



Southwest Health and Human Services
Board Agenda

Wednesday, October 17, 2018

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 09/19/18 board minutes
- D. Introduce New Staff:
 - Stephanie Byers, County Agency Social Worker, Child Protection, Redwood
- E. Employee Recognition:
 - Sara Brandt, 5 years, Accounting Technician, Redwood
 - Hilary Kesteloot, 5 years, Social Worker, Marshall
 - Craig Wilson, 5 years, Social Worker, Marshall
 - Jessica Bosma, 10 years, Public Health Nurse, Pipestone
 - Wendy Davis, 20 years, Social Worker, Slayton
 - Tanya O'Leary, 20 years, Social Worker, Pipestone
 - Clara Sik, 20 years, Case Aide, Ivanhoe
- F. Financial

HUMAN SERVICES (cont.)

G.	Caseload	<u>09/18</u>	<u>09/17</u>	<u>08/18</u>	<u>07/18</u>
	Social Service	3,740	3,821	3,741	3,707
	Licensing	450	466	450	449
	Out-of-Home Placements	176	190	175	174
	Income Maintenance	12,150	12,049	11,923	12,007
	Child Support Cases	3,258	3,284	3,287	3,309
	Child Support Collections	\$727,124	\$755,366	\$801,268	\$771,452
	Non IV-D Collections	\$23,118	\$87,619	\$77,212	\$82,796

H. Discussion/Information
1.

I. Decision Items
1.

COMMUNITY HEALTH

J. Call to order

K. Consent Agenda
1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 09/19/18 board minutes

L. Financial

COMMUNITY HEALTH (cont.)

M. Caseload	<u>09/18</u>	<u>08/18</u>	<u>07/18</u>
WIC	N/A	2454	2168
Family Home Visiting	48	47	45
PCA Assessments	13	29	26
Managed Care	299	348	315
Dental Varnishing	17	15	24
Refugee Health	5	1	4
Latent TB Medication Distribution	26	14	16
Water Tests	168	163	182
FPL Inspections	38	67	58
Immunizations	33	58	49
Car Seats	15	20	23

N. Discussion/Information
1.

O. Decision Items
1.

GOVERNING BOARD

P. Call to order

Q. Consent Agenda
1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 09/19/18 board minutes

R. Financial

GOVERNING BOARD (cont.)

S. Human Resources Statistics

	<u>09/18</u>	<u>08/17</u>	<u>08/18</u>
Number of Employees	238	255	238
Separations	1		0

T. Discussion/Information

1. MN Healthcare Access Fund- Beth Wilms & Carol Biren

U. Decision Items

1. Stephanie Byers, County Agency Social Worker, CPS, probationary appointment (12months), \$23.01 hourly, effective 10/01/18
2. Mary Jo Bose, reclassification, Registered Nurse to Public Health Nurse, 6-month probationary period, \$26.24 hourly, effective 10/01/2018
3. Nicole Slegers, Office Support Specialist to Collections Officer, 6-month probationary period, \$17.34 hourly, effective 10/15/18
4. Phased Retirement Option Request (PRO)- Jeanne Backer, Marge Pankonen, Jane Evans & Patti Peterson
5. Administrative Policy #2- Gasby 34 Compliancy Related Policy
6. Administrative Policy #5- Credit Card Policy
7. Request for Eligibility Worker
8. Request for Social Worker
9. Request for Public Health Nurse
10. Request for Public Health Educator
11. Unclaimed Property
12. Donations: four packages of diapers size 1 and 2 to families/infants in need from Ashley Kunz.
13. Contracts

V. Adjournment

Next Meeting Dates:

- **Wednesday, November 21, 2018 – Marshall**
- **Wednesday, December 19, 2018 – Marshall**
- **Wednesday, January 16, 2019 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

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

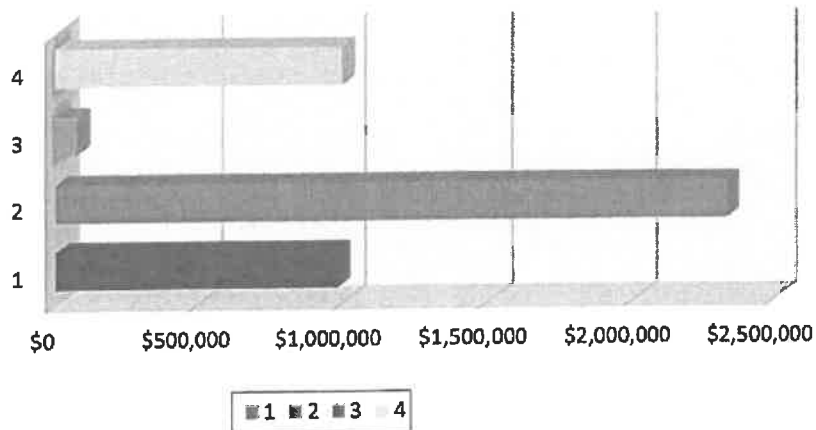
SUMMARY OF FINANCIAL ACCOUNTS REPORT

For the Month Ending: **September 30, 2018**

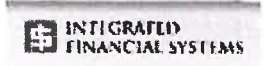
* Income Maintenance * Social Services * Information Technology * Health *

Description	Month	Running Balance	
BEGINNING BALANCE		\$2,327,277	
RECEIPTS			
Monthly Receipts	1,076,186		
County Contribution	62,756		
Interest on Savings	4,173		
TOTAL MONTHLY RECEIPTS		1,143,115	
DISBURSEMENTS			
Monthly Disbursements	2,487,404		
TOTAL MONTHLY DISBURSEMENTS		2,487,404	
ENDING BALANCE		\$982,988	
REVENUE			
<i>Checking/Money Market</i>	<i>\$982,988</i>		
<i>Bremer Savings</i>	<i>\$2,332,586</i>		
<i>Great Western Bank Savings</i>	<i>\$75,776</i>		
<i>Investments - MAGIC Fund</i>	<i>\$1,000,168</i>		
ENDING BALANCE		\$4,391,517	September 2017 Ending \$3,893,363
DESIGNATED/RESTRICTED FUNDS			
Agency Health Insurance		\$742,654	
LCTS Lyon Murray Collaborative		\$122,432	
LCTS Rock Pipestone Collaborative		\$75,983	
LCTS Redwood Collaborative		\$31,879	
Local Advisory Council		\$1,216	
AVAILABLE CASH BALANCE		\$3,417,353	

REVENUE DESIGNATION



Southwest Health and Human Services

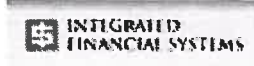


Treasurer's Cash Trial Balance

As of 09/2018

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 Health Services Fund	1,709,545.07			
Receipts		202,375.30	2,688,067.03	
Disbursements		38,903.37-	602,204.05-	
Payroll		223,103.66-	2,211,275.26-	
Journal Entries		0.00	159,913.80-	
Fund Total		59,631.73-	285,326.08-	1,424,218.99
5 Human Services Fund	410	General Administration		
	189,947.30			
Receipts		49,924.83	463,970.19	
Disbursements		40,063.27-	450,961.62-	
Payroll		15,376.78-	147,210.23-	
Dept Total		5,515.22-	134,201.66-	55,745.64
5 Human Services Fund	420	Income Maintenance		
	2,690,331.05-			
Receipts		182,027.45	5,900,553.00	
Disbursements		225,686.03-	2,430,202.74-	
Payroll		340,405.77-	3,447,127.05-	
Journal Entries		0.00	290,030.22-	
Dept Total		384,064.35-	266,807.01-	2,957,138.06-
5 Human Services Fund	431	Social Services		
	8,275,091.90			
Receipts		493,947.76	12,577,761.83	
Disbursements		84,199.97-	980,908.09-	
SSIS		561,981.77-	6,047,628.12-	
Payroll		637,616.22-	6,413,448.12-	
Journal Entries		0.00	550,055.98-	
Dept Total		789,850.20-	1,414,278.48-	6,860,813.42
5 Human Services Fund	461	Information Systems		
	2,739,744.12-			
Receipts		3,729.50	43,344.18	
Disbursements		761.49-	2,912.67-	

Southwest Health and Human Services



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Treasurer's Cash Trial Balance

As of 09/2018

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Payroll		26,243.21-	266,974.06-	
Dept Total		23,275.20-	226,542.55-	2,966,286.67-
5 Human Services Fund	471	LCTS Collaborative Agency		
	0.00			
Receipts		0.00	190,439.00	
Disbursements		0.00	190,439.00-	
Dept Total		0.00	0.00	0.00
Fund Total	3,034,964.03	1,202,704.97-	2,041,829.70-	993,134.33
61 Agency Health Insurance	753,857.36			
Receipts		214,883.02	2,879,300.29	
Disbursements		293,062.50-	2,890,503.92-	
Fund Total		78,179.48-	11,203.63-	742,653.73
71 LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
	93,353.73			
Receipts		400.00	88,878.00	
Disbursements		0.00	59,800.00-	
Dept Total		400.00	29,078.00	122,431.73
Fund Total	93,353.73	400.00	29,078.00	122,431.73
73 LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
	44,725.46			
Receipts		0.00	33,892.00	
Disbursements		0.00	2,634.00-	
Dept Total		0.00	31,258.00	75,983.46
Fund Total	44,725.46	0.00	31,258.00	75,983.46
75 Redwood LCTS Collaborative	471	LCTS Collaborative Agency		
	46,722.12			

Southwest Health and Human Services



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Treasurer's Cash Trial Balance

As of 09/2018

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		0.00	72,607.00	
Disbursements		0.00	87,450.00-	
Dept Total		0.00	14,843.00-	31,879.12
Fund Total	46,722.12	0.00	14,843.00-	31,879.12
77 Local Advisory Council	477 Local Advisory Council			
	1,398.86			
Disbursements		0.00	182.78-	
Dept Total		0.00	182.78-	1,216.08
Fund Total	1,398.86	0.00	182.78-	1,216.08
All Funds	5,684,566.63			
Receipts		1,147,287.86	24,938,812.52	
Disbursements		682,676.63-	7,698,198.87-	
SSIS		561,981.77-	6,047,628.12-	
Payroll		1,242,745.64-	12,486,034.72-	
Journal Entries		0.00	1,000,000.00-	
Total		1,340,116.18-	2,293,049.19-	3,391,517.44

Southwest Health and Human Services



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Trial Balance
As of 09/2018

Report Basis: Cash

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1 Health Services Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This- Month</u>	<u>Actual Year- To- Date</u>	<u>Current Balance</u>
----- Assets-----				
1001 Cash in Bank - Checking	1,709,545.07	59,631.73-	285,326.08-	1,424,218.99
1090 Investments	0.00	0.00	160,000.00	160,000.00 ¹⁰⁷⁰
Total Assets	1,709,545.07	59,631.73-	125,326.08-	1,584,218.99
--- Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	1,709,545.07-	0.00	0.00	1,709,545.07-
2885 Revenue Control	0.00	202,375.30-	2,688,007.09-	2,688,007.09-
2887 Expenditure Control	0.00	262,007.03	2,813,333.17	2,813,333.17
Total Fund Balance	1,709,545.07-	59,631.73	125,326.08	1,584,218.99-
Total Liabilities and Balance	1,709,545.07-	59,631.73	125,326.08	1,584,218.99-
410 General Administration				
----- Assets-----				
Total Assets	0.00	0.00	0.00	0.00
--- Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
1 Health Services Fund	0.00	0.00	0.00	0.00

Southwest Health and Human Services



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Trial Balance
As of 09/2018

Report Basis: Cash

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>
410 General Administration				
----- Assets -----				
1001 Cash In Bank - Checking	189,947.30	5,515.22-	134,201.66-	55,745.64
Total Assets	189,947.30	5,515.22-	134,201.66-	55,745.64
--- Liabilities and Balance ---				
Liabilities				
2090 Due To Flexible Plan Employees	220.17	0.12-	647.71-	427.54-
Total Liabilities	220.17	0.12-	647.71-	427.54-
Fund Balance				
2850 Assigned for Software Purchases	64,377.00	0.00	0.00	64,377.00
2881 Unassigned Fund Balance	254,544.47-	0.00	0.00	254,544.47-
2887 Expenditure Control	0.00	5,515.34	134,849.37	134,849.37
Total Fund Balance	190,167.47-	5,515.34	134,849.37	55,318.10-
Total Liabilities and Balance	189,947.30-	5,515.22	134,201.66	55,745.64-
420 Income Maintenance				
----- Assets -----				
1001 Cash In Bank - Checking	2,690,331.05-	384,064.35-	266,807.01-	2,957,138.06-
1090 Investments	0.00	0.00	290,000.00	290,000.00 ^{29%}
Total Assets	2,690,331.05-	384,064.35-	23,192.99	2,667,138.06-
--- Liabilities and Balance ---				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	2,690,331.05	0.00	0.00	2,690,331.05
2885 Revenue Control	0.00	181,766.38-	5,899,721.34-	5,899,721.34-
2887 Expenditure Control	0.00	565,830.73	5,876,528.35	5,876,528.35
Total Fund Balance	2,690,331.05	384,064.35	23,192.99-	2,667,138.06
Total Liabilities and Balance	2,690,331.05	384,064.35	23,192.99-	2,667,138.06
431 Social Services				
----- Assets -----				

Southwest Health and Human Services



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Trial Balance
As of 09/2018

Report Basis: Cash

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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>
1001 Cash In Bank - Checking	8,275,091.90	789,850.20-	1,414,278.48-	6,860,813.42
1090 Investments	0.00	0.00	550,000.00	550,000.00 <i>55%</i>
1205 County Advances - MFIP (Chippewa Cty)	80,749.47	0.00	0.00	80,749.47
Total Assets	8,355,841.37	789,850.20-	864,278.48-	7,491,562.89
--- Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	8,355,841.37-	0.00	0.00	8,355,841.37-
2885 Revenue Control	0.00	490,296.78-	12,522,648.46-	12,522,648.46-
2887 Expenditure Control	0.00	1,280,146.98	13,386,926.94	13,386,926.94
Total Fund Balance	8,355,841.37-	789,850.20	864,278.48	7,491,562.89-
Total Liabilities and Balance	8,355,841.37-	789,850.20	864,278.48	7,491,562.89-

461 Information Systems

----- Assets-----				
1001 Cash In Bank - Checking	2,739,744.12-	23,275.20-	226,542.55-	2,966,286.67-
Total Assets	2,739,744.12-	23,275.20-	226,542.55-	2,966,286.67-
--- Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	2,739,744.12	0.00	0.00	2,739,744.12
2885 Revenue Control	0.00	3,729.50-	43,269.56-	43,269.56-
2887 Expenditure Control	0.00	27,004.70	269,812.11	269,812.11
Total Fund Balance	2,739,744.12	23,275.20	226,542.55	2,966,286.67
Total Liabilities and Balance	2,739,744.12	23,275.20	226,542.55	2,966,286.67

471 LCTS Collaborative Agency

----- Assets-----				
Total Assets	0.00	0.00	0.00	0.00
--- Liabilities and Balance-----				
Liabilities				

Southwest Health and Human Services



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Trial Balance
As of 09/2018

Report Basis: Cash

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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>
	Total Liabilities	0.00	0.00	0.00	0.00
	Fund Balance				
2885	Revenue Control	0.00	0.00	190,439.00-	190,439.00-
2887	Expenditure Control	0.00	0.00	190,439.00	190,439.00
	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

As Of 09/2018

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2018 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	49,180.75-	513,578.25-	928,795.00-	55	75
INTERGOVERNMENTAL REVENUES	225.00-	186,294.41-	187,300.00-	99	75
STATE REVENUES	51,551.32-	644,559.64-	855,647.00-	75	75
FEDERAL REVENUES	53,563.59-	986,369.78-	1,362,742.00-	72	75
FEES	45,380.77-	342,275.42-	454,980.00-	75	75
EARNINGS ON INVESTMENTS	667.73-	3,613.13-	1,600.00-	226	75
MISCELLANEOUS REVENUES	1,806.14-	11,316.46-	8,900.00-	127	75
TOTAL REVENUES	202,375.30-	2,688,007.09-	3,799,964.00-	71	75
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	75
PAYROLL AND BENEFITS	223,103.66	2,211,189.06	2,907,719.00	76	75
OTHER EXPENDITURES	38,903.37	602,144.11	892,245.00	67	75
TOTAL EXPENDITURES	262,007.03	2,813,333.17	3,799,964.00	74	75

SRK

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Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

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As Of 09/2018

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2018 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	13,574.86-	5,880,758.46-	10,127,818.00-	58	75
INTERGOVERNMENTAL REVENUES	0.00	71,909.68-	109,907.00-	65	75
STATE REVENUES	108,328.31-	4,201,168.01-	5,343,608.00-	79	75
FEDERAL REVENUES	324,248.91-	5,693,113.96-	7,756,313.00-	73	75
FEES	180,461.57-	1,781,327.79-	2,191,354.00-	81	75
EARNINGS ON INVESTMENTS	3,505.53-	17,940.11-	8,400.00-	214	75
MISCELLANEOUS REVENUES	45,673.48-	1,009,860.35-	993,200.00-	102	75
TOTAL REVENUES	675,792.66-	18,656,078.36-	26,530,600.00-	70	75
EXPENDITURES					
PROGRAM EXPENDITURES	688,067.84	7,728,593.61	10,064,471.00	77	75
PAYROLL AND BENEFITS	1,009,780.54	10,269,095.32	13,733,885.00	75	75
OTHER EXPENDITURES	180,649.37	1,860,866.84	2,732,244.00	68	75
TOTAL EXPENDITURES	1,878,497.75	19,858,555.77	26,530,600.00	75	75

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
1 FUND	Health Services Fund						
410 DEPT	General Administration						
0 PROGRAM	...						
			Revenue				75
			Expend.	2,404.44	38,488.21	160.00	24,055 75
			Net	2,404.44	38,488.21	160.00	24,055 75
930 PROGRAM	Administration		Revenue	50,080.28-	549,323.00-	939,995.00-	58 75
			Expend.	44,275.33	459,200.81	614,515.00	75 75
			Net	5,804.95-	90,122.19-	325,480.00-	28 75
410 DEPT	General Administration	Totals:	Revenue	50,080.28-	549,323.00-	939,995.00-	58 75
			Expend.	46,679.77	497,689.02	614,675.00	81 75
			Net	3,400.51-	51,633.98-	325,320.00-	16 75
481 DEPT	Nursing						
100 PROGRAM	Family Health		Revenue	1,692.26-	15,916.92-	18,160.00-	88 75
			Expend.	2,133.90	18,378.39	14,764.00	124 75
			Net	441.64	2,461.47	3,396.00-	72- 75
103 PROGRAM	Follow Along Program		Revenue	0.00	18,412.83-	26,966.00-	68 75
			Expend.	1,686.96	22,809.24	35,676.00	64 75
			Net	1,686.96	4,396.41	8,710.00	50 75
110 PROGRAM	TANF		Revenue	0.00	47,223.49-	127,876.00-	37 75
			Expend.	0.00	110,026.23	127,876.00	86 75
			Net	0.00	62,802.74	0.00	0 75
130 PROGRAM	WIC		Revenue	33,981.00-	437,509.00-	435,696.00-	100 75
			Expend.	34,470.49	421,532.07	467,435.00	90 75
			Net	489.49	15,976.93-	31,739.00	50- 75
140 PROGRAM	Peer Breastfeeding Support Program		Revenue	0.00	41,077.00-	78,244.00-	52 75
			Expend.	3,578.26	37,749.17	78,244.00	48 75
			Net	3,578.26	3,327.83-	0.00	0 75
210 PROGRAM	CTC Outreach		Revenue	18,271.22-	179,764.73-	271,412.00-	66 75
			Expend.	18,364.05	178,152.23	271,412.00	66 75
			Net	92.83	1,612.50-	0.00	0 75
270 PROGRAM	Maternal Child Health		Revenue	19,231.10-	133,252.74-	334,648.00-	40 75
			Expend.	17,046.69	182,949.45	315,553.00	58 75
			Net	2,184.41-	49,696.71	19,095.00-	260- 75

Southwest Health and Human Services



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>
280 PROGRAM	MCH Dental Health		Revenue	229.08-	22,929.77-	70,300.00-	33	75
			Expend.	1,439.59	15,615.48	48,549.00	32	75
			Net	1,210.51	7,314.29-	21,751.00-	34	75
285 PROGRAM	MCH Blood Lead		Revenue	0.00	0.00	1,000.00-	0	75
			Expend.	640.14	2,102.61	0.00	0	75
			Net	640.14	2,102.61	1,000.00-	210-	75
295 PROGRAM	MCH Car Seat Program		Revenue	1,784.20-	12,777.61-	33,200.00-	38	75
			Expend.	2,622.27	24,561.71	41,745.00	59	75
			Net	838.07	11,784.10	8,545.00	138	75
300 PROGRAM	Case Management		Revenue	31,171.18-	309,721.14-	368,800.00-	84	75
			Expend.	30,741.56	312,566.73	361,007.00	87	75
			Net	429.62-	2,845.59	7,793.00-	37-	75
330 PROGRAM	MNChoices		Revenue	22,979.47-	185,557.55-	171,500.00-	108	75
			Expend.	20,823.11	214,247.51	293,918.00	73	75
			Net	2,156.36-	28,689.96	122,418.00	23	75
603 PROGRAM	Disease Prevention And Control		Revenue	20,371.66-	133,670.37-	157,292.00-	85	75
			Expend.	17,891.31	168,661.34	240,454.00	70	75
			Net	2,480.35-	34,990.97	83,162.00	42	75
660 PROGRAM	MIIC		Revenue	0.00	0.00	1,500.00-	0	75
			Expend.	1.16	935.70	0.00	0	75
			Net	1.16	935.70	1,500.00-	62-	75
481 DEPT	Nursing	Totals:	Revenue	149,711.17-	1,537,813.15-	2,096,594.00-	73	75
			Expend.	151,439.49	1,710,287.86	2,296,633.00	74	75
			Net	1,728.32	172,474.71	200,039.00	86	75
483 DEPT	Health Education							
500 PROGRAM	Direct Client Services		Revenue	54.58-	7,966.11-	2,770.00-	288	75
			Expend.	710.91	11,721.48	61,613.00	19	75
			Net	656.33	3,755.37	58,843.00	6	75
510 PROGRAM	SHIP		Revenue	0.00	194,253.43-	224,631.00-	86	75
			Expend.	19,721.74	149,920.06	220,396.00	68	75
			Net	19,721.74	44,333.37-	4,235.00-	1,047	75
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue					75
			Expend.	326.63	326.63	0.00	0	75
			Net	326.63	326.63	0.00	0	75

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Southwest Health and Human Services



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>
550 PROGRAM	P&I Grant		Revenue	0.00	146,963.00-	188,679.00-	78	75
			Expend.	10,877.94	146,865.57	186,869.00	79	75
			Net	10,877.94	97.43-	1,810.00-	5	75
900 PROGRAM	Emergency Preparedness		Revenue	0.00	72,027.25-	98,295.00-	73	75
			Expend.	7,337.43	76,738.26	124,290.00	62	75
			Net	7,337.43	4,711.01	25,995.00	18	75
901 PROGRAM	Med Reserve Corps		Revenue					75
			Expend.	0.00	1,039.58	0.00	0	75
			Net	0.00	1,039.58	0.00	0	75
483 DEPT	Health Education	Totals:	Revenue	54.58-	421,209.79-	514,375.00-	82	75
			Expend.	38,974.65	386,611.58	593,168.00	65	75
			Net	38,920.07	34,598.21-	78,793.00	44-	75
485 DEPT	Environmental Health							
800 PROGRAM	Environmental		Revenue	2,529.27-	176,661.15-	229,000.00-	77	75
			Expend.	24,913.12	218,732.83	275,682.00	79	75
			Net	22,383.85	42,071.68	46,682.00	90	75
820 PROGRAM	Healthy Homes Grant		Revenue	0.00	0.00	20,000.00-	0	75
			Expend.	0.00	0.00	19,806.00	0	75
			Net	0.00	0.00	194.00-	0	75
830 PROGRAM	FDA Standardization Grant		Revenue	0.00	3,000.00-	0.00	0	75
			Expend.	0.00	11.88	0.00	0	75
			Net	0.00	2,988.12-	0.00	0	75
485 DEPT	Environmental Health	Totals:	Revenue	2,529.27-	179,661.15-	249,000.00-	72	75
			Expend.	24,913.12	218,744.71	295,488.00	74	75
			Net	22,383.85	39,083.56	46,488.00	84	75
1 FUND	Health Services Fund	Totals:	Revenue	202,375.30-	2,688,007.09-	3,799,964.00-	71	75
			Expend.	262,007.03	2,813,333.17	3,799,964.00	74	75
			Net	59,631.73	125,326.08	0.00	0	75

Southwest Health and Human Services



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	...						
			Revenue				75
			Expend.	5,515.34	134,849.37	83,935.00	161 75
			Net	5,515.34	134,849.37	83,935.00	161 75
410 DEPT	General Administration	Totals:	Revenue				75
			Expend.	5,515.34	134,849.37	83,935.00	161 75
			Net	5,515.34	134,849.37	83,935.00	161 75
420 DEPT	Income Maintenance						
600 PROGRAM	Income Maint Administrative/Overhez		Revenue	7,330.96-	1,900,867.47-	3,246,752.00-	59 75
			Expend.	114,609.57	1,224,349.89	1,666,654.00	73 75
			Net	107,278.61	676,517.58-	1,580,098.00-	43 75
601 PROGRAM	Income Maint/Random Moment Payro		Revenue				75
			Expend.	187,374.33	1,903,959.03	2,562,216.00	74 75
			Net	187,374.33	1,903,959.03	2,562,216.00	74 75
602 PROGRAM	Income Maint FPI Investigator		Revenue	0.00	30,325.00-	50,000.00-	61 75
			Expend.	4,910.14	47,060.64	61,111.00	77 75
			Net	4,910.14	16,735.64	11,111.00	151 75
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		Revenue	4,917.76-	30,031.93-	28,000.00-	107 75
			Expend.	0.00	33,047.39	18,750.00	176 75
			Net	4,917.76-	3,015.46	9,250.00-	33- 75
610 PROGRAM	TANF(AFDC/MFIP/DWP)		Revenue	822.00-	11,679.54-	25,000.00-	47 75
			Expend.	0.00	2,759.26	19,550.00	14 75
			Net	822.00-	8,920.28-	5,450.00-	164 75
620 PROGRAM	General Asst (GA)/General Relief/Buri.		Revenue	1,505.86-	21,380.72-	25,000.00-	86 75
			Expend.	5,900.00	159,269.49	251,250.00	63 75
			Net	4,394.14	137,888.77	226,250.00	61 75
630 PROGRAM	Food Support (FS)		Revenue	11,723.00-	363,523.35-	516,000.00-	70 75
			Expend.	21.37	18,645.18	7,500.00	249 75
			Net	11,701.63-	344,878.17-	508,500.00-	68 75
640 PROGRAM	Child Support (IVD)		Revenue	54,090.27-	1,047,005.47-	1,653,893.00-	63 75
			Expend.	86,768.24	885,443.39	1,153,303.00	77 75
			Net	32,677.97	161,562.08-	500,590.00-	32 75

Southwest Health and Human Services

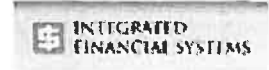


Revenues & Expend by Prog,Dept,Fund

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>
650 PROGRAM	Medical Assistance (MA)		Revenue	101,376.53-	2,494,907.86-	3,350,000.00-	74	75
			Expend.	166,247.08	1,601,994.08	2,476,000.00	65	75
			Net	64,870.55	892,913.78-	874,000.00-	102	75
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	0.00	0.00	1,000.00-	0	75
			Expend.					75
			Net	0.00	0.00	1,000.00-	0	75
420 DEPT	Income Maintenance	Totals:	Revenue	181,766.38-	5,899,721.34-	8,895,645.00-	66	75
			Expend.	565,830.73	5,876,528.35	8,216,334.00	72	75
			Net	384,064.35	23,192.99-	679,311.00-	3	75
431 DEPT	Social Services		Revenue					
			Expend.					
			Net					
700 PROGRAM	Social Service Administrative/Overhea		Revenue	56,349.01-	6,581,639.81-	9,991,780.00-	66	75
			Expend.	168,619.84	1,909,759.91	2,754,328.00	69	75
			Net	112,270.83	4,671,879.90-	7,237,452.00-	65	75
701 PROGRAM	Social Services/SSTS		Revenue					75
			Expend.	541,492.38	5,436,157.84	7,149,115.00	76	75
			Net	541,492.38	5,436,157.84	7,149,115.00	76	75
710 PROGRAM	Children's Social Services Programs		Revenue	60,413.81-	1,507,901.03-	1,934,098.00-	78	75
			Expend.	254,362.93	2,720,414.21	3,619,941.00	75	75
			Net	193,949.12	1,212,513.18	1,685,843.00	72	75
712 PROGRAM	CIRCLE Program		Revenue	0.00	11,000.00-	5,000.00-	220	75
			Expend.	646.60	5,136.94	8,000.00	64	75
			Net	646.60	5,863.06-	3,000.00	195-	75
713 PROGRAM	"SELF Program" Grant		Revenue	0.00	33,601.00-	54,100.00-	62	75
			Expend.	4,138.24	24,415.85	54,100.00	45	75
			Net	4,138.24	9,185.15-	0.00	0	75
715 PROGRAM	Childrens Waivers		Revenue	1,772.95-	66,269.52-	105,000.00-	63	75
			Expend.	0.00	0.00	10,000.00	0	75
			Net	1,772.95-	66,269.52-	95,000.00-	70	75
716 PROGRAM	FGDM/Family Group Decision Making		Revenue	0.00	45,724.89-	56,914.00-	80	75
			Expend.	0.00	16,610.11	56,914.00	29	75
			Net	0.00	29,114.78-	0.00	0	75
717 PROGRAM	AR/Alternative Response Discretion F		Revenue	0.00	40,972.50-	55,175.00-	74	75
			Expend.	3,468.72	19,060.99	55,175.00	35	75
			Net	3,468.72	21,911.51-	0.00	0	75

Southwest Health and Human Services

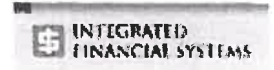


Revenues & Expend by Prog,Dept,Fund

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Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
718 PROGRAM	PSOP/Parent Support Outreach Progra		Revenue	0.00	21,150.00-	52,446.00-	40	75
			Expend.	693.95	9,179.04	40,446.00	23	75
			Net	693.95	11,970.96-	12,000.00-	100	75
720 PROGRAM	Ch Care/Ch Prot		Revenue	3,750.00-	24,450.00-	30,000.00-	82	75
			Expend.	650.00	5,310.26	4,500.00	118	75
			Net	3,100.00-	19,139.74-	25,500.00-	75	75
721 PROGRAM	CC-Basic Slide Fee/Cty Match to DHS		Revenue	3,405.00-	23,966.45-	40,035.00-	60	75
			Expend.	3,688.75	35,378.21	40,035.00	88	75
			Net	283.75	11,411.76	0.00	0	75
722 PROGRAM	Child Care/MFIP		Revenue	779.00-	1,050.50-	1,500.00-	70	75
			Expend.					75
			Net	779.00-	1,050.50-	1,500.00-	70	75
726 PROGRAM	MFIP/SW MN PIC		Revenue	1,549.00-	11,053.00-	13,000.00-	85	75
			Expend.					75
			Net	1,549.00-	11,053.00-	13,000.00-	85	75
730 PROGRAM	Chemical Dependency		Revenue	7,224.24-	219,350.03-	293,000.00-	75	75
			Expend.	37,135.64	428,035.91	434,000.00	99	75
			Net	29,911.40	208,685.88	141,000.00	148	75
740 PROGRAM	Mental Health (Both Adults/Children)		Revenue	0.00	143.30-	0.00	0	75
			Expend.					75
			Net	0.00	143.30-	0.00	0	75
741 PROGRAM	Mental Health/Adults Only		Revenue	76,619.11-	1,114,567.66-	1,210,635.00-	92	75
			Expend.	122,076.78	1,275,069.50	1,598,082.00	80	75
			Net	45,457.67	160,501.84	387,447.00	41	75
742 PROGRAM	Mental Health/Children Only		Revenue	38,599.79-	675,766.54-	864,383.00-	78	75
			Expend.	107,194.54	1,130,960.01	1,405,984.00	80	75
			Net	68,594.75	455,193.47	541,601.00	84	75
750 PROGRAM	Developmental Disabilities		Revenue	78,866.61-	592,412.52-	856,835.00-	69	75
			Expend.	27,822.01	272,163.74	428,185.00	64	75
			Net	51,044.60-	320,248.78-	428,650.00-	75	75
760 PROGRAM	Adult Services		Revenue	110,404.81-	1,040,868.14-	1,355,500.00-	77	75
			Expend.	2,508.89	22,387.13	88,800.00	25	75
			Net	107,895.92-	1,018,481.01-	1,266,700.00-	80	75

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

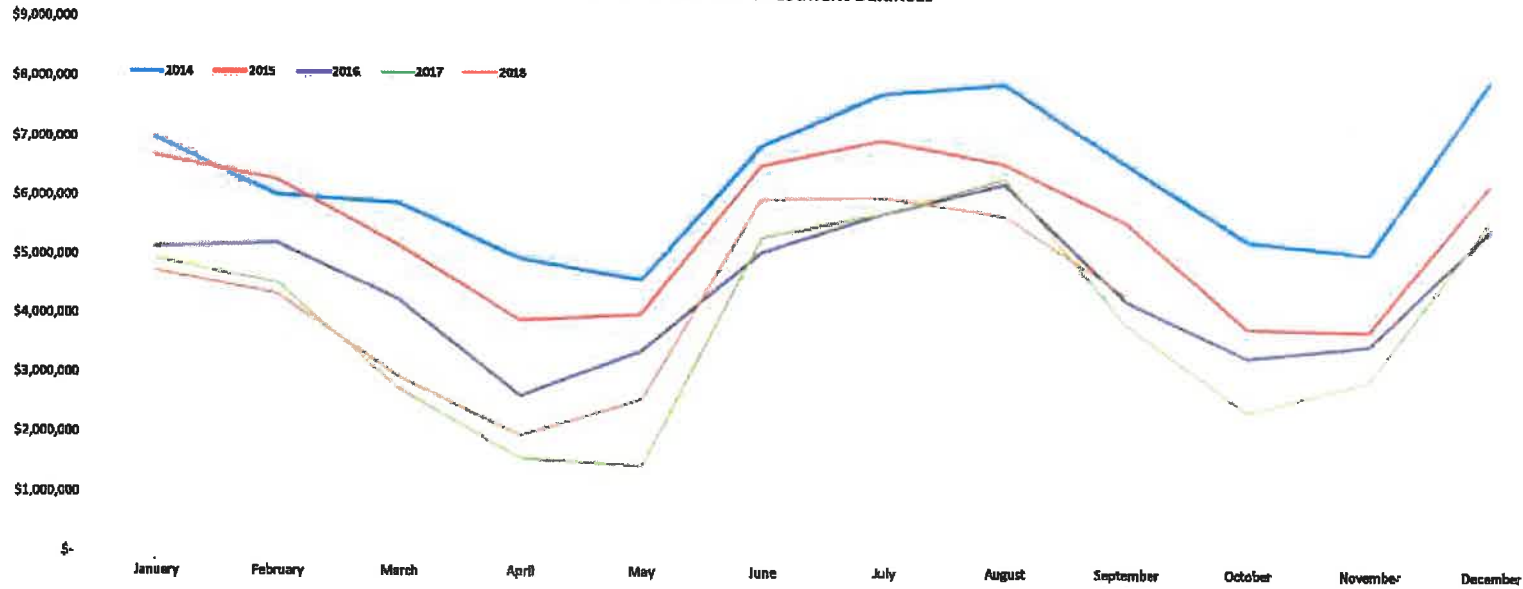
Report Basis: Cash

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765 PROGRAM	Adults Waivers		Revenue	50,563.45-	510,761.57-	680,000.00-	75	75
			Expend.	5,647.71	76,887.29	81,250.00	95	75
			Net	44,915.74-	433,874.28-	598,750.00-	72	75
431 DEPT	Social Services	Totals:	Revenue	490,296.78-	12,522,648.46-	17,599,401.00-	71	75
			Expend.	1,280,146.98	13,386,926.94	17,828,855.00	75	75
			Net	789,850.20	864,278.48	229,454.00	377	75
461 DEPT	Information Systems		Revenue	3,729.50-	43,269.56-	35,554.00-	122	75
0 PROGRAM	...		Expend.	27,004.70	269,812.11	401,476.00	67	75
			Net	23,275.20	226,542.55	365,922.00	62	75
461 DEPT	Information Systems	Totals:	Revenue	3,729.50-	43,269.56-	35,554.00-	122	75
			Expend.	27,004.70	269,812.11	401,476.00	67	75
			Net	23,275.20	226,542.55	365,922.00	62	75
471 DEPT	LCTS Collaborative Agency		Revenue	0.00	190,439.00-	0.00	0	75
702 PROGRAM	LCTS		Expend.	0.00	190,439.00	0.00	0	75
			Net	0.00	0.00	0.00	0	75
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	0.00	190,439.00-	0.00	0	75
			Expend.	0.00	190,439.00	0.00	0	75
			Net	0.00	0.00	0.00	0	75
5 FUND	Human Services Fund	Totals:	Revenue	675,792.66-	18,656,078.36-	26,530,600.00-	70	75
			Expend.	1,878,497.75	19,858,555.77	26,530,600.00	75	75
			Net	1,202,705.09	1,202,477.41	0.00	0	75
FINAL TOTALS	1,018 Accounts		Revenue	878,167.96-	21,344,085.45-	30,330,564.00-	70	75
			Expend.	2,140,504.78	22,671,888.94	30,330,564.00	75	75
			Net	1,262,336.82	1,327,803.49	0.00	0	75

**SWHHS
Total Cash and Investment Balance by Month - All Funds**

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year	Average for Jan-Mar
2014	\$ 6,981,225	\$ 6,024,758	\$ 5,889,424	\$ 4,951,093	\$ 4,588,515	\$ 6,893,383	\$ 7,788,372	\$ 7,843,229	\$ 6,629,326	\$ 5,325,639	\$ 5,113,289	\$ 8,060,538	\$ 6,347,314	\$ 6,288,469
2015	6,677,478	6,283,516	5,177,700	3,907,889	4,018,147	6,560,423	6,892,523	6,814,414	5,631,298	3,840,913	3,805,455	6,311,344	5,485,166	6,048,231
2016	5,132,902	5,204,953	4,248,894	2,828,829	3,394,917	5,088,788	5,750,906	6,275,435	4,290,910	3,348,310	3,560,417	5,633,702	4,637,719	4,881,516
2017	4,926,902	4,624,068	2,727,751	1,578,174	1,451,586	5,337,554	5,754,857	6,388,565	3,893,362	2,417,548	2,862,222	5,684,747	3,988,779	4,059,573
2018	4,721,045	4,333,939	2,935,770	1,866,450	2,570,081	5,977,407	6,033,326	5,731,634	4,391,517				4,295,575	3,898,918

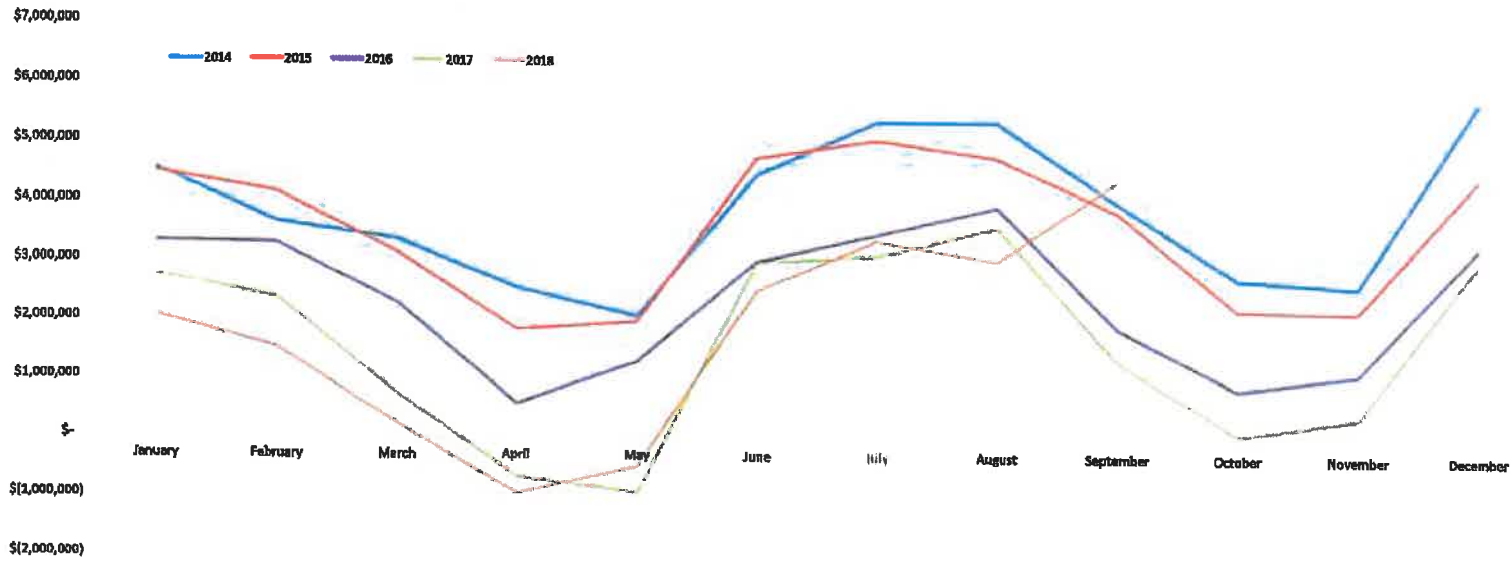
SWHHS Cash and Investment Balances



SWHHS
Total Cash and Investment Balance by Month - Human Services

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year	Average for Jan-Mar
2014	\$ 4,524,112	\$ 3,829,628	\$ 3,337,291	\$ 2,518,148	\$ 2,049,973	\$ 4,463,844	\$ 5,363,273	\$ 5,366,874	\$ 4,025,227	\$ 2,740,778	\$ 2,817,748	\$ 6,780,213	\$ 3,886,342	\$ 3,830,343
2015	4,463,246	4,128,668	3,114,858	1,806,843	1,948,746	4,743,408	5,052,793	4,776,069	3,888,017	2,208,063	2,192,119	4,467,384	3,563,944	3,802,289
2016	3,281,408	3,282,674	2,255,798	644,828	1,271,340	2,891,321	3,454,358	3,941,450	1,888,875	854,486	1,125,562	3,301,842	2,347,793	2,933,283
2017	2,721,514	2,337,060	710,969	(878,564)	(945,148)	2,872,036	3,096,421	3,593,642	1,322,598	84,999	377,553	3,035,264	1,552,363	1,923,166
2018	2,027,813	1,484,259	181,387	(866,732)	(501,975)	2,480,788	3,357,739	3,035,839	4,391,517				1,723,513	1,234,480

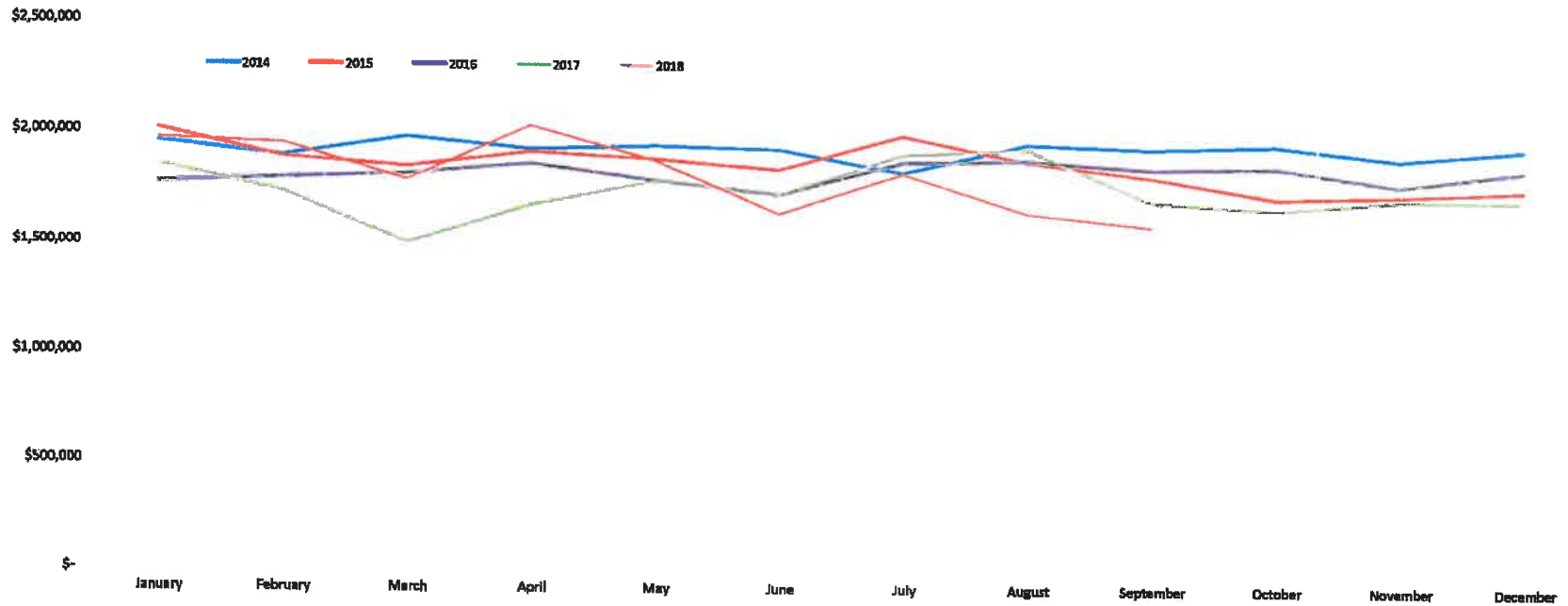
SWHHS Cash Balances - Human Services



SWHHS
Total Cash and Investment Balance by Month - Public Health Services

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2014	\$ 1,952,348	\$ 1,889,115	\$ 1,972,829	\$ 1,919,041	\$ 1,935,611	\$ 1,923,131	\$ 1,822,890	\$ 1,953,891	\$ 1,934,989	\$ 1,954,397	\$ 1,894,110	\$ 1,942,821	\$ 1,924,588
2015	2,005,575	1,882,862	1,841,150	1,806,755	1,876,427	1,832,808	1,987,157	1,874,490	1,808,827	1,714,863	1,730,381	1,755,463	1,851,215
2016	1,787,113	1,786,886	1,807,700	1,854,930	1,779,529	1,719,936	1,868,440	1,880,585	1,844,832	1,854,297	1,772,887	1,845,354	1,815,214
2017	1,847,930	1,728,464	1,494,924	1,867,704	1,776,897	1,720,045	1,903,355	1,930,710	1,695,808	1,663,861	1,709,269	1,708,425	1,737,349
2018	1,962,215	1,943,838	1,780,623	2,023,316	1,870,383	1,633,344	1,816,127	1,643,851	1,584,219				1,808,413

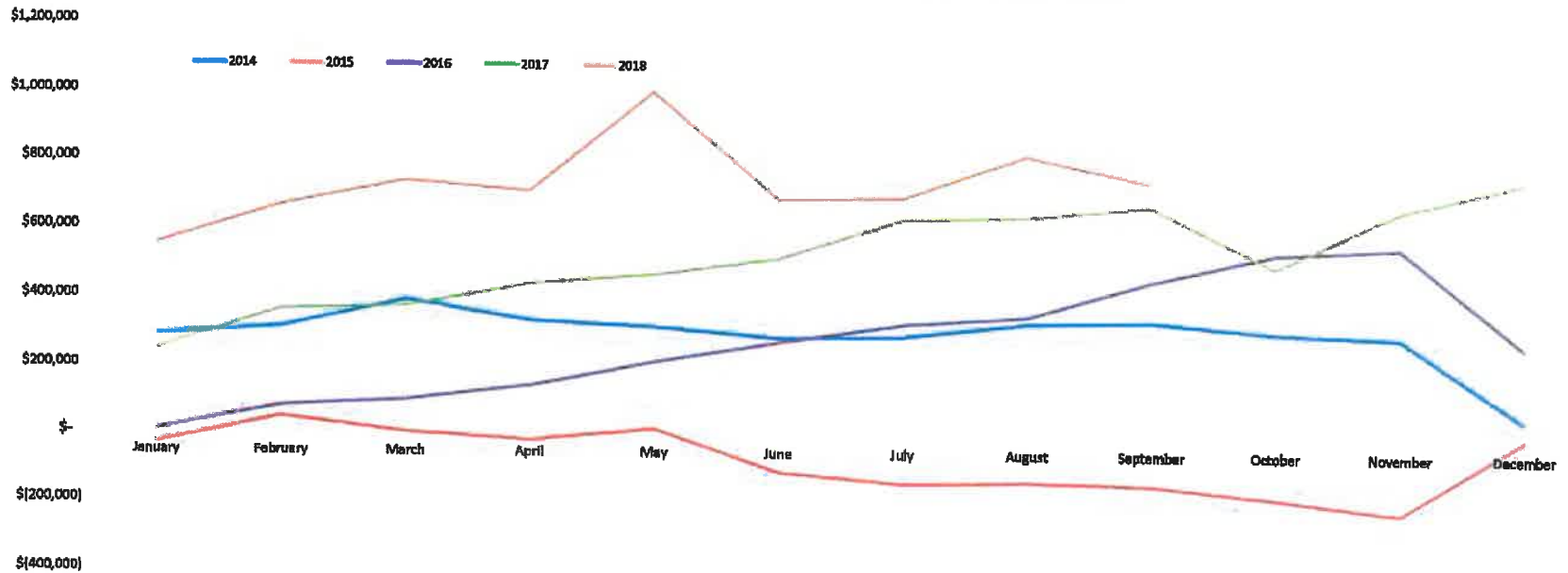
SWHHS Cash Balances - Health Services



SWHHS
Total Cash Balance by Month - Health Insurance

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2014	\$ 285,359	\$ 308,046	\$ 387,989	\$ 330,279	\$ 312,752	\$ 283,538	\$ 290,485	\$ 330,402	\$ 338,698	\$ 307,535	\$ 295,838	\$ 52,722	\$ 293,837
2015	(33,351)	43,793	830	(19,686)	13,869	(109,950)	(141,431)	(134,243)	(141,679)	(178,110)	(221,024)	-	(78,749)
2016	4,998	75,943	95,154	139,472	210,786	270,693	325,644	350,734	455,033	538,192	558,493	269,062	274,517
2017	243,432	360,090	369,064	436,168	465,189	514,005	629,735	640,875	673,434	497,528	665,075	753,857	520,703
2018	547,461	861,779	734,591	705,227	998,994	688,218	693,432	820,833	742,654				732,577

SWHHS Cash and Investment Balances - Health Insurance



Social Services Caseload:

Yearly Averages	Adult Services	Children's Services	Total Programs
2015	2648	481	3129
2016	2669	518	3187
2017	2705	604	3308
2018			

2018	Adult Services	Children's Services	Total Programs
January	2647	604	3251
February	2650	627	3277
March	2662	632	3294
April	2699	660	3359
May	2702	651	3353
June	2721	609	3330
July	2668	590	3258
August	2694	597	3291
September	2689	601	3290
October			
November			
December			
	24132	5571	3300

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
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	12	266	12	0	315	45	828	16	422	444	343	2705
2018												

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

2018	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	270	13	0	293	59	862	17	338	453	330	2647
February	12	268	13	0	293	49	856	17	366	453	323	2650
March	11	289	14	0	292	47	859	18	357	450	325	2662
April	11	293	14	0	302	45	866	19	375	453	321	2699
May	11	304	14	0	290	41	871	18	374	451	328	2702
June	11	307	14	0	296	37	882	20	370	447	337	2721
July	11	309	14	0	282	34	876	19	344	446	333	2668
August	11	307	14	0	280	39	890	17	357	448	331	2694
September	11	309	15	0	272	38	916	16	333	448	331	2689
October												
November												
December												
	11	295	14	0	289	43	875	18	357	450	329	2681

Children's - Social Services Caseload

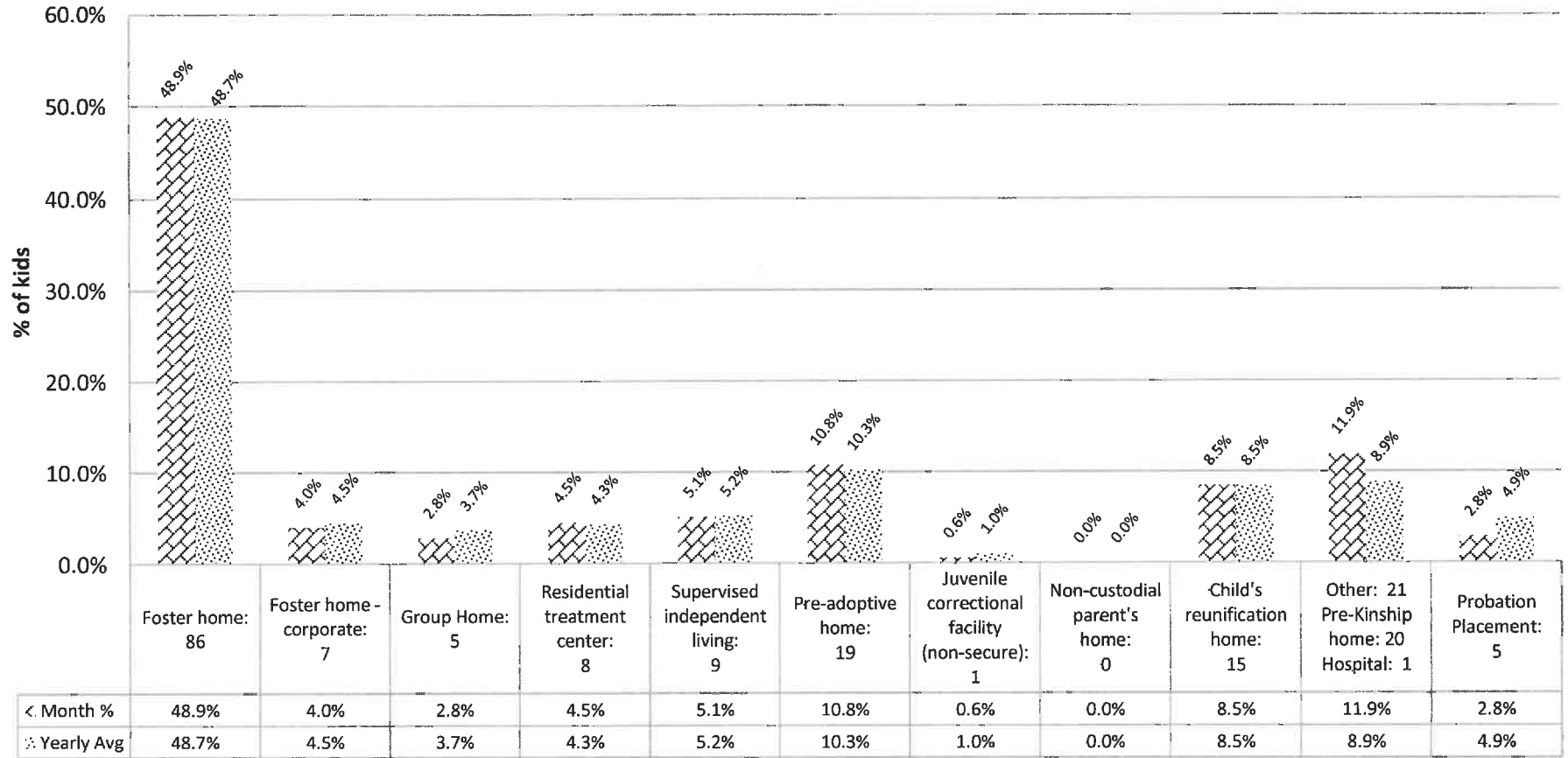
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
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	49	21	0	10	35	195	174	103	0	0	17	604
2018												

2018	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	46	20	0	10	34	188	184	104	0	0	18	604
February	46	20	0	10	36	194	196	109	0	0	16	627
March	47	21	0	10	39	194	190	113	0	0	18	632
April	46	23	0	10	39	218	204	107	0	0	13	660
May	46	26	0	11	39	203	192	115	0	0	19	651
June	46	26	0	11	41	170	176	115	0	0	24	609
July	46	26	0	11	41	164	158	115	0	0	29	590
August	46	26	0	11	42	152	170	117	0	0	33	597
September	45	23	0	11	43	173	172	107	0	0	27	601
October												
November												
December												
	46	23	0	11	39	184	182	111	0	0	22	619

2018 KIDS IN OUT OF HOME PLACEMENT - BY COUNTY

	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	YTD Average	2017 Average
Lincoln	6	7	9	9	9	9	9	10	10				9	7
Lyon	46	44	44	49	43	43	44	48	49				46	38
Murray	11	14	16	15	13	9	9	10	12				12	10
Pipestone	15	15	16	15	15	13	13	16	17				15	19
Redwood	96	92	88	85	83	77	82	72	74				83	95
Rock	14	16	16	17	17	17	17	19	14				16	16
Monthly Totals	188	188	189	190	180	168	174	175	176	0	0	0		

September 2018 - Placement by Category
176 Kids in Placement



September 2018: Total kids in placement = 176

Total of 9 Children entered placement

1	Lyon	Foster Home
1	Murray	Juvenile Correctional Facility
1	Murray	Foster Home
2	Pipestone	Foster Home
4	Redwood	Foster Home

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

1	Pipestone	Probation
1	Redwood	ADOPTED
1	Redwood	Foster Home
2	Rock	Child's Reunification Home
1	Rock	Juvenile Correctional Facility
2	Rock	Supervised Independent Living

NON IVD COLLECTIONS
SEPTEMBER 2018

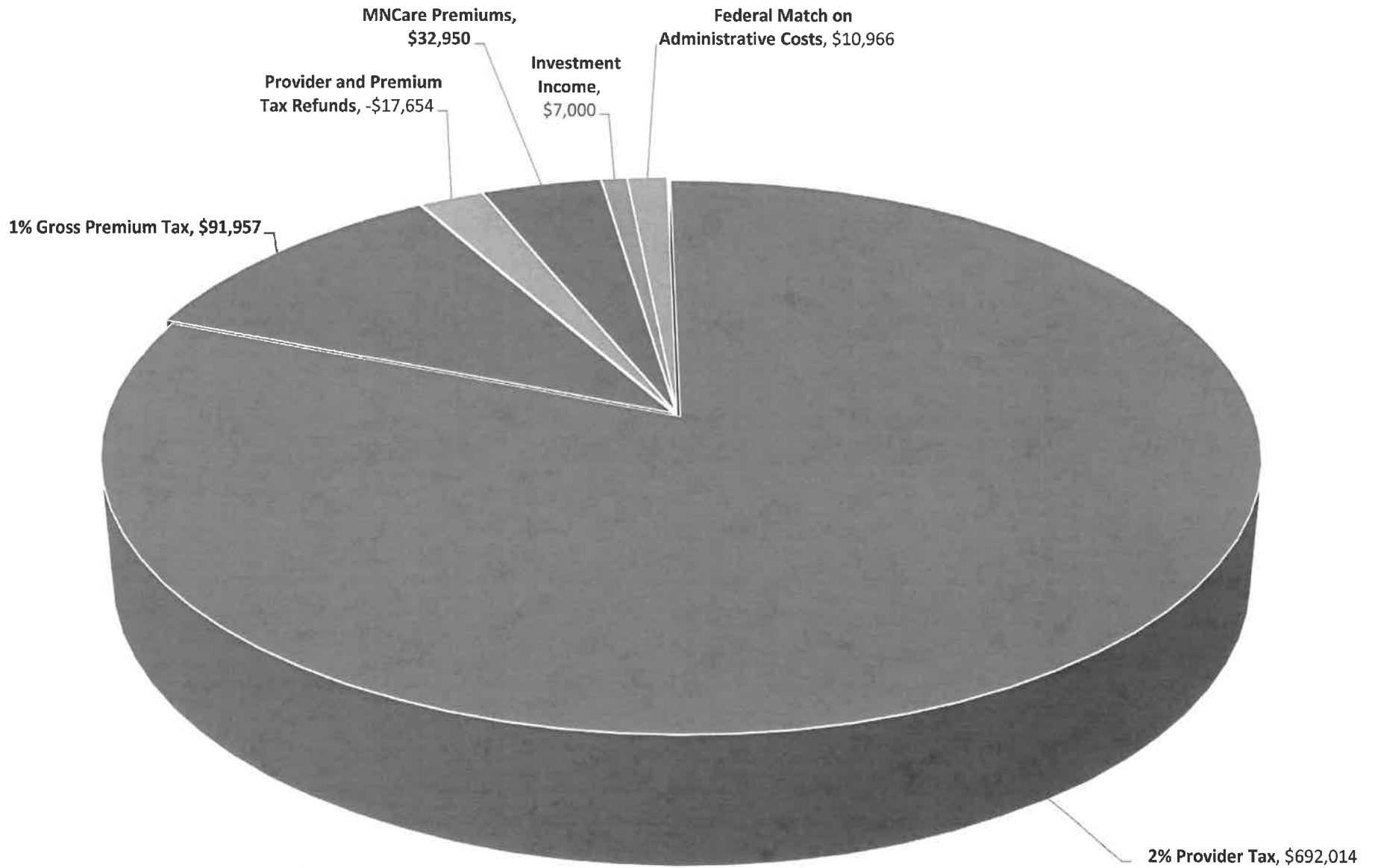
PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	4,918
TANF (MFIP/DWP/AFDC)	05-420-610.5803	822
GA	05-420-620.5803	50
FS	05-420-630.5803	323
CS (PI Fee, App Fee, etc)	05-420-640.5501	443
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	(5,076)
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	3,112
OOH/FC Recovery	05-431-710.5803	9,344
CHILDCARE		
Licensing	05-431-720.5502	2,350
Corp FC Licensing	05-431-710.5505	1,400
Over Payments	05-431-721&722.5803	879
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	3,313
Detox Fees	05-431-730.5520	1,240
Over Payments	05-431-730.5803	0
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	0
Over Payments	05-431-741 or 742.5803	0
DEVELOPMENTAL DISABILITIES		
Insurance Copay/Overpayments	05-431-750.5803	0
ADULT		
Court Visitor Fee	05-431-760.5803	0
Insurance Copay/Overpayments	05-431-760.5803	0

TOTAL NON-IVD COLLECTIONS

23,118

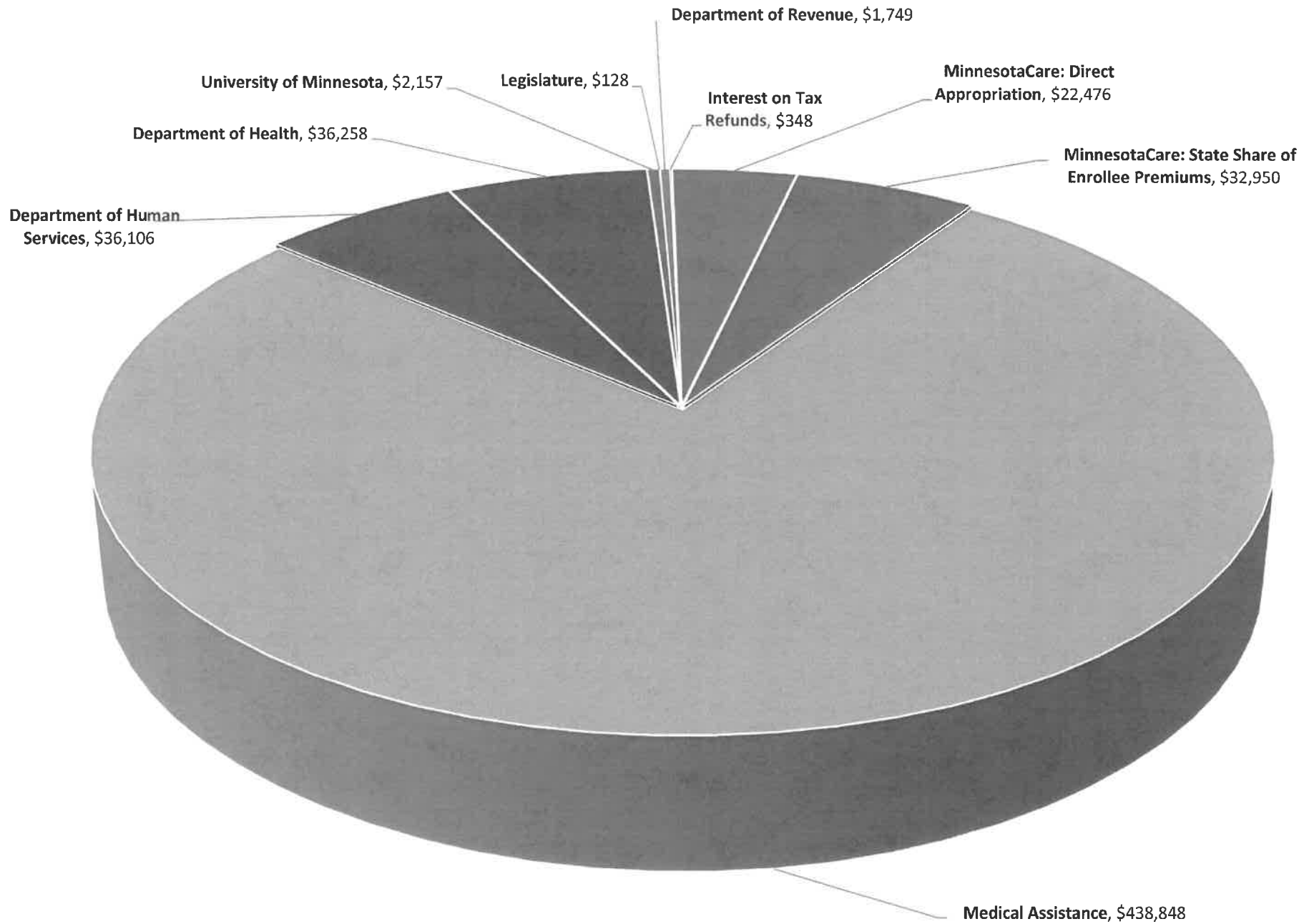
Health Care Access Fund Fiscal Year 2019 Revenue = \$817 million

(Chart labels in 1,000's)



Health Care Access Fund Fiscal Year 2019 Expenditures = \$571 million

(Chart labels in 1,000's)



**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 2**

EFFECTIVE DATE: 02/16/11

REVISION DATE: 12/18/13; 12/21/16; 10/17/18

AUTHORITY: Southwest Health and Human Services Joint Governing Board
Minnesota Statute 375.21 and 471.345

Code of Federal Regulations sections 2 CFR 200.317 to 200.326

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---GASB34 COMPLIANCY-RELATED AND PROCUREMENT POLICIES---

Section 1 - Purpose of Policies

- a. The following policies are presented and adopted in response to the accounting and reporting of the Governmental Accounting Standards Board (GASB), Governmental Wide Reporting requirements of GASB34, and future requirements. These policies provide the foundation for the collection and reporting of Agency financial information in accordance with these requirements.

"Government Wide Statements" refers to the Statement of Net Assets, Statement of Activities, and the reconciliation required under GASB34 reporting standards.

- b. Southwest Health and Human Services will procure the goods and services required to meet its needs and fulfill its mission. Southwest Health and Human Services will procure goods and services as economically as feasible, in a manner that is efficient, straightforward, and equitable and which complies with all federal, state, and local laws and regulations and all other agency policies.

Section 2 - Capital Assets Policy

- a. Capital assets are part of the governmental activities column on the Statement of Net Assets in the Government Wide Statements. Depreciation is required to be recorded as an expense at the government-wide level in the Statement of Activities.
- **Threshold** — The lower value threshold for the collection and reporting of Capital Assets for Government Wide reporting purposes will be \$5,000 dollars. Assets acquired of lesser value \$300 to \$4,999 dollars will be recorded and inventoried for control purposes, but will not be included in financial statement reporting.
 - **Category of Asset** — The two categories of Capital Assets the Agency will be reporting under will be office furniture/equipment and automobiles.
 - **Depreciation** — Will begin the first day of the month of purchase and will be calculated using the Straight Line Method, which allocates the cost evenly over the life of the asset. Any depreciation expense not recognized prior to disposal of the asset will be recognized at disposal. The appropriate amount gain is also recognized on disposal.

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- **Estimated Useful Life** — An accounting estimate of the time period (number of months or years) that an asset will be able to be used for the purpose for which it was purchased. The useful life time periods the Agency will be using for office furniture/equipment and automobiles will be from 3 to 10 years.
- b. A physical inventory will be completed annually by comparing the capital assets to the capital assets listing.

Section 3 - Budget Policy

- a. The Agency budget is adopted annually by the Southwest Health and Human Services Joint Governing Board and provides the authorization for program expenditures. In addition, program budgets will be approved by the Public Health Board and the Human Services Board. Once the budgets have been adopted by the appropriate board any changes and adjustments are made through a revised budget, leaving the adopted budget in its original approved form. The budget for Southwest Health and Human Services is prepared and reported on the modified accrual basis of accounting. All budgets are prepared in conformity with generally accepted accounting principles. Budget control is designated at the department level. The uses of budget dollars across line items within the agency are at the discretion of the Director, as long as federal, state, or other funding source use reporting requirements are met.

Section 4 - Policy to Determine the Current Share of Compensated Absences

- a. **Accumulative Leaves** - Vacation leave and other compensated absences with similar characteristics, are calculated and reported as due within one year using a 5 year trend analysis. The balance remaining is booked and reported as due within more than one year.

Section 5 - Use of Restricted Assets Policy

- a. Unassigned resources will only be used to pay restricted liabilities after appropriate restricted resources have been depleted, or the Southwest Health and Human Services Joint Governing Board takes specific action to appropriate those unassigned resources.

Section 6 - Direct and Indirect Expenses

- a. All expenses that support a specific function are directly charged and reported against that function. Depreciation expenses will be charged at functional reporting levels.

Section 7 - Identifying Special or Extraordinary Items

SOUTHWEST HEALTH AND HUMAN SERVICES
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- a. These items are transactions that are both unusual in nature and infrequent in occurrence and are the result of events that may be beyond the control of Agency management.

Section 8 - Revenue Recognition in Governmental Fund Statements

- a. Governmental Fund Statements are presented using modified accrual accounting. In order for a receivable to be recognized as revenue with these statements, it must be considered available. The Agency considers revenue available if it is collectable within 60 days of the date of the financial statement.

Section 9 – Procurement Policy

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The intent of this policy is to ensure that the procurement process complies with all applicable legal requirements and federal and state regulations; is fair to all participants; is as efficient as possible without eliminating needed controls; is understandable to all users; is administratively consistent with other agency policies and procedures; and maximizes the use of disadvantaged business whenever possible. Southwest Health and Human Services will maintain oversight of contractors to ensure there is compliance with terms, conditions, and specification of contract and purchases. This will be done through multiple activities including but not limited to supervisory, executive, and accounting review, audit of contracts, and Governing Board oversight/approval. Prior to purchase, Southwest Health and Human Service will conduct an informal inventory to prevent unnecessary duplication of purchases and use of any excess prior to purchasing new. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. When you enter into a covered transaction with another person at the next lower tier, you must verify that the person with whom you intend to do business is not excluded or disqualified. You do this by:

- (a) Checking SAM Exclusions; or
- (b) Collecting a certification from that person; or

SOUTHWEST HEALTH AND HUMAN SERVICES
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(c) Adding a clause or condition to the covered transaction with that person

It is the intent that Southwest Health and Human Services will adhere to these process for all purchases regardless of pay source. The Agency will not be involved in any construction activities. Any requirements related to construction contracts are not applicable to the Agency, and will not be addressed in this policy.

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a. Methods of Procurement

The agency will use the following Methods of Procurement.

1. Micro Purchases

Procurements valued at less than ~~\$5,000 (\$3,000 if federally funded)~~ \$3,000 will be considered Micro Purchases, and can be made without obtaining competitive quotations or proposals. These purchases are to be approved by the Director or Director's Designee. Agency staff will ensure that the price is fair and reasonable. Procurements will not be split to avoid competition. To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers.

2. Small Purchases

Procurements valued between ~~\$5,000 (\$3,000 if federally funded)~~ \$3,000 and \$100,000 will be considered Small Purchases, and will be made after obtaining an adequate number of quotations, bids, or proposals from qualified sources, in accordance with agency policy. All small purchases will require Southwest Health and Human Services Governing Board approval, the minutes shall show which bid was accepted and for how much, the names of the bidders, whether the low bid was accepted, or if not, why it was not accepted. (See Minnesota Statute 375.21 and 471.345 for compliance).

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3. Major Purchases

Procurements valued at greater than \$100,000 will be considered Major Purchases, and will be made by publicly soliciting bids or proposals in accordance with Agency procurement procedures and as required by Minnesota Statutes. All major purchases require Southwest Health and Human Services Governing Board approval, the minutes shall show which seal bid was accepted and for how much, the names of the bidders, whether the low bid was accepted, or if not, why it was not accepted. (See Minnesota Statute 375.21 and 471.345 for compliance). Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress

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in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

a. In order for the sealed bidding to be feasible, the following conditions should be present:

- A complete, adequate, and realistic specification or purchase description is available.
- Two or more responsible bidders are willing and able to compete effectively for the business.
- The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

b. If sealed bids are used, the following requirements apply:

- Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publically advertised.
- The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
- A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- Any or all bids may be rejected if there is a sound documented reason.

c. Procurement by Competitive Proposals:

- Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- Proposals must be solicited from an adequate number of qualified sources.
- SWHHS must have a written method for conducting technical evaluations of the proposals received and for selecting recipients
- Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

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d. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- o The item is available only from a single source
- o The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- o The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from SWHHS; or
- o After solicitation of a number of sources, competition is determined inadequate.

4. Master Contracts and Service Contracts

All contracts will be negotiated by the Director or Director's Designee and approved by Southwest Health and Human Services Governing Board. Master contracts and service contracts will be created with vendors to allow the agency to make repetitive purchases of similar types of goods or services on an as-needed basis in an efficient and economical manner. Procurements made through master contracts will satisfy the Agency's competitive procurement requirements. Contracts will only be awarded to contractors possessing the ability to perform successfully under the terms and conditions of the propose procurement. Consideration will be given to such matters as contactor integrity, compliance with public policy, past performance, and financial and technical resources. All master contracts and service contracts will address termination for cause and convenience by the agency including the manner by which it will be affected and basis for settlement.

a. Southwest Health and Human Services may use time and material contracts only after a determination that no other contract is suitable. This may include language that includes a ceiling price and if the contactor exceeds it is at their own risk.

5. Joint Purchasing Agreements

The agency has the authority to enter into Joint Purchasing Agreements with other governmental units as provided for in Minnesota Statutes. Procurements made

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through Joint Purchasing Agreements will satisfy the agency's competitive procurement requirements.

6. Contract Amendments

Contract amendments valued at greater than 10% of the original value of the contract will be considered separate procurements and will be supported by the appropriate competitive process.

7. Noncompetitive Purchases

Noncompetitive Purchases can be made under the following circumstances:

- ~~For Micro Purchases, where the total value of the purchase is less than \$5,000 (\$3,000 if federally funded)~~ \$3,000
- Where the Governing Board has declared an emergency, in accordance with Agency Policies and Procedures
- Where a sole source justification has been approved, in accordance with Agency Policies and Procedures
- Where the procurement is for goods or services not available competitively, such as utilities, subscriptions, professional dues and memberships, insurance, conference and seminar registration, permits and licenses, advertisements in publications, taxes, required federal, state, and local fees and charges, etc.

8. Disadvantaged Businesses

The agency will utilize businesses owned and controlled by socially and economically disadvantaged individuals in the procurement of goods and services, and the award of contracts. The agency will, in accordance with authority granted by federal regulations, state statute, and local laws and ordinances, act affirmatively to create a "level playing field" for women-owned, minority-owned and disadvantaged business enterprises to achieve the goal of equal opportunity.

9. Deviations

Approval to deviate from this policy must be documented and authorized by the Director, or by other agency staff as delegated by the Director in accordance with agency policies and procedures.

10. Prohibited Interests in Contracts

The agency shall not enter into any contract or purchase order for goods or services in which an agency board member or agency employee, or their immediate family members, has an indirect or direct personal financial interest or will personally benefit financially from the contract or purchase order. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of

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conduct apply and any violation of such standard by an employees could be cause for discipline. In exceptional cases and if permitted by applicable law or regulation, this policy may be waived by the Governing Board Chairperson or Director for good cause after consulting with agency legal counsel.

11. Settlement of Contract Issues

The non- federal entity alone must be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes and claims. These standards do not relieve SWHHS of any contractual responsibilities under its contracts. The federal awarding agency will not substitute its judgement for that of SWHHS unless the matter is primarily a federal concern. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

12. Competition

All Procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business
- Requiring unnecessary experience and excessive bonding
- Noncompetitive pricing practices between firms or between affiliated companies
- Noncompetitive contracts to consultants that are on retainer contracts

13. Prohibition of Unreasonable Requirements

Solicitation requirements that contain features that unduly restrict competition are prohibited. Some situations considered to be restrictive of competition include, but are not limited to: excessive qualifications; unnecessary experience; improper prequalification; retainer contracts; excessive bonding; brand name only; in-state or local geographic restrictions; organizational conflicts of interest; restraint of trade; and arbitrary action.

The following standards apply to solicitations:

- A clear and accurate description of the technical requirements for the material, product, or service to be procured is required.

SOUTHWEST HEALTH AND HUMAN SERVICES
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- A description may include a statement of the qualitative nature of the material, product, or service to be procured and when necessary, describe minimum essential characteristics and standards to which the property or services must conform if it is to satisfy its intended use.
- Detailed product specifications should be avoided if at all possible. Technical requirements should be described in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.

14. Prohibition of Arbitrary Action

Arbitrary action in selecting vendors is prohibited. Consistency in the procurement process is the best method of prohibiting arbitrary action. In addition, concerns regarding arbitrary action can be eliminated with proper file documentation, such as bid opening records, bid comparison sheets, award decision documentation, and negotiation memoranda. With the exceptions of Micro Purchases, Sole Source Purchases, purchases defined as non-competitive and purchases made to rectify a declared emergency, the agency's procurement transaction will be conducted in a manner providing full and open competition.

15. Prohibition of Geographic Preferences

The agency will not impose in-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.

16. Cost or Price Analysis

SWHHS must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold currently set at \$150,000 including contract modifications. This is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, SWHHS must make independent estimates before receiving bids or proposals.

The agency shall not use the "cost plus a percentage of cost" and "percentage of construction cost" methods of contracting. The agency permits the use of time and materials contracts only after determining that no other contract type is suitable and only if the contract specifies a ceiling price that the contractor may not exceed except at its own risk.

**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; 10/17/17

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

--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 (SWHHS) using a credit card issued in the agency'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. The Governing Board may authorize the use of an agency credit card by any county officer otherwise authorized to make a purchases on behalf of the county agency. 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. Only those individuals identified and approved by the Governing Board and this policy will hold an agency credit card. A purchase by credit card must otherwise comply with all statutes, rules or county agency policy applicable to county agency 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.

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

- d. The Southwest Health and Human Services Governing Board shall may 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 at anytime, and without notice cancel credit card use 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, no later than 1 (one) week after the transaction takes place with the appropriate supervisor sign off along with additional required documentation (i.e. staff development form, SS 009 Social Service Request for Payment or etc.).
- 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 3,000. Any items exceeding \$1,000 3,000 does require 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 \$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.
- g. When a cardholder separates from SWHHS, it is the cardholder's responsibility to turn in their agency credit card 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.

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

- 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).
- 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.
- To ensure proper safeguarding of the agency credit card, no credit card information shall be saved to any website (i.e. Walmart, Amazon, or etc.).

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 to pay back to SWHHS. ~~It is the Fiscal Manager's responsibility to ensure that only reimbursable expenses are charged on the card. Payment is expected to be made back to SWHHS, immediately following notification.~~
- c. If a staff person makes an ineligible purchase(s) or fails to provide the required documentation, the following will occur:
1. First offense – Staff person's immediate supervisor is notified.
 2. Second offense – Staff person's card is suspended for 90 (ninety) days.
 3. Third offense – Staff person is removed as an authorized user of the agency's credit card.

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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~~ ensure that the proper itemized

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

receipts immediately upon receipt are turned in to accounting, along with any required documentation.

- b. The Fiscal Supervisor and/or accounting technician will reconcile the monthly statement with all original receipts and documentation.
- c. 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.

Schedule A

Authorized Cardholders

Name	Title	Location
Beth Wilms	Director	Marshall – 1 st Floor
Ann Orren	Health Educator Supervisor	Marshall – 2 nd Floor
Cindy Nelson	SS Division Director	Marshall – 1 st Floor
Christine Versaevel	SS Supervisor – Children	Marshall – 1 st Floor
Kristin Malin	SS Supervisor – Children	Marshall – 1 st Floor
Craig Wilson	Social Worker – SELF Program	Marshall – 1 st Floor
Monica Christianson	Office Services Supervisor	Marshall – 1 st Floor
Karri Harvey	IT Supervisor	Marshall – 1st Floor
Mandy Holzapfel	SS Supervisor – Children	Redwood Falls
Stacy Jorgensen	SS Supervisor – Adults	Pipestone
Steve Beekman	Health Educator	Pipestone
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



Position Request Form

SECTION 1: Process

1. Supervisors will complete the internal position justification form and submit to their Division Director.
2. Division Director completes position request form outlining their justification for requesting a new or open position and submits to Director.
3. Executive Team will review requests. Director will make final recommendations to the SWHHS Governing Board.

SECTION 2: New Position Information

New Position Title: Eligibility Worker Division/Unit: Income Maintenance

New Position Replacement Permanent Temporary Promotion

Is Funding Budgeted for This Position? Yes, Budgeted No, Not Budgeted

Desired hire date: asap FTE Requested: yes

*Attached additional sheets if necessary.

1. What will the essential functions performed by this position include?

The purpose of this position is to provide for the needs of various individuals and families by providing information, determine initial and on-going eligibility for all Income Maintenance Programs administered by Southwest Health and Human Services as outlined in federal regulations and rules, state statutes, and local rules and policies pertaining to those IM programs.

2. Why are you recommending this position be authorized?

Staff are currently at or above the recommended caseload size for both Singles and Family Workers. It is necessary to fill this position to guarantee that case management continues to meet policy guidelines. Rock County workers have a history of meeting SNAP processing deadlines at 100% each month. Not replacing could negatively change those results. Rock County has four full time Eligibility Workers, 1 part time and one Transportation Coordinator. Not filling the open position would increase the average caseload per worker, decrease coverage options and increase the number of days spent on Intake. This in turn reduces the amount of time a worker can dedicate to their case management. Contracting or hiring temp workers is not an option due to the specific training requirements of the position. Only having one family worker could be detrimental to service delivery, customer service and to the needs of applicants.

3. What alternatives to hiring a new position have been considered?

Contracting or hiring temp workers is not an option due to the specific training requirements of the position. Overall this unit is already down 1.5 FTE's which have not been filled. In the Luverne office, the two single programs workers already carry a full caseload. The fifth Eligibility Worker is a lead worker who besides managing a caseload also completes case reviews as assigned. Adding more cases would reduce her ability to complete those case reviews.

4. Please indicate how this position will be funded? Check all that apply.

- 100% Levy
- Part Levy/Part Grant or Reimbursement
- 100% Grant or Reimbursement
- Other: [Click or tap here to enter text.](#)

This position is eligible for an average of 50% Federal Fiscal Participation on the first day of employment. Reimbursement is received quartley with the filing of the Income Maintenance Financial Report.

Salary range \$47,339 – \$74,294 (salary, fica, pera and Insurance contribution)

5. What new or additional funding would support this position? Please identify any NEW dollars available to support this request. Grant resources already committed to existing expenditures should not be listed. Please be detailed.

What is the ROI?

6. What would the impact be to your customers and the community if this position is not authorized?

Due to the immediate needs of clients for items such as food or shelter, without this position some clients may not be served timely or receive the best service from our agency. Failing to meet a client's basic needs may cause for other actions/services that have additional costs to agency such as child welfare or child protection. We also need to ensure we are meeting the standards as set by the Minnesota Department of Human Services and the program rules of the assistance programs. Failure to issue benefits could result in denial of SNAP performance enhancement dollars which has been used for equipment replacement and training in the past.

7. How does this position support the core mission of your department?

Adding a position in income maintenance supports the mission of the agency by assisting individuals through public assistance services that help them work towards self-sufficiency.

SECTION 3: Signatures

Completed by: Nancy Walker Date: 10/8/18
Division Director Signature: [Signature] Date: 10/8/18
Director Signature: [Signature] Date: _____



Position Request Form

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2. Division Director completes position request form outlining their justification for requesting a new or open position and submits to Director.
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SECTION 2: New Position Information

New Position Title: County Agency Social Worker/CAC/CADI/BI **Division/Unit:** Social Services

New Position Replacement Permanent Temporary Promotion

Is Funding Budgeted for This Position? Yes, Budgeted No, Not Budgeted

Desired hire date: Immediately **FTE Requested:** Yes

*Attached additional sheets if necessary.

1. What will the essential functions performed by this position include?

This position's purpose is to provide assessment and case management services under CAC/CADI/BI programs. Specific tasks include assessments, case management, screenings, consultation, case planning, coordination, ensuring services are paid on behalf of clients, monitoring, reassessment of needs, client visits, team meetings, and paperwork and documentation related to these tasks. MN Choices assessments are also a part of this position.

2. Why are you recommending this position be authorized?

We have a resignation from a current employee in this program area. As we know, the adult services unit is now down 3 positions due to vacancies created in the past year and workloads are high. (We had been down 4 but one worker was recently hired; this worker is still in training; 2 workers will be taking FMLA for approximately 12 weeks each starting in January, putting additional strain on this program area) Case managers have multiple duties related to their program and clients are entitled to receive all services for which they are eligible. Staff having less time to dedicate to each client creates a barrier in locating adequate services, researching providers, identifying needed supplies and equipment, and staying updated on an individual's health and wellbeing. DHS sets timelines that we must adhere to for the client's rights and service needs. Due to the high caseloads and increasing expectations from the waiver programs, some time lines are not being met and standards are not achieved in some cases. We continue to see a high number of new referrals and, more importantly, increasing difficulties of the clients we need to serve. With limited access to both providers and services in some of our service area, we continue to have to look outside of our 6 counties to get people the help they need, while also providing choices. This creates barriers to response time due to traveling farther distances and exploring alternative options throughout Minnesota. For example we have several people we are serving in Northern Minnesota and those people need the same amount of visits and same response times as the people living in our six county area.

7. How does this position support the core mission of your department?

Filling this recently vacated position in adult services supports the mission of the agency by supporting individuals through services that help them remain in their home and in their community.

SECTION 3: Signatures

Completed by: Cindy Nelson Date: October 11, 2018

Division Director Signature:  Date: 10-11-18

Director Signature:  Date: _____



Position Request Form

SECTION 1: Process

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2. Division Director completes position request form outlining their justification for requesting a new or open position and submits to Director.
3. Executive Team will review requests. Director will make final recommendations to the SWHHS Governing Board.

SECTION 2: New Position Information

New Position Title: Public Health Nurse

Division/Unit: Public Health

New Position Replacement Permanent Temporary Promotion

Is Funding Budgeted for This Position? Yes, Budgeted No, Not Budgeted

Desired hire date: immediate

FTE Requested: 1.0

1. What will the essential functions performed by this position include?

The position will perform the grant duties for the Women, Infants, Children (WIC), Child & Teen Check-up (C&TC), Early Hearing Detection and Intervention/Birth Defects, car seat distribution and Family Home Visiting in Murray County.

This position will eventually be out of the Murray County office, but because of the complexity of public health nursing, if a PHN is hired without prior experience, it is difficult for them to competently function in a county alone. We would expect a transition time for this PHN to work in Lyon county for training up to one year.

2. Why are you recommending this position be authorized?

Some funds will be immediate return through the grants.

We currently have an open position that we recently justified and the Board approved in August. If we do not fill this current position, we resort back to the original justification (SWHHS is not currently fulfilling our contractual obligations related to the C&TC grant contract. Some required grant duties are not getting done or are not being done at the required level. If the position is not filled, grant funding through C&TC will likely be unspent, which could trigger a decrease in future grant amounts).

Public Health (PH) staff often work in multiple programs and when there is one staff person missing, it essentially affects the entire PH Department. Having this position will allow the other staff who are currently picking up (some) of that work to complete revenue generating work through C&TC and Family Home Visiting.

3. What alternatives to hiring a new position have been considered?

All staff time is documented in Nightingale Notes and, as a Supervisory team, we evaluated all PH programs and where staff are spending their time. After analysis, we found if PHN positions are not replaced, it is a domino effect on all other programs. Often sacrificing services and programs that have the highest return on investment.

There is extensive programmatic cross-over, it would be difficult to do one program without the other (C&TC funds part of the WIC time during clinic visits – coordinating medical/dental transportation, health/dental referrals and follow up). The integration of our PH programs is essential to ensure staff are aware of referral possibilities and for a better client services and continuity of care.

Other employees could possibly absorb parts of this position, but current staffing would not allow us to complete all of the grant duties as well as see a significant increase in staff travel and decrease revenues from other programs. In addition, other PH programs would be negatively impacted. Many of the indirects (rent, phone, maintenance contracts, etc.) that are reimbursed through grants are constant. Having less FTE's creates more of a burden on other programs. If those programs don't have the ability to absorb the additional costs, it gets paid through the Administrative budget.

4. Please indicate how this position will be funded? Check all that apply.

- 100% Levy
- Part Levy/Part Grant or Reimbursement
- 100% Grant or Reimbursement
- Other: [Click or tap here to enter text.](#)

%Federal _____ % State _____ % County _15_ %Other _10_ %Grant _75%_

Depending on when training is offered in various programs, this will fluctuate over the course of the year.

5. What new or additional funding would support this position? Please identify any NEW dollars available to support this request. Grant resources already committed to existing expenditures should not be listed. Please be detailed.

Being a replacement position, this will not bring in any new dollars, but will maintain the current funding level.

What is the ROI?

This would not be new funding, but bringing the programs back up to the previous level before the position was vacated.

Each of the programs involved in this proposal has positive health implications in our communities. Data indicates that these services reduce obesity, child protection rates, and chronic disease. They also improve pregnancy outcomes and other health outcomes in children. In general, the cost savings to the community are seen for years beyond when the service occurs.

6. What would the impact be to your customers and the community if this position is not authorized?

Less Family Home Visits would occur if the position is not replaced. Each of the programs involved in this proposal has positive health implications in our communities.

In addition to our grant requirements, we have relationships with medical providers, University of Minnesota Extension, Head Start, and several other community partners. These relationships would suffer if the position isn't filled. The work we do with providers gives those we serve the needed services and we assist the providers in capturing additional revenue.

7. How does this position support the core mission of your department?

This position aligns with our Strategic Plan and SWHHS's Community Health Improvement Plan. These preventative services improve the health of our communities.

SECTION 3: Signatures

Completed by: Carol Biren Date: _____

Division Director Signature:  Date: _____
APPROVED
By carol.biren at 2:10 pm, Oct-08, 2018

Director Signature:  Date: _____



Position Request Form

SECTION 1: Process

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2. Division Director completes position request form outlining their justification for requesting a new or open position and submits to Director.
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SECTION 2: New Position Information

New Position Title: Health Educator

Division/Unit: Public Health

New Position Replacement Permanent Temporary Promotion

Is Funding Budgeted for This Position? Yes, Budgeted No, Not Budgeted

Desired hire date: immediate

FTE Requested: 1.0

1. What will the essential functions performed by this position include?

This position leads a coalition of community members, who are an integral part of the success of the grant. The office for this position is located in the Pipestone Area School building. There are more than 25 coalition members and more than 60 students in the youth group that are led by the coordinator. Together they work to decrease the underage use of alcohol and other drugs.

2. Why are you recommending this position be authorized?

This position is 100% grant funded and the grant contract requires a full time coordinator. Without the coordinator position, we would have to give the grant back.

3. What alternatives to hiring a new position have been considered?

All staff time is documented in Nightingale Notes and, as a Supervisory team, we evaluated all PH programs and where staff are spending their time. We do not have the capacity to pull from other programs without losing funding in the other programs.

4. Please indicate how this position will be funded? Check all that apply.

- 100% Levy
- Part Levy/Part Grant or Reimbursement
- 100% Grant or Reimbursement
- Other: [Click or tap here to enter text.](#)

5. What new or additional funding would support this position? Please identify any NEW dollars available to support this request. Grant resources already committed to existing expenditures should not be listed. Please be detailed.

Being a replacement position, this will not bring in any new dollars, but will maintain the current funding level.

What is the ROI?

This is the 3rd cohort of this grant and each of the others has seen significant reduction in underage alcohol and other drug use. The return on investment for this grant will be seen for years beyond the funding.

6. What would the impact be to your customers and the community if this position is not authorized?

The momentum and work that has already been accomplished will stall or revert back to prior to the grant. The change that occurs with this type of grant is not immediate. It often takes a couple years to see the changes that are intended.

7. How does this position support the core mission of your department?

This position aligns with our Strategic Plan and SWHHS's Community Health Improvement Plan. These preventative services improve the health of our communities.

SECTION 3: Signatures

Completed by: _____ Carol Biren _____ Date: _____

Division Director Signature: _____ **APPROVED** _____ Date: _____
By carol.biren at 1:58 pm, Oct 08, 2018

Director Signature: Beckmure _____ Date: _____

OCTOBER 2018
GRANTS ~ AGREEMENTS ~ CONTRACTS
Board review and approval

- Southwest Regional Development Commission (SRDC) (Slayton, MN) – 11/01/18 to 10/31/19;** Agreement for assistance with Active Living Plans in connection with SHIP; \$90/hour for planner not to exceed \$3,000 (decrease in amount, RENEWAL).
Fiscal Note: 2018 \$2292
- Rock County Opportunities Inc (Luverne, MN) – 12/01/18 to 11/30/19;** Shredding services contract, \$0.175/lb, billable monthly (no increase)(renewal).
- University of MN Extension (Minneapolis, MN) - 09/13/18 to 10/25/18;** an agreement to facilitate a Dynamics of Change workshop for employees, utilizing Wellness dollars, \$1,092.93 (NEW).
Fiscal Note: 2018 \$-0- (new)
- Tech Tronix Inc (Fergus Falls, MN) – 11/01/18 to 10/31/19;** Agreement for an End User License for EH Manager, a software program to record and manage environmental health data for inspections, licensing, and plan review (ie: Food, Beverage & Lodging, Food Stands, Swimming Pools, etc); \$2,000 initial license costs with the initial year at \$6,000 (NEW).
Fiscal Note: 2018 \$-0- (new- MDH no longer providing agencies with tracking software)
- MDH MN Immunization Information Connection (MIIC) – 11/01/18 to 10/31/21;** Data Use Agreement that will allow staff access to an information system that shares and provides immunization data across the State; -0- (RENEWAL).
Fiscal Note: 2018 \$-0-
- Minnesota West College (various SWMN Locations, MN) - 09/21/18 – 09/20/23;** Memorandum of Agreement to cooperate and furnish students in the nursing and health field an educational program in a clinical setting (RENEWAL).
Fiscal Note: 2018 \$-0-
- New Horizons Crisis Center (Marshall, Slayton, Redwood locations) – 01/01/18 to 12/31/18;** Amendment to the original contract to extend purchase of parenting time services, \$10,000 additional for a total of \$105,000 (NEW).
Fiscal Note: 2017 \$102,027, 2018 \$53,084 (thru Q2)