caven, 25 years, Social Worker (LTC), Redwood
- S. Discussion/Information
- 1.
- T. Decision Items
1. Jeffery Mayfield, Human Resources Assistant, temporary appointment, \$15.00 hourly, effective 05/17/2017-09/30/2017
 2. Mikaela DuFrane, County Agency Social Worker, temporary appointment, \$22.56 hourly, effective 05/08/2017-10/31/2017
 3. Molly Verhelst, County Agency Social Worker, temporary appointment, \$22.56 hourly, effective 05/08/2017-10/31/2017
 4. Bill Caven, lateral appointment, County Agency Social Worker (MN Choices), no rate change, effective 05/08/2017

GOVERNING BOARD (cont.)

5. Brittney Meyer, Office Support Specialist, probationary appointment (12 months), \$14.00 hourly, effective 05/15/2017
6. Melissa Kidrowski, Public Health Nurse, completion of 12 month probationary period, 1% increase effective 05/16/2017
7. Sheri Hauschild, County Agency Social Worker, completion of 12 month probationary period, 1% increase effective 05/31/2017
8. Justine Heinis, County Agency Social Worker- CPS, completion of 12 month probationary period, 1% increase effective 05/31/2017
9. Sarah Kirchner, Fiscal Manager, completion of 12 month probationary period, no salary increase, effective 05/31/2017
10. Nicole Berry, County Agency Social Worker- CPS, completion of 12 month probationary period, 1% increase effective 06/06/2017
11. James Kponyoh, Information Technology Specialist, completion of 12 month probationary period, 1% increase effective 06/21/2017
12. Judy Pitzl, resignation effective 05/12/2017
13. Personnel Policy Number 19- Medical Leave for Fitness
14. Donations: Lions donated bags and toiletries for families in need. Winds of the Prairie did a baby drive in memory of Ardis Henricksen; from that they are donating 6 boxes of baby items (one for each county) for families in need as well as \$20.00 cash to purchase baby items. Jackie Lovald donated blankets and stuffed toys to families in need.
15. Contracts

U. Adjournment

Next Meeting Dates:

- **Wednesday, June 21, 2017 - Marshall**
- **Wednesday, July 19, 2017 - Marshall**
- **Wednesday, August 16, 2017 - Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

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

SUMMARY OF FINANCIAL ACCOUNTS REPORT

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

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

Description	Month	Running Balance
BEGINNING BALANCE		\$930,751
RECEIPTS		
Monthly Receipts	3,047,585	
County Contribution	219,981	
Interest on Investments	2,503	
TOTAL MONTHLY RECEIPTS		3,270,069
DISBURSEMENTS		
Monthly Disbursements	2,622,647	
TOTAL MONTHLY DISBURSEMENTS		2,622,647
ENDING BALANCE		\$1,578,173

REVENUE

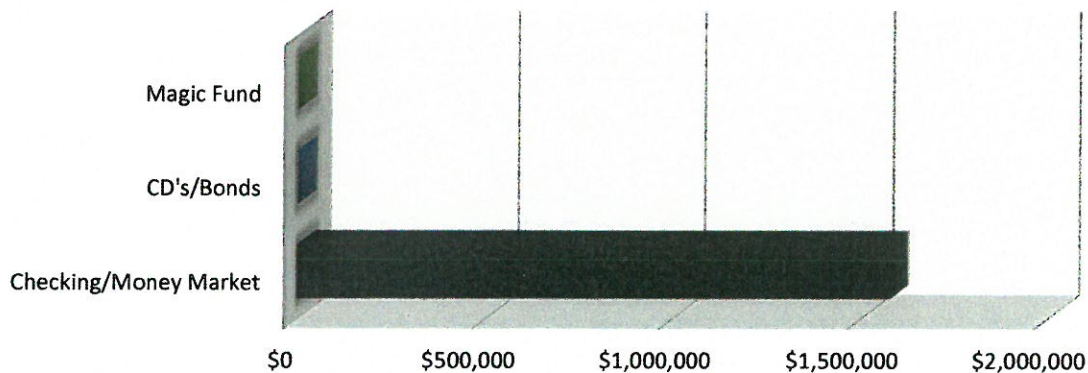
<i>Checking/Money Market</i>	\$1,578,173
<i>CD's/Bonds</i>	\$0
<i>Magic Fund</i>	\$0

**Average Balance
last two years
\$1,202,401**

ENDING BALANCE

\$1,578,173

REVENUE DESIGNATION



Checking/Money Market
 CD's/Bonds
 Magic Fund

Southwest Health and Human Services



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5/8/17

10:19AM

As of 04/2017

Treasurer's Cash Trial Balance

Fund Beginning Balance This Month YTD Current Balance

1	Health Services Fund	1,525,373.91			
	Receipts		507,366.55	1,127,552.41	
	Disbursements		103,932.66-	325,325.64-	
	Payroll		225,861.42-	979,757.19-	
	Journal Entries		319,860.41	319,860.41	
	Fund Total		497,432.88	142,329.99	1,667,703.90

5	Human Services Fund	410	General Administration		
	Receipts	410,431.89			
	Disbursements		51,175.15	207,954.38	
	Payroll		27,298.04-	187,941.92-	
	Dept Total		17,366.21-	72,862.80-	357,581.55
			6,510.90	52,850.34-	

5	Human Services Fund	420	Income Maintenance		
	Receipts	3,531,807.99-			
	Disbursements		287,168.15	1,802,207.28	
	Payroll		295,966.70-	1,192,324.40-	
	Journal Entries		366,292.02-	1,618,611.03-	
	Dept Total		591,743.51	591,743.51	3,948,792.63-
			216,652.94	416,984.64-	

5	Human Services Fund	431	Social Services		
	Receipts	7,300,501.36			
	Disbursements		404,387.96	3,196,981.24	
	SSIS		144,105.06-	645,428.98-	
	Payroll		599,744.55-	2,448,904.46-	
	Journal Entries		654,891.88-	2,875,264.77-	
	Dept Total		887,523.65	887,523.65	5,415,408.04
			106,829.88-	1,885,093.32-	

5	Human Services Fund	461	Information Systems		
	Receipts	2,357,461.29-			
	Disbursements		2,469.50	11,391.95	
			1,482.20-	16,853.27-	

Southwest Health and Human Services



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Treasurer's Cash Trial Balance As of 04/2017

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
5	Human Services Fund	471		
	Payroll	32,275.90-	139,838.83-	
	Dept Total	31,288.60-	145,300.15-	2,502,761.44-
	LCTS Collaborative Agency			
	Receipts	0.00	66,258.00	
	Disbursements	0.00	66,258.00-	
	Dept Total	0.00	0.00	0.00
	Fund Total	85,045.36	2,500,228.45-	678,564.48-
61	Agency Health Insurance			
	Receipts	220,534.37	955,889.50	
	Disbursements	153,429.90-	788,783.40-	
	Fund Total	67,104.47	167,106.10	436,168.38
71	LCTS Lyon Murray Collaborative Fund	471		
	LCTS Collaborative Agency			
	Receipts	0.00	28,820.00	
	Disbursements	0.00	31,225.50-	
	Dept Total	0.00	2,405.50-	42,406.39
	Fund Total	0.00	2,405.50-	42,406.39
73	LCTS Rock Pipestone Collaborative Fund	471		
	LCTS Collaborative Agency			
	Receipts	0.00	11,934.00	
	Disbursements	0.00	3,418.00-	
	Dept Total	0.00	8,516.00	42,626.06
	Fund Total	0.00	8,516.00	42,626.06
75	Redwood LCTS Collaborative	471		
	LCTS Collaborative Agency			
	Receipts	44,811.89		
	Disbursements	0.00		
	Dept Total	44,811.89		
	Fund Total	44,811.89		
	LCTS Rock Pipestone Collaborative Fund			
	Receipts	34,110.06		
	Disbursements	0.00		
	Dept Total	34,110.06		
	Fund Total	34,110.06		
	Redwood LCTS Collaborative			
	Receipts	40,280.86		
	Disbursements	0.00		
	Dept Total	40,280.86		
	Fund Total	40,280.86		

Southwest Health and Human Services



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As of 04/2017

Treasurer's Cash Trial Balance

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		0.00	26,154.00	
Dept Total		0.00	26,154.00	66,434.86
Fund Total	40,280.86	0.00	26,154.00	66,434.86
77 Local Advisory Council				
		477 Local Advisory Council		
	1,398.86			
Dept Total		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		1,473,101.68	7,435,142.76	
Disbursements		726,214.56-	3,257,559.11-	
SSIS		599,744.55-	2,448,904.46-	
Payroll		1,296,687.43-	5,686,334.62-	
Journal Entries		1,799,127.57	1,799,127.57	
Total		649,582.71	2,158,527.86-	1,578,173.97

Southwest Health and Human Services



SRK
5/8/17 10:20AM
1 Health Services Fund

Trial Balance
As of 04/2017
Report Basis: Cash

Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
1001 Cash in Bank - Checking	1,525,373.91	497,432.88	142,329.99	1,667,703.90
1090 Investments	319,520.00	319,520.00	319,520.00	0.00
Total Assets	1,844,893.91	177,912.88	177,190.01	1,667,703.90
--- Liabilities and Balance				
Liabilities	0.00	0.00	0.00	0.00
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	1,844,893.91	0.00	0.00	1,844,893.91
2885 Revenue Control	0.00	507,664.80	1,126,554.12	1,126,554.12
2887 Expenditure Control	0.00	329,751.92	1,303,744.13	1,303,744.13
Total Fund Balance	1,844,893.91	177,912.88	177,190.01	1,667,703.90
Total Liabilities and Balance	1,844,893.91	177,912.88	177,190.01	1,667,703.90
410 General Administration				
----- Assets -----				
Total Assets	0.00	0.00	0.00	0.00
--- Liabilities and Balance ---				
Liabilities	0.00	0.00	0.00	0.00
Total Liabilities	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
1 Health Services Fund				

Southwest Health and Human Services



SRK
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5 Human Services Fund

Trial Balance
As of 04/2017
Report Basis: Cash

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
410 General Administration				
1001 Cash In Bank - Checking	410,431.89	6,510.90	52,850.34	357,581.55
Total Assets	410,431.89	6,510.90	52,850.34	357,581.55
--- Liabilities and Balance---				
2090 Due To Flexible Plan Employees	594.28	17,381.64	17,431.64	16,837.36
Total Liabilities	594.28	17,381.64	17,431.64	16,837.36
Fund Balance				
2881 Unassigned Fund Balance	411,026.17	0.00	0.00	411,026.17
2887 Expenditure Control	0.00	10,870.74	70,281.98	70,281.98
Total Fund Balance	411,026.17	10,870.74	70,281.98	340,744.19
Total Liabilities and Balance	410,431.89	6,510.90	52,850.34	357,581.55
420 Income Maintenance				
1001 Cash In Bank - Checking	3,531,807.99	216,652.94	416,984.64	3,948,792.63
1090 Investments	591,118.00	591,118.00	591,118.00	0.00
Total Assets	2,940,689.99	374,465.06	1,008,102.64	3,948,792.63
--- Liabilities and Balance---				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	2,940,689.99	0.00	0.00	2,940,689.99
2885 Revenue Control	0.00	282,527.43	1,792,938.32	1,792,938.32
2887 Expenditure Control	0.00	656,992.49	2,801,040.96	2,801,040.96
Total Fund Balance	2,940,689.99	374,465.06	1,008,102.64	3,948,792.63
Total Liabilities and Balance	2,940,689.99	374,465.06	1,008,102.64	3,948,792.63
431 Social Services				
1001 Cash In Bank - Checking	7,300,501.36	106,829.88	1,885,093.32	5,415,408.04

Southwest Health and Human Services



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5 Human Services Fund

Trial Balance
As of 04/2017

Report Basis: Cash

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Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
1090 Investments	886,362.00	886,362.00-	886,362.00-	0.00
1205 County Advances - MEIP (Chippewa Cty)	80,749.47	0.00	0.00	80,749.47
Total Assets	8,267,612.83	993,191.88-	2,771,455.32-	5,496,157.51
--- Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	8,267,612.83-	0.00	0.00	8,267,612.83-
2885 Revenue Control	0.00	396,075.31-	3,176,041.86-	3,176,041.86-
2887 Expenditure Control	0.00	1,389,267.19	5,947,497.18	5,947,497.18
Total Fund Balance	8,267,612.83-	993,191.88	2,771,455.32	5,496,157.51-
Total Liabilities and Balance	8,267,612.83-	993,191.88	2,771,455.32	5,496,157.51-
461 Information Systems				
----- Assets-----				
1001 Cash In Bank - Checking	2,357,461.29-	31,288.60-	145,300.15-	2,502,761.44-
Total Assets	2,357,461.29-	31,288.60-	145,300.15-	2,502,761.44-
--- Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	2,357,461.29	0.00	0.00	2,357,461.29
2885 Revenue Control	0.00	2,469.50-	11,275.50-	11,275.50-
2887 Expenditure Control	0.00	33,758.10	156,575.65	156,575.65
Total Fund Balance	2,357,461.29	31,288.60	145,300.15	2,502,761.44
Total Liabilities and Balance	2,357,461.29	31,288.60	145,300.15	2,502,761.44
471 LCTS Collaborative Agency				
----- Assets-----				
Total Assets	0.00	0.00	0.00	0.00
--- Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00

Southwest Health and Human Services



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Trial Balance

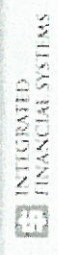
Report Basis: Cash

As of 04/2017

5 Human Services Fund

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

Southwest Health and Human Services



SRK 5/8/17 10:20AM

RM-Stmt of Revenues & Expenditures

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As Of 04/2017 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2017 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND REVENUES					
CONTRIBUTIONS FROM COUNTIES	219,980.75 -	219,980.75 -	879,923.00 -	25	33
INTERGOVERNMENTAL REVENUES	28,156.54 -	185,362.90 -	252,000.00 -	74	33
STATE REVENUES	106,370.80 -	240,495.54 -	857,375.00 -	28	33
FEDERAL REVENUES	113,057.86 -	329,777.95 -	1,365,422.00 -	24	33
FEES	39,678.30 -	147,652.97 -	500,700.00 -	29	33
EARNINGS ON INVESTMENTS	400.55 -	1,825.64 -	6,000.00 -	30	33
MISCELLANEOUS REVENUES	20.00 -	1,458.37 -	2,800.00 -	52	33
TOTAL REVENUES	507,664.80 -	1,126,554.12 -	3,864,220.00 -	29	33
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	33
PAYROLL AND BENEFITS	225,861.42	979,710.78	2,970,827.00	33	33
OTHER EXPENDITURES	103,890.50	324,033.35	893,393.00	36	33
TOTAL EXPENDITURES	329,751.92	1,303,744.13	3,864,220.00	34	33

Southwest Health and Human Services



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RM-Stmt of Revenues & Expenditures

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As Of 04/2017 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2017 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	0.00	845,478.83-	9,832,836.00-	9	33
INTERGOVERNMENTAL REVENUES	0.00	5,398.59-	10,000.00-	54	33
STATE REVENUES	92,042.84-	948,362.50-	4,975,279.00-	19	33
FEDERAL REVENUES	359,792.55-	2,115,339.78-	7,670,294.00-	28	33
FEES	157,288.33-	690,743.31-	2,356,650.00-	29	33
EARNINGS ON INVESTMENTS	2,102.91-	9,584.48-	32,000.00-	30	33
MISCELLANEOUS REVENUES	69,845.61-	431,606.19-	1,169,251.00-	37	33
TOTAL REVENUES	681,072.24-	5,046,513.68-	26,046,310.00-	19	33
EXPENDITURES					
PROGRAM EXPENDITURES	773,435.28	3,235,502.26	8,857,266.00	37	33
PAYROLL AND BENEFITS	1,064,100.40	4,703,426.20	14,304,852.00	33	33
OTHER EXPENDITURES	253,352.84	1,102,725.31	2,884,192.00	38	33
TOTAL EXPENDITURES	2,090,888.52	9,041,653.77	26,046,310.00	35	33

Southwest Health and Human Services



SRK
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Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element 1 FUND	Description Health Services Fund	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
410 DEPT	General Administration						
0 PROGRAM	...						
930 PROGRAM	Administration						
			2,436.30	9,648.95	1,280.00	754	33
			2,436.30	9,648.95	1,280.00	754	33
			225,205.08	228,245.69	890,423.00	26	33
			57,062.86	216,786.64	703,228.00	31	33
			168,142.22	11,459.05	187,195.00	6	33
410 DEPT	General Administration	Totals:	225,205.08	228,245.69	890,423.00	26	33
			59,499.16	226,435.59	704,508.00	32	33
			165,705.92	1,810.10	185,915.00	1	33
481 DEPT	Nursing						
100 PROGRAM	Family Health						
			2,930.09	4,618.70	19,200.00	24	33
			2,166.24	7,494.96	15,375.00	49	33
			763.85	2,876.26	3,825.00	75	33
103 PROGRAM	Follow Along Program						
			6,345.37	11,486.45	27,000.00	43	33
			2,447.31	11,094.44	43,948.00	25	33
			3,898.06	392.01	16,948.00	2	33
110 PROGRAM	TANF						
			40,331.79	40,331.79	127,876.00	32	33
			40,331.79	80,670.65	127,876.00	63	33
			0.00	40,338.86	0.00	0	33
130 PROGRAM	WIC						
			39,318.00	156,170.00	494,000.00	32	33
			36,756.90	174,493.07	452,186.00	39	33
			2,561.10	18,323.07	41,814.00	44	33
140 PROGRAM	Peer Breastfeeding Support Program						
			0.00	18,027.00	76,620.00	24	33
			5,966.22	24,866.48	62,626.00	40	33
			5,966.22	6,839.48	13,994.00	49	33
210 PROGRAM	CTC Outreach						
			14,979.40	41,326.73	253,816.00	16	33
			15,599.97	74,758.54	203,048.00	37	33
			620.57	33,431.81	50,768.00	66	33
270 PROGRAM	Maternal Child Health						
			4,595.61	19,691.49	282,650.00	7	33
			19,236.93	80,364.08	316,836.00	25	33
			14,641.32	60,672.59	34,186.00	177	33

Southwest Health and Human Services



SRK
5/8/17 10:20AM

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
280 PROGRAM	MCH Dental Health			785.40-	3,320.78-	53,300.00-	6	33
			Expend.	4,025.62	21,406.22	87,839.00	24	33
			Net	3,240.22	18,085.44	34,539.00	52	33
285 PROGRAM	MCH Blood Lead			0.00	2,060.96-	0.00	0	33
			Expend.	113.68	2,029.66	0.00	0	33
			Net	113.68	31.30-	0.00	0	33
295 PROGRAM	MCH Car Seat Program			2,728.00-	5,721.11-	29,200.00-	20	33
			Expend.	2,126.34	8,609.43	33,914.00	25	33
			Net	601.66-	2,888.32	4,714.00	61	33
300 PROGRAM	Case Management			50,340.19-	128,506.49-	388,000.00-	33	33
			Expend.	25,921.06	133,574.81	338,450.00	39	33
			Net	24,419.13-	5,068.32	49,550.00-	10	33
330 PROGRAM	MNChoices			33,419.40-	74,226.87-	182,000.00-	41	33
			Expend.	26,069.10	100,673.65	283,051.00	36	33
			Net	7,350.30-	26,446.78	101,051.00	26	33
603 PROGRAM	Disease Prevention And Control			25,467.55-	50,663.07-	156,942.00-	32	33
			Expend.	16,109.34	75,393.34	225,640.00	33	33
			Net	9,358.21-	24,730.27	68,698.00	36	33
660 PROGRAM	MIIC			1,476.85-	1,476.85-	1,500.00-	98	33
			Expend.	11.97	372.56	0.00	0	33
			Net	1,464.88-	1,104.29-	1,500.00-	74	33
481 DEPT	Nursing			222,717.65-	557,628.29-	2,092,104.00-	27	33
			Expend.	196,882.47	795,801.89	2,190,789.00	36	33
			Net	25,835.18-	238,173.60	98,685.00	241	33
483 DEPT	Health Education			5,892.38-	8,054.97-	18,950.00-	43	33
500 PROGRAM	Direct Client Services			2,972.99	10,580.40	72,726.00	15	33
			Net	2,919.39-	2,525.43	53,776.00	5	33
510 PROGRAM	SHIP			0.00	56,065.53-	223,325.00-	25	33
			Expend.	13,819.25	65,145.22	223,325.00	29	33
			Net	13,819.25	9,079.69	0.00	0	33
530 PROGRAM	Cleanway Grant			24,956.69-	24,956.69-	75,000.00-	33	33
			Expend.	2,538.43	16,780.49	75,000.00	22	33
			Net	22,418.26-	8,176.20-	0.00	0	33
			Totals:					

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
550 PROGRAM	P&I Grant		Revenue	25,835.00-	50,619.00-	188,318.00-	27	33
			Expend.	18,022.47	43,838.97	188,318.00	23	33
			Net	7,812.53-	6,780.03-	0.00	0	33
900 PROGRAM	Emergency Preparedness		Revenue	0.00	22,859.76-	115,250.00-	20	33
			Expend.	13,169.00	42,304.02	132,377.00	32	33
			Net	13,169.00	19,444.26	17,127.00	114	33
901 PROGRAM	Med Reserve Corps		Revenue	0.00	0.00	3,500.00-	0	33
			Expend.	0.00	4.90	3,212.00	0	33
			Net	0.00	4.90	288.00-	2-	33
483 DEPT	Health Education	Totals:	Revenue	56,684.07-	162,555.95-	624,343.00-	26	33
			Expend.	50,522.14	178,654.00	694,958.00	26	33
			Net	6,161.93-	16,098.05	70,615.00	23	33
485 DEPT	Environmental Health		Revenue	3,058.00-	162,971.04-	237,350.00-	69	33
800 PROGRAM	Environmental		Expend.	18,639.15	84,449.29	252,630.00	33	33
			Net	15,581.15	78,521.75-	15,280.00	514-	33
820 PROGRAM	Healthy Homes Grant		Revenue	0.00	15,153.15-	20,000.00-	76	33
			Expend.	4,209.00	18,403.36	21,335.00	86	33
			Net	4,209.00	3,250.21	1,335.00	243	33
485 DEPT	Environmental Health	Totals:	Revenue	3,058.00-	178,124.19-	257,350.00-	69	33
			Expend.	22,848.15	102,852.65	273,965.00	38	33
			Net	19,790.15	75,271.54-	16,615.00	453-	33
1 FUND	Health Services Fund	Totals:	Revenue	507,664.80-	1,126,554.12-	3,864,220.00-	29	33
			Expend.	329,751.92	1,303,744.13	3,864,220.00	34	33
			Net	177,912.88-	177,190.01	0.00	0	33

Southwest Health and Human Services



INTEGRATED
FINANCIAL SYSTEMS

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Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
5 FUND	Human Services Fund						
410 DEPT	General Administration						
0 PROGRAM	...						
410 DEPT	General Administration	Totals:					
420 DEPT	Income Maintenance						
600 PROGRAM	Income Maint Administrative/Overhez						
601 PROGRAM	Income Maint/Random Moment Payro						
602 PROGRAM	Income Maint FPI Investigator						
605 PROGRAM	MN Supplemental Aid (MSA)/GRH						
610 PROGRAM	TANF(AFDC/MFIP/DWP)						
620 PROGRAM	General Asst (GA)/General Relief/Buri						
630 PROGRAM	Food Support (FS)						
640 PROGRAM	Child Support (IVD)						
	Revenue		10,870.74	70,281.98	122,993.00	57	33
	Expend.		10,870.74	70,281.98	122,993.00	57	33
	Net						
	Revenue		10,870.74	70,281.98	122,993.00	57	33
	Expend.		10,870.74	70,281.98	122,993.00	57	33
	Net						
	Revenue		5,229.44	286,372.67	2,647,810.00	11	33
	Expend.		126,378.92	566,479.26	1,815,584.00	31	33
	Net		121,149.48	280,106.59	832,226.00	34	33
	Revenue		196,713.98	888,852.94	2,739,874.00	32	33
	Expend.		196,713.98	888,852.94	2,739,874.00	32	33
	Net						
	Revenue		0.00	12,315.00	50,000.00	25	33
	Expend.		4,924.30	20,871.12	64,679.00	32	33
	Net		4,924.30	8,556.12	14,679.00	58	33
	Revenue		150.00	2,739.50	1,300.00	211	33
	Expend.		0.00	3,952.52	12,000.00	33	33
	Net		150.00	1,213.02	10,700.00	11	33
	Revenue		1,479.49	10,403.80	35,000.00	30	33
	Expend.		138.00	2,790.26	17,000.00	16	33
	Net		1,341.49	7,613.54	18,000.00	42	33
	Revenue		1,507.63	9,012.81	30,000.00	30	33
	Expend.		25,148.00	112,921.99	162,500.00	69	33
	Net		23,640.37	103,909.18	132,500.00	78	33
	Revenue		24,092.00	141,879.37	667,500.00	21	33
	Expend.		87.90	2,611.65	7,000.00	37	33
	Net		24,004.10	139,267.72	660,500.00	21	33
	Revenue		98,956.72	441,162.11	2,275,784.00	19	33
	Expend.		109,571.02	469,909.61	1,214,355.00	39	33
	Net		10,614.30	28,747.50	1,061,429.00	3	33

Southwest Health and Human Services



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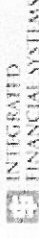
Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
650 PROGRAM	Medical Assistance (MA)		151,112.15-	889,053.06-	3,825,000.00-	23	33
	Revenue		194,030.37	732,651.61	1,916,000.00	38	33
	Expend.		42,918.22	156,401.45-	1,909,000.00-	8	33
	Net		0.00	0.00	1,200.00-	0	33
680 PROGRAM	Refugee Cash Assistance (RCA)		0.00	0.00	1,200.00-	0	33
	Revenue		0.00	0.00	1,200.00-	0	33
	Expend.		0.00	0.00	1,200.00-	0	33
	Net		0.00	0.00	1,200.00-	0	33
420 DEPT	Income Maintenance	Totals:	282,527.43-	1,792,938.32-	9,533,594.00-	19	33
	Revenue		656,992.49	2,801,040.96	7,948,992.00	35	33
	Expend.		374,465.06	1,008,102.64	1,584,602.00-	64	33
	Net						
431 DEPT	Social Services		47,321.59-	1,206,466.67-	9,462,006.00-	13	33
	Revenue		231,056.24	1,014,949.72	3,095,135.00	33	33
	Expend.		183,734.65	191,516.95-	6,366,871.00-	3	33
	Net						
700 PROGRAM	Social Service Administrative/Overhea		551,633.06	2,427,811.85	7,325,604.00	33	33
	Revenue		551,633.06	2,427,811.85	7,325,604.00	33	33
	Expend.						
	Net						
710 PROGRAM	Children's Social Services Programs		52,812.35-	429,653.14-	1,599,500.00-	27	33
	Revenue		340,961.33	1,208,030.31	2,898,550.00	42	33
	Expend.		288,148.98	778,377.17	1,299,050.00	60	33
	Net						
712 PROGRAM	CIRCLE Program		0.00	5,000.00-	5,000.00-	100	33
	Revenue		107.72	4,209.11	15,000.00	28	33
	Expend.		107.72	790.89-	10,000.00	8	33
	Net						
713 PROGRAM	"SELF Program" Grant		0.00	13,546.00-	54,012.00-	25	33
	Revenue		94.54	6,514.44	54,012.00	12	33
	Expend.		94.54	7,031.56-	0.00	0	33
	Net						
715 PROGRAM	Childrens Waivers		4,600.36-	34,380.35-	64,000.00-	54	33
	Revenue		0.00	0.00	10,000.00	0	33
	Expend.		4,600.36-	34,380.35-	54,000.00-	64	33
	Net						
716 PROGRAM	FGDM/Family Group Decision Making		0.00	522.59-	59,414.00-	1	33
	Revenue		4,525.24	13,734.50	65,350.00	21	33
	Expend.		4,525.24	13,211.91	5,936.00	223	33
	Net						
717 PROGRAM	AR/Alternative Response Discretion F		0.00	4,030.25-	53,540.00-	8	33
	Revenue		4,806.82	14,351.55	53,540.00	27	33
	Expend.		4,806.82	10,321.30	0.00	0	33
	Net						

Southwest Health and Human Services

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Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
718 PROGRAM	PSOP/Parent Support Options Program		0.00	9,521.00 -	47,311.00 -	20	33
	Revenue						
	Expend.		3,151.72	17,527.96	47,311.00	37	33
	Net		3,151.72	8,006.96	0.00	0	33
720 PROGRAM	Ch Care/Ch Prot		3,150.00 -	10,300.00 -	28,000.00 -	37	33
	Revenue						
	Expend.		568.55	706.80	6,000.00	12	33
	Net		2,581.45 -	9,593.20 -	22,000.00 -	44	33
721 PROGRAM	CC-Basic Slide Fee/Cty Match to DHS		384.00 -	6,388.00 -	42,555.00 -	15	33
	Revenue						
	Expend.		3,613.75	10,841.25	43,365.00	25	33
	Net		3,229.75	4,453.25	810.00	550	33
722 PROGRAM	Child Care/MFIP		0.00	0.00	2,000.00 -	0	33
	Revenue						
	Expend.						
	Net		0.00	0.00	2,000.00 -	0	33
726 PROGRAM	MFIP/SW MN PIC		0.00	3,098.00 -	16,500.00 -	19	33
	Revenue						
	Expend.						
	Net		0.00	3,098.00 -	16,500.00 -	19	33
730 PROGRAM	Chemical Dependency		15,454.63 -	92,374.96 -	302,000.00 -	31	33
	Revenue						
	Expend.		12,550.00	132,066.83	436,500.00	30	33
	Net		2,904.63 -	39,691.87	134,500.00	30	33
740 PROGRAM	Mental Health (Both Adults/Children)		8.85 -	76.70 -	0.00	0	33
	Revenue						
	Expend.						
	Net		8.85 -	76.70 -	0.00	0	33
741 PROGRAM	Mental Health/Adults Only		42,481.65 -	373,023.79 -	1,445,081.00 -	26	33
	Revenue						
	Expend.		91,693.55	469,532.90	1,588,130.00	30	33
	Net		49,211.90	96,509.11	143,049.00	67	33
742 PROGRAM	Mental Health/Children Only		40,379.48 -	150,284.25 -	852,902.00 -	18	33
	Revenue						
	Expend.		104,631.56	459,971.23	1,416,397.00	32	33
	Net		64,252.08	309,686.98	563,495.00	55	33
750 PROGRAM	Developmental Disabilities		50,745.03 -	213,871.39 -	687,895.00 -	31	33
	Revenue						
	Expend.		30,200.50	117,050.43	362,111.00	32	33
	Net		20,544.53 -	96,820.96 -	325,784.00 -	30	33
760 PROGRAM	Adult Services		100,910.11 -	424,996.58 -	1,276,000.00 -	33	33
	Revenue						
	Expend.		7,072.56	30,450.18	99,000.00	31	33
	Net		93,837.55 -	394,546.40 -	1,177,000.00 -	34	33

Southwest Health and Human Services

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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
765 PROGRAM	Adults Waivers		37,827.26	2,600.05	35,227.21	198,508.19	490,000.00	41	33	
431 DEPT	Social Services	Totals:	396,075.31	1,389,267.19	993,191.88	3,176,041.86	16,487,716.00	19	33	
461 DEPT	Information Systems		2,469.50	33,758.10	31,288.60	11,275.50	25,000.00	45	33	
0 PROGRAM	...		33,758.10	31,288.60	2,469.50	156,575.65	406,320.00	39	33	
461 DEPT	Information Systems	Totals:	2,469.50	33,758.10	31,288.60	11,275.50	25,000.00	45	33	
471 DEPT	LCTS Collaborative Agency		33,758.10	31,288.60	2,469.50	156,575.65	406,320.00	39	33	
702 PROGRAM	LCTS		0.00	0.00	0.00	66,258.00	0.00	0	33	
471 DEPT	LCTS Collaborative Agency	Totals:	0.00	0.00	0.00	66,258.00	0.00	0	33	
5 FUND	Human Services Fund	Totals:	681,072.24	2,090,888.52	1,409,816.28	5,046,513.68	26,046,310.00	19	33	
1,000 Accounts			9,041,653.77	3,995,140.09	5,046,513.68	26,046,310.00	35	33		
FINAL TOTALS			1,188,737.04	2,420,640.44	1,231,903.40	6,173,067.80	29,910,530.00	21	33	
			10,345,397.90	4,172,330.10	6,173,067.80	29,910,530.00	35	33		
			0.00	0.00	0.00	0.00	0.00	0	33	

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

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				930,751.26
4/3/17	9543	Disb		35,598.45	895,152.81
4/3/17	28723	Interest	375.89		895,528.70
4/4/17	23022-23052	Dep	19,289.50		914,818.20
4/7/17	78036-78072	Disb		16,038.01	898,780.19
4/7/17	2457 ACH	Disb		168.96	898,611.23
4/7/17	78073-78189	Disb		206,276.83	692,334.40
4/7/17	2458-2492 ACH	Disb		2,664.66	689,669.74
4/7/17	23053-23123	Dep	237,227.01		926,896.75
4/7/17	9544	Disb		3,396.98	923,499.77
4/10/17	9545	Disb		22,974.39	900,525.38
4/11/17	23124-23163, 23165,23167,23168	Dep	142,849.96		1,043,375.34
4/13/17	9546	Disb		56,104.35	987,270.99
4/14/17	7799-7815	PAYROLL		138,487.43	848,783.56
4/14/17	43414-43664 ACH	PAYROLL		518,544.12	330,239.44
4/14/17	2493 ACH	Disb		43.56	330,195.88
4/14/17	78190-78255	Disb		8,242.57	321,953.31
4/14/17	2494-2530 ACH	Disb		3,234.95	318,718.36
4/14/17	78256-78375	Disb		235,260.36	83,458.00
4/14/17	9547	Disb		577.00	82,881.00
4/14/17	9548	Disb		28.00	82,853.00
4/14/17	23164,23166,23169-23243	Dep	264,652.61		347,505.61
4/17/17	9549	Disb		26,081.72	321,423.89
4/18/17	23244-23289	Dep	99,544.72		420,968.61
4/18/17	JE428 Investments+Int	Dep	1,799,127.57		2,220,096.18
4/19/17	9550	Disb		9,603.82	2,210,492.36
4/20/17	9551	Disb		9,430.50	2,201,061.86
4/21/17	78376-78465	Disb		10,452.20	2,190,609.66
4/21/17	78466-78607	Disb		55,987.94	2,134,621.72
4/21/17	2531 ACH	Disb		114.49	2,134,507.23
4/21/17	78608-78659	Disb		10,591.56	2,123,915.67
4/21/17	78660-78774	Disb		317,726.82	1,806,188.85
4/21/17	2532-2553 ACH	Disb		2,652.93	1,803,535.92
4/21/17	23290-23359	Dep	261,999.08		2,065,535.00
4/24/17	9552	Disb		900.20	2,064,634.80
4/24/17	9553	Disb		12,670.99	2,051,963.81
4/28/17	7816-7839	PAYROLL		139,669.32	1,912,294.49
4/28/17	43665-43927 ACH	PAYROLL		499,986.56	1,412,307.93
4/25/17	23360-23400	Dep	180,707.44		1,593,015.37
4/26/17	2554 ACH	Disb		116.28	1,592,899.09
4/28/17	78775-78812	Disb		8,378.60	1,584,520.49
4/28/17	78813-78889	Disb		269,765.58	1,314,754.91
4/28/17	2555-2566 ACH	Disb		876.41	1,313,878.50
4/28/17	23401-23440,23446-23471	Dep	264,295.47		1,578,173.97
					1,578,173.97
					1,578,173.97
	balanced LMD 5/2/17	TOTALS	3,270,069.25	2,622,646.54	

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			0
June			0
July			0
August			0
September			0
October			0
November			0
December			0
	2701	643	1115

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)

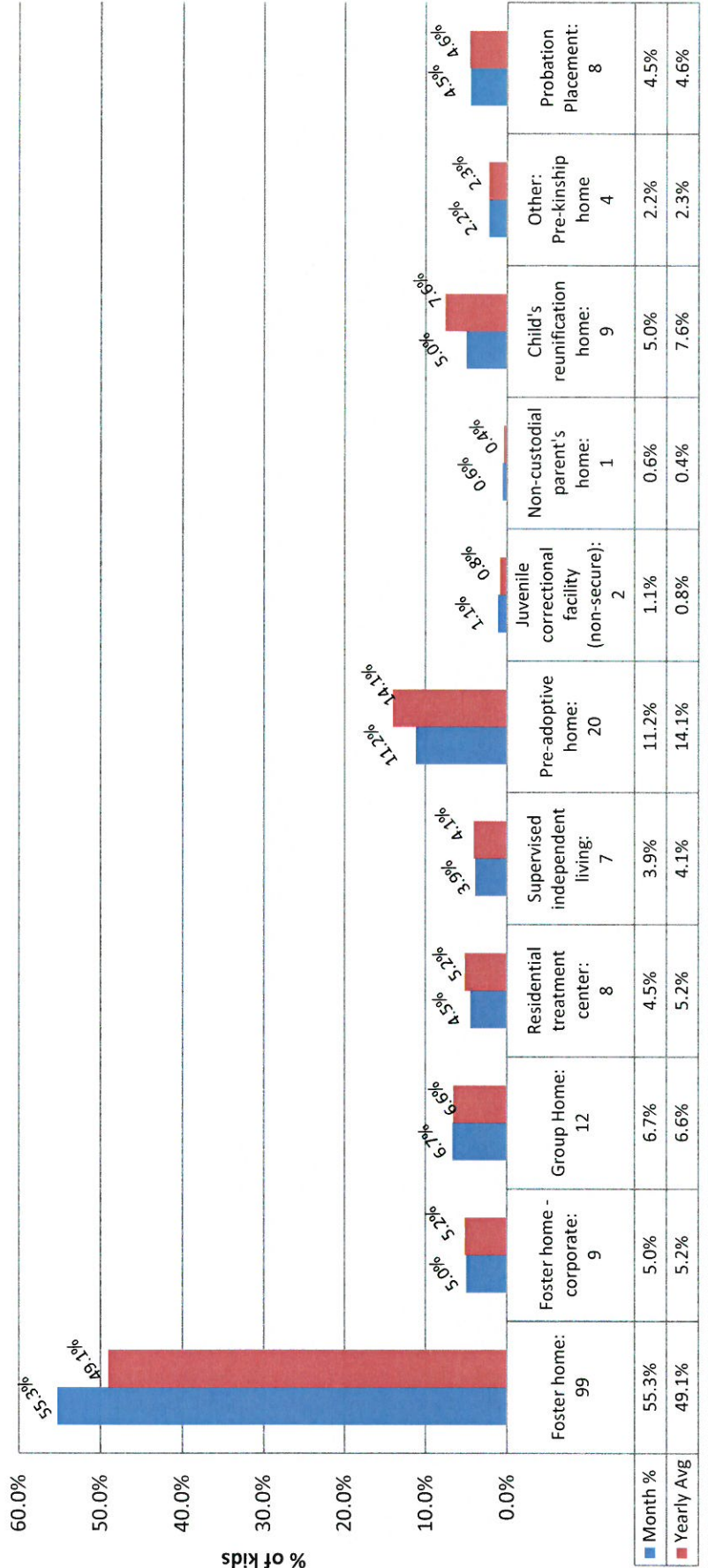
2017	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (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												
June												
July												
August												
September												
October												
November												
December	12	262	11	0	328	37	805	16	440	443	349	2701

NON IVD COLLECTIONS

APRIL 2017

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	150
TANF (MFIP/DWP/AFDC)	05-420-610.5803	1,341
GA	05-420-620.5803	741
FS	05-420-630.5803	992
CS (PI Fee, App Fee, etc)	05-420-640.5501	546
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	32,503
REFUGEE	05-420-680.5803	0
CHILDRENS		
Parental Fees, Holds	05-431-710.5501	8,789
OOH/FC Recovery	05-431-710.5803	15,811
CHILDCARE		
Licensing	05-431-720.5502	2,750
Corp FC Licensing	05-431-710.5505	400
Over Payments	05-431-721&722.5803	384
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	6,136
Detox Fees	05-431-730.5520	4,992
Over Payments	05-431-730.5803	430
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	9
Over Payments	05-431-741 or 742.5803	2,160
DEVELOPMENTAL DISABILITIES		
Insurance Copay/Overpayments	05-431-750.5803	0
ADULT		
Court Visitor Fee	05-431-760.5803	0
Insurance Copay/Overpayments	05-431-760.5803	6
TOTAL NON-IVD COLLECTIONS		78,140

April 2017 - Placement by Category
179 Kids in Placement



April 2017: Total kids in placement = 179

Total of 16 Children entered placement

1	Lincoln	Foster Home
4	Lyon	Foster Home
1	Lyon	Residential Treatment Center
1	Pipestone	Residential Treatment Center
1	Pipestone	Foster Home
6	Redwood	Foster Home
1	Redwood	Probation
1	Rock	Foster Home

Total of 19 Children were discharged from placement (discharges from previous month)

3	Lincoln	Adopted
1	Lincoln	Residential Treatment Center
2	Lyon	Adopted
4	Lyon	Foster Home
1	Lyon	Child's Reunification Home
1	Pipestone	Foster Home
1	Pipestone	Residential Treatment Center
1	Pipestone	Probation
2	Redwood	Child's Reunification Home
1	Redwood	Group Home
1	Rock	Residential Treatment Center
1	Rock	Foster Home-Corporate

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

EFFECTIVE DATE: 02/15/12

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

AUTHORITY: Southwest Health and Human Services Joint Governing Board

- - - MEDICAL LEAVE FOR FITNESS- - -

Section 1 - General Policy Statement

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

Section 2 - Employee Benefit

- a. Employees who have accumulated medical leave balances may trade their medical leave hours to cover the cost of fitness expenses for the employee, spouse and their eligible dependents as defined by eligibility to be on a parents' insurance.
- b. General Provisions
 - Maximum of \$ ~~15002,000~~ (gross pay) in claims per employee per calendar year.
 - Claims can be submitted for expenses incurred for the employee, spouse, or eligible dependents, as defined under the agency's health insurance plan.
 - A minimum of three weeks (112.50 hours) of medical leave must remain after reimbursement; only medical leave can be cashed in for this taxable reimbursement.
 - Employees who have submitted a notice of resignation/retirement ~~are in the process of terminating employment~~ are not eligible for this program.
 - Expenses that have been reimbursed by flexible spending or VEBA are not eligible.
 - Staff may only be reimbursed for the net cost of any expense, less any other reimbursements such as the Preferred One fitness discount.
 - Staff may resubmit an expense purchased in the calendar year more than once, if the expense could not be fully reimbursed up the amount of max claims amount due to accrual of additional medical leave. However, the employee must resubmit this expense, with documentation of how much has already been reimbursed and copies of the original submission.

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

c. Eligible Expenses

- Health club memberships, swim passes, and swimming lessons (single, couple, family if eligible and including any tax and/or enrollment fees)
- Fitness/exercise programs (i.e., Jazzercise, Curves, martial arts, etc.)
- Personal trainers

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

d. Expenses not Eligible

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

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

Section 3 – Procedures

- a. To claim a reimbursement under this program, submit a Medical Leave for Fitness Reimbursement Form (AG# 018) with appropriate documentation attached, to the Wellness Coordinator. Providing the request meets the general provisions and is an eligible expense, it will be approved within 10 business days. You will be reimbursed on your regular payroll check, providing it is approved by Monday noon the week of payroll.

- b. **Submission Deadlines**
 - Reimbursement requests may not exceed the maximum amount of ~~\$1,500~~ 2,000 per calendar year. The date of expense dictates which calendar year the expense will be applied to. Expenses for the previous year must be submitted to the Wellness Coordinator no later than the Monday noon deadline of the second payroll date of the new year.

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

EFFECTIVE DATE: 06/20/12

REVISION DATE: 09/16/15, 05/17/17

AUTHORITY: Southwest Health and Human Services - Community Health Board

--- FOODBORNE/WATERBORNE INVESTIGATION ---

Section 1 – Purpose

- a. The purpose of this document is to enable Southwest Health and Human Services (SWHHS) and the Minnesota Department of Health (MDH) to work together effectively during food and waterborne outbreak investigations. The MDH Procedures for Responding to Foodborne Disease Outbreaks in Food Service Establishments in Minnesota ~~Foodborne Illness Investigation Protocol~~ outlines procedures for responding to foodborne/waterborne disease outbreaks and delineates the roles of Environmental Health staff by; 1) identifying the activities necessary to recognize and investigate foodborne/waterborne outbreaks, 2) assigning outbreak response roles and responsibilities, and 3) articulating mechanisms for communicating and sharing responsibilities.

Section 2 - Procedure

- a. The Minnesota Department of Health (MDH) has developed a model for investigating foodborne and waterborne illness using a centralized group of interviewers (Team Diarrhea) coordinated with the local environmental health assessment of the establishment(s) involved in the outbreak. This approach allows MDH to rapidly respond to reports of outbreaks, standardize outbreak investigations, maintain a statewide database of foodborne diseases, and distribute information quickly and consistently.
- b. When SWHHS learns of a possible outbreak, we will notify the Minnesota Department of Health Infectious Disease Epidemiology Prevention and Control Division (IDEPC) ~~Acute Disease Investigation and Control Section (ADIC)~~ immediately to initiate an appropriate outbreak response. Furthermore, SWHHS will follow the recommendations of MDH IDEPC ADIC and the procedures listed in the foodborne illness protocol. All complaints will be entered in the environmental health central complaint log located on the SWHHS SharePoint Siteshared server. (See EH Policy #1: Environmental Health Licensed Establishment Complaint Procedure)

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

EFFECTIVE DATE: 06/20/12

REVISION DATE: 09/16/15, 05/17/17

AUTHORITY: Southwest Health and Human Services - Community Health Board

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**SOUTHWEST HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH POLICY NUMBER 8**

EFFECTIVE DATE: 06/20/12

REVISION DATE: 09/16/15, 05/17/17

AUTHORITY: Southwest Health and Human Services - Community Health Board

--- FOOD SAFETY SHORT AND LONG TERM CORRECTIVE ACTION ---

Section 1 - Purpose

- a. The purpose of this policy is to require the discussion of food safety control systems with management when out of control risk factors are reported on routine and subsequent inspections. The licensee must implement the following risk control plans to prevent code violations from occurring.

Section 2 - Procedure

a. Short-Term Corrective Actions

- During inspections, any or all of the following short-term corrective actions may be required and documented on the inspection report. Violations must be corrected on site and the licensee must implement plans to ensure violations do not recur.
 - Destruction of foods that have experienced temperature abuse
 - Cold foods being held that are above 50°F ($\pm 2^\circ\text{F}$) will be discarded.
 - Hot foods being held that are below 130°F ($\pm 2^\circ\text{F}$) will be discarded.
 - Foods that have not cooled properly will be discarded.
 - If cold foods being held are above 41°F, but at or below 50°F ($\pm 2^\circ\text{F}$), control measures must be taken to reduce the temperature to 41°F or less.
 - If cross-contamination is observed or if contaminated product is found, the food shall be discarded.
 - Embargo or destruction of foods from unapproved source
 - Foods that are determined to be from unapproved sources will be discarded or removed from the licensed facility.
 - If foods are under recall or have damaged packaging, they will be placed in a separate area for return to the supplier or discarded.
 - Accelerated cooling of foods when cooling time limits can still be met
 - In the process of cooling, foods that do not appear likely to meet the cooling parameters must have the cooling methods changed so it is accelerated. If not able to be cooled from 140°F to 70°F in 2 hours, the food is rapidly reheated to 165°F and then the cooling process is started again using methods to cool the foods properly.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH POLICY NUMBER 8**

If the food is cooled from 140°F to 70°F in 2 hours but it does not appear likely to cool to 41°F or less in 4 hours, the cooling method will be changed so it will meet the 4 hour time limit.

- Reheating when small deviations from hot holding have occurred
 - If hot foods are being held at 130°F to 140°F, foods are rapidly reheated to 165°F.
- Continued cooking when cooking temperatures have not been met
 - If foods being cooked are not at or above the proper cooking temperature, cooking will be continued until the proper temperature is reached.
 - Unless it is at the request of the consumer, if foods requiring cooking are served at temperatures below the code requirements, the consumer must be given the statement, either verbally or on the menu, that indicates that the food is raw or undercooked and that eating foods raw or undercooked increases the risk of foodborne illness.
- Initiated use of gloves or tongs or utensils to prevent bare hand contact with ready to eat foods
 - If bare hand contact with ready to eat foods is observed, the use of gloves, utensils or other approved method will be initiated.
- Required hand washing when potential contamination is observed
 - If hand washing is not observed and potential contamination is observed, the food handler will be instructed to wash their hands.
- Integrated Pest Management – Steps are taken to control insects or rodents
 - If infestations of rodents or other vermin are observed, orders to implement control measures must be issued.

b. Long-Term Corrective Actions

- Risk control plans – an out of control risk factor is identified and a plan is put in place to control that risk factor
 - When an out of control risk factor is identified, a risk control plan is developed for the out of control risk factor to obtain long-term control.
 - See EH Policy #12: Active Managerial Control.
- Standard operating procedures – procedures that are done routinely
Standard operating procedures are developed by the person-in-charge so routine tasks and procedures are conducted. These could include a food preparation manual with the procedures to follow, a routine cleaning schedule for items and areas, and position descriptions so employees in those positions follow standard procedures.
- Buyer specifications – to ensure that products are good quality
 - Purchasing and receiving specifications are developed by the

**SOUTHWEST HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH POLICY NUMBER 8**

person-in-charge to ensure that the products received are of good quality.

- Menu modification – to limit the risk factors which may be due to establishment limitations
 - Food items that may not be prepared properly due to establishment limitations will be required to be removed from the menu.

- HACCP plans – when needed by code (smoking, curing, vacuum packaging, acidifying foods)
 - HACCP plans are developed by the person-in-charge for any food items that are smoked, cured, vacuum packaged or acidified.
 - See EH Policy #10: HACCP Verification and Validation.

- Equipment or facility modification – changes or improvements to the establishment may be needed because of out of control risk factors
 - Establishment modifications are required due to out of control risk factors. This could include items such as requiring equipment when cooling is not done properly, the installation of additional hand washing sinks, the installation of a food preparation sink, or the addition of refrigeration. It also may include the development of an improvement plan to accomplish facility improvements over a predetermined time frame.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH POLICY NUMBER 15**

EFFECTIVE DATE: 06/20/12

REVISION DATE: 09/16/15, 05/17/17

AUTHORITY: Southwest Health and Human Services - Community Health Board

--- ENVIRONMENTAL HEALTH STAFF TRANSITION ---

Section 1 - Purpose

- a. Southwest Health and Human Services shall ensure that all requirements of the MDH Delegation Agreement are fulfilled during staff absences. These include duties related to licensing and enforcement of food, beverage, lodging, swimming pool, youth camps and MHP/RCA establishments. This policy will also ensure that establishments under construction are in compliance with all applicable State Rules and County Public Health Ordinances. SWHHS Environmental Health Department employs three registered sanitarians to ensure acceptable coverage during planned and unplanned absences. One sanitarian spends approximately 50% of time ~~in~~ conducting water lab activities. SWHHS also employs ~~a~~ Health Educators that can be trained to assist with water lab and other environmental health activities. In addition, SWHHS also has a long term staffing agreement with ~~another~~ local public health agencyies.

Section 2 - Procedure

- a. When a Registered Sanitarian is absent from work for three weeks or more, the following transition plan will be initiated to ensure that requirements of the MDH Delegation Agreement are fulfilled as well as ensuring continuity of operations for all other Environmental Health Programs. In addition, the long-term staffing plan will be initiated to ensure inspection frequency is maintained per agency policy.
- **Licensing Activities:** Completed by clerical staff
 - **Water Lab Activities:** Completed by the trained staff (Health Educator). Sanitarian will serve as the lab back-up when needed. Reduce water lab hours as needed.
 - **FPBL Program Activities**~~Inspections:~~ SWHHS licenses approximately 415 establishments in the 6 county region. The MDH Food, Pools and Lodging recommends that the typical workload for 1 sanitarian is 250 licensed establishments. Because SWHHS currently has 3 FTEs working in the EH department, this ratio gives SWHHS some flexibility during short term staff absences. The remaining sanitarians will ensure that take the lead in scheduling and conducting FPL program activities are completed. inspections. This includes plan review consultations, routine inspections, and complaint inspections and special event food service licensing. SWHHS will utilize the long-term staffing plan as needed.
 - **Non-Community Water Program Activities:** SWHHS oversees approximately 20 noncommunity water supplies in the 6 county region. Our responsibilities

**SOUTHWEST HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH POLICY NUMBER 15**

include taking routine water samples and conducting sanitary surveys of wells for these licensed facilities. Water sampling must be completed yearly and sanitary surveys must be completed once every 3 years. The remaining sanitarians will ensure that these required activities are completed. SWHHS will utilize the long-term staffing plan as needed.

- Nuisance investigation activities: Sanitarian will oversee activities and delegate to Health Educators and other SWHHS staff as needed. These activities include clandestine drug lab investigation, environmental health assessments, general environmental health outreach and animal bite investigation.

MAY 2017

GRANTS ~ AGREEMENTS ~ CONTRACTS

Board review/approval

- Southern Prairie Community Care (SPCC) (Marshall, MN)** – 05/01/17 to 12/31/19; Provider Participation agreement and Data Sharing agreement have been updated. It aligns with the Integrated Health Partnership (IHP) contract that has been established with DHS (renewal).

- MN Dept of Revenue – Revenue Recapture** – 05/01/17 – 04/30/20; Agreement defining the statutes and policies to follow when using Revenue Recapture system to collect debts for claimant agencies (renewal).

- The Evangelical Lutheran Good Samaritan Society (Redwood Falls, MN)** – 05/01/17 to open; Agreement for case workers to have remote access to the electronic medical record system to ensure continuity of care for facility residents (NEW).