



Southwest Health and Human Services
Board Agenda
Wednesday, December 19, 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 11/28/18 board minutes
- D. Introduce New Staff:
- E. Employee Recognition:
 - Janet Bush, 5 years, Registered Dietitian, Pipestone
 - Lisa DeBoer, 20 years, Fiscal Officer, Luverne
- F. Financial

HUMAN SERVICES (cont.)

G. Caseload	<u>11/18</u>	<u>11/17</u>	<u>10/18</u>	<u>09/18</u>
Social Service	3,727	3,865	3,795	3,740
Licensing	454	457	455	450
Out-of-Home Placements	165	177	170	176
Income Maintenance	12,092	12,039	12,201	12,150
Child Support Cases	3,237	3,267	3,258	3,258
Child Support Collections	\$755,388	\$762,945	\$791,329	\$727,124
Non IV-D Collections	\$77,055	\$74,475	\$88,192	\$23,118

H. Discussion/Information

1. LAC (Local Advisory Council) Update- Jennifer Lundberg & Nathaniel Kuhnau

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 11/28/18 board minutes

L. Financial

COMMUNITY HEALTH (cont.)

M. Caseload	<u>11/18</u>	<u>10/18</u>	<u>09/18</u>
WIC	N/A	2121	2115
Family Home Visiting	52	43	48
PCA Assessments	15	23	13
Managed Care	269	356	299
Dental Varnishing	21	19	17
Refugee Health	2	1	5
Latent TB Medication Distribution	25	31	26
Water Tests	116	222	168
FPL Inspections	30	44	38
Immunizations	74	48	33
Car Seats	19	15	15

- N. Discussion/Information
1. Tobacco Presentation- Ann Orren

- 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 11/28/18 board minutes

GOVERNING BOARD (cont.)

R. Financial

S. Human Resources Statistics

	<u>11/18</u>	<u>11/17</u>	<u>10/18</u>	<u>09/18</u>
Number of Employees	233	249	237	238
Separations	1		4	1

T. Discussion/Information

1. Human Resources Report- Jodi Robinson & Nancy Walker
2. MCIT Outstanding Loss Ratio- Nancy Walker

U. Decision Items

1. Request for Eligibility Worker
2. Request for Info Tech Analyst- Network Systems Administrator
3. 2019 Per Diem
4. 2019 Resolution of Signature Authority
5. 2019 Resolution to Designate Depositories
6. Redwood Valley Technical Solutions Agreement
7. 2019 Accounting Policies and Procedures Handbook
8. Dale Hiland, temporary appointment, amend start date to no earlier than 12/27/2018
9. Donations:
 - a. Cedar Mountain Student Council donating socks of various sizes to those in need.
10. Contracts

V. Closed Session- Beth Wilms Evaluation

W. Adjournment

Next Meeting Dates:

- **Wednesday, January 16, 2019 – Marshall**
- **Wednesday, February 20, 2019 – Marshall**
- **Wednesday, March 20, 2019 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

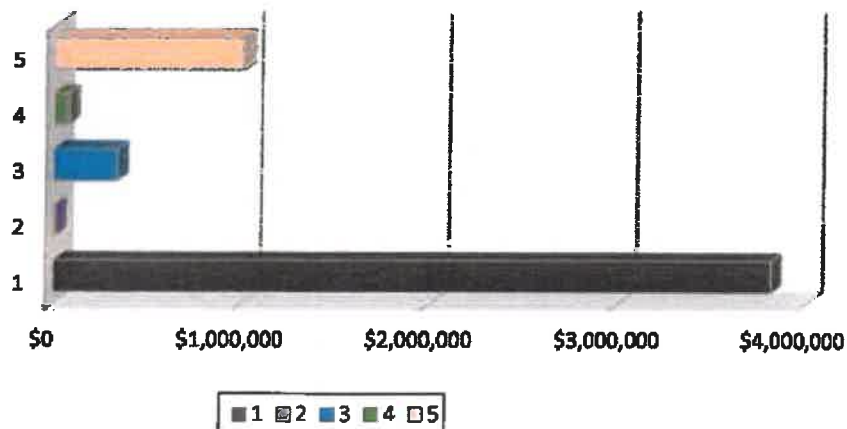
Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne Offices

SUMMARY OF FINANCIAL ACCOUNTS REPORT For the Month Ending **November 30, 2018**

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

Description	Month	Running Balance	
BEGINNING BALANCE		\$1,351,255	
RECEIPTS			
Monthly Receipts	3,878,294		
County Contribution	1,668,078		
Interest on Savings	8,937		
TOTAL MONTHLY RECEIPTS		5,555,309	
DISBURSEMENTS			
Monthly Disbursements	3,087,047		
TOTAL MONTHLY DISBURSEMENTS		3,087,047	
ENDING BALANCE		\$3,819,516	
REVENUE			
<i>Checking/Money Market</i>	\$3,819,516		
<i>SS Benefits Checking</i>	\$10,000		
<i>Bremer Savings</i>	\$339,515		
<i>Great Western Bank Savings</i>	\$75,887		
<i>Investments - MAGIC Fund</i>	\$1,007,480		
ENDING BALANCE		\$5,252,398	November 2017 Ending Balance \$2,962,222
DESIGNATED/RESTRICTED FUNDS			
Agency Health Insurance		\$709,871	November 2017 Ending Balance \$665,075
LCTS Lyon Murray Collaborative		\$88,157	
LCTS Rock Pipestone Collaborative		\$36,959	
LCTS Redwood Collaborative		\$31,730	
Local Advisory Council		\$1,216	November 2017 Ending Balance
AVAILABLE CASH BALANCE		\$4,384,465	\$2,086,822

REVENUE DESIGNATION



**SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER
NOVEMBER 2018**

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				1,351,254.67
11/2/18	4935-4936 ACH	Disb		307.05	1,350,947.62
11/2/18	92960-93001	Disb		6,115.61	1,344,832.01
11/2/18	4937-4963 ACH	Disb		20,724.28	1,324,107.73
11/2/18	93002-93057	Disb		427,971.64	896,136.09
11/2/18	31588-31590,31605-31647	Dep	61,396.65		957,532.74
11/5/18	9761	Disb		37,004.30	920,528.44
11/6/18	31648-31672	Dep	180,180.98		1,100,709.42
11/6/18	9762	Disb		2,966.85	1,097,742.57
11/8/18	Transfer from Savings	Disb	1,000,000.00		2,097,742.57
11/9/18	4964-4965 ACH	Disb		129.66	2,097,612.91
11/9/18	93058-93122	Disb		7,222.79	2,090,390.12
11/9/18	4966-5020 ACH	Disb		53,723.27	2,036,666.85
11/9/18	93123-93210	Disb		212,031.99	1,824,634.86
11/9/18	8552-8570	Payroll		135,854.93	1,688,779.93
11/9/18	53920-54161 ACH	Payroll		477,845.65	1,210,934.28
11/9/18	31673-31732	Dep	286,963.58		1,497,897.86
11/13/18	31733-31758	Dep	90,671.00		1,588,568.86
11/14/18	9763	Disb		81,470.42	1,507,098.44
11/14/18	9764	Disb		9,987.82	1,497,110.62
11/16/18	93211	Disb		12,503.55	1,484,607.07
11/16/18	5021-5039 ACH	Disb		59,190.60	1,425,416.47
11/16/18	93212-93261	Disb		221,836.68	1,203,579.79
11/16/18	31759-31814	Dep	1,210,631.15		2,414,210.94
11/19/18	9765	Disb		293,411.83	2,120,799.11
11/19/18	VOID 93236	Disb		(660.00)	2,121,459.11
11/21/18	93262-93360	Disb		13,365.80	2,108,093.31
11/21/18	5040 ACH	Disb		134.00	2,107,959.31
11/21/18	93361-93546	Disb		89,084.90	2,018,874.41
11/21/18	5041-5043 ACH	Disb		1,095.70	2,017,778.71
11/21/18	93547-93568	Disb		1,540.13	2,016,238.58
11/21/18	93569-93617	Disb		129,730.83	1,886,507.75
11/21/18	5044-5060 ACH	Disb		8,871.45	1,877,636.30
11/21/18	8571 - 8589	Payroll		135,809.82	1,741,826.48
11/21/18	54162 - 54402 ACH	Payroll		479,726.66	1,262,099.82
11/21/18	9766	Disb		8,876.46	1,253,223.36
11/21/18	31815-31881	Dep	715,622.57		1,968,845.93
11/26/18	VOID 93572	Disb		(418.13)	1,969,264.06
11/26/18	9767	Disb		866.00	1,968,398.06
11/26/18	9768	Disb		49,470.81	1,918,927.45
11/27/18	31882-31922	Dep	144,639.49		2,063,566.94
11/28/18	9769	Disb		9,987.67	2,053,579.27
11/30/18	93618-93674	Disb		6,908.92	2,046,670.35
11/30/18	5061-5062 ACH	Disb		312.32	2,046,358.03
11/30/18	93675-93737	Disb		83,278.32	1,963,079.71
11/30/18	5063-5079 ACH	Disb		8,365.50	1,954,714.21
11/30/18	9770	Disb		401.60	1,954,312.61
11/30/18	31923-31996	Dep	1,865,203.63		3,819,516.24
					3,819,516.24
					3,819,516.24
					3,819,516.24
	balanced 12/3/18 jvp	TOTALS	5,555,309.05	3,087,047.48	

Checking - SS Beneficiaries
Savings - Bremer
Savings - Great Western
Investments - Magic Fund

10,000.00
339,515.20
75,887.29
1,007,479.63

TOTAL CASH BALANCE

5,252,398.36

SOUTHWEST HEALTH AND HUMAN SERVICES SAVINGS & INVESTMENTS REGISTERS

2018

BREMER BANK					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/18	BEGINNING BALANCE				3,811,895.63
01/03/18	33393	Interest	2,696.81		3,814,592.44
01/19/18	Transfer to Checking	Transfer		1,000,000.00	2,814,592.44
02/08/18	33907	Interest	2,599.17		2,817,191.61
03/07/18	34332	Interest	1,966.63		2,819,158.24
03/08/18	Transfer to Checking	Transfer		1,000,000.00	1,819,158.24
04/04/18	34803	Interest	1,710.09		1,820,868.33
04/12/18	Transfer to Checking	Transfer		1,000,000.00	820,868.33
05/04/18	35322	Interest	1,508.61		822,376.94
06/05/18	35884	Interest	1,255.42		823,632.36
06/18/18	Transfer from Checking	Transfer	1,500,000.00		2,323,632.36
06/25/18	Transfer to Checking	Transfer		1,000,000.00	1,323,632.36
07/05/18	36306	Interest	1,783.93		1,325,416.29
07/18/18	Transfer from Checking	Transfer	1,000,000.00		2,325,416.29
08/03/18	36765	Interest	3,109.27		2,328,525.56
09/05/18	37245	Interest	4,060.57		2,332,586.13
10/02/18	37677	Interest	3,948.14		2,336,534.27
10/11/18	Transfer to Checking	Transfer		1,000,000.00	1,336,534.27
11/08/18	Transfer to Checking	Transfer		1,000,000.00	336,534.27
11/08/18	38281	Interest	2,980.93		339,515.20
					339,515.20
					339,515.20
					339,515.20
	ENDING BALANCE				339,515.20

GREAT WESTERN BANK					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/18	BEGINNING BALANCE				75,277.07
01/03/18	33394	Interest	52.63		75,329.70
02/08/18	33908	Interest	59.93		75,389.63
03/07/18	34333	Interest	50.90		75,440.53
04/04/18	34804	Interest	54.56		75,495.09
05/04/18	35323	Interest	56.43		75,551.52
06/05/18	35885	Interest	58.46		75,607.98
07/05/18	36307	Interest	52.87		75,660.85
08/03/18	36766	Interest	58.37		75,719.22
09/05/18	37246	Interest	56.59		75,775.81
10/02/18	37678	Interest	51.15		75,826.96
11/08/18	38282	Interest	60.33		75,887.29
					75,887.29
	ENDING BALANCE				75,887.29

MAGIC FUND INVESTMENT					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/18	BEGINNING BALANCE				0.00
06/25/18	Transfer from Checking	Investment	1,000,000.00		1,000,000.00
07/05/18	36308	Interest	55.90		1,000,055.90
08/03/18	36767	Interest	56.00		1,000,111.90
09/05/18	37247	Interest	56.10		1,000,168.00
10/02/18	37679	Interest	58.88		1,000,226.88
10/02/18	37679	Interest	1,356.78		1,001,583.66
11/08/18	38283	Interest	5,895.97		1,007,479.63
					1,007,479.63
					1,007,479.63
					1,007,479.63
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					1,007,479.63
	ENDING BALANCE				1,007,479.63

Southwest Health and Human Services



As of 11/2018

Treasurer's Cash Trial Balance

12/10/18 8:52AM

Page 3

Fund	Beginning Balance	This Month	YTD	Current Balance
5 Human Services Fund	471	LCTS Collaborative Agency		
Payroll	0.00			
Dept Total		19,993.04-	315,299.41-	3,008,364.77-
Dept Total		17,344.79-	268,620.65-	
Receipts		50,101.00	240,540.00	
Disbursements		0.00	190,439.00-	
Dept Total		50,101.00	50,101.00	50,101.00
Fund Total	3,034,964.03	1,593,565.36	1,332,916.27-	1,702,047.76
61 Agency Health Insurance	753,857.36	481,209.34	3,835,062.06	
Receipts		461,404.00-	3,879,048.54-	
Disbursements		19,805.34	43,986.48-	709,870.88
Fund Total				
71 LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
Receipts	93,353.73	0.00	89,078.00	
Disbursements		24,849.00-	94,274.50-	
Dept Total		24,849.00-	5,196.50-	88,157.23
Fund Total	93,353.73	24,849.00-	5,196.50-	88,157.23
73 LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
Receipts	44,725.46	1,053.00	34,945.00	
Disbursements		40,000.00-	42,711.01-	
Dept Total		38,947.00-	7,766.01-	36,959.45
Fund Total	44,725.46	38,947.00-	7,766.01-	36,959.45
75 Redwood LCTS Collaborative	471	LCTS Collaborative Agency		
Receipts	46,722.12			
Disbursements				
Dept Total				
Fund Total				

Southwest Health and Human Services



SRK

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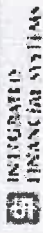
1 Health Services Fund

Trial Balance

As of 11/2018 Report Basis: Cash

Account	Beginning Balance	Actual This Month	Actual Year-To-Date	Current Balance
1001 Cash in Bank - Checking	1,709,545.07	72,375.90	27,127.74	1,662,417.33
1090 Investments	0.00	0.00	160,000.00	160,000.00
Total Assets	1,709,545.07	72,375.90	132,872.26	1,842,417.33
---- 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	1,709,545.07	0.00	0.00	1,709,545.07
2885 Revenue Control	0.00	243,135.28	3,518,706.40	3,518,706.40
2887 Expenditure Control	0.00	315,511.18	3,385,834.14	3,385,834.14
Total Fund Balance	1,709,545.07	72,375.90	132,872.26	1,842,417.33
Total Liabilities and Balance	1,709,545.07	72,375.90	132,872.26	1,842,417.33
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

12/10/18 8:52AM

5 Human Services Fund

Trial Balance

As of 11/2018

Report Basis: Cash

Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
410 General Administration				
1001 Cash In Bank - Checking	189,947.30	14,137.91-	175,496.07-	14,451.23
Total Assets	189,947.30	14,137.91-	175,496.07-	14,451.23
2090 Due To Flexible Plan Employees	220.17	61.11-	647.95-	427.78-
Total Liabilities	220.17	61.11-	647.95-	427.78-
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	14,199.02	176,144.02	176,144.02
Total Fund Balance	190,167.47-	14,199.02	176,144.02	14,023.45-
Total Liabilities and Balance	189,947.30-	14,137.91	175,496.07	14,451.23-
420 Income Maintenance				
1001 Cash In Bank - Checking	2,690,331.05-	725,381.55	332,835.07	2,357,495.98-
1090 Investments	0.00	0.00	290,000.00	290,000.00 ^{29%}
Total Assets	2,690,331.05-	725,381.55	622,835.07	2,067,495.98-
2881 Unassigned Fund Balance	0.00	0.00	0.00	0.00
2885 Revenue Control	1,345,064.80-		7,667,077.80-	2,690,331.05
2887 Expenditure Control	0.00	619,683.25	7,044,242.73	7,667,077.80-
Total Fund Balance	2,690,331.05	725,381.55-	622,835.07-	2,067,495.98
Total Liabilities and Balance	2,690,331.05	725,381.55-	622,835.07-	2,067,495.98
431 Social Services				

Southwest Health and Human Services



SRK

12/10/18 8:52AM

5 Human Services Fund

Trial Balance

As of 11/2018

Report Basis: Cash

Account	Beginning Balance	Actual This Month	Actual Year-To-Date	Current Balance
1001 Cash In Bank - Checking	8,275,091.90	849,565.51	1,271,735.62	7,003,356.28
1090 Investments	0.00	0.00	550,000.00	550,000.00
1205 County Advances - MFIP (Chippewa Cty)	80,749.47	0.00	0.00	80,749.47
Total Assets	8,355,841.37	849,565.51	721,735.62	7,634,105.75
---- 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	2,374,019.47	15,414,829.09	15,414,829.09
2887 Expenditure Control	0.00	1,524,453.96	16,136,564.71	16,136,564.71
Total Fund Balance	8,355,841.37	849,565.51	721,735.62	7,634,105.75
Total Liabilities and Balance	8,355,841.37	849,565.51	721,735.62	7,634,105.75
461 Information Systems				
----- Assets -----				
1001 Cash In Bank - Checking	2,739,744.12	17,344.79	268,620.65	3,008,364.77
Total Assets	2,739,744.12	17,344.79	268,620.65	3,008,364.77
---- 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	2,648.25	49,509.81	49,509.81
2887 Expenditure Control	0.00	19,993.04	318,130.46	318,130.46
Total Fund Balance	2,739,744.12	17,344.79	268,620.65	3,008,364.77
Total Liabilities and Balance	2,739,744.12	17,344.79	268,620.65	3,008,364.77
471 ICTS Collaborative Agency				
----- Assets -----				
1001 Cash In Bank - Checking	0.00	50,101.00	50,101.00	50,101.00
Total Assets	0.00	50,101.00	50,101.00	50,101.00
---- Liabilities and Balance ----				

Southwest Health and Human Services

RM-Strmt of Revenues & Expenditures

As Of 11/2018

Report Basis: Cash



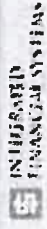
DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2018 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	29,346.12-	928,753.37-	928,795.00-	100	92
INTERGOVERNMENTAL REVENUES	175.00-	187,176.63-	187,300.00-	100	92
STATE REVENUES	71,950.85-	808,543.76-	855,647.00-	94	92
FEDERAL REVENUES	95,404.39-	1,170,384.46-	1,362,742.00-	86	92
FEES	38,649.46-	400,092.22-	454,980.00-	88	92
EARNINGS ON INVESTMENTS	1,429.95-	5,909.48-	1,600.00-	369	92
MISCELLANEOUS REVENUES	6,179.51-	17,846.48-	8,900.00-	201	92
TOTAL REVENUES	243,135.28-	3,518,706.40-	3,799,964.00-	93	92
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	92
PAYROLL AND BENEFITS	212,493.13	2,649,145.35	2,907,719.00	91	92
OTHER EXPENDITURES	103,018.05	736,688.79	892,245.00	83	92
TOTAL EXPENDITURES	315,511.18	3,385,834.14	3,799,964.00	89	97

Southwest Health and Human Services

RM-Strmt of Revenues & Expenditures

As Of 11/2018

Report Basis: Cash



DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2018 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	1,638,731.89-	7,641,593.81-	10,127,618.00-	75	92
INTERGOVERNMENTAL REVENUES	0.00	71,909.68-	109,907.00-	65	92
STATE REVENUES	555,138.94-	4,940,558.87-	5,343,608.00-	92	92
FEDERAL REVENUES	1,278,868.84-	7,389,540.09-	7,756,313.00-	95	92
FEES	167,276.00-	2,082,397.59-	2,191,354.00-	95	92
EARNINGS ON INVESTMENTS	7,507.28-	29,995.94-	8,400.00-	357	92
MISCELLANEOUS REVENUES	124,320.57-	1,205,960.72-	993,200.00-	121	92
TOTAL REVENUES	3,771,833.52-	23,371,956.70-	26,530,600.00-	88	92
EXPENDITURES					
PROGRAM EXPENDITURES	890,010.80	9,299,999.11	10,064,471.00	92	92
PAYROLL AND BENEFITS	1,016,308.12	12,321,442.65	13,733,885.00	90	92
OTHER EXPENDITURES	272,010.35	2,244,079.16	2,732,244.00	82	92
TOTAL EXPENDITURES	2,178,329.27	23,865,520.92	26,530,600.00	90	92

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

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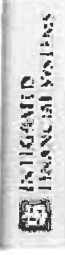
Report Basis: Cash

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							
			5,197.13	46,089.78	160.00	28.806	92
			5,197.13	46,089.78	160.00	28.806	92
930 PROGRAM	Administration						
			37,189.83	973,706.27	939,995.00	104	92
			51,170.63	551,600.68	614,515.00	90	92
			13,980.80	422,105.59	325,480.00	130	92
410 DEPT	General Administration	Totals:					
			37,189.83	973,706.27	939,995.00	104	92
			56,367.76	597,690.46	614,675.00	97	92
			19,177.93	376,015.81	325,320.00	116	92
481 DEPT	Nursing						
100 PROGRAM	Family Health						
			2,212.70	18,593.34	18,160.00	102	92
			1,283.57	23,840.25	14,764.00	161	92
			929.13	5,246.91	3,396.00	155	92
103 PROGRAM	Follow Along Program						
			5,574.96	26,697.24	26,966.00	99	92
			1,642.20	26,123.70	35,676.00	73	92
			3,932.76	573.54	8,710.00	7	92
110 PROGRAM	TANF						
			36,675.41	83,898.90	127,876.00	66	92
			28,745.19	139,771.42	127,876.00	109	92
			6,930.22	55,872.52	0.00	0	92
130 PROGRAM	WIC						
			426.00	470,810.00	435,696.00	108	92
			31,412.43	486,527.55	467,435.00	104	92
			30,986.43	15,717.55	31,739.00	50	92
140 PROGRAM	Peer Breastfeeding Support Program						
			0.00	41,077.00	78,244.00	52	92
			3,317.58	44,904.80	78,244.00	57	92
			3,317.58	3,827.80	0.00	0	92
210 PROGRAM	CTC Outreach						
			0.00	221,822.79	271,412.00	82	92
			17,803.75	212,535.81	271,412.00	78	92
			17,803.75	9,286.98	0.00	0	92
270 PROGRAM	Maternal Child Health						
			24,963.22	160,409.21	334,648.00	48	92
			25,571.16	224,552.04	315,563.00	71	92
			607.94	64,142.83	19,096.00	336	92

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

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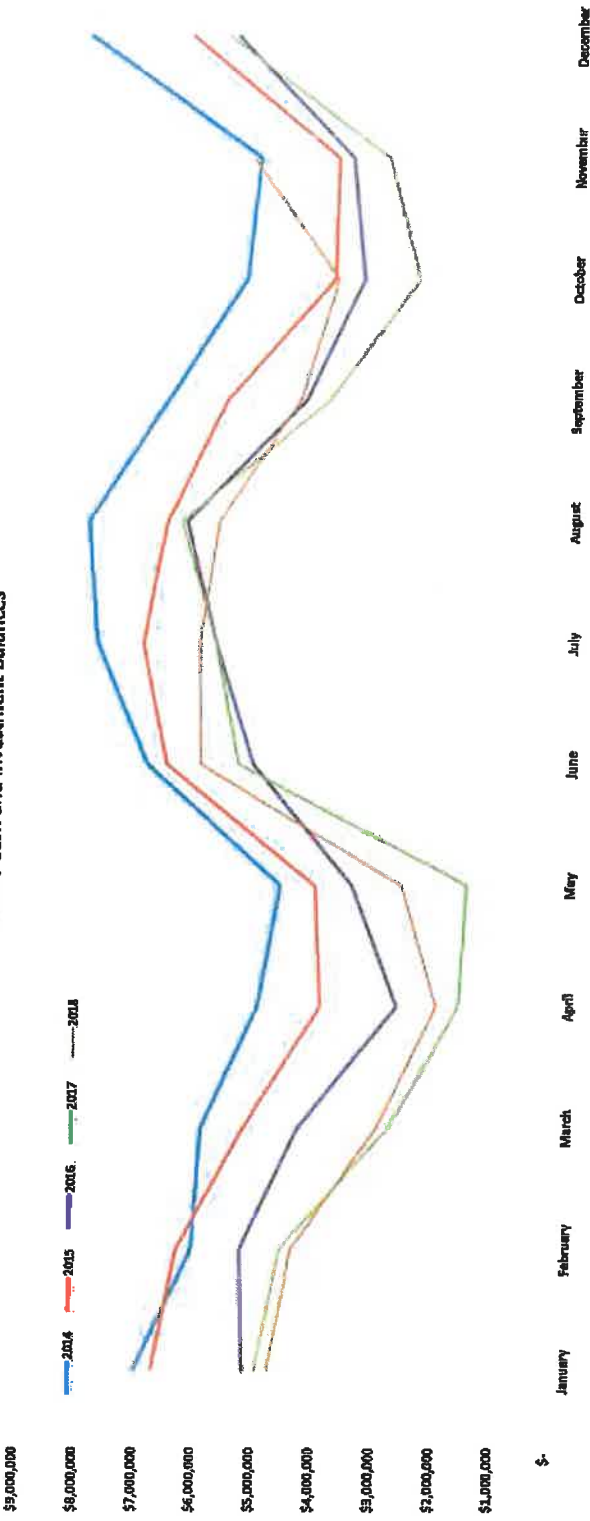
Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of
			200.15-	23,270.93-	70,300.00-	Bdgt
						Year
						92
280 PROGRAM	MCH Dental Health		2,041.71	18,867.75	48,549.00	39
			1,841.56	4,403.18	21,751.00	20
285 PROGRAM	MCH Blood Lead		0.00	0.00	1,000.00	0
			38.62	2,311.65	0.00	0
			38.62	2,311.65	1,000.00	231
295 PROGRAM	MCH Car Seat Program		963.20	14,221.01	33,200.00	43
			2,369.96	29,617.87	41,745.00	71
			1,406.78	15,396.86	8,545.00	180
300 PROGRAM	Case Management		28,861.71	354,699.77	368,800.00	96
			33,936.26	381,675.43	361,007.00	106
			5,074.55	26,975.66	7,793.00	346
330 PROGRAM	MNchoices		37,350.00	230,774.40	171,500.00	135
			22,415.04	255,478.64	293,918.00	87
			14,934.96	24,704.24	122,418.00	20
603 PROGRAM	Disease Prevention And Control		15,856.21	169,215.48	157,292.00	108
			13,889.82	195,385.03	240,454.00	81
			1,966.39	26,169.55	83,162.00	31
650 PROGRAM	MIIC		0.00	0.00	1,500.00	0
			835.74	1,983.25	0.00	0
			835.74	1,983.25	1,500.00	132
481 DEPT	Nursing	Totals:	153,083.56	1,815,490.07	2,096,594.00	87
			186,303.03	2,043,575.19	2,296,533.00	89
			33,219.47	228,085.12	200,039.00	114
483 DEPT	Health Education		710.91	11,088.80	2,770.00	400
500 PROGRAM	Direct Client Services		1,425.94	15,689.26	61,613.00	25
			715.03	4,600.46	58,843.00	8
510 PROGRAM	SHIP		18,734.10	225,396.95	224,631.00	100
			23,355.20	188,035.44	220,396.00	85
			4,621.10	37,361.51	4,235.00	882
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		687.44	1,014.98	0.00	0
			687.44	1,014.98	0.00	0

**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	\$ 6,061,225	\$ 6,024,768	\$ 5,889,424	\$ 4,961,069	\$ 4,899,615	\$ 6,893,363	\$ 7,769,372	\$ 7,943,229	\$ 6,829,328	\$ 5,226,639	\$ 5,113,289	\$ 8,090,638	\$ 6,347,314	\$ 6,299,468
2015	6,877,478	6,283,515	5,177,700	3,907,889	4,019,147	6,560,423	6,992,523	6,614,414	6,631,268	3,240,313	3,805,456	6,311,344	5,485,158	6,046,231
2016	6,132,902	5,204,663	4,246,684	2,626,629	3,394,917	6,099,796	6,760,966	6,276,436	4,290,910	3,346,310	3,560,417	5,833,702	4,537,719	4,861,518
2017	4,929,902	4,694,066	2,727,751	1,578,174	1,451,586	5,337,554	5,754,887	9,366,585	3,893,362	2,417,546	2,982,222	5,084,747	3,968,779	4,059,573
2018	4,721,045	4,333,639	2,935,770	1,995,460	2,570,091	6,977,407	6,033,326	5,731,634	4,391,517	3,775,200	5,252,388		4,338,262	3,696,916

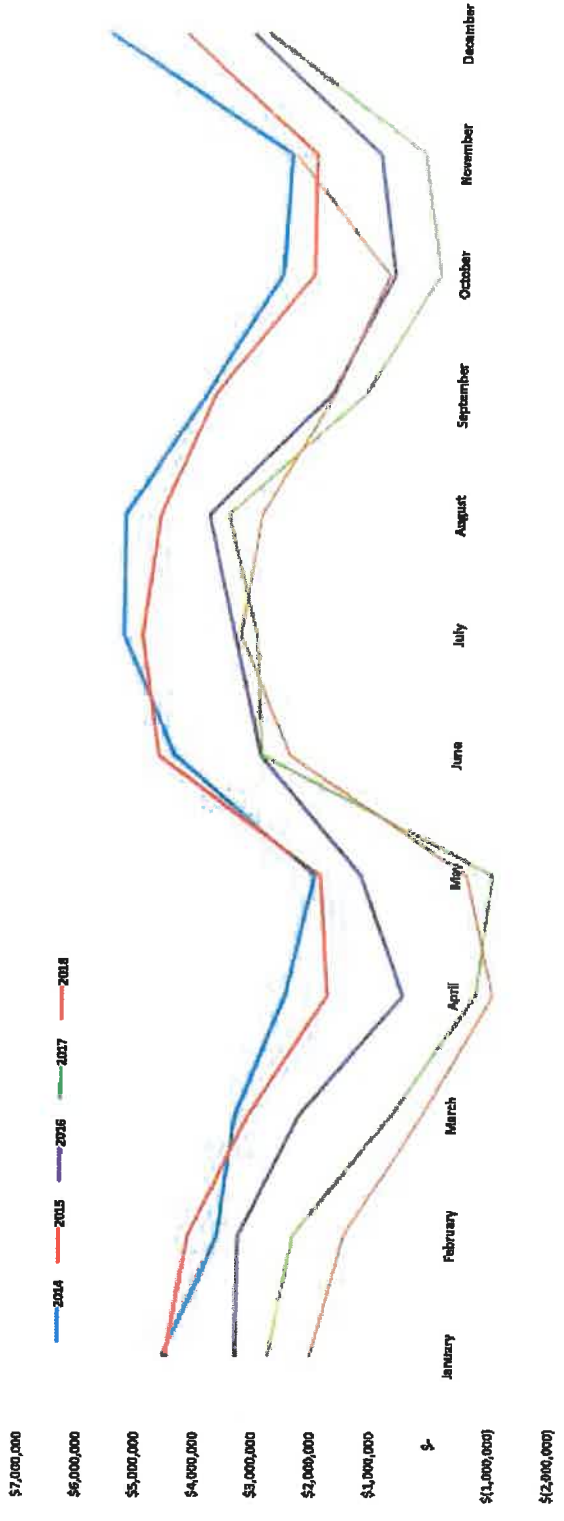
SWHHS Cash and Investment Balances



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	\$ 3,828,628	\$ 3,337,291	\$ 2,518,148	\$ 2,049,973	\$ 4,463,844	\$ 6,363,273	\$ 6,386,874	\$ 4,025,227	\$ 2,740,778	\$ 2,617,748	\$ 6,780,213	\$ 3,896,342	\$ 3,630,343
2015	4,463,245	4,128,888	3,114,858	1,805,843	1,948,748	4,743,408	5,052,783	4,776,089	3,888,017	2,206,063	2,192,119	4,487,391	3,563,944	3,802,289
2016	3,281,408	3,262,874	2,255,798	544,828	1,271,340	2,991,321	3,454,358	3,941,450	1,888,675	854,465	1,125,562	3,301,842	2,347,763	2,833,283
2017	2,721,514	2,337,080	710,889	(878,594)	(945,146)	2,973,638	3,098,421	3,699,642	1,322,588	84,969	377,563	3,036,261	1,662,363	1,823,188
2018	2,027,813	1,484,259	181,387	(985,732)	(601,876)	2,480,788	3,357,738	3,035,839	1,833,134	948,482	2,542,048		1,494,868	1,234,480

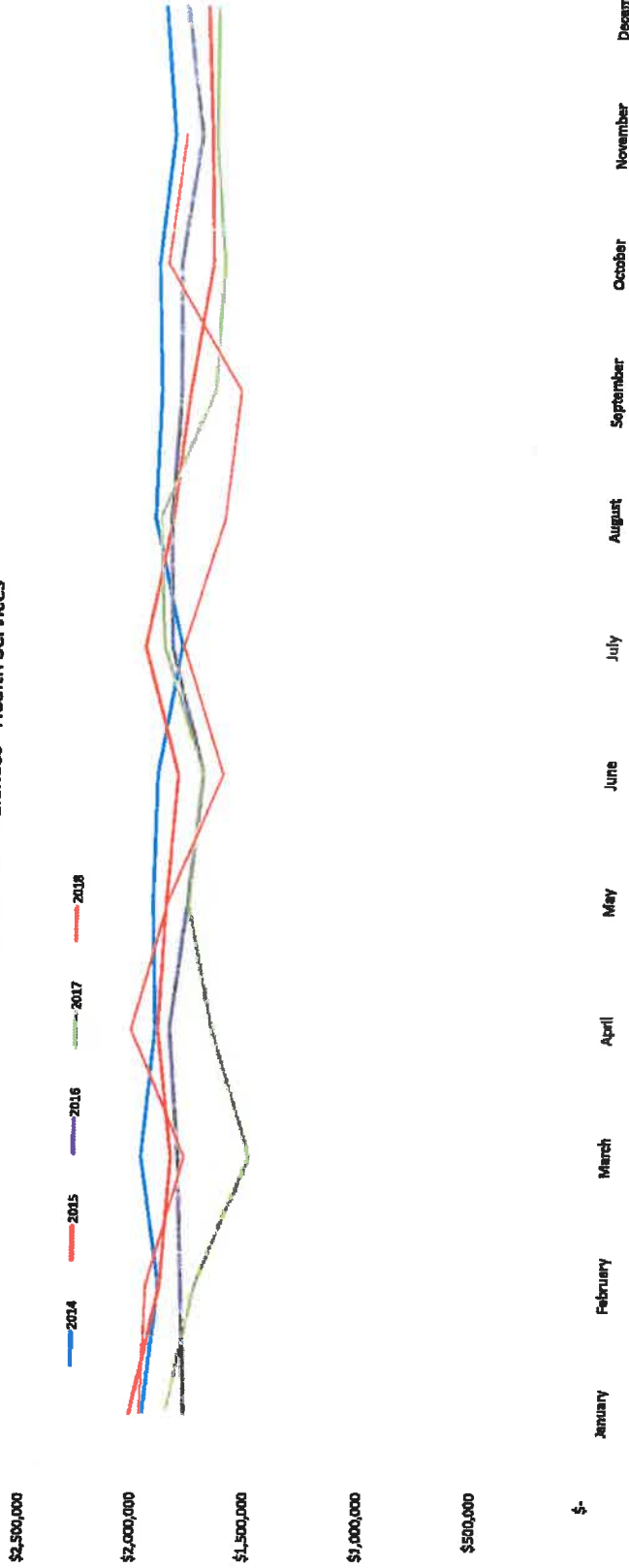
SWHHS Cash Balances - Human Services



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	\$ 1,962,346	\$ 1,889,115	\$ 1,972,629	\$ 1,919,041	\$ 1,935,611	\$ 1,823,131	\$ 1,822,690	\$ 1,953,891	\$ 1,834,989	\$ 1,854,397	\$ 1,894,110	\$ 1,942,821	\$ 1,924,598
2015	2,005,575	1,882,982	1,841,150	1,908,756	1,876,427	1,832,808	1,987,157	1,874,490	1,906,827	1,714,863	1,730,381	1,755,463	1,851,215
2016	1,767,113	1,786,966	1,807,700	1,854,930	1,778,529	1,718,936	1,868,440	1,880,565	1,844,832	1,864,297	1,772,887	1,845,354	1,815,214
2017	1,847,930	1,726,464	1,494,624	1,667,704	1,778,697	1,720,045	1,903,355	1,930,710	1,895,806	1,663,861	1,708,269	1,708,425	1,737,349
2018	1,962,215	1,943,838	1,780,623	2,023,316	1,870,393	1,633,344	1,816,127	1,643,651	1,684,219	1,914,793	1,842,417	1,708,425	1,819,539

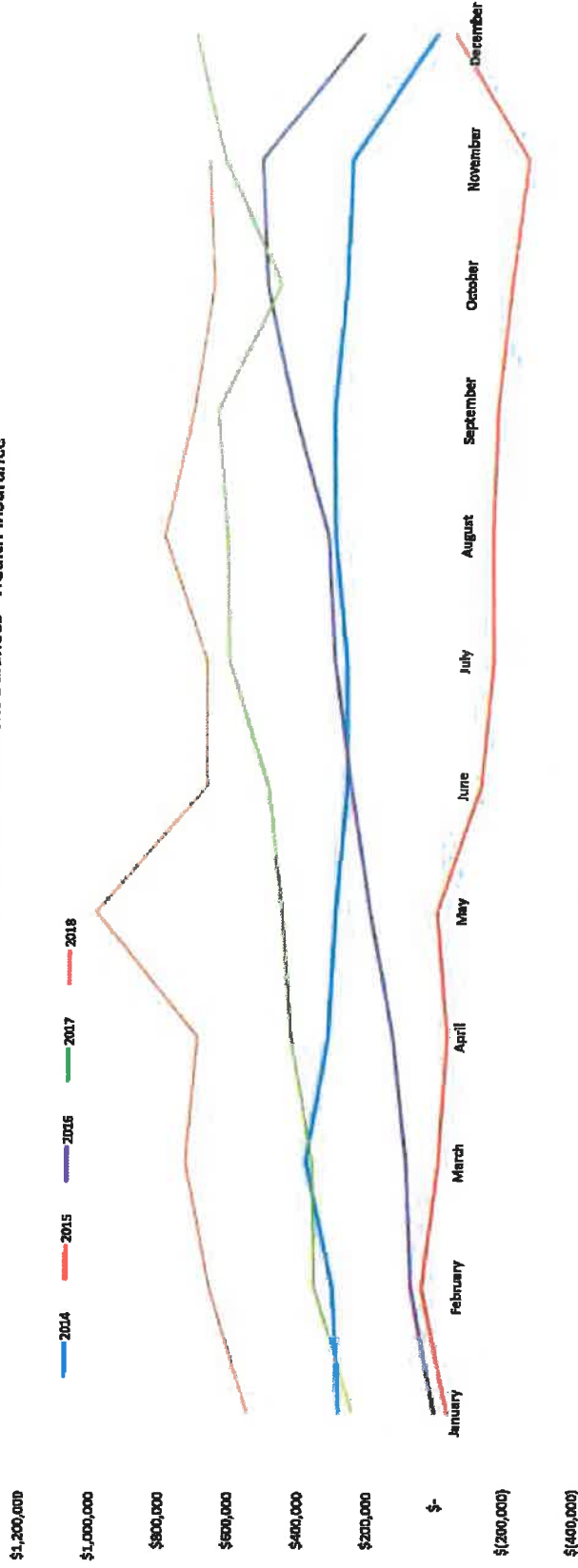
SWHHS Cash Balances - Health Services



SWHHS
Total Cash Balance by Month - Health Insurance

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2014	\$ 285,368	\$ 308,046	\$ 387,989	\$ 330,279	\$ 312,752	\$ 283,538	\$ 280,485	\$ 330,402	\$ 338,888	\$ 307,535	\$ 286,838	\$ 52,722	\$ 283,637
2015	(33,351)	43,793	830	(18,888)	13,889	(108,960)	(141,431)	(134,243)	(141,878)	(178,110)	(221,024)	-	(76,749)
2016	4,998	76,943	96,164	139,472	210,768	270,683	325,644	350,734	455,033	538,182	558,483	269,062	274,517
2017	243,432	380,080	388,084	436,188	485,188	514,005	628,735	640,875	673,434	487,528	685,075	753,857	520,703
2018	547,481	661,779	734,591	705,227	998,994	688,218	683,432	820,833	742,854	690,066	708,871	728,648	728,648

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	2742	598	3340
November	2656	617	3273
December			
	29530	6786	3301

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	11	310	15	0	265	43	907	16	389	449	337	2742
November	11	311	15	0	259	46	890	16	315	454	339	2656
December												
	11	298	14	0	284	43	880	18	356	450	330	2685

Children's - Social Services Caseload

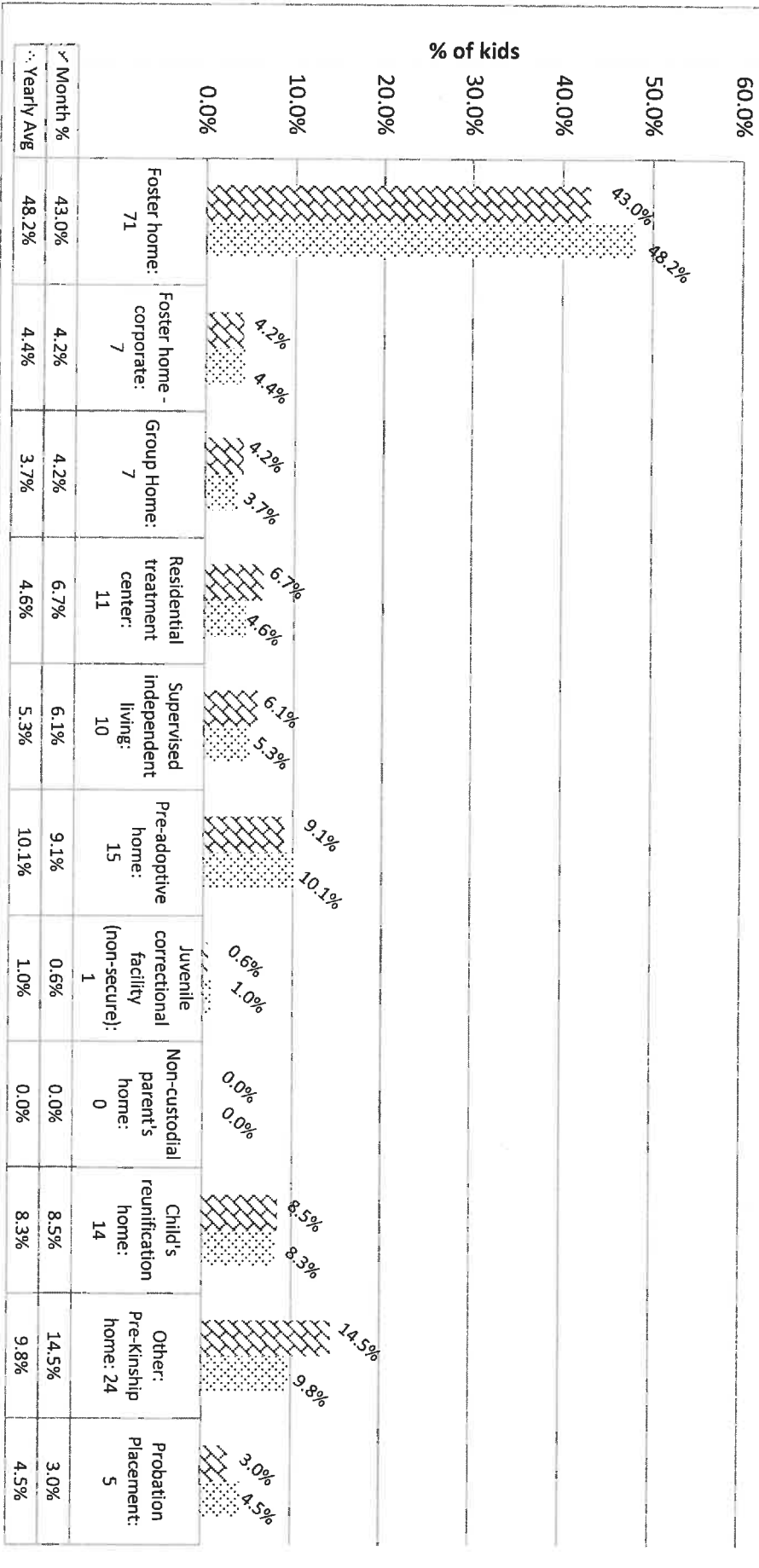
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADD)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	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 (CADD)	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	45	19	0	11	42	158	176	109	0	0	38	598
November	45	22	0	11	41	176	181	106	0	0	35	617
December												
	46	23	0	11	40	181	182	111	0	0	25	617

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	11	11		9	7
Lyon	46	44	44	49	43	43	44	48	49	43	41		45	38
Murray	11	14	16	15	13	9	9	10	12	12	11		12	10
Pipestone	15	15	16	15	15	13	13	16	17	18	17		15	19
Redwood	96	92	88	85	83	77	82	72	74	71	70		81	95
Rock	14	16	16	17	17	17	17	19	14	15	15		16	16
Monthly Totals	188	188	189	190	180	168	174	175	176	170	165	0		

**November 2018 - Placement by Category
165 Kids in Placement**



November 2018: Total kids in placement = 165

Total of 5 Children entered placement

1	Murray	Juvenile Correctional Facility
1	Murray	Residential Treatment Center
1	Pipestone	Foster Home
1	Redwood	Probation
1	Redwood	Group Home

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

2	Lyon	Child's Reunification Home
2	Murray	ADOPTED
1	Murray	Hospital
1	Pipestone	ADOPTED
1	Pipestone	Foster Home
2	Redwood	Child's Reunification Home
1	Redwood	Probation

NON IVD COLLECTIONS
NOVEMBER 2018

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	8,105
TANF (MFIP/DWP/AFDC)	05-420-610.5803	792
GA	05-420-620.5803	644
FS	05-420-630.5803	969
CS (PI Fee, App Fee, etc)	05-420-640.5501	608
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	24,628
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	8,418
OOH/FC Recovery	05-431-710.5803	23,822
CHILDCARE		
Licensing	05-431-720.5502	1,500
Corp FC Licensing	05-431-710.5505	600
Over Payments	05-431-721&722.5803	100
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	4,222
Detox Fees	05-431-730.5520	2,647
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

77,055



6 County Local Advisory Council on Mental Health



The purpose of the 6 County LAC is to use knowledge from a broad range of people who use or provide mental health services to find ways to improve local mental health services.

November 2018

Dear Members of the Board of Directors,

The 6-County Local Advisory Council (LAC) on Adult Mental Health, serving, Lincoln, Lyon, Murray, Redwood, Pipestone, and Yellow Medicine Counties, is pleased to report on its activities during the past calendar year.

The LAC is comprised of four members who have mental health diagnosis, eight community partners, as well as representatives from SWHHS for both children and adult mental health case management. Our attendance on average is 13 participates each month. To increase membership, we have offered attendance via phone and increased the per diem. So far, in 2018, we have met nine out of the eleven months.

We continue to have presenters at our meetings to share about their programs and raise awareness of the LAC. These speakers are crucial as the availability and the presence of providers is ever changing. We strive to have our LAC be an informational outlet for both our consumers and providers. Our presenters this year included Southwest Minnesota Housing Partnership, SWHHS Public Health, SWCIL, Western Mental Health Center, United Community Action Food Shelf, and Adult Basic Education. We also have been invited and plan to participate in Healthy 56258's subcommittee on mental health.

The gaps listed below are the same gaps addressed last year. In order to make a difference with the gaps in mental health, we felt that some require a change in legislature or at least representation from our part of the state. In September, we invited the State Representative District 16A candidates, Chris Swedzinski and Tom Wyatt-Yerka to attend our LAC meetings. Unfortunately, we have not had a response or participation from either candidate.

- Lack of providers:
 - For individuals to get into a program for services they must have a diagnosis. To get a diagnosis, they have to find a provider, schedule an appointment, obtain a diagnosis and then there is a delay in receiving services.
 - There is a lack of providers for medication management and it is difficult to get an appointment.
 - There are no inpatient treatment options for individuals with personal care (PCA) needs.
 - There is a lack of autism services in our communities. An individual can have an autism assessment completed, get recommendations, and then have no options for providers locally.
 - There are no training opportunities for the Peer Support Specialist positions in our areas.
- Transportation:
 - Transportation providers do not have a funding source to provide transportation for people in rural areas.
 - When transportation is payable by insurance having drivers available is an issue.
- Housing: Lack of affordable housing in our communities.
- Financial:
 - When an individual is slightly over income guidelines and does not qualify for services, programs, or income based housing. There are little or no other options to assist them with these items.
 - There are no financial programs to help support the costs of support animals. For example, there are no programs to help with health maintenance, food support, care when the owner is hospitalized, etc.

In closing, we would like to extend our gratitude for the continued support of our local LAC by our member counties: Lincoln, Lyon, Murray, Redwood, Pipestone, and Yellow Medicine.

Respectfully submitted,

Jennifer Lundberg, LSW & Nathaniel Kuhnau
County Agency Social Workers
Southwest Health and Human Services
607 W. Main St, Suite 100
Marshall, MN 56258
Phone 507-537-6747, Fax 507-537-6088

Minnesota Counties Intergovernmental Trust Certificate of

Excellence

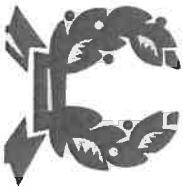
Presented to

Southwest Health and Human Services

In recognition of an

OUTSTANDING LOSS RATIO UNDER 50%

PROPERTY AND CASUALTY
PLAN YEARS: 2013 – 2017



Scott Sanders

Scott Sanders, Board Chair

PRESENTED: *December 3, 2018*



Robyn M. Sykes

Robyn M. Sykes, Executive Director



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?

Failing to fill this position it would be detrimental all areas of the Rock County Income Maintenance Unit. Rock County is already down one worker, areas that will be immediately affected will be Intake, Screening for Emergency Assistance Needs and Expedited Snap processing. The supervisor is currently covering where needed but that includes spending 2 hours a day driving. Staff are having to take added intake day which takes away time needed to manage their own caseload.

In Rock County we have 2 workers who manage Long Term Care and Elderly Adult Programs. This position also manages Rock County Out of Home Placement and Child Care Provider Management. The training for Long Term Care policy is extensive so transferring the caseload to another worker is not a viable option. Contracting also is not an option, since training for this position is very specific.

The 2nd LTC Worker is currently carrying a caseload that already exceeds recommended maximums per telecommuter policy. Moving cases to other counties within SWHHS is not recommended. This position deals with clients and families who need one on one assistance so having them travel is not recommended. In addition, the workers in the other five counties are already carrying caseloads that exceed recommended levels.

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.

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.

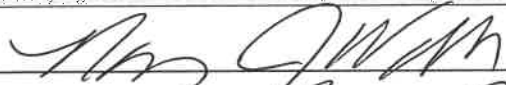

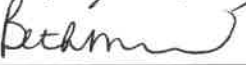
7. How does this position support the core mission of your department?

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. This position also works with social services to keep the elderly in their homes verses having to be placed in long term care.

3 of the Strategic Plan: Enrich Prevention Services. As a financial worker, we process SNAP, health care and emergency applications, all of these programs may help families from other hardships such as the children being placed in foster care.

#4 of the Strategic Plan: Maximize Agency Revenue. Financial workers are 50% FTE from the day they are employed and if we have a small error rate, we do receive enhancement dollars from some of our program areas.

SECTION 3: Signatures

Completed by:		Date:	12-11-18
Division Director Signature:		Date:	12-11-18
Director Signature:		Date:	12.11.18



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: Info Tech Analyst/Network Systems Adm

Division/Unit: Information Technology

New Position Replacement Permanent Temporary Promotion

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

Desired hire date: January 2019

FTE Requested: Yes

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

Under the direct supervision of the Agency Director, this position functions as administrator for the Agency's network and servers. It coordinates the procurement process for network/server hardware and software; researches, analyzes, recommends and implements new network/server technologies; analyzes and resolves complex network.server issues; and analyzes network/server infrastructure needs. This position is responsible for the Agency's network/server infrastructure. This position also provides troubleshooting leadership; assists in establishing and ensuring compliance with the countywide network/server security, computer virus protection/prevention and network/server vackup processes; and manages network/server projects.

2. Why are you recommending this position be authorized?

The previous IT Supervisor in her exit interview, expressed very strong feelings that her vacancy should be filled with this type of position as opposed to a supervisor. Her recommendation was to hire an IT Analyst/Network Systems Administrator and have the unit supervised by either the Agency Director, or a member of the Executive Team. Her belief that the expertise and work of an IT Analyst/ Network Systems Administrator would better serve the agency and the community partners that depend on the SWHHS IT Department rather than hiring another IT person who would also provide supervision to that team. The IT Unit is quite independent and has the ability to self-monitor with little oversight and supervision. The Director has capacity to supervise the unit, including this staff position.

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

Contracting with a vendor has been a viable option in the interim period during the transition of the past supervisor to present; however, in the long term, it would be a better option to have the expertise of this staff in the office on a daily basis to assist with needed services and expertise. When contracting with a vendor, there is a distinct possibility that the IT needs of the county will not be addressed in a timely manner, thus impacting not only the internal and external customers of SWHHS, but also Lyon County and Lincoln County who depend on the expertise of the SWHHS IT staff.

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.](#)

Salary: \$59,651 to \$105,085/annually (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.

N/A

What is the ROI?

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

Internal and external customer service would decrease. The utilization of an off-site vendor would need to continue; the dollars spent contracting with a vendor would help to finance an on-site expert in the vacant position.

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

This position is integral and critical to the mission of SWHHS, by providing resources and technical assistance in helping to the organization's staff and community partners, SWHHS can continue to strengthen individuals, families and communities by providing quality services in a respectful, caring and cost-effective manner. The very basis of the work we do is built on an Information Technology platform.

SECTION 3: Signatures

Completed by: Beckman Date: 12.11.18

Division Director Signature: _____ Date: _____

Director Signature: Beckman Date: 12.11.18

**SOUTHWEST HEALTH AND HUMAN SERVICES
Resolution of Signature Authority**

The Governing Board, the Human Services Board and the Community Health Board (by virtue of its authority under Minnesota Statutes, Chapter 145A) of Southwest Health and Human Services authorizes the following people to sign all necessary contracts and forms needed to carry on the business of the agency.

Name	Beth Wilms	Name	Nancy Walker	Name	Carol Biren	Name	Cindy Nelson
Title	Director	Title	Deputy Director	Title	PH Division Director	Title	SS Division Director
Address	607 W Main Street, Suite 100 Marshall MN 56258	Address	2 Roundwind Road Luverne MN 56156	Address	607 W Main Street, Suite 200 Marshall MN 56258	Address	607 W Main Street, Suite 100 Marshall MN 56258
Phone	(507)532-1248 - W (608)487-0791 - C	Phone	(507)532-1256 - W (507)530-5805 - C	Phone	(507)532-4136 - W (507)829-3662 - C	Phone	(507)532-1260 - W (507)530-3472 - C

Resolution Adopted on December 19th, 2018

Southwest Health and Human Services - Governing Board

Signature: _____

Title: Chairperson

Date: _____

Southwest Health and Human Services - Human Services Board

Signature: _____

Title: Chairperson

Date: _____

Southwest Health and Human Services - Community Health Board

Signature: _____

Title: Chairperson

Date: _____

**RESOLUTION TO DESIGNATE DEPOSITORIES AND AUTHORIZE LYON
COUNTY AUDITOR/TREASURER TO MAKE INVESTMENTS**

WHEREAS, Minnesota Statute § 118A.02, subdivision 1 (a) states “The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions”;

WHEREAS, Minn. Stat. § 118A.02, subdivision. 1. (b) (2) allows the governing body to authorize the treasurer or chief financial officer to make investments of funds under Minn. Stat. § 118A.01 to 118A.06 or other applicable law;

THEREFORE, BE IT RESOLVED, that the Southwest Health and Human Services Governing Board designates as depositories the following financial institutions and designates the following as brokers and authorized investment holders:

- Bank of the West
- BNP Paribas
- Bremer Bank
- Bremer Investment Management and Trust
- Great Western Bank
- MAGIC Fund, management by PFM Asset Management
- Multi-Bank Securities
- State Farm Bank
- Wells Fargo
- Wells Fargo Advisors

BE IT FURTHER RESOLVED, that the Governing Board authorizes the Lyon County Auditor/Treasurer to make investments of funds under Minn. Stat. § 118A.01 to 118A.06 or other applicable law at any one or more of the above based on direction provided by the Executive Committee;

BE IT FURTHER RESOLVED, the Lyon County Auditor/Treasurer is hereby authorized to act and serve as agent on any Southwest Health and Human Services accounts set up or active at any of the above financial institutions, brokers, or investment holders; and

BE IT FURTHER RESOLVED, the above designations and authority conferred shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the financial institution, broker, or investment holder at each location where an account is maintained and the financial institution, broker, or investment holder shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution.

Passed and adopted by the Southwest Health and Human Services Governing Board this 19th day of December, 2018.

Gerald Magnus, Chair
Southwest Health and Human Services

Beth Wilms
Director



Redwood Valley TECHNICAL SOLUTIONS

Web Design | Online Marketing | Social Media
www.rvtechsolutions.com

We help brands tell their **story**

Project proposal: Your Website Design Proposal
Client: Southwest Health and Human Services
Delivered on: May 30, 2015
Submitted by: Sarah Kuglin

Snapshot

Southwest Health and Human Services is a six-county health and human services agency in SW Minnesota. SWMHHS offers a broad range of prevention and social services programs and supports all people in the area. With advancing technology, the use of mobile devices and the rise of search and social media, Southwest Health and Human Services needs to design a website to align with the goals of the organization and the target audience.

Southwest Health and Human Services needs an updated website that functions as a powerful marketing and communications tool to attract a new audience, position itself as a thought leader in the community and provide credibility to potential joint venture partners.

Southwest Health and Human Services has approached Redwood Valley Technical Solutions to redesign and develop a new website.

Business Needs

Specifically, the new website needs to fulfill the following business needs:

1. Host 100% of our information in low-literacy language.
2. Multiple language options or a vehicle to share information in multiple languages.
3. Allow visitors to easily find location, hours of operation, and phone numbers.
4. Board information should be easily accessible.
5. Allow visitors to easily find who to reach out to once they access the website and content.
6. Enhanced page layouts of content for usability

Also required is a content management system that will allow Southwest Health and Human Services to easily manage content on the site and reduce administration costs.

Target Audience Needs

The target audience for the Southwest Health and Human Services website is defined as all people; all ages. These people are caregivers; people who are in crisis; people who needs to find resources for a specific issues. The new website needs to assist the target audience do the following:

1. Find contact information, phone numbers, etc. and easily connect on different levels.
2. Find location information and easily interact
3. Find the right resources for questions; who do you reach out to for questions.
4. Find job opportunities and apply.

Scope of Services

Goals and Objectives

We recommend the development of a completely new website, built from the ground up, with a custom design to convey the value that Southwest Health and Human Services adds to its members.

The new website will be designed to:

- Provide a modern web presence
- Increase traffic and convert visitors
- Exceptional design, user experience, information & optimization
- Educate prospects on Southwest Health and Human Services services and offerings
- Serve as a primary customer acquisition channel
- Serve as an information resource for visitors and search engines alike
- Provide a rich, interactive online experience
- Gives current and potential guests the means to contact, register and interact
- Integrate Social Media into the website allowing visitors to easily share and connect as needed
- Create a mobile friendly website for better usability (Mobile Responsive Design)

Solution

Redwood Valley Technical Solutions, LLC will develop a customized website on the WordPress platform which will be used as a content management system to meet the website goals and objectives above.

The website elements will include:

- Interactive Home Page
- General and informational static pages
- Product and Services static pages
- News posts and categories for news articles
- Contact forms, online forms, information request forms and applications with information captured in a downloadable CSV file and submission notifications emailed to multiple email addresses
- Calendar of Events that includes registration and mapping options as needed.
- Call to action buttons

- Photo galleries, video embed and social embed options
- Navigation and Breadcrumbs for Usability
- Web accessibility best practices and tools for ongoing use
- Website Sitemap

Southwest Health and Human Services will have the ability to make updates to the website content with access to the Internet and a web browser or app. Some areas of the website that are custom designed and coded may require programming languages but this is minimal and you may be trained in these areas.

A strong emphasis will be placed on attracting new clients through Content, Search Engine Optimization (SEO), Blogging and Social Media.

The website development will also include:

- Creative design elements including the website design and layout **with a Custom Designed Website option.**
 - Redwood Valley Technical Solutions, LLC will design a website custom mockup design based on the design specs provided and communication with you. Redwood Valley Technical Solutions, LLC will submit the mockup website design for approval and will allow **one (1) minor design revision.** After design final approval, additional charges may be incurred if major design iterations and changes are requested at a rate of \$100 per hour.
- Events Calendar with categories, tags, mapping and online registrations using web forms and payment system.
 - *Payment processing for registrations can be added with fees to the client
 - **Recurring events option may be licensed at additional cost of \$99 annually
- Accept donation payments online.
 - *Payment processing fees not included
 - **Recurring donations option available with \$249 annual software license fee.
- Search Engine Optimization foundation built into the website, SEO best practices and the ability for staff to optimize pages and posts.
 - **SEO should not end once the website launches and should be part of your ongoing website marketing plan.
- Integration of Google Analytics for statistics and tracking
- Responsive Mobile Website Design
- Social media integration and social sharing tools including live feeds
- Website management access for your staff and users
- Extensive training videos and documentation provided with on-going care plan options

- Help desk support and education

* Licensed software / plugin pricing is subject to change.

Further Consideration

Successful websites are those websites that continue to attract the right type of visitors and lead them down a path towards becoming a customer. This requires consistent content publishing and monitoring of the website to make sure it is achieving its objectives.

Once the website has been launched we can assist you with your content strategy and make incremental improvements to the website to make sure that it continues to deliver a positive return on your investment. This option is available if you need an addition to your team and a resource for your website content management, software upgrades and additions, features and functions.

We would be happy to share more details and answer any questions you may have.

In the meantime you can see more about our service here: <http://www.rvtechsolutions.com/care-plan/>

Key Assumptions

Southwest Health and Human Services will supply graphical brand assets and website content including, but not limited to company information, office location, contact information, proper nomenclature, content for web pages, images in a scalable, digital format, etc., as well as any legal requirements associated to online marketing and website posting.

Southwest Health and Human Services will work with the Redwood Valley Technical Solutions, LLC team to provide content in a timely manner, and as requested, to keep the project on task.

Timeframe

To complete the work outlined in the project scope, we'll need an average of 12 weeks from beginning to end, depending on when we receive content and feedback at each milestone. Upon signing the proposal we are prepared to start work immediately. Below is a sample timeline for the website project, once the first half payment has been received.

Phase	Week
Research and Questionnaire Submission	1-2
Present finished mockups	3-4
Code WordPress theme design	5-6
Content added to website	7-9
QA Testing and Review	10-11
Deployment to live site	12

Website & Content Discovery Meetings

Most often online WebEx meetings, phone conference calls and Teamwork (project management software) will be sufficient for content curating for the new website. If website project meetings require in-person meetings with travel time, standard mileage rates will be added to the proposal costs.

Your Investment

Below is the budget we've estimated based on the scope of services outlined earlier in this proposal. If you have any questions about our pricing or need to increase or decrease the scope of work, please leave a comment and let us know.

CORE BUDGET

PLEASE CHOOSE THE CORE BUDGET OPTIONS BELOW	Price
<input checked="" type="checkbox"/> Web Design and Development Project with Custom Design & Branding Project costs include all elements listed in the Solution Above. A unique, custom website design will be created based on your content needs, logo and branding. See Custom Designed Website Samples Here: http://rvtechsolutions.com/design-portfolio/	\$5,450
<input type="checkbox"/> Web Design and Development Project with a Pre-Designed Template Project costs include all elements listed in the Solution Above. We will use a pre-designed website template to showcase your brand online. This option does not include customizations to the design and layout of the template chosen. Choose a pre-designed template from our library and we will personalize it with your branding, logos, photos and color scheme. See Pre-Designed Website Templates and details here: http://rvtechsolutions.com/templates/	\$4,450
<input type="checkbox"/> Web Design and Development Project with Custom Design & Branding Content updates and web page placement provided by SWMHHS Team Project costs include all elements listed in the Solution Above with the exception of content (text, photos, etc.) updates, changes and additions. The SWMHHS Team will update all text, photos, and content on the current website pages. A unique, custom website design will be created based on your content needs, logo and branding. See Custom Designed Website Samples Here: http://rvtechsolutions.com/design-portfolio/	\$4,250

OPTIONAL / RECOMMENDED SERVICES (CONT.)

PLEASE CHOOSE THE CORE BUDGET OPTIONS BELOW	Price
<p><input type="checkbox"/> Web Design and Development Project with a Pre-Designed Template Content updates and web page placement provided by SWMHHS Team</p> <p>Project costs include all elements listed in the Solution Above with the exception of content (text, photos, etc.) updates, changes and additions. The SWMHHS Team will update all text, photos, and content on the current website pages. Recurring donations option available with \$249 annual software license fee.</p> <p>*Payment processing fees and set up not included.</p>	\$3,250
<p><input type="checkbox"/> Recurring Events Option for the Calendar - Annual License Fee</p> <p>Recurring events option may be licensed at additional cost of \$99 annually. These might include events that repeat at a specified interval, such as weekly on Tuesdays, or events of the same type that don't follow a regular pattern, such as the third Friday of each month.</p>	\$99

Maintenance & Security

WordPress and website maintenance and security is becoming more and more important. Keeping your website up to date with the latest software helps keep your website secure and long lasting. **If your website is not kept up to date, you run the risk of exposing your website and visitors to malicious code or viruses.**

Although your core WordPress website files and plugins (not the content or blog) can be updated and maintained by you, it is not recommended without adequate WordPress training. **WordPress and plugin updates can sometimes break your site.** If you do not have a good back up of your core files (via FTP), or you're not sure how to fix a broken plugin, your site could be down and need major attention to fix it.

While you focus on building your business, website content and blog we will take care of the technical maintenance of your site. We offer **Website Maintenance and Care Plans** to keep your website up to date with WordPress files, plugin updates, security monitoring and site backups. **See the details of our Maintenance & Security plans below.**

Description of Maintenance & Security Options

Price

Monthly Website Care Plan + Hourly Support

\$80-\$250

Website Updates, Security & Monthly or Daily Maintenance

Effective websites require regular updates and maintenance, security and scans, backups and reporting + new content for your customers and search engines alike. When we launch your website, it is just the beginning. We'll help you turn your website into an online marketing machine!

- WordPress Core Updates - WordPress needs updating when new releases become available to keep your website up to date and secure.
- Plugin Updates - Plugins often require updates to keep current with the latest versions. We will keep your website running smooth and secure. *We will make sure your files are safe before updating, if there are any compatibility issues.
- Daily backup of files and database.
- Security Monitoring, Performance & Alerts, SEO Keyword Tracking
- Real-Time Analytics Dashboard and Detailed Monthly Website Health Reports

LEARN MORE: <http://www.rvtechsolutions.com/care-plan/>

*No long term contract. Cancel anytime.

Monthly Maintain Plan

\$80

Includes all options above + 1 Hour of Support each month.

Monthly Manage Plan

\$150

Includes all options above + 2 Hours of Support each month.

Local SEO Tracking & Citations (Listings) Report

Monthly Master Plan

\$250

Includes all options above + 3 Hours of Support each month.

Local SEO Tracking and Citations (Listings) Report

Real-Time SEO Suggestion Text Tool

Description of Website Training Options

Website Update Training

Training videos are provided once the website is launched. These videos show you how to manage the main website content updates on your website, on your own time and schedule.

Online training may also be requested for updating the website content at a rate of \$100 an hour (15 minute minimum). Training may be done via online WebEx meeting.

Administrative Access

Administrative Access to the Website Files

Your website management system includes several administrative roles for updating and managing the website content and files. Administrator Access is the highest level access available, followed by an Editor role.

We provide limited administrative access to your website for the sake of protecting the website coding, protecting the website from "breaking" with the installation of any additional software, and for security purposes including hacking and viruses (especially for inexperienced users). With limited administrative access you will have the ability to update content within the website as needed.

When giving this access, we highly suggest your website be part of one of our Website Care Plans so there are backup options in case something were to happen. It is also imperative to keep your website safe and secure. As each version of WordPress is released, WordPress also releases the bugs and exploits of the previous version which puts your Administrative Area in risk if you don't stay up to date.

If you request complete release of the Administrative side of your website, we will ask that you agree to our terms and conditions.

Your Investment (cont.)

ADDITIONAL RECOMMENDED SERVICES

Description of Domain and Hosting Services	Price
<p>Domain Name Registration and Website Hosting are Required</p> <p>Domain Name Registration or Renewal and Website Hosting will be the responsibility of your company. Redwood Valley Technical Solutions, LLC will assist in setting up accounts in your company name, with your company as the owner of the domain name and web hosting packages.</p> <p>Website Hosting Package Options</p> <p>From \$7.99 to \$14.99/mo, depending on your website solution.</p> <p>SSL Certificate is included with website hosting for the first year. Each additional year is \$69.99 / annually. A Secure Socket Layer Certificate keeps your website data, as well as your customers data, security during data transmission on the web.</p> <p>RV Tech Solutions Affiliate Account Includes Unlimited Bandwidth, 150 GB, 25 MySQL Databases.</p> <p>*Your current website hosting and domain packages may be used if requirements are met.</p> <p>** Rate Subject To Change with promotional offers</p> <p>*** Domain Name Registration Not Included in Web hosting cost.</p> <p>**** Please request more information for email services in conjunction with your domain name. _</p>	

Additional Services Available

Additional services may be requested as a separate project scope including:

Blogging and Social Media Marketing Plans	Professional Services with Partner Photographers
Hosting Exchange Server Email Services	Video Services with Partner Videographer
Website Updating and Management	Virtual Tours with Partner Photographer
Email Marketing: Setup, Design and Management	Pay Per Click and Landing Page Campaigns
Online Marketing and Blogging	Security and Backup Plan

Please contact Redwood Valley Technical Solutions, LLC for a separate project scope for the above additional services.



Why Us?

At Redwood Valley Technical Solutions LLC, we're all about the experience and we've been creating exceptional websites and web experiences since 2002. We design creative, compelling, and functional websites that make it easy for your visitors to quickly find exactly what they're looking for when they arrive at your site and then convert them into paying customers. It's about creating an online experience that transforms visitors into followers, customers into ambassadors.

We do this by working with you, understanding your target audience, and putting our extensive online knowledge to work on a plan that will improve your business goals and change the way you think about the potential of the Internet.

And of course, we're mobile first. It's not just the way of the future. It's the way of right now. Learn More About Us: <http://www.rvtechsolutions.com/>



Our Project Team



SARAH KUGLIN

*Owner, Web Designer and
Social Media Consultant*



BRYANNE FREITAG

Project Manager

Learn More About Our Team: <http://www.rvtechsolutions.com/meet-the-team/>

Statement of Work & Contract

Date: May 30, 2018

Between "us", Redwood Valley Technical Solutions LLC, and "you", Southwest Health and Human Services

You Southwest Health and Human Services, located at are hiring Redwood Valley Technical Solutions LLC located at 30442 County Road 2, Redwood Falls, MN 56283 to design and develop a web site for the estimated total price of \$5,450.00 as outlined in our previous correspondence.

Services Rendered

1.0 Terms and Conditions

Website support

Websites should never be a "set it and forget it" marketing project and we highly suggest a plan for your website care and maintenance once the website is live. We offer ongoing support relating to your Wordpress website software as part of a Care Plan package. We don't offer hosting, so you'll need to host your website with another company who will handle downtime or email issues relating to your hosting account. We'll assist you in the entire process.

Errors

We can't guarantee that our work will be error-free (we're human!) so we can't be liable to you or any third-party for damages, including lost profits, lost savings or other incidental, consequential or special damages, unauthorized access, even if you've advised us of them.

THIRD PARTY OR CLIENT PAGE MODIFICATION

With a WordPress based website, **Southwest Health and Human Services** will independently edit or update his or her web pages after completion of the site, unless otherwise agreed upon in this agreement by **Southwest Health and Human Services** and **Redwood Valley Technical Solutions LLC**. If anyone other than **Redwood Valley Technical Solutions LLC** or its subcontractors attempts to update the website and damages the design or impairs the ability for the web pages to display or function properly, time to repair the web pages will be assessed at an hourly rate of \$100 per hour beyond the time allotted, or as part of the monthly care plan. There is a one-hour minimum.

LIMITATION OF LIABILITY; DISCLAIMER OF WARRANTIES

Although there are limitations to the guarantees we can provide, your satisfaction is very important to us. Please read and understand our limits of liability before ordering services.

Redwood Valley Technical Solutions LLC does not guarantee, represent, or warrant that the functions contained in these webpages or the Internet website will meet the client's requirements or that the operation of the webpages will be uninterrupted or error-free.

You expressly agree that your use of, or inability to use, the functions contained in these webpages or the Internet website is at your sole risk. The functions of the webpages and the Internet website created for you are provided "as is" and "as available" for your use, without warranties of any kind. The entire risk as to the quality and performance of the webpages and website is with client.

To the extent not prohibited by law, in no event will **Redwood Valley Technical Solutions LLC** be liable to the client or any third party for any damages, including, but not limited to, any lost profits, lost savings, loss of data, business interruption, or incidental, consequential or special damages arising out of the operation of or inability to operate these webpages or website, however caused, even if **Redwood Valley Technical Solutions LLC** has been advised of the possibility of such damages.

Redwood Valley Technical Solutions LLC does not represent, guarantee or warrant that the functions contained in these webpages or Internet website will be free from loss, corruption, access by unauthorized users, attack, viruses, interference, hacking, or other security intrusions, and **Redwood Valley Technical Solutions LLC** disclaims any liability relating thereto.

Refusal of Service

Redwood Valley Technical Solutions LLC reserves the right to refuse service to any individual, website, or blogs that contain offensive, obscene, hateful, malicious content or any other reason.

RETURNS ON INVESTMENT/INCOME

Redwood Valley Technical Solutions, LLC cannot be held responsible for the targets you set in relation to financial forecasts and the ability for your website to produce this income to be generated by your website. We will endeavor to create a site that, given the correct marketing and product range, will from a technical point of view be capable of creating this income.

1.1 Terms and Conditions (Cont.)

1. Once project fee is paid in full to **Redwood Valley Technical Solutions, LLC** any elements of text, graphics, photos, contents, trademarks, or other artwork furnished to **Southwest Health and Human Services** for inclusion in website are owned by **Southwest Health and Human Services**.

2. **Redwood Valley Technical Solutions, LLC** assumes **Southwest Health and Human Services** has permission from the rightful owner to use any images or design elements that are provided by **Southwest Health and Human Services** for inclusion in the website, and will hold harmless, protect, and defend **Redwood Valley Technical Solutions, LLC** from any claim or suit arising from the use of such elements.

3. **Southwest Health and Human Services** shall be responsible for the accuracy, completeness and propriety of information concerning your products and services which you furnish to us verbally or in writing in connection with the performance of this Agreement.

4. **Redwood Valley Technical Solutions, LLC** retains the right to display graphics and other Web content elements as examples of their work in their portfolio and as content features in other projects. **Redwood Valley Technical Solutions, LLC** also retains the right to place a link on the bottom of every page.

5. This agreement becomes effective only when signed by agents of **Southwest Health and Human Services** and **Redwood Valley Technical Solutions, LLC**. Regardless of the place of signing of this agreement, **Southwest Health and Human Services** agrees that for purposes of venue, this contract was entered into in Minnesota and any dispute will be litigated or arbitrated in Minnesota.

6. The agreement contained in this contract constitutes the sole agreement between **Southwest Health and Human Services** and the **Redwood Valley Technical Solutions, LLC** regarding all items included in this agreement.

2.0 Mutual Cooperation

We agree to use our best efforts to fulfill and exceed your expectation on the deliverables listed above. You agree to aid us in doing so by making available to us needed information pertaining to your website and to cooperate with us in expediting the work.

3.0 Charges for Services Performed

Functionality or feature requests above and beyond those listed in the budget and/or the functionality specs may be considered out-of-scope and an amendment to the budget will be recommended.

4.0 Terms of Payment

4.1 BILLING SCHEDULE

The total budget for this project: \$5,450.00

The above pricing is effective thirty (30) days from the date of this proposal.

Redwood Valley Technical Solutions LLC will invoice Southwest Health and Human Services for fifty per cent (50%) of the initial fees at point of this signed contract agreement which will act as the deposit. The remaining 50% will be billed and due at time of project launch.

In addition, Redwood Valley Technical Solutions LLC reserves the right to stop work until payment is received.

4.3 COLLECTION COSTS

In the event that we incur legal fees, costs and disbursements in an effort to collect our invoices, in addition to interest on the unpaid balance, you agree to reimburse us for these expenses.

5.0 Cancellation of Plans

You have the right to modify, reject, cancel or stop any and all plans or work in process. However, you agree to reimburse us for all costs and expenses we incurred prior to your change in instructions, and which relate to non-cancelable commitments, and to defend, indemnify and hold us harmless for any liability relating to such action. We agree to use our best efforts to minimize such costs and expenses.

If you choose to cancel your plan and remove our access from the website, any software licenses used to design and develop the website, registered in our account, will be removed from the website and will be your responsibility to maintain.

6.0 Confidentiality

Redwood Valley Technical Solutions LLC acknowledges its responsibility, both during and after the term of its appointment, to use all reasonable efforts to preserve the confidentiality of any proprietary or confidential information or data developed by Redwood Valley Technical Solutions LLC on behalf of Southwest Health and Human Services or disclosed by Southwest Health and Human Services to Redwood Valley Technical Solutions LLC.

8.1 GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of the Province/State of MN.

8.2 REPRESENTATIONS AND WARRANTIES

The parties each individually represent and warrant that each has full power and authority to enter into this Agreement and to perform all of their obligations hereunder without violating the legal or equitable rights of any third party.

8.3 ENTIRE AGREEMENT

Except as otherwise set forth or referred to in this Agreement, this Agreement constitutes the sole and entire Agreement and understanding between the parties hereto as to the subject matter hereof, and supersedes all prior discussions, agreements and understandings of every kind and nature between them as to such subject matter.

Krista Kopperud, to accept this contract, click the Accept button and sign at the prompt. You will be emailed a copy for your records.

NEXT STEPS

1. Please read the contract on the previous page to make sure you understand all the details involved with us working together. It's really important to us that everything is transparent and understood from the beginning so that we lay a solid foundation for a great working relationship.
2. If you have any questions at all, please let us know. We're happy to clarify any points and there may be some items that we can sort out together. We're committed to finding the best way to work together.
3. Once you feel confident about everything and are ready to move forward, please click the 'sign here' button below.
4. Sign in the box that pops up to make the acceptance official.
5. Once we receive notification of your acceptance, we'll contact you shortly to sort out next steps and get the project rolling.
6. We'll email you a separate copy of the signed contract for your records.
7. If you'd like to speak to us by phone, don't hesitate to call 866-991-7879


15/8/2018

Sarah Kuglin
Redwood Valley Technical Solutions, LLC


13/8/2018

Krista Kopperud
Southwest Health and Human Services

Southwest Health and Human Services

Accounting Policies and Procedures Handbook

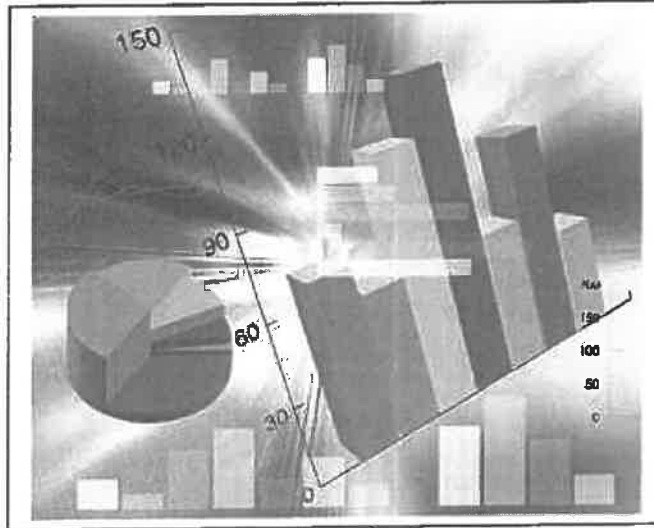


TABLE OF CONTENTS

Summary of Significant Accounting Policies.....	<u>43</u>
Financial Reporting Entity.....	<u>43</u>
Basic Financial Statements	<u>43</u>
Assets, Liabilities, and Net Position.....	<u>54</u>
Financial Reporting.....	<u>65</u>
Public Purpose Doctrine	<u>76</u>
Payment of Claims and Other Obligations.....	<u>87</u>
GASB 34 Compliance Related and Procurement Policies.....	<u>98</u>
Capital Assets	<u>109</u>
Budget.....	<u>109</u>
Use of Restricted Assets	<u>109</u>
Identifying Special or Extraordinary Items	<u>109</u>
Revenue Recognition in Governmental Fund Statements.....	<u>110</u>
Procurement.....	<u>110</u>
GASB 68.....	<u>110</u>
Investment Policy	<u>124</u>
Electronic Funds Transfer Policy	<u>124</u>
Revenues	<u>134</u>
Uniform Grant Reporting.....	<u>153</u>
Travel and Meal Policy	<u>164</u>
Fraud Policy.....	<u>165</u>
Month End Accounting and Reporting	<u>175</u>
Conflict of Interest.....	<u>175</u>
APPENDIX – See Appendix Table of Contents.....	<u>187</u>
Quick Reference Guide.....	<u>365</u>
Adopted November 16, 2011.....	
Revised December 19, 2012.....	
Revised December 18, 2013.....	
Revised December 17, 2014.....	
Revised December 16, 2015.....	
Revised December 21, 2016.....	
Revised December 20, 2017.....	

| Revised December 19, 2018.....

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The County's financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (statements and interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB), (when applicable) that do not conflict with or contradict GASB pronouncements.

Financial Reporting Entity

Southwest Health and Human Services was formed pursuant to Minn. Stat. § 393.01, subd. 7, (joint powers agreement), by Lincoln, Lyon, Murray, and Pipestone Counties. Southwest Health and Human Services began official operation on January 1, 2011, and performs Board, Welfare, and Public Health functions. Rock County joined Southwest Health and Human Services 1/1/12. Pipestone County Human Services and Redwood County Human Services and Public Health joined Southwest Health and Human Services on 1/1/13. Local financing is provided by the six member counties for Public Health and Human Services. The county contribution for financing is based on a per capita cost for public health. The county contribution for financing is based on a formula considering population, tax capacity, and three year average of SEAGR expenditures. The joint powers are governed by a Human Services Board, a Community Health Board, and a Governing Board. (See JPA for specifics).

Southwest Health and Human Services is governed by a twelve-member Board. In addition, there are two program boards, Human Services and Community Health. Each Board is organized with a chair, vice chair, and secretary elected at the January meeting of each year.

Basic Financial Statements

Basic financial statements include information on the Human Services' non-fiduciary activities, Nursing Services, Agency Insurance, and information on the Special Fund of Public Health and General Fund of Human Services. These statements report general activities of the General Fund and reconcile it to "Governmental Activities". Governmental activities are reported on the full accrual, economic resources basis, which recognizes all long-term assets and receivables, as well as long term-debt and obligations. Southwest Health and Human Services net position is reported in two: (1) invested in capital assets and (2) unrestricted.

The Statement of Activities demonstrates the degree to which the direct expenses of each function of the County's governmental activities are offset by program revenues.

The Balance Sheet and Statement of Revenue, Expenditures, and Changes in Fund Balance for the General Fund are presented on the modified accrual basis and report current financial resources.

Assets, Liabilities, and Net Position

Deposits and Investments

Under the direction of the Investment Committee and the Board, most cash transactions are administered by the Lyon County Auditor/Treasurer.

Receivables and Payables

The financial statements for Southwest Health and Human Services contain no allowance for uncollectible accounts. Uncollectible amounts due for receivables are recognized as bad debts at the time information becomes available that indicates the collectability of a particular receivable. These amounts are not considered to be material in relation to the financial position or operations of the fund.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

See Capital Assets section of Administrative Policy 2.

Compensated Absences

The liability for compensated absences reported in financial statements consists of unpaid, accumulated annual vacation and sick leave balances. The liability has been calculated using the vesting method, in which leave amounts for both employees who currently are eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included. Compensated absences are accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

See Compensated Absences section of Administrative Policy 2.

Deferred Revenue

All County funds and the government-wide financial statements defer revenue for resources that have been received, but not yet earned. Governmental funds also report deferred revenue in connection with receivables for revenues not considered to be available to liquidate liabilities of the current period.

Long-Term Obligations

Long term liabilities are not reported in the fund. The General Fund reports only the liabilities expected to be financed with available, spendable financial resources. The statement of Net Position reports long term liabilities of the governmental activities.

Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

FINANCIAL REPORTING

Monthly Working Trial Balance

Each month the "Treasurer's Cash Trial Balance" is printed from the IFSpi system. This report is presented to the governing Boards each month to show the financial status of the agency on a cash basis. The report properly breaks out each fund and department within the fund.

See Monthly Working Trial Balance Narrative for detailed procedures.

Chart of Accounts

The County follows COFARS (County Financial Accounting and Reporting Standards) with their chart of accounts. The chart of accounts are utilized to track revenue and expense in the appropriate fund, department and program. The accounts are also mapped to the proper line item in the working trial balance.

See Chart of Accounts Narrative for detailed procedures.

PUBLIC PURPOSE DOCTRINE

Public Funds

According to the interpretation and understanding of state law described as the "public purpose doctrine", public funds may be spent only if the purpose is a public one for which tax money (and all funds) may be used, there is authority to make sure the expenditure, and the use is genuine.

There is not a precise definition of what constitutes a "public purpose". However, the courts have interpreted it to mean "such an activity as will serve as a benefit to the community as a body and, at the same time, is directly related to the functions of government."

A declaration must be signed by vendors or other claimants, and employees and elected officials for reimbursable expenses, as included on the claim forms or on the check endorsement, which states:

On claim form:

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.

(Signature of Claimant)

Check Endorsement:

The undersigned payee, in endorsing this warrant check declares that the same is received in payment of a just and correct claim against Southwest Health and Human Services.

County Expenditures

Commentary by State Auditor Patricia Anderson

County officers and employees often ask the State Auditor's Office whether certain expenditures are allowed by law. In order to assist you in addressing such questions, this article will present some of the basic standards to consider when you are faced with an expenditure request.

First, consider the nature of a county's authority to expend funds. As a public entity, a county must have statutory or charter authority to make an expenditure. Such authority may be either expressly enumerated in a statute or in the county's charter, or "implied as necessary in aid of those powers which have been expressly conferred." *Mangold Midwest Co. v. Village of Richfield*, 143 N.W.2d 813, 820 (Minn. 1966). This is a county's main limitation in spending money. Counties can always ask for more authority from the legislature.

Second, make sure each expenditure is for a public purpose. The public purpose requirement originates in the Minnesota Constitution, which states that "taxes.....shall be levied and collected for public purposes." The Minnesota Supreme Court has explained that "public purpose" generally means "such an activity as will serve as a benefit to the community as a body and which, at the

same time, is directly related to the functions of government" *Visina v. Freeman*, 89 N.W.2d 635 (1958). It has also stated that public funds may be used by a public entity if the purpose is a public one for which tax money may be used, there is authority to make the expenditure, and the use is genuine. *Tousley v. Leach*, 180 Minn. 293, 230 N.W. 788 (1930). Generally, the main point is that a county's expenditure must ultimately benefit the county's citizens as a whole, although various citizens may benefit more or less directly.

Many of the specific questions we receive involve requests for donations by individuals, non-profit entities, charities, etc. Such donations are not permitted unless they are based on express statutory authority. The assumption is that a gift of public funds to an individual or private entity necessarily serves a private, rather than a public purpose. Attorney General opinions have stated that public entities have no authority to donate funds, even to groups like 4-H clubs, the Red Cross and the Boy Scouts. If a group is going to perform a function that the county has authority to perform, the county should set out the arrangement in a properly executed contract.

Counties, unlike private employers, must remember that public funds cannot be given away to public employees or officials as gifts. Public funds should not be used to purchase plants, flowers, birthday cakes, etc. for officers, employees or others. Likewise, unless express authority provides otherwise, employee social functions may not be paid for with public funds. Of course employees can informally pool their own money to purchase such things for each other. The Attorney General has stated that municipal corporations may not imply authority to appropriate public revenue for celebrations, entertainments, etc., or fund a Christmas party for employees. However, counties are expressly authorized to establish and expend funds for preventive health and employee recognition services. M.S. § 15.46 (2002).

The State Auditor's Office hopes that the information in this article helps you as you make decisions regarding county expenditures. If you have questions, feel free to contact the State Auditor's Legal Division at (651) 296-2551.

PAYMENT OF CLAIMS AND OTHER OBLIGATIONS

County Disbursement

Claims for payment are entered into the IFSpi System with the assigned budget line item code. The warrant register is reviewed and signed off by the Director, Deputy Director, Social Services Division Director, or Public Health Division Director. Warrants are processed weekly and are approved at the board meetings. The Board reviews monthly, all transactions issued from the previous Board meeting through the current Board meeting. There will not be any warrants paid that are under \$1.00, as it is not cost effective for the agency to do so.

See Check Processing Narratives for detailed procedures.

Accounts Payable

Payables are only recorded at year end. Invoices paid in January and February are reviewed and coded with an accrual code of AP (Accounts Payable) or DTG (Due to other Governments) in SSIS and IFSpi indicating the transaction as a payable.

See Accrual Codes Narratives for detailed procedures.

Retention Policy

Original claims with invoices, receipts, and other attachments are kept according to the General Record Retention Schedule (DHS Bulletin #14-85-01). SWHHS keeps current year plus 6 audited years in storage.

W-9 Forms Required

A W-9 form is required to be completed by each new vendor whose payment qualifies for a 1099, where the Tax ID number or Social Security Number is required. See example of W-9 form located on the IRS website.

See Vendors Narratives for detailed procedures.

Replacement of Lost, Stolen or Destroyed Checks

If a request is received for replacement of a lost, stolen or destroyed check, the payee or vendor must complete and sign the "Lost/Stolen Warrant Affidavit" form. The signature must be notarized. There is a 10 calendar day required waiting period. The on-line banking system is checked for verification that the original check has not been cashed. A replacement check is then issued. If the check is a minimal amount in relation to the stop payment charge, a stop payment may not be requested. Fiscal Manager makes this decision.

Unclaimed Warrants / Funds

Routinely, the Lyon County Auditor/Treasurer's office will advise SWHHS of the outstanding checks that have not been cashed within a minimum of 6 months from the date of issuance. The "Lost/Stolen Warrant Affidavit" form is sent out to all vendors. Minnesota Statute 345.31 is followed for the unclaimed funds procedures. The Lyon County Auditor/Treasurer cancels the warrant(s) through Board action. Funds are then transferred to the MN Dept. of Commerce, Unclaimed Property Program each October.

GASB 34 Compliance Related and Procurement Policies

The following policies are presented and adopted in response to the accounting and reporting requirements of the Governmental Accounting Standards Board (GASB) Pronouncement 34 and later pronouncements. These policies provide the foundation for the collection and reporting of County financial information in accordance with these pronouncements.

"Fund Statements" refers to the individual fund year-end financial statements. These are essentially the same as previously published statements.

"Government Wide Statements" refers to the new Statement of Net Position, Statement of Activities, and the reconciliation required under GASB 34 reporting standards.

Capital Assets

Capital assets are part of the governmental activities column on the Statement of Net Position in the Government Wide Statements. Depreciation is required to be recorded as an expense at the government-wide level in the Statement of Activities.

See Capital Assets Policy section of Administrative Policy 2.

Budget

The SWHHS Budget is adopted annually by the SWHHS Joint Governing Board. The contribution by counties is determined at the August Board meeting and the final budget is approved at the December Board meeting.

Budget Level for Legal Control

Budget control is designated at the department level and administrative level. The use of budget dollars across line items within a department are at the discretion of the department management/administration, as long as federal, state, or other funding source use and reporting requirements are met.

See Budget Policy section of Administrative Policy 2.

See Budget Process Narrative for detailed procedures.

Use of Restricted Assets

Unassigned resources will only be used to pay restricted liabilities after appropriate restricted resources have been depleted, or the SWHHS Joint Governing Board takes specific action to appropriate those unassigned resources.

Identifying Special or Extraordinary Items

Items reported as Extraordinary 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 SWHHS management.

Special Items are either unusual in nature or infrequent in occurrence and are under the control of SWHHS management.

Revenue Recognition in Governmental Fund Statements

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

Procurement

Southwest Health and Human Services will procure the goods and services requested to meet its needs and fulfill its mission. The agency 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.

See Procurement Policy section 9 of Administrative Policy 2.

GASB 68

In June 2012, the Governmental Accounting Standards Board (GASB) issued new pension accounting and financial reporting requirements. GASB Statement No. 68 is effective for financial statements for fiscal periods beginning after June 15, 2014. The GASB is the authoritative standard-setting body for governmental accounting principles. The new requirements fundamentally change the way state and local governments and school districts account for public pension liabilities and expenses.

Governments will now report their proportionate share of PERA's unfunded pension liability, referred to as the net pension liability or NPL, on their government-wide financial statements. The NPL is the difference between the present value of future pensions benefit payments to employees and the amount of plan assets currently available to pay the future pension benefits. PERA will allocate the NPL to participating employers. PERA will calculate each employer's proportionate share of the NPL based on the employer's contributions to the pension plan as a percentage of the total of all employer's contributions to the plan.

Pension expenses will be equal to the change in the NPL from the prior year to the current year (with some adjustments for deferred amounts). Pension expense will be calculate by PERA's actuary, and similar to the allocation of the NPL, PERA will allocate pension expense and deferred amounts to participating employers each year.

Employers will include fairly extensive pension footnote disclosures and pension-related schedules as Required Supplementary Information. The GASB believes the additional pension information will better inform financial statement users how the pension liability changes over time and what economic events and assumptions impacted the changes in the liability.

It is important to note the NPL will not impact the fund balance of governmental operating funds. The new accounting standards require that the NPL only be reported on the government-wide financial statements, which are prepared on the accrual basis.

Governments will continue to pay off the unfunded pension liabilities in the same way that they always have. The timing of when pension plans will be funded does not change as a result of the new accounting and financial reporting requirements. They will not be solely responsible for paying off those liabilities. Employers, employees, and retirees all share the responsibility to pay off unfunded pension liabilities. Investment earnings on contributions fund the majority of pension benefits in Minnesota.

Investment Policy

It is the intent of this policy to define and standardize procedures to be used in the investment of Southwest Health and Human Services funds. This policy shall apply to all financial assets of the agency. Any new funds created by the Southwest Health and Human Services Joint Governing Board shall be bound by this policy unless specifically exempted by the Southwest Health and Human Services Joint Governing Board through resolution. These funds are accounted for in the agency's annual financial report and include General Revenue Funds.

All investments by SWHHS will take into consideration investment objectives, ethics and conflict of interest, standards of prudence, delegation of authority and internal controls, reporting, authorized investment institutions and dealers, competitive selection of investment instruments and authorized investments and portfolio composition.

See Administrative Policy 7.

ELECTRONIC FUNDS TRANSFER POLICY

Minnesota Statute 385.071 states "...the county board shall establish policies and procedures for investment and expenditure transactions via electronic funds transfer."

To ensure the safety of county funds through controlling the electronic flow of these funds.

The SWHHS Board of Commissioners delegates the authority to make electronic fund transfers to the Lyon County Auditor/Treasurer as SWHHS's fiscal agent.

Minnesota Statute 471.38 states "A local government may make an electronic funds transfer..."

In order for employee reimbursements to be paid via EFT the employees are to complete the AG #026 form and submit it to accounting along with a copy of a voided check.

Other vendors are also encouraged to but not required to complete and submit to accounting a direct deposit authorization form along with a voided check.

All EFT's are signed off on by the authorized signors which are designated annually. EFT's are authorized along with the warrants weekly and can be identified on the reports provided to the board at the monthly meetings. See check processing narrative.

REVENUES

According to M.S. §385.05 Receipt and Payment of Money, "The county treasurer shall receive all money directed by law to be paid to the treasurer and pay them out only on the order of the proper authority."

The Lyon County Auditor/Treasurer is the custodian of all receipts and revenue. SWHHS prepares all receipts. Actual income should be credited to budgeted revenue line items. Accounts and budget line items are setup according to COFARS (State Auditor "County Financial Accounting and Reporting Standards") requirements and GASB34 Reporting. See the COFARS manual for a more detailed explanation.

Reimbursements for current year expenses should be credited to an expenditure line item in a budget. If the reimbursement is received in a new fiscal year, it will be credited to an income line item. There may be exceptions according to State rules and regulations.

See General Receipting and Recording Narrative for detailed procedures.

Classification of Program Revenues

Program revenues are revenues that apply directly to a program from revenue sources, not including tax collections. Program revenues include charges for services applicable to the program, specific grants, allocations and contributions to the program, and earnings of endowments or investments specifically restricted to that program. Those revenues not designated by rule, statute, or policy to a program, are considered General Revenues to SWHHS.

Revenue Recognition in Governmental Fund Statements

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

Other Acquisitions

Donations of property and goods to SWHHS must first be approved by the SWHHS Joint Governing Board as per the MN Statute 465.03. "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full."

Accounts Receivable

Billing customers for services provided is performed by the accounting or collections department depending on the service. Second notices or reminders are sent if payments are not received within a reasonable period.

During January and February, any payments received for those outstanding invoices must be marked as Accounts Receivable.

Receivables are set up for year-end accrual entries. Receivables are set up just like regular cash receipts, but with an added step.

Receipts received in January and February for anythe prior year are coded in IFSpi with an accrual code of AR (Accounts Receivable) or DFG (Due from other Governments) in IFSpi indicating the transaction as a receivable. It is the Accounting Technicians' responsibility to flag receivables. The Fiscal Manager and Fiscal Officer reviews all receivables.

See Accrual Codes Narrative for detailed procedures.

Grants Accounting

All grant applications must be approved by the SWHHS Governing Board. Accounts are setup using COFARS for the correct Local, State or Federal grant category for income and expenses. The necessary information needed for financial reporting is included.

NSF Checks

The banks automatically return NSF checks to SWHHS after they have been put through twice. The Lyon County Auditor/Treasurer is advised by SWHHS when documentation is received from the bank and has been verified via the online banking system. Once notified, SWHHS will contact the payer directly when possible, to make the check good.

Uniform Grant Reporting

According to M.S. §200.331 Requirements for pass-through entities, all pass-through entities of federal funds must ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:

1. Federal Award Identification.
2. All requirements imposed by the pass-through entity on the subrecipient so that federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award.
3. Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports.
4. An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the pass-through entity and the subrecipient (in compliance with this part), or a de minimis indirect cost rate as defined in §200.414 Indirect (F&A) costs, paragraph (f).
5. A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of this part.
6. Appropriate terms and conditions concerning closeout of the subaward.

Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring.

Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in §200.207 Specific conditions.

Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

Verify that every subrecipient is audited as required when it is expected that the subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in §200.501 Audit requirements.

Consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records.

Consider taking enforcement action against noncompliant subrecipients as described in §200.338 Remedies for noncompliance of this part and in program regulations.

Although these are the new rules and regulations, Southwest Health and Human Services will be utilizing the extension on the grace period for the implementation of the new procurement standards of up to 2 years (2015 and 2016) as granted by the new federal guidance.

TRAVEL AND MEAL POLICY

MILEAGE AND PER DIEM EXPENSE

This policy shall be for employees incurring work related expenses.

Travel: When there are no agency vehicles available for use, the agency will pay the agency rate of \$0.23 per mile which is determined annually. The rate of reimbursement, when an agency vehicle is available, when using your personal vehicle, will also be the agency rate of \$0.23 per mile.

See Personnel Policy 5.

Meals: Meal expenditures are eligible for reimbursement when the situation meets public purpose criteria. Employees are encouraged to consider whether the same result can be obtained without the expenditure. Employees are not eligible to claim meals for agency business or training within counties covered by SWHHS.

See Personnel Policy 6.

If reimbursement is made after 60 days of original receipts, all reimbursable expenses become taxable, per IRS Regulations.

FRAUD POLICY

In broad terms, fraud refers generally to any intentional act committed to secure an unfair or unlawful gain. For the purposes of Southwest Health and Human Services' Fraud Policy, it is defined as an intentional act to deprive Southwest Health and Human Services, or any individual or entity related to Southwest Health and Human Services' business, of something of value, or to gain an unfair advantage through the use of deception, false suggestions, suppression of the truth, or some other unfair means, which are believed and relied upon.

All employees of Southwest Health and Human Services who have a reasonable basis for believing fraud or other wrongful acts have occurred have a responsibility to report such incidents to their immediate supervisor. If notifying the supervisor is not possible because of absence or because you believe your supervisor may be involved, you should notify the Director. All supervisory personnel informed of suspected fraud or other wrongful acts must immediately notify the Director. All information will be treated confidentially.

Minnesota Statute 609.456 Subd. 1, requires any employee or official, upon discovery of evidence of theft, embezzlement or unlawful use of public funds, to report it to law enforcement and in writing to the State Auditor a detailed description of the alleged incident or incidents.

See Administrative Policy 3.

MONTH END ACCOUNTING AND REPORTING

After all receipts and checks have been processed in the IFSpi System, the Treasurer's Cash Trial Balance is prepared and Funds are balanced. Monthly department budget reports are then printed and forwarded to Department Supervisor. This work is completed no later than the tenth day of each month, however, there may be extenuating circumstances which may cause a delay.

Southwest Health and Human Services has adopted Integrated Financial System pi (IFS) as our general ledger package.

CONFLICT OF INTEREST

Board members and administration/supervision have an obligation to act in the best interests of SWHHS. Outside financial interests and/or legal commitments should not be permitted to create conflicts of interest that interfere with the performance of such duties. A conflict of interest exists when a Board member or administration/supervision has an external financial interest or other legal obligation that reasonably could be seen as creating an incentive for the individual to modify the conduct of his or her duties or to influence the conduct of others.

Conflicts of interest can arise from stock ownership, board memberships, consulting relationships, and any activity from which an individual derives legal obligations or expects to receive remuneration from an entity outside of SWHHS. Conflicts can arise from many ordinary and appropriate activities; the existence of a conflict does not imply wrong doing on anyone's part.

When a conflict arises the individual must recognize and disclose it. Some relations may create an appearance of conflict; which shall also be disclosed so public confidence is maintained.

A Conflict of Interest Disclosure Questionnaire will be filed annually, by each Board member, Administrator, and Supervisor of SWHHS.

See Administrative Policy 12.

APPENDIX TABLE OF CONTENTS

Narratives

General Agency Information.....	18
Monthly Working Trial Balance Process.....	18
General Fund Balance (Cash Basis).....	18
Chart of Accounts.....	19
Office Supplies/Administrative Expenses.....	19
Social Services Expenses.....	20
MA Transportation/Insurance payments.....	21
Credit Card.....	21
Check Processing.....	21
Positive Pay.....	22
Vendors.....	22
Vendor Rebate or Reward Tracking.....	23
Capital Assets.....	23
Budget Process.....	24
General Receipting and Recording.....	25
Reimbursement for Services Monitoring.....	25
Identifying State and Federal Dollars.....	25
Collection of Money after Hours.....	26
MA Recoveries.....	26
Claiming Process.....	27
Manual Journal Entries.....	27
Receipt/Disbursement Adjustments.....	28
Accrual Codes.....	28
Contracts with Providers.....	29
Payroll.....	29
Agency Self-Insurance.....	32
Child Care Payments.....	32
County Collections Billing.....	33
Nightingale Notes Billing.....	33
Radon & Water Testing Kits Procedures.....	34

APPENDIX

General Agency Information

The agency is separated into the following units/programs: Social Services; Income Maintenance; Child Support/Fraud; Accounting/Collections; Clerical; Information Technology; Nursing; Health Education; and Environmental Health. The agency keeps staff well informed and has a system in place to communicate all information. The Director, Deputy Director, Public Health Division Director, and Social Services Division Director meet bi-weekly to discuss overall agency business and future topics for the supervisors meeting. The Director, the Deputy Director, Public Health Division Director, and Social Services Division Director meet bi-weekly with the supervisors. Each unit supervisor holds meetings with their staff, but the frequency of those meetings are set by the unit supervisor and determined by need. Staff meetings are held in each location following each monthly Board meeting.

The Minnesota Department of Human Services (DHS) sends bulletins and other publications to the SWHHS. Most of these are sent electronically and are available through the Department of Human Service's website. Bulletins are discussed at the bi-weekly supervisor meetings. Supervisors forward bulletins to staff and they are also discussed at individual unit meetings. Also, there are state-wide conferences that staff members have the opportunity to attend.

Monthly Working Trial Balance Process

On a rotating basis each month, the Fiscal Officers prints a "Treasurer's Cash Trial Balance" from the IFSpi system. This report is compared to the check registers to ensure receipts and disbursements balance for the month. If there are any differences, they are investigated and corrections are made.

The Governing Board is given a copy of the "Treasurer's Cash Trial Balance", "Trial Balance Sheet", and check register monthly. Fiscal Manager balances this amount with the Lyon County Auditor/Treasurer's office. If there is a discrepancy, both offices work together to balance. In addition, the Governing Board is given the IFSpi report "statement of Revenues and Expenditures". This way the Governing Board is seeing figures directly from IFSpi and is directly approving the financial report.

General Fund Balance (Cash Basis)

The general fund balance fluctuates throughout the year based on the timing of the receipt of revenues. SWHHS receives more revenues in the third and fourth quarter, compared to the second and fourth quarter. This is directly reflected on the timing of payments from the six counties for tax levy monies. The general fund balance (cash basis) is monitored monthly and reported at each Board meeting. If the balance is below two million dollars the amount of expenses is closely monitored by the Fiscal Manager. If at any time the Fiscal Manager feels that the balance will become \$500,000 or less, bills are held until the next check run. Before this happens, a couple of other things happen prior.

All Accounting Technicians report an approximate amount of bills owing in their possession. The payroll date and amount is taken into consideration. The check register balance is reviewed. Then the Fiscal Manager discusses the issue with the Director and Deputy Director and they make a joint decision.

If bills are held, only bills that will not become past due or create fees or interest are held. All bills that are due within that check run time will be paid. This procedure will continue as long as the general fund in cash basis is low.

Chart of Accounts

Occasionally during the year, a new chart of account that will need to be added to the IFSpi system. When an account is added, the Fiscal Manager or a Fiscal Officer will check the COFARS manual to determine what the code should be and then will check the chart of accounts to make sure that number is available. The Fiscal Manager or Fiscal Officer will add accounts to IFSpi and SSIS where appropriate. The Accounting Technicians use form AC#004 to request the element and chart of accounts title when they feel the need for an additional account or change to an existing account. Any Agency Supervisor may request a change or addition to the chart of accounts. The Fiscal Manager will either approve or disapprove all requests. The account will then be added by the Fiscal Manager or Fiscal Officer.

After the accounts are entered, they have to be mapped to the proper line item in the working trial balance. The Fiscal Manager and Fiscal Officer work together to ensure correct mapping for all accounts are completed. All accounts are reviewed through printing of the GASB 34 audit list from IFSpi on an annual basis or more frequently as needed.

Office Supplies/Administrative Expenses

When regular office supplies are needed in Marshall, the employees will notify the Office Services Supervisor. The front desk office support staff in Ivanhoe, Slayton, Luverne, Pipestone, and Redwood handles this for the respective office. Major purchases (\$200.00 or over) go through the Office Services Supervisor and the Director. Supplies are ordered when needed.

The items are received from the vendor, along with an invoice. The invoice and the items received are compared to each other to verify that the department received all items. The supplies are then either placed in the supply cabinet, or they are distributed to the requesting party. The Office Services Supervisor approves all of these invoices and sends them to accounting for payment with the purchase order attached.

The supervisors, the Director, Public Health Division Director, Social Services Division Director and the Deputy Director can also sign off approving the invoices for payment.

Administrative claims are received and examined for correctness by the Executive Committee, Fiscal Manager, Office Services Supervisor, or Fiscal Officers, dated and signed off on and sent to accounting for payment. If there is a carry forward balance on a bill, the issue is investigated by Accounting Technician, Fiscal Manager or Fiscal Officer who, verifies possible previous payments.

Travel requests are signed when approved. They are not attached to the bills but are consulted when the bills come through. Agency cars are available for use and Microsoft Outlook is used to track the applicable information. For only the use of the Wright Express cards located in the agency vehicles, an itemized receipt is not needed. This information is available and retrievable via the website for the vendor, WEX. The appropriate Supervisor and Accounting Technician verifies information on the employee's requests for reimbursements with the information in Outlook. Fiscal Officers may sign off on routine bills at their respective office locations, such as monthly copier maintenance (bills that are consistent in amounts and do not vary). All other claims must be approved by a supervisor (indicated by initials, employee number and date.)

The Accounting Technician ensures mathematical accuracy of all claims. Any material changes to the employee reimbursement forms are sent back to the appropriate supervisor to be discussed with the employee. Approved claims are coded by an Accounting Technician or Fiscal Officer and then entered by another Accounting Technician into IFSpi. Batch tape totals of the bills are compared to IFSpi totals for data entry accuracy.

It is the practice at year end to not prepay payables. If a bill comes in at year end for the next year it is held, and paid in the first check run for the next year.

The signature needed on any bill may be executed through the process of e-signature. This is equivalent to an original document.

See Administrative Policy 21.

Social Services Expenses

For the Social Services program payments, a need is first determined by a social worker; a service arrangement is prepared for most Social Service costs and entered into Social Service Information System (SSIS) by the social worker or case aide. A service arrangement is created in SSIS by the social worker or case aide, approved by a Social Services Supervisor, and forwarded to the Accounting Department to be printed and mailed to the vendor for signature. For the time frame of services on the service arrangement, pre-coded vouchers/invoices are printed and are enclosed with the arrangement. Once the service arrangement is signed and returned by the vendor, accounting approves the "payment" part of the arrangement in SSIS. (Social Service Supervisors approve the "service" part prior to being mailed to the vendor.) The vendor-signed service arrangement is then routed to the social worker for filing in the client case file.

When payment is to be requested by a vendor, the vendor completes the pre-printed, pre-coded claim vouchers which were provided along with the service arrangement. Vouchers must be signed and dated by the vendor before payment can be made, and no payments are made until the vendor-signed service arrangement has been returned to the accounting department (*except for vendors of State "mandated services" --see that section below.) Upon receipt of vouchers/bills, they are audited for accuracies and corrections are made as needed. When a voucher/bill has service dates of more than the most recent month of services, SSIS payment history is checked for potential duplication. There also is an edit report in SSIS that is done before submitting a batch to IFSpi. That report also shows potential duplicate payments for the same dates of service, same vendor, and/or same client. If there actually is a duplicated payment, then the current voucher/bill is pulled from

the batch and not paid, and totals are adjusted accordingly. Contact with the social worker is made when any voucher is contradictory to the service arrangement and/or when a voucher comes in and there is no service arrangement in SSIS.

There are some payments that do not have service arrangements and/or SSIS pre-printed/pre-coded payment vouchers. These requests for payments are for State "mandatory services" and required payments by counties for chemically Dependent detoxification services, and state-operated facilities or medical hospitals for mental health Hold Orders or Poor Relief services for inpatient clients or various bills paid on behalf of clients. These vouchers/bills are signed and dated by a Social Services Supervisor for payment approval.

After entry of vouchers/bills, an Accounting Technician reviews the keyed-in vouchers and balances the computer control total to the total of the vouchers/bills. In SSIS, there is an interface process of payments to IFSpi where warrants/checks and warrant registers are processed. When an Accounting Technician keys in a payment batch in SSIS, that batch must be interfaced to IFSpi.

MA Transportation/Insurance Payments

The Accounting Technician receives the MA reimbursement requests from the Transportation Coordinator. They review the reimbursement form for proper approvals, and proof the math calculations, recording corrections as is needed. The Accounting Technicians prepare payments for Medicare and Cost Effective Insurance reimbursements. Transportation is paid every Friday with the regular weekly check run and the monthly insurance premium reimbursements are paid the Friday following SWHHS's Board meeting. Claiming is billed per line and submitted through MN-IT's for claim reimbursement. This is done for each client for MA transportation and related expenses that are claimable. All claims are tracked to ensure SWHHS receives all funds due.

Credit Card

The agency has credit cards held by certain employees of SWHHS, per policy. These credit cards are utilized to make approved purchases. An itemized receipt is collected and given to the Fiscal Manager. Each month when the bill is received, the receipts are matched up to the bill and paid from the appropriate chart of account.

See Administrative Policy 5.

Check Processing

Accounting Technician prints the checks after processing is complete. The check stock is kept in the Marshall office, separate from the printer (the office is always locked when no one is present.) ~~One copy of the warrant register, one copy of the abbreviated register and one copy of the Audit List for Board are printed.~~ After each check run, the checks and warrant register are reviewed by another Accounting Technician or Fiscal Manager to ensure that the correct bank account has been selected. The reviewing individual puts the date and their name on the bottom of the first page of the warrant register using their electronic signature. The warrant register is emailed to the Agency

Director, Deputy Director, Social Services Division Director, or Public Health Division Director for electronic signature and they email the register back to the accounting technician. The warrant register is scanned into imaging after appropriate signatures.

The abbreviated register is ~~emailed~~ given to the Lyon County Auditor/Treasurer's office, along with ~~the checks given to the Lyon County Auditor/Treasurer's office~~ to obtain the signature on each check of the Lyon County Auditor/Treasurer.

The checks are mailed to the vendors via US Postal mail by the Accounting Technician. The person scheduled for PP (positive pay) that week is required to submit the ACH through the Bremer Bank Online Banking. The transfer is completed, the confirmation page is printed and scanned to the back of the signed warrant register. An email is then sent to the accounting department stating that the check run is complete. The Accounting Technician marks "reviewed by" on the appropriate print voucher after verifying all necessary documents have been scanned in through the imaging program. The print vouchers are scanned in through the imaging program by check date. If a warrant/check is to be picked up, a proper form is required (AC#003). ~~This is done only in extenuating circumstances and~~ The warrant/check is only given to the requesting staff. The Fiscal Manager or Fiscal Officer transmits the check batch file to the Bremer Bank positive pay file.

The Audit List for Board is given to the Office Services Supervisor ~~or Executive Assistant~~ to provide to the Governing Board. The Governing Board reviews the report and if there is a concern, the claims are available for review in the accounting department. The listings are not signed by anyone.

POSITIVE PAY

Positive pay is operated through the agency banking system (Bremer). The Positive Pay system allows users to create a file to upload to their bank for use with the bank's Positive Pay programs. Every check run is uploaded into the SWHHS Bremer account.

This is a Fraud Management service. With Positive Pay Management, SWHHS provides Bremer a list of checks issued. As checks are presented for payment, the dollar amount and check number fields are compared to our list of issued checks and an exception report is produced for any unmatched items. The following business day, we are able to view any exceptions or Paid Not Issued items and make "Pay" or "Return" decisions through the Positive Pay Management System.

This process is monitored via e-mails received from Bremer bank by the Deputy Director, Fiscal Manager, Fiscal Officers and the Lyon County Auditor/Treasurer.

Vendors

An Accounting Technician requests a new/change vendor be added/changed to IFSpi vendor file as needed, using form AC#002. All requests will be entered immediately by the assigned Fiscal

Officer. If the assigned Fiscal Officer is unavailable the Accounting Technician will then direct their request to another Fiscal Officer or the Fiscal Manager. The vendor request form is sent via e-mail. All vendor forms are printed, signed and dated when vendors are entered/changed. The forms are scanned into imaging to be indexed appropriately.

When appropriate the Accounting Technician will send the new vendor a W-9 form to be completed and returned to SWHHS. A reminder is placed out 60 days on their Outlook calendar for tracking purposes. If the W-9 is not received from the vendor an additional notice is sent to that vendor. When the W-9 is received, the form AC#002 is completed by the Accounting Technician to have that vendor information updated in IFSpi by the Fiscal Officer or Fiscal Manager.

The Fiscal Manager will complete periodic monthly reviews of the vendor added/changed listing. The Deputy Director runs the "Vendor Added/Change Report" from IFSpi quarterly. It is reviewed and any questions or concerns are addressed with the Accounting Technician and Fiscal Officer or Fiscal Manager who added the vendor. When completely reviewed it is initialed and dated in the upper right hand corner.

VENDOR REBATE OR REWARD TRACKING

In the rare occurrence that a vendor offers a rebate or reward in response to a particular purchase or purchases, an employee must not gain personally from it. If the application to receive the award does not prohibit businesses from participating, forward the application and information to the Fiscal Manager or Fiscal Officers for completion, along with any required proofs of purchase. The paperwork will be forwarded to the accounting department.

If the rebate is in the form of a check, it will be made payable to SWHHS. It will be receipted into the account that the expense was paid. If the rebate is in the form of a debit card, the bearer of the card will be determined by the Division Director of that program. The card must be used only for allowed business expenses and the receipts saved, which will be filed in the accounting department along with the application paperwork. In the case of a hotel which may offer a free night's stay or a restaurant which may offer a free meal, that reward must be used for an approved trip or meal during the course of business, not for personal gain.

Capital Assets

Additions to capital assets are normally initiated by the department heads involved and authorized by the Director to present for Board approval. For equipment valued over \$50,000, sealed bids are solicited per Minnesota Statute. It is the primary responsibility of the Fiscal Manager to document depreciation of capital assets.

Additions are supported with the vendor invoice, purchase order, and payment in IFSpi. The Fiscal Manager keeps a spreadsheet updated with additions and removals of capital assets \$5,000 or greater. Funds are listed separately for Human Services and Health Services. This is updated normally when the change happens and at the end of the year. The Office Services Supervisor enters into the AS400 all items \$200 or greater and these are tagged. Information added to this system includes the tag#, department, county #, worker #, description, serial #, and brand/model.

Month/year acquired, estimated life, original cost (including tax), and purchase order #. Retirements are documented on both the spreadsheet and the AS400.

A Capital Asset expense report is run from the IFSpi system, all appropriate warrant vouchers and supporting documentation is copied and then added to the Capital Asset report by the Fiscal Manager. The Fiscal Manager contacts the Office Support Supervisor for item number and the Deputy Director for years of depreciation for automobile purchase; or IT Supervisor for item number and years of depreciation for equipment purchase. A physical inventory will be completed annually by comparing the capital assets to the asset listing.

Budget Process

The budget process for the year begins with submission from department heads to the Director usually by the end of May. IFSpi budget sheets with figures for the last 2 years, plus current based on revenue and expenditure accounts and the Allocation Bulletin are used to determine amounts for the proposed budget. Beginning in January and until the August Board meeting, the Director, Deputy Director, Public Health Division Director, Social Services Division Director, and the Supervisors analyze and prepare the proposed budget. During the August board meeting, the Board is presented with a proposed budget. The Board will normally approve the preliminary levy amounts in the budget at the August board meeting. In turn, this information is passed on to the respective County Boards for approval by mid-September. The process is completed within this timeframe to ensure the tax levy will be on the tax rolls for the proper year. The final budget is approved at the December Board. Once approved by the Board, the Fiscal Manager approves the budget in IFSpi on the first working day in January, activating it to the working budget for the year.

Expenditure budgets are based on actual projected costs of operations. Inflating projected expenditures to provide a cushion for expenditures that may occur is strongly discouraged. Southwest Health and Human Services continually works to reduce expenditures and increase revenues during the year.

There have not been budget amendments in the past. Any overages in budget have been absorbed through the use of reserves.

The Fiscal Manager enters the proposed and approved budget into SWHHS's system, Integrated Financial System (IFSpi). The department supervisors, Deputy Director, Public Health Division Director, Social Services Division Director and the Director review the information entered. Only the Fiscal Manager or Fiscal Officer has security to update the budgetary information. The Director and Deputy Director have inquiry access to the budgetary information.

The Director, Deputy Director, Public Health Division Director, Social Services Division Director and Fiscal Manager regularly compare budget to expense and revenue throughout the year. In addition, all Department Supervisors review their related program expenditures on a monthly basis. Any discrepancies are reported to the accounting department and any necessary adjustments/corrections are completed. The Governing Board is given monthly updates at the regularly scheduled Board meetings.

General Receipting and Recording

SWHHS receives money at all six locations (Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock) through various sources such as over the counter, US postal mail, and EFT.

All money received has a written receipt by an Office Support Specialist. The top copy is given to the client if received over the counter or attached to the money if received via US postal service. A report is pulled from the on-line banking system on a daily basis and given to the Accounting Technicians. The collections are recorded directly into our cash register receipting program by an Accounting Technician or Fiscal Officer.

Money received in Lincoln County is transported to Lyon County for receipting into cash register. Money receipted into the cash register in Murray, Pipestone, Redwood, or Rock County is transported weekly to Lyon County. The cash register batch for that location is closed and the money prepared for transportation to Lyon County using form Ac#022.

Transporting money to Lyon County is done by all money being accounted for. Form Ac#022 is completed by the Office Support Specialist, Accounting Technician, or Fiscal Officer in that location. The staff that transports the money, verifies the amount on the form AC#022, then signs for it. The money is transported to Lyon County in an interoffice envelope. The money is then counted by the Office Support Specialist or Office Support Supervisor in Lyon County and again signed for. The money goes directly into a zipper envelope where it is locked up and the Accounting Technician will pick it up on a daily basis. The original Form Ac#022 is directed to the Accounting Department and scanned into the imaging system.

On Tuesday, Friday, and the last working day of the month, all batches with money in Lyon County are closed out and deposited into the SWHHS's bank account. The Accounting Technician prints a Bank Deposit/Cash reconciliation report from the cash register and verifies that amount with the actual money being deposited. The money/EFT and the report are taken to the Lyon County Auditor/Treasurer's office for them to receipt and transport to the bank for deposit. The Bank Deposit/Cash reconciliation report is given back to the Accounting Technician by the Lyon County Auditor/Treasurer's office with a receipt showing the dollars deposited. The amount is verified with the amount SWHHS's records show as being deposited. The amount is recorded in SWHHS's manual, electronic check register. All receipts, the receipt registers, and the report are uploaded or scanned into the imaging system.

Reimbursement for Services Monitoring

After monthly and quarterly reports have been submitted to DHS for reimbursement purposes, the EFT's are monitored to make sure reimbursements are received for all submissions processed.

Identifying State and Federal Dollars

All dollars received from DHS via EFT are receipted in based on the invoice code provided. All dollars that come into SWHHS from DHS are coded per the DHS Bulletin, "DHS Publishes Standard Invoice Field Codes for Calendar Year 20__". This bulletin is updated annually. It indicates all intergovernmental, state, and federal dollars associated with Human Services.

All dollars that come into SWHHS from MDH are receipted into the appropriate grant. There is no document from MDH or coding on check to indicate monies as intergovernmental, state, or federal dollars. At this time SWHHS accounting department is working on their own to determine what each of the dollars received are. Some have been determined and a proper chart of account(s) has been set up, while some monies still remain unidentified at this time. MDH does not have one department to contact for these questions as each is coming out of a different unit. SWHHS will continue to work toward all monies being identified and properly coded.

Collection of Money after Hours

Clinics are held at SWHHS's office in Redwood Falls three to five times per year, based on number of people signed up. There are a minimum of 10 and maximum of 20 people in each two session clinic. All attendees must pay a fee of \$80.00 the first night of attendance in order to stay. \$120.00 is charged if they miss the first session and are attending the second. In some cases, the additional \$40.00 is waived based on the Probation officer's reasoning for attendee missing the session.

Collection of fee happens from 5:30 – 6:00 PM by the Chemical Dependency Counselor, for SWHHS. The money is collected and a receipt is written from the SWHHS's receipt book. The white copy goes to the attendee; yellow copy goes with the money. The type of payment (cash/check) is noted on the master list of possible attendees. The total money then is placed into an envelope, sealed, signed and dated by the CD Counselor and placed through a slot into the safe located in the building. A copy of the master list is made, signed and dated by the CD Counselor sent to an Accounting Technician, indicating that there is money in the safe.

The Accounting Technician opens the safe and receipts the money into the cash register and amounts are verified against the master list for the clinic. A separate sign in sheet is kept with the CD Counselor as well for further verification if needed.

MA Recoveries

When a payment is determined to be a MA recovery, it is receipted into the cash register with a copy of the CL#033 form attached to the receipt and is deposited into the bank account. The Accounting Technician makes a copy of the form CL#033 and gives the copy and a copy of the check to the Fiscal Officer to process the MA recovery.

The Fiscal Officer logs onto the "Medicaid Management Information System" (MMIS) using the assigned sign on and secure password. The appropriate county's sign on needs to be used according to the county of financial responsibility of the recovery. The Fiscal Officer reports receipt of funds 30 days from receiving the funds to allow for payment of all approved final expenses. The

Fiscal Officer will also enter the payment portion of the form CL#033 into the MMIS System against MA Recovery monies as a negative amount.

The types of MA Recoveries are:

EA - Estate Affidavit
EP - Estate Probate

The Fiscal Manager or the Fiscal Officer monitors monthly the Health Care Invoice to ensure we are being billed regularly for the state's share of the recoveries. This is also monitored monthly through the budget spreadsheets.

Claiming Process:

Accounting Technicians process and maintain the following state programs; Waivers/AC and TCM/case management (TCM programs include MH-Adult, MH-Child, child welfare, relocation, VA/DD), Rule 5 and care coordination mainly for reimbursement of purchased items and direct time of case managers. Claims are processed through SSIS (clients on MA); Availity; Nightingale Notes and MN-IT's. The following programs are submitted by the following: MA Access Transportation (MN-IT's) TCM – CW, MH, VA/DD, DD-Screenings (SSIS); Care Coordination (Nightingale Notes) & TCM (Nightingale Notes & SSIS); and CD Assessments (Nightingale Notes).

Nightingale Notes claims are submitted to Accounting by case workers and pulled from SSIS, Social Services Supervisors, and Health Services for billing purposes.

Those claims submitted through SSIS and MN-IT's, have remittance advices from DHS. Claims submitted through Nightingale Notes, have remittance advices from the Managed Care Organizations, available through Availity. These advices are saved showing reimbursements and denials. RA's (rejects/denials) are reviewed in SSIS. Supervisors and/or Social Workers are contacted to make appropriate adjustments in MMIS, so claim can be re-submitted to DHS for reimbursement. Resubmission is done in SSIS. For claims that are denied through IGI and Availity, they are reviewed and corrected appropriately for resubmission for payment.

The Accounting Technician processes Public Health claims produced through Nightingale Notes. Claims are then submitted through DHS MN-IT's and Availity and some statements are mailed to payers. Once payments are received, they are posted in Nightingale Notes to the appropriate client's account for the corresponding date(s) of service. For claims that are denied, they are reviewed and corrected for resubmission to the appropriate payer or written off when uncollectable.

Revenue regenerated through this reporting, is receipted into each program where appropriate.

Manual Journal Entries:

A manual journal entry is only used when an alternative method through IFSpi is not possible, such as "negative receipt" or "manual warrant/void/correction". Manual journal entries are tracked

through an electronic tracking form and are entered and posted by the Fiscal Manager or Fiscal Officer.

All manual journal entries completed by the Fiscal Manager are reviewed and signed off on by the Deputy Director. All manual journal entries completed by the Fiscal Officer are reviewed and signed off on by the Fiscal Manager. The originals are scanned into the imaging system to be indexed appropriately.

Receipt/Disbursement Adjustments

After balancing for the month is completed, the Fiscal Officer(s) and Public Health Program Specialist review the Accounting Activity Report for that month and notes any corrections that need to be made. The Fiscal Officer(s) or Public Health Program Specialist signs off on the changes and sends the corrections to be made to the Accounting Technician on an Account Activity Report with the changes highlighted and the account information showing account numbers. The Accounting Technician enters the corrections into IFSpi using the "Receipt Batches" or M/V/C Batches". The J/E Data Entry Listing report is printed. The completed corrections and documentation are scanned into imaging to be indexed appropriately.

On occasion there are changes needed per the request of a supervisor. The supervisor requesting the change or moving of receipts or expenses puts the request in writing, indicating what and the amount that is to be moved. This will also indicate where those funds are to be moved to. The supervisor signs off on the documentation and the Accounting Technician makes the needed change to funds. Once completed, the documents are scanned into imaging to be indexed appropriately.

Accrual Codes

SSIS interfaces with IFSpi, accrual codes are added to social services payments in the IFSpi system. Accounting Technicians are responsible for the accrual codes. Accrual codes will be used January and February of each year.

When a payment is made that has a service date from the previous year the payment is marked with one of the following accrual codes:

AP = Accounts payable
DTG = Due to other governments

When receipt money into the IFSpi system that is from the previous year the receipt is marked with one of the following accrual codes:

AR = Accounts receivable
DFG = Due from other governments

The Fiscal Manager or Fiscal Officers will review all transactions (receipts/disbursements) to ensure they are properly coded. The IFSpi report "Account Activity with service dates" will be

used. This report is signed and dated by the Fiscal Manager or Fiscal Officer once completely reviewed and appropriate changes made as needed. All changes will be completed by the Fiscal Manager or a Fiscal Officer.

Contracts with Providers

Our in-house contracts with providers are open ended with standard opt out language. Changes to the contracts are made through addendums or amendments. As of January 2014, model contracts for Home Community Based Services or waived services (CAC, CADI, MRRC, BI) will be administered and maintained at the State level. EW and AC programs utilize our in-house contract that is renewed yearly. Rates for all the above programs are set by the State.

All contracts include HIPPA, EEOC, Fair hearing/grievance, and safeguard of data language. Liability limits for general and professional liability insurance policy are set as per Minn. Stat. 466.04.

Payroll

The SWHHS Joint Governing Board approves all starting rates of pay for all new employees. Southwest Health and Human Services payroll processing is performed at different levels. Upon Board approval, the Accounting Technician or Fiscal Officer enters the employee information including rate of pay in each employee's master file. For each new employee, the HR Specialist enters all employee information into the HR System and then interfaces that into the Payroll System. The Accounting Technician or Fiscal Officer proofs the information provided by the employee and employee's supervisor which determines the taxes to be withheld, his/her position, work comp code, PERA eligibility, and appropriate department based on the information on the Payroll Enrollment Form and Cafeteria Enrollment Form. The Accounting Technician or Fiscal Officer provides the IFSpi formula distribution when applicable for new staff (health services employees formula distribution is determined through an interface process), under the direction of the Deputy Director or Human Resource Specialist. This formula is used to interface the payroll PayLib system to the IFSpi System when the payroll is processed at the end of each pay period. The HR Specialist prepares a report containing any payroll changes and it is reviewed and entered into the payroll system by the Accounting Technician or Fiscal Officer. Any payroll changes must be into payroll by Monday noon the week of payroll.

Payroll deductions for insurances are entered directly from a copy of the employee's Cafeteria Enrollment Form completed before the beginning of each year or as new employees become eligible. These forms are generated from a web-based human resource program with employee personnel insurance information listed on it.

Before a payroll is run, the Deputy Director or Human Resource Specialist and the Accounting Technician or Fiscal Officer review and make necessary adjustments to the billings from the providers of insurance for health care, dental, life and disability. Note adjustments for medical/dental insurance cannot be made on the bill. They normally occur after the fact as an adjustment on a later bill. Real time adjustments can be made on the life insurance bill. Other deductions (such as garnishments and child support) are processed by the Accounting Technician or Fiscal Officer from

official orders. The Deputy Director and Fiscal Manager are the agency representatives served those orders normally via US postal mail.

All employees are paid bi-weekly. The Southwest Health and Human Services Governing Board members are paid bi-weekly following the receipt of their voucher. The Governing Board Per Diem pay is paid through payroll. All Governing Board mileage and other costs are paid through the administrative bill process.

At the end of each pay period, web based timesheets are created by each human services employee, by signing into the web based timesheet program created by Computer Professionals Unlimited. The web based timesheets for all health services employees are created by an interface program pulling the data from Nightingale Notes Dailies into the web based timesheets. The interfacing program was created by Computer Professionals Unlimited. The web based timesheet is accessed by the employee signing in by using their unique ID and password. This web based timesheet is approved by the employee and also by the employee's supervisor. Payroll Disclaimers appear on the screen when being approved. Any errors that are found are relayed back to the employee by the supervisor. The Human Resource Specialist audits all Vacation, Sick, and Comp Time Balances. The Balances are shown on the Employee's pay stub.

Any overtime pay is prior authorized and requires supervisory and Director approval. Any concerns regarding payroll are referred to the Deputy Director and/or Director.

At the end of the year, a report is generated that lists year-end balances in vacation, sick, and comp time banks and year-end rates of pay, which are used in calculating Compensated Absences Liability. The Accounting Technician maintains a spreadsheet that calculates the compensated time absence liability based on the total accrued time to date and what has been paid out over the past few years.

A transaction edit is run on the computer in batches, which is then compared to the time sheets prepared by each employee. If incorrect, the errors are located and reconciled. The HR Specialist performs these tasks.

After the transaction edit has been deemed correct, the Accounting Technician or Fiscal Officer runs the payroll journal and then another Accounting Technician checks it for errors. (This register does not have any warrant numbers yet.) It also includes taxes, cafeteria contributions and recurring deductions, which are reconciled.

If no errors are located on the payroll journal, the Accounting Technician or Fiscal Officer runs the check process which produces the files that print employee direct deposit stubs and vendor checks using direct deposit or electronic funds transfer (EFT). An EFT edit is printed and checked against the payroll journal and also against any new participant's authorization forms. If correct, the file is transferred to Bremer Bank via internet file transfer.

An Accounting Technician or Fiscal Officer prints the checks, direct deposit stubs, and the final payroll journal and all necessary reports. The final journal prints the check number and direct deposit number by each employee's net pay. The check stock is always locked in the Marshall accounting

department. All Payroll reports are then uploaded to the Payroll imaging system for storage.

SWHHS uses a service from Computer Professionals Unlimited, the office that provides support for the Payroll Paylib system, for accessing Payroll Pay stubs (web based timesheets) instead of printing individual pay stubs and sending them directly to the employee. The Accounting Technician or Fiscal Officer still prints out vendor checks and commissioner's checks when necessary. For any employees who are on extended leaves, their direct deposit stub is printed and mailed to each employee via US Postal mail at their home address. The Lyon County Auditor/Treasurer receives a check register listing all check and direct deposits. The Lyon County Auditor/Treasurer stamps the checks with the Auditor/Treasurer's signature. The Lyon County Auditor/Treasurer is the only authorized signatory and maintains custody of the signature plates. The Auditor/Treasurer's Office then emails the Marshall Office Accounting Technicians to come to pick up the signed checks. These checks are either mailed via USPS with proper itemized check remittances or receipted into the IFSpi system and reissued when vendor invoice is received.

With each payroll, the Accounting Technician or Fiscal Officer runs certain reports. These include a Check Register, Payroll Journal, a summary total by employee, a PERA summary, deductions report by vendor, EFT listing showing trace numbers for the Employee Direct Deposit and various reports that are sent in with vendor checks. Some vendors also require other forms to be completed. A comprehensive checklist is used to assure that all vendors have been paid and all reports run in a timely manner. One of the reports, the PERA salary deduction report, requires routine maintenance and the production of a file transmitted electronically via the intranet into their computer system.

Federal and State withholding figures as shown on the grand total page of the payroll journal are transferred to the IRS and MN Dept. of Revenue, respectively. The State and Federal tax payment is transferred using an ACH debit, which becomes part of the file that includes the employees' pay, Nationwide Retirement Deferred Comp, Valic Deferred Comp, Investors Choice Deferred Comp and PERA. The file also includes the required addendums for the vendors.

A payroll distribution summary report is generated during the next step called "updating the master files". This process distributes wages and benefits for many employees to different funds and/or departments. All the figures are automatically posted to IFSpi as printed on the Payroll Distribution Account Summary. Using this report, the Accounting Technician or Fiscal Officer posts total payroll costs to the manual warrant register.

Authorizations for deductions are filed by the vendor for which the deduction is paid. The Deputy Director or Human Resource Specialist maintains files with all insurance changes and Flexible Benefits. Payroll advances are prohibited. The Accounting Technician or Fiscal Officer reports all Quarterly Federal, State and Unemployment insurance withholding and wage reports. The Accounting Technician or Fiscal Officer is also responsible for all year end payroll reporting and to process the end of the year W-2 forms. The 1099's are processed by a different Accounting Technician.

Due to unforeseen problems that may arise, it is always the goal to reach the step in the payroll process that prints the checks and direct deposits stubs and transmits the direct deposit information

to Bremer Bank, two days before the payroll date. However, the payroll process must be completed by 5:00 pm Thursday of the payroll week to ensure that the EFT processes correctly and the employees receive their pay in a timely manner.

The Fiscal Manager or Fiscal Officers transmits the check batch file to the Bremer Bank positive pay file on the day the payroll checks are mailed.

Agency Self-Insurance

January 1, 2014, Southwest Health and Human Services began offering employee health insurance through a self-funded account. All premiums are collected by SWHHS and claims are paid to the insurance company upon billing. This fund is monitored by the Deputy Director and reported on to the Governing Board on a quarterly basis. A brief overview is provided to the Governing Board each month at the regularly scheduled meetings. A Health Insurance Benefits committee has been formed to review and make recommendations to the Governing Board annually in regards to the plans, benefits, and premiums. Any reserves in the fund are addressed on an annual basis.

See Administrative Policy 22.

Child Care Payments

Child Care payments are entered in the MEC2 State Centralized Payment System by an Accounting Technician. Paper vouchers are scanned and emailed, by the Office Support staff, to specific Eligibility Workers to approve. The paper payments are entered after the Eligibility Worker emails the Accounting Technician with approval to pay. The electronic payments are approved daily. The State approves payments nightly. Before the Accounting Technician approves each electronic voucher he/she must go into the case notes, find the authorized hours, and look at the notes to see which days and how many hours on each of those days has been authorized. If the provider is billing more hours than authorized the electronic voucher can be changed to only the amount authorized. If the provider added notes as to why they added more hours than authorized the Accounting Technician will forward that information to the Eligibility Worker and wait for an answer before approving the voucher. A Child Care Eligibility Worker approves eligibility, and then enters service authorizations into the State System for all clients, which authorizes payment. A Child Care Eligibility Worker must also note specific case notes regarding authorized days as well as the number of hours authorized each day (example: 8 hrs M, T, Th and 6 hrs W, F). This information will go out with the letter to the provider when eligibility is approved by the Eligibility Worker. Billing forms are generated by the State System and mailed out to the provider. The provider completes the billing form and mails the form to SWHHS for entry in the State System or the provider will enter their information into MECpro and submit electronically for payment. All applications and verifications are filed in the case file in the case worker's office. Once the billing forms are entered in the State System, the System compares the billing form to the service authorization and then at this point it can accept or reject the payment request. Rejected billing forms are put on hold for review by caseworker. The State then makes the payment directly to the provider and the Income Maintenance Supervisor can access this information. All manual

payment requests are approved by an Income Maintenance worker prior to the Accounting Technician processing the payment.

Once the paper voucher payments or any manual payments have been made the Accounting Technician will scan the forms into the imaging system.

County Collections Billing

The Collections Officer enters corrections and new accounts on monthly credit and debit spreadsheets. The Accounting Technician will enter these spreadsheets along with the recurring spreadsheets for daycare centers, cobra or retiree insurance premiums, out of home placement fees, and courtesy care into the County Collections System (CCS).

Statements are prepared, printed and mailed once a month by the tenth of each month. Two Accounting Technicians work on preparing these statements. When statements are printed all statements for an entity, that have a credit balance, zero balance or have an administrative charger are reviewed by the Fiscal Manager and/or Collections Officer. After the statements are mailed the Accounting Technicians prepare trial balances or activity reports that are given to the appropriate Department Supervisors to monitor their programs.

Nightingale Notes Billing

Public Health Claiming– The accounts receivable/claiming system for Public Health is one part of a larger time tracking system known as Nightingale Notes. Everyone in the Public Health Department is required to fill out an electronic service form. This form tracks all of their hours (worked, sick, vacation, etc.) along with what they worked on and/or what patients they saw that day. Nightingale Notes is used for billing nursing services to the appropriate insurance companies.

Once all the services are entered for the previous month, the Accounting Technician generates the billing cycle in Nightingale Notes. The Accounting Technician then reviews the claims for inconsistencies or errors. Some pay sources are reviewed for data entry error by generating a report built in Nightingale Note report system i.e. "BluePlus Services that should be Bridgeview". Any questions are emailed to the staff person with the questionable service. Once reviewed and corrected, the Accounting Technician generates the claim file and submits the batch through Availity for most pay sources and through MN-ITS for the Medical Assistance pay source. Availity will then send back three to four edit reports per batch submitted.

The first report is the acknowledgement report. This is the first level of edits the batch file is processed through that will accept or reject the file. Accounting staff assigned to that task depending on insurance company and/or type of claim researches the reason for rejection to see if something can be corrected at our end. If it is more complicated, Nightingale Notes Support is contacted to troubleshoot the issue. Once corrected the batch file is generated again and submitted through Availity.

The second set of Availity edit reports is Immediate Batch Text Response (IBT). This report will list all the claims in the batch and list at claim level if the claim has been accepted or rejected. The third set of Availity edit reports is Electronic Batch Report (EBT). This report will list all the claims in the batch and list at claim level if the claim has been accepted or rejected.

The fourth set of Availity edit reports is Delayed Payer Report (DPT). Not all payers return delayed responses.

Rejected claims for all these edits are reviewed by the Accounting Technician who uploaded the claim file, determines the corrective action, makes the correction and resubmits.

Once a claim has been processed by the insurance company, an Electronic Remittance Advice (ERA) or Explanation of Payment (EOP) is sent to the clearinghouse (MN-IT, MN E Connect, or Availity). These reports show the details of the payments made, partial payments or denial of the claim. The ERA's are uploaded to Nightingale Notes, so the detail of the payment or non-payment is linked to the corresponding claim. Each payment is posted in Nightingale Notes to show the claim was paid or the next subscriber should be billed if necessary. Claims that were not paid are researched to determine if they can be corrected and rebilled. The Accounting Technician may call the insurance company for assistance and explanations.

Radon & Water Testing Kits Procedures

When the general public purchases either a short-term or long-term radon testing kit or a water testing kit at the front counter, they pay a nominal fee for any type of kit to the Office Support staff. The fee is charged to discourage misuse by customers, to recover part of the cost of offering the kits, and to encourage customers to actually use the kits. Office Support staff receipts the payment into the receipt book & gives the customer the white copy. The yellow copy goes with the cash or check and is given to the accounting unit.

Water testing bottles are supplied to regular customers, such as city and rural water systems and construction companies, at no charge.

The charge for the water test itself is based on which test or tests are performed with the prices listed on the test request form. The general public makes their payment when dropping off their request form and sample. When the water testing is performed for a regular customer as described previously, a bill will be sent to them by the sanitarian on a monthly basis. The sanitarian monitors the receipt of payments by referencing a list provided by the Fiscal Manager on a monthly basis.

QUICK REFERENCES GUIDE

Policies

- Administrative Policy 2
- Administrative Policy 3
- Administrative Policy 4
- Administrative Policy 5
- Administrative Policy 7
- Administrative Policy 12
- Administrative Policy 21
- Administrative Policy 22
- Personnel Policy 5
- Personnel Policy 6

Forms

- Ac#002
- Ac#003
- Ac#022
- Ac#043
- Ag#100
- Ag#101
- Cl#033

DHS Bulletins (available on DHS website)
<http://mn.gov/dhs/>

COFARS Manual

DECEMBER 2018
GRANTS ~ AGREEMENTS ~ CONTRACTS
for Board review and approval

- ARCH Language Network Inc. (St Paul, MN)** – 01/01/19 to 12/31/19; provide interpreting services for all referring office locations, \$40/hour face-to-face during office hours, \$50/hour face-to-face during non-office hours, \$1/minute phone, \$65/hour/2 hour minimum sign language (no increase)(renewal).
Fiscal Note: 2018 \$19,025; 2017 \$15,965

- Avera Marshall d/b/a Avera Marshall Regional Medical Center (Marshall, MN)** – 01/01/19 to 12/31/19; Mental Health Hold Orders and Civil Commitment Beds and Services, not to exceed \$975/day for hospital services (no increase)(renewal).
Fiscal Note: 2018 \$12,915; 2017 \$34,515

- Avera Marshall (Marshall, MN)** – 01/01/19 to 12/31/19; Lab services agreement (no increase) (renewal).
Fiscal Note:

- Bud's Bus Service (Reading, MN)** – 01/01/19 – 12/31/19; Transportation for DD clients, \$20.21/day (no change) (renewal).
Fiscal Note: 2018 \$28,335; 2017 \$31,955

- Jean Callens (Tauton, MN)** – 01/01/19 to 12/31/19; Client guardianship services, \$20/hour plus expenses (no increase) (renewal).
Fiscal Note: 2018 \$1,806; 2017 \$4,047

- Client Community Services Inc (Worthington, MN)** – 01/01/19 to 12/31/19; provide non-waivered client semi-independent living skills (SILS); \$35.89/hour (2% increase) (renewal).
Fiscal Note: 2018 \$11,164; 2017 \$11,676

- Divine House Inc (Willmar, MN)** – 01/01/19 to 12/31/19; provide non-waivered client semi-independent living skills (SILS) (renewal).
Fiscal Note: 2018 \$8,830; 2017 \$9,865

- Fanny S. Gilfillan Memorial Inc** – 01/01/19 – 12/31/19; Provide medical application assistance to Redwood County residents, when applicable, at \$50 per application with a cap of \$1,250 (no change).
Fiscal Note: Small amount of revenue generated by providing assistance; 2017 \$450

- Greater MN Family Services (Willmar, MN)** – 01/01/19 to 12/31/19; MH Family Based Services and Counseling, provide 4,578 service hours at \$64.88/hour and diagnostic assessments at \$91.60/unit, \$294,294 max for 3.5 FTE (no rate increase) (renewal).
Fiscal Note: 2018 \$86,609; 2017 \$115,848

- Hoffman & Brobst - Marlene Verdoes CPA, Representative (Marshall, MN)** – 01/01/19 to 12/31/19; Accounting services for child support cases, \$125/hour plus expenses with a cap of \$2,500 for the year (no increase) (renewal).
Fiscal Note: 2018 \$1,375; 2017 \$1,848
- Meg Jakubiec (New Ulm, MN)** – 01/01/19 to 12/31/19; Client guardianship services, \$85/mo (no increase) (renewal).
Fiscal Note: 2018 \$942; 2017 \$1,025
- Morris Electronics Inc. (Morris, MN)** – 01/01/19 – 12/31/19; Contract to provide computer and technical support on as needed basis, \$80/hour (no change) (renewal).
Fiscal Note: 2018 - \$23,393; 2017 \$6,083
- Paula Koch (Walnut Grove, MN)** – 01/01/19 to 12/31/19; Client guardianship services, \$85/mo (no increase) (renewal).
Fiscal Note: 2018 \$8,481; 2017 \$10,440
- Lincoln County (IT Services)** - 01/01/19 to 12/31/19; Information technology services, \$65/hour plus travel and \$97.50/hour emergency purposes (no increase) (renewal).
Fiscal Note: IT Revenue 2018 \$23,486; 2017 \$26,490
- Lutheran Social Services of MN (St Paul, MN)** – 01/01/19 to 12/31/19; Client guardianship services, \$55.50/hour (no increase) (renewal).
Fiscal Note: 2018 \$5,752; 2017 \$6,969
- Steven T Meister & Community Health Board (Marshall, MN)** - 01/01/19 – 12/31/19; medical consultant contract, \$2,000 annually at \$500/qtr (no increase) and \$150/hr during a public health emergency when deemed necessary by agency director (no increase) (renewal).
Fiscal Note: agency required to have a medical consultant; 2018 \$2,000
- Jana Piotter (Jeffers, MN)** – 01/01/19 to 12/31/19; Client guardianship services, \$20/hour plus expenses (no increase) (renewal).
Fiscal Note: 2018 \$4,540; 2017 \$4,392
- PrimeWest Health (Pipestone, MN)** – 01/01/19 to 12/31/19; Amendment to the Behavioral Health participation agreement to provide targeted case management services to clients; \$559/mo (\$37 decrease) for children and \$452/mo (\$43 increase) for adults (renewal).
Fiscal Note:
- Progress Inc (Pipestone, MN)** - 01/01/19 – 12/31/19; Paper shredding services, \$.60/pound (3% increase) and \$9.75/hr recycling pickup (3% increase) (renewal).
Fiscal Note: 2018 \$2,487; 2017 \$5,297
- Rock County (Luverne, MN)** – 01/01/19 to 12/31/19; office lease agreement of \$121,125 annually or \$6,729.17/mo, utilities included (no change) (renewal).
Fiscal Note: 2018 \$121,125; 2017 \$121,125

- Service Enterprises Inc (Redwood Falls, MN) - 01/01/19 – 12/31/19;** Paper shredding services, \$.43/pound and pickup (no increase) (renewal).
Fiscal Note: 2018 \$7,469; 2017 - \$9,741
- Service Enterprises Inc (Redwood & Marshall locations) – 01/01/19 to 12/31/19;** provide extended employment services for clients, Tier I clients \$122.27/mo (no increase) and Tier II clients \$26.00/day for actual days worked (19.5% increase – first increase in 7 year) (renewal).
Fiscal Note: 2018 \$21,580; 2017 - \$23,771
- Service Enterprises Inc (Redwood, MN) – 01/01/19 to 12/31/19;** provide DT&H services for non-waivered clients, daily rate \$61.92 - \$65.00, partial day \$44.19, and transportation \$9.16 (7% increase) (renewal).
Fiscal Note: 2018 \$35,675; 2017 - \$37,697
- Southwestern Mental Health Center Inc (Pipestone & Luverne locations) – 01/01/19 to 12/31/19;** Mental health services (block grant) to provide adult and children’s outpatient treatment, crisis treatment, medication management, diagnostic assessment, and consultation, \$340,543 (3% increase) (renewal).
Fiscal Note: agency is considered mental health authority and services are considered part of the safety net; total for all service agreements to date in 2018 \$392,125
- Southwestern Mental Health Center Inc (Pipestone & Luverne locations) – 01/01/18 to 12/31/18;** Amendment to Community Support Services for crisis lines, crisis beds, adult day treatment and other community support, \$78,790 (rate adjustment for Individual \$73 to \$80 and Group \$32 to \$36 but no change in total) (amendment).
- Southwestern Mental Health Center Inc (Pipestone & Luverne locations) – 01/01/19 to 12/31/19;** Community Support Services for crisis lines, crisis beds, adult day treatment and other community support, \$78,790 (rate adjustments but no change in total) (renewal).
- Southwestern Mental Health Center Inc (Pipestone & Luverne locations) – 01/01/19 to 12/31/19;** Intensive Family Based Therapy services, not to exceed \$141,152 per year based on \$25/qtr hour (no rate change) (renewal).
- Southwestern Mental Health Center Inc (Pipestone & Luverne locations) – 01/01/19 to 12/31/19;** Home based family treatment, purchased services not to exceed \$75/hour (no rate change) (renewal).
- Southwestern Mental Health Center Inc (Pipestone & Luverne locations) – 01/01/19 to 12/31/19;** Family Group Decision Making, purchased services not to exceed \$90/hour or \$65/hour co-facilitating (no rate change) (renewal).
- Southwestern Youth Services (Magnolia, MN) - 01/01/19 – 12/31/19 –** Non-secure Residential and Detention Services, \$170/day residential (no increase) and \$180/day detention (no increase) (renewal).
Fiscal Note: 2018 \$90,770; 2017 \$78,579

- Southwest Crisis Center (Luverne, MN) – 01/01/19 to 12/31/19;** Community Education and Prevention Services to bring awareness and acceptance of mental illness, chemical dependency, or other social problems as well identify availability of resources and services, \$5,000 block grant (no increase) (renewal).
Fiscal Note: 2018 \$5,000; 2017 \$5,000
- SWMN Private Industry Council (Montevideo, MN) – 01/01/19 to 12/31/20;** MFIP/DWP Regional Plan, regionalization of employment and training services, host county is Chippewa, allocation of \$755,585 (decrease \$1,056) (renewal).
Fiscal Note:
- Western Mental Health Center Inc (various locations) – 01/01/19 to 12/31/19;** Mental health services (block grant) to provide adult and children’s outpatient treatment, crisis treatment, medication management, diagnostic assessment, and consultation, \$611,908 (no increase) (renewal).
Fiscal Note: all program areas - 2018 \$1,219,380; 2017 \$1,264,290
- Western Mental Health Center Inc (various locations) – 01/01/19 to 12/31/19;** Family Community Support Program, CCBMHS grant \$33,300 and FCSP \$5,000 – contractor agrees to provide up to 2 hours/week for 52 weeks of clinical supervision (no rate change) (renewal).
- Western Mental Health Center Inc (various locations) – 01/01/19 to 12/31/19;** In Home Family Therapy services, \$50,000 or \$12,500/qtr (no change) (renewal).
- Western Mental Health (Marshall, MN) – 01/01/19 to 12/31/19;** Contract for parenting classes (\$3,000/qtr for Parenting 101 Group) and individual parent education (\$72.08/hr with a \$60,000 cap (no change) (renewal).
- Western Mental Health Center (Marshall, MN) – 01/01/19 to 12/31/20;** Mental health adult and children’s crisis response services, \$600,000 allocation for two years with payment of \$75,000/qtr (approximately \$23,592/qtr or \$98,592/yr decrease (renewal).
Fiscal Note: agency is a pass-through DHS MH Crisis Response Grant

2019 BOARD MEETINGS SWHHS
All board meetings will be held in the Commissioners Room 2nd Floor- New Addition
Wednesday, January 16, 2019 Marshall 607 West Main Street (Government Center)
Wednesday, February 20, 2019 Marshall 607 West Main Street (Government Center)
Wednesday, March 20, 2019 Marshall 607 West Main Street (Government Center)
Wednesday, April 17, 2019 Marshall 607 West Main Street (Government Center)
Wednesday, May 15, 2019 Marshall 607 West Main Street (Government Center)
Wednesday, June 19, 2019 Marshall 607 West Main Street (Government Center)
Wednesday, July 17, 2019 Marshall 607 West Main Street (Government Center)
Wednesday, August 21, 2019 Marshall 607 West Main Street (Government Center)
Wednesday, September 18, 2019 Marshall 607 West Main Street (Government Center)
Wednesday, October 16, 2019 Marshall 607 West Main Street (Government Center)
Wednesday, November 20, 2019 Marshall 607 West Main Street (Government Center)
Wednesday, December 18, 2019 Marshall 607 West Main Street (Government Center)