



Southwest Health and Human Services
Board Agenda
Wednesday, January 16, 2019
Commissioners Room
Government Center, 2nd Floor
Marshall
9:00 a.m.

HUMAN SERVICES

- A. Call to order
- B. Pledge of Allegiance
- C. Election of Officers
- D. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 12/19/18 board minutes
- E. Introduce New Staff: Ashley Gustafson-Health Educator, Pipestone
- F. Employee Recognition:
 - Janet Bush, 5 years, Registered Dietitian, Pipestone
 - Jenifer Klein, 30 years, Social Services Supervisor(Adults), Marshall
 - Diane Vercruysse, 30 years, Eligibility Worker, Ivanhoe
- G. Financial

HUMAN SERVICES (cont.)

H. Caseload	<u>12/18</u>	<u>12/17</u>	<u>11/18</u>	<u>10/18</u>
Social Service	3,729	3,379	3,727	3,795
Licensing	454	457	454	455
Out-of-Home Placements	163	185	165	170
Income Maintenance	11,705	11,946	12,092	12,201
Child Support Cases	3,246	3,266	3,237	3,258
Child Support Collections	\$790,827	\$729,511	\$755,388	\$791,329
Non IV-D Collections	\$58,667	\$85,959	\$77,055	\$88,192

- I. Discussion/Information
1. Tickets for Kids- Christine Versaevel
 2. MNChoices- Stacy Strand and Marie Meyers
 3. Redwood Apartment Fire- Stacy Strand and Marie Meyers

- J. Decision Items
- 1.

COMMUNITY HEALTH

- K. Call to order

- L. Election of Officers
1. Appoint SCHASC Representative and Alternate

- M. Consent Agenda
1. Amend/Approval of Agenda
 2. Identification of Conflict of Interest
 3. Approval of 12/19/18 board minutes

- N. Financial

COMMUNITY HEALTH (cont.)

O. Caseload	<u>12/18</u>	<u>11/18</u>	<u>10/18</u>
WIC	N/A	2091	2121
Family Home Visiting	39	52	43
PCA Assessments	27	15	23
Managed Care	282	269	356
Dental Varnishing	22	21	19
Refugee Health	0	2	1
Latent TB Medication Distribution	31	25	31
Water Tests	92	116	222
FPL Inspections	45	30	44
Immunizations	53	74	48
Car Seats	16	19	15

- P. Discussion/Information
1. Oral Health Update- Cris Gilb

- Q. Decision Items
1.

GOVERNING BOARD

- R. Call to order

- S. Election of Officers
1. Appoint members of Executive Committee
2. Appoint members of Finance Committee
3. Appoint member to Insurance Committee

- T. Consent Agenda
1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 12/19/18 board minutes

GOVERNING BOARD (cont.)

U. Financial

V. Human Resources Statistics

	<u>12/18</u>	<u>12/17</u>	<u>11/18</u>	<u>10/18</u>
Number of Employees	234	247	233	237
Separations	1		1	4

W. Discussion/Information

1. Board Packet Material

X. Decision Items

1. Melanie Gacke, Eligibility Worker, probationary appointment (12 months), \$18.28 hourly, effective 1/14/2019
2. Tiffany Viger, Eligibility Worker, probationary appointment (12 months), \$18.28 hourly, effective 1/14/2019
3. Megan Vangsness, Public Health Nurse, probationary appointment (12 months), \$26.14 hourly, effective 1/28/2019
4. Ashley Gustafson, Health Educator, probationary appointment (12 months), \$24.05 hourly, effective 1/2/2019
5. Request for Lead Eligibility Worker (Transportation Coordinator)
6. Request for two (2) Public Health Nurses
7. Administrative Policy 5- Credit Card Policy
8. Donations:
 - a. Pipestone County received a box of clothing items from the Kiwanis to go to children/families in need.
 - b. First Presbyterian Church Women from Rock County donated children's clothes, coats and toys to children in need.
 - c. Peace Lutheran Church donated \$300.00 for diapers.
 - d. Berdena Buys, Murray County donated a quilt to anyone in need.
9. Contracts

Y. Adjournment

Next Meeting Dates:

- **Wednesday, February 20, 2019 – Marshall**
- **Wednesday, March 20, 2019 – Marshall**
- **Wednesday, April 17, 2019 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

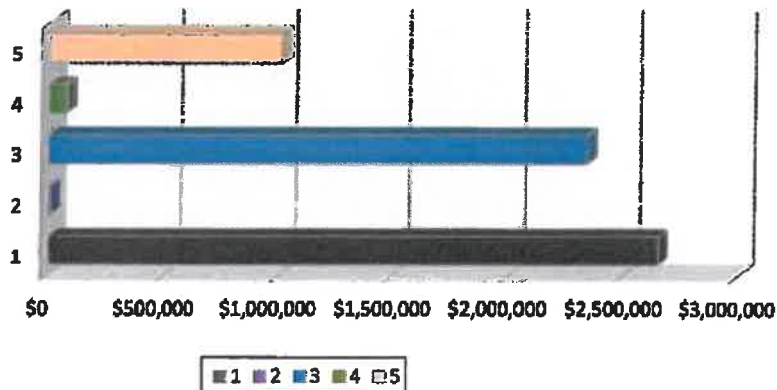
Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne Offices

SUMMARY OF FINANCIAL ACCOUNTS REPORT For the Month Ending **December 31, 2018**

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

Description	Month	Running Balance	
BEGINNING BALANCE		\$3,819,516	
RECEIPTS			
Monthly Receipts	1,316,120		
County Contribution	2,409,765		
Interest on Savings	2,474		
TOTAL MONTHLY RECEIPTS		3,728,359	
DISBURSEMENTS			
Monthly Disbursements	4,897,324		
TOTAL MONTHLY DISBURSEMENTS		4,897,324	
ENDING BALANCE		\$2,650,551	
REVENUE			
<i>Checking/Money Market</i>	<i>\$2,650,551</i>		
<i>SS Benefits Checking</i>	<i>\$10,000</i>		
<i>Bremer Savings</i>	<i>\$2,340,536</i>		
<i>Great Western Bank Savings</i>	<i>\$75,942</i>		
<i>Investments - MAGIC Fund</i>	<i>\$1,008,677</i>		
ENDING BALANCE		\$6,085,906	December 2017 Ending Balance \$5,684,747
DESIGNATED/RESTRICTED FUNDS			
Agency Health Insurance		\$736,904	December 2017 Ending Balance \$753,857
LCTS Lyon Murray Collaborative		\$110,828	
LCTS Rock Pipestone Collaborative		\$44,776	
LCTS Redwood Collaborative		\$51,343	
Local Advisory Council		\$1,155	December 2017 Ending Balance
AVAILABLE CASH BALANCE		\$5,140,900	\$4,744,689

REVENUE DESIGNATION



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

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				3,819,516.24
12/3/18	9771	Disb		13,108.94	3,806,407.30
12/4/18	31997-32030, 32032	Dep	573,176.69		4,379,583.99
12/6/18	9772	Disb		2,777.84	4,376,806.15
12/7/18	93738-93806	Disb		10,627.89	4,366,178.26
12/7/18	5080-5083 ACH	Disb		296.58	4,365,881.68
12/7/18	93807-93867	Disb		399,626.25	3,966,255.43
12/7/18	5084-5147 ACH	Disb		52,972.15	3,913,283.28
12/7/18	8590 - 8609	Payroll		135,907.19	3,777,376.09
12/7/18	54403 - 54647 ACH	Payroll		480,602.56	3,296,773.53
12/7/18	32031, 32033-32091	Dep	2,203,046.18		5,499,819.71
12/10/18	9773	Disb		14,861.88	5,484,957.83
12/11/18	32092-32133	Dep	70,869.41		5,555,827.24
12/12/18	Transfer to Savings	Disp		2,000,000.00	3,555,827.24
12/12/18	9774	Disb		748.86	3,555,078.38
12/12/18	9775	Disb		9,844.07	3,545,234.31
12/12/18	VOID 9770	Disb		(401.60)	3,545,635.91
12/13/18	9776	Disb		41,538.37	3,504,097.54
12/14/18	5148-5149 ACH	Disb		188.10	3,503,909.44
12/14/18	93868-93926	Disb		6,372.58	3,497,536.86
12/14/18	6150-5176 ACH	Disb		64,468.14	3,433,068.72
12/14/18	93927-94027	Disb		347,996.35	3,085,072.37
12/14/18	32134-32190	Dep	217,947.52		3,303,019.89
12/17/18	9777	Disb		49,794.18	3,253,225.71
12/18/18	32191-32212	Dep	78,032.13		3,331,257.84
12/18/18	VOID 92927	Disb		(25.00)	3,331,282.84
12/20/18	9778	Disb		9,935.82	3,321,347.02
12/20/18	VOID 89869	Disb		(25.00)	3,321,372.02
12/21/18	94028-94123	Disb		14,582.80	3,306,789.22
12/21/18	5177 ACH	Disb		134.00	3,306,655.22
12/21/18	94124-94303	Disb		82,910.00	3,223,745.22
12/21/18	5178-5180 ACH	Disb		2,776.30	3,220,968.92
12/21/18	94304-94349	Disb		16,798.36	3,204,170.56
12/21/18	5181-5184 ACH	Disb		397.28	3,203,773.28
12/21/18	94350-94421	Disb		162,679.18	3,041,094.10
12/21/18	5185-5200 ACH	Disb		41,592.13	2,999,501.97
12/21/18	8610 - 8627	Payroll		134,512.50	2,864,989.47
12/21/18	54648 - 54888 ACH	Payroll		485,592.36	2,379,397.11
12/21/18	32213-32262	Dep	181,237.32		2,560,634.43
12/26/18	9779	Disb		37,093.50	2,523,540.93
12/26/18	9780	Disb		10,680.06	2,512,860.87
12/27/18	94422	Disb		2,113.18	2,510,747.69
12/28/18	VOID 92941	Disb		(3,213.00)	2,513,960.69
12/28/18	32263-32301, 32304-32346	Dep	365,830.60		2,879,791.29
12/31/18	94423-94425	Disb		409.62	2,879,381.67
12/31/18	94426-94473	Disb		230,137.64	2,649,244.03
12/31/18	5201-5228 ACH	Disb		12,132.62	2,637,111.41
12/31/18	VOID 94357	Disb		(98.44)	2,637,209.85
12/31/18	VOID 94456	Disb		(1,878.45)	2,639,088.30
12/31/18	32302-32303, 32347-32373	Dep	38,218.80		2,677,307.10
12/31/19	9781	Disb		26,756.35	2,650,550.75
					2,650,550.75
	BALANCED 01/02/19 LMD	TOTALS	3,728,358.65	4,897,324.14	

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

10,000.00
2,340,536.14
75,942.18
1,008,877.33

TOTAL CASH BALANCE

6,085,906.40

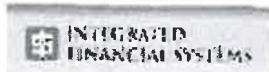
**SOUTHWEST HEALTH AND HUMAN SERVICES SAVINGS & INVESTMENTS REGISTERS
2018**

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
12/12/18	Transfer from Checking	Transfer	2,000,000.00		2,339,515.20
12/12/18	38754	Interest	1,020.94		2,340,536.14
					2,340,536.14
	ENDING BALANCE				2,340,536.14

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	56.48		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	58.59		75,775.81
10/02/18	37678	Interest	51.15		75,826.96
11/08/18	38282	Interest	60.33		75,887.29
12/12/18	38756	Interest	54.89		75,942.18
	ENDING BALANCE				75,942.18

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
12/12/18	38757	Interest	1,397.70		1,008,877.33
					1,008,877.33
					1,008,877.33
					1,008,877.33
					1,008,877.33
					1,008,877.33
	ENDING BALANCE				1,008,877.33

Southwest Health and Human Services



Treasurer's Cash Trial Balance

As of 12/2018

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 Health Services Fund				
	1,709,545.07			
Receipts		166,045.98	3,684,865.00	
Disbursements		49,948.27 -	786,749.68 -	
Payroll		214,678.56 -	2,863,910.11 -	
Journal Entries		0.00	159,913.80 -	
Fund Total		98,580.85 -	125,708.59 -	1,583,836.48
5 Human Services Fund				
	410	General Administration		
	189,947.30			
Receipts		49,818.51	614,571.59	
Disbursements		49,539.75 -	610,665.15 -	
Payroll		13,832.35 -	192,956.10 -	
Dept Total		13,553.59 -	189,049.66 -	897.64
5 Human Services Fund				
	420	Income Maintenance		
	2,690,331.05 -			
Receipts		1,133,194.40	8,801,212.87	
Disbursements		544,688.62 -	3,459,922.41 -	
Payroll		344,695.36 -	4,474,614.75 -	
Journal Entries		0.00	290,030.22 -	
Dept Total		243,810.42	576,645.49	2,113,685.56 -
5 Human Services Fund				
	431	Social Services		
	8,275,091.90			
Receipts		2,116,432.77	17,604,167.64	
Disbursements		98,804.49 -	1,302,363.48 -	
SSIS		681,374.81 -	7,993,847.22 -	
Payroll		643,439.08 -	8,336,822.19 -	
Journal Entries		0.00	550,055.98 -	
Dept Total		692,814.39	578,921.23 -	7,696,170.67
5 Human Services Fund				
	461	Information Systems		
	2,739,744.12 -			
Receipts		2,014.50	51,598.93	
Disbursements		0.00	2,905.67 -	

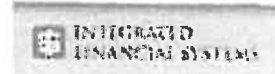
Southwest Health and Human Services

Treasurer's Cash Trial Balance

As of 12/2018

<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	Payroll		19,969.26 -	335,268.67 -	
	Dept Total		17,954.76 -	286,575.41 -	3,026,319.53 -
5	Human Services Fund	471	LCTS Collaborative Agency		
		0.00			
	Receipts		0.00	240,540.00	
	Disbursements		50,101.00 -	240,540.00 -	
	Dept Total		50,101.00 -	0.00	0.00
	Fund Total	3,034,964.03	855,015.46	477,900.81 -	2,557,063.22
61	Agency Health Insurance				
		753,857.36			
	Receipts		213,225.02	4,048,287.08	
	Disbursements		186,191.53 -	4,065,240.07 -	
	Fund Total		27,033.49	16,952.99 -	736,904.37
71	LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
		93,353.73			
	Receipts		22,671.00	111,749.00	
	Disbursements		0.00	94,274.50 -	
	Dept Total		22,671.00	17,474.50	110,828.23
	Fund Total	93,353.73	22,671.00	17,474.50	110,828.23
73	LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
		44,725.46			
	Receipts		7,817.00	42,762.00	
	Disbursements		0.00	42,711.01 -	
	Dept Total		7,817.00	50.99	44,776.45
	Fund Total	44,725.46	7,817.00	50.99	44,776.45
75	Redwood LCTS Collaborative	471	LCTS Collaborative Agency		
		46,722.12			

Southwest Health and Human Services



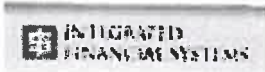
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Treasurer's Cash Trial Balance

As of 12/2018

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		19,613.00	92,220.00	
Disbursements		0.00	87,599.49-	
Dept Total		19,613.00	4,620.51	51,342.63
Fund Total	46,722.12	19,613.00	4,620.51	51,342.63
77 Local Advisory Council	477 Local Advisory Council			
	1,398.86			
Disbursements		61.06-	243.84-	
Dept Total		61.06-	243.84-	1,155.02
Fund Total	1,398.86	61.06-	243.84-	1,155.02
All Funds	5,684,566.63			
Receipts		3,730,832.18	35,291,974.11	
Disbursements		979,334.72-	10,693,215.30-	
SSIS		681,374.81-	7,993,847.22-	
Payroll		1,236,614.61-	16,203,571.82-	
Journal Entries		0.00	1,000,000.00-	
Total		833,508.04	598,660.23-	5,085,906.40

Southwest Health and Human Services



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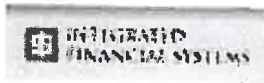
Trial Balance
As of 12/2018

Report Basis: Cash

1 Health Services Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----				
1001 Cash in Bank - Checking	1,709,545.07	98,580.85-	125,708.59-	1,583,836.48
1090 Investments	0.00	0.00	160,000.00	160,000.00 1600
Total Assets	1,709,545.07	98,580.85-	34,291.41	1,743,836.48
---Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	1,709,545.07-	0.00	0.00	1,709,545.07-
2885 Revenue Control	0.00	163,736.20-	3,682,442.60-	3,682,442.60-
2887 Expenditure Control	0.00	262,317.05	3,648,151.19	3,648,151.19
Total Fund Balance	1,709,545.07-	98,580.85	34,291.41-	1,743,836.48-
Total Liabilities and Balance	1,709,545.07-	98,580.85	34,291.41-	1,743,836.48-
410 General Administration				
-----Assets-----				
Total Assets	0.00	0.00	0.00	0.00
---Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
1 Health Services Fund	0.00	0.00	0.00	0.00

Southwest Health and Human Services



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5 Human Services Fund

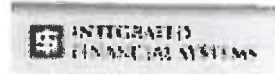
Trial Balance
As of 12/2018

Report Basis: Cash

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<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This - Month</u>	<u>Actual Year - To - Date</u>	<u>Current Balance</u>
410 General Administration				
-----Assets-----				
1001 Cash In Bank - Checking	189,947.30	13,553.59-	189,049.66-	897.64
Total Assets	189,947.30	13,553.59-	189,049.66-	897.64
---Liabilities and Balance-----				
Liabilities				
2090 Due To Flexible Plan Employees	220.17	0.12-	648.07-	427.90-
Total Liabilities	220.17	0.12-	648.07-	427.90-
Fund Balance				
2850 Assigned for Software Purchases	64,377.00	0.00	0.00	64,377.00
2881 Unassigned Fund Balance	254,544.47-	0.00	0.00	254,544.47-
2887 Expenditure Control	0.00	13,553.71	189,697.73	189,697.73
Total Fund Balance	190,167.47-	13,553.71	189,697.73	469.74-
Total Liabilities and Balance	189,947.30-	13,553.59	189,049.66	897.64-
420 Income Maintenance				
-----Assets-----				
1001 Cash In Bank - Checking	2,690,331.05-	243,810.42	576,645.49	2,113,685.56-
1090 Investments	0.00	0.00	290,000.00	290,000.00 29%
Total Assets	2,690,331.05-	243,810.42	866,645.49	1,823,685.56-
---Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	2,690,331.05	0.00	0.00	2,690,331.05
2885 Revenue Control	0.00	1,132,411.11-	8,799,488.91-	8,799,488.91-
2887 Expenditure Control	0.00	888,600.69	7,932,843.42	7,932,843.42
Total Fund Balance	2,690,331.05	243,810.42-	866,645.49-	1,823,685.56
Total Liabilities and Balance	2,690,331.05	243,810.42-	866,645.49-	1,823,685.56
431 Social Services				
-----Assets-----				

Southwest Health and Human Services



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Trial Balance
As of 12/2018

Report Basis: Cash

5 Human Services Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This - Month</u>	<u>Actual Year - To - Date</u>	<u>Current Balance</u>
1001 Cash In Bank - Checking	8,275,091.90	692,814.39	578,921.23-	7,696,170.67
1090 Investments	0.00	0.00	550,000.00	550,000.00 55%
1205 County Advances - MFIP (Chippewa Cty)	80,749.47	0.00	0.00	80,749.47
Total Assets	8,355,841.37	692,814.39	28,921.23-	8,326,920.14
---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	2,112,787.56 -	17,527,616.65 -	17,527,616.65 -
2887 Expenditure Control	0.00	1,419,973.17	17,556,537.88	17,556,537.88
Total Fund Balance	8,355,841.37 -	692,814.39 -	28,921.23	8,326,920.14 -
Total Liabilities and Balance	8,355,841.37 -	692,814.39 -	28,921.23	8,326,920.14 -

461 Information Systems

-----Assets-----				
1001 Cash In Bank - Checking	2,739,744.12 -	17,954.76 -	286,575.41 -	3,026,319.53 -
Total Assets	2,739,744.12 -	17,954.76 -	286,575.41 -	3,026,319.53 -
---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	2,014.50 -	51,524.31 -	51,524.31 -
2887 Expenditure Control	0.00	19,969.26	338,099.72	338,099.72
Total Fund Balance	2,739,744.12	17,954.76	286,575.41	3,026,319.53
Total Liabilities and Balance	2,739,744.12	17,954.76	286,575.41	3,026,319.53

471 LCTS Collaborative Agency

-----Assets-----				
1001 Cash In Bank - Checking	0.00	50,101.00 -	0.00	0.00
Total Assets	0.00	50,101.00 -	0.00	0.00
---Liabilities and Balance-----				

Southwest Health and Human Services



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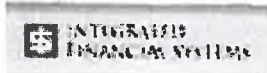
Trial Balance
As of 12/2018

Report Basis: Cash

5 Human Services Fund

<u>Account</u>		<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
	Liabilities				
	Total Liabilities	0.00	0.00	0.00	0.00
	Fund Balance				
2885	Revenue Control	0.00	0.00	240,540.00-	240,540.00-
2887	Expenditure Control	0.00	50,101.00	240,540.00	240,540.00
	Total Fund Balance	0.00	50,101.00	0.00	0.00
	Total Liabilities and Balance	0.00	50,101.00	0.00	0.00
5	Human Services Fund	0.00	0.00	0.00	0.00

Southwest Health and Human Services



RM-Stmt of Revenues & Expenditures

As Of 12/2018

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2018 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	0.00	928,753.37-	928,795.00-	100	100
INTERGOVERNMENTAL REVENUES	203.50-	187,380.13-	187,300.00-	100	100
STATE REVENUES	38,500.23-	847,043.99-	855,647.00-	99	100
FEDERAL REVENUES	64,232.74-	1,234,617.20-	1,362,742.00-	91	100
FEES	60,322.11-	460,414.33-	454,980.00-	101	100
EARNINGS ON INVESTMENTS	395.76-	6,305.24-	1,600.00-	394	100
MISCELLANEOUS REVENUES	81.86-	17,928.34-	8,900.00-	201	100
TOTAL REVENUES	163,736.20-	3,682,442.60-	3,799,964.00-	97	100
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	100
PAYROLL AND BENEFITS	212,565.38	2,861,710.73	2,907,719.00	98	100
OTHER EXPENDITURES	49,751.67	786,440.46	892,245.00	88	100
TOTAL EXPENDITURES	262,317.05	3,648,151.19	3,799,964.00	96	100

Southwest Health and Human Services



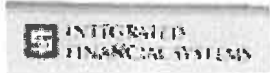
RM- Stmt of Revenues & Expenditures

As Of 12/2018

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2018 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	2,409,764.72-	10,051,358.53-	10,127,818.00-	99	100
INTERGOVERNMENTAL REVENUES	129.50-	72,039.18-	109,907.00-	66	100
STATE REVENUES	244,076.48-	5,184,635.35-	5,343,608.00-	97	100
FEDERAL REVENUES	383,691.16-	7,773,231.25-	7,756,313.00-	100	100
FEES	150,397.78-	2,242,795.37-	2,191,354.00-	102	100
EARNINGS ON INVESTMENTS	2,077.77-	32,073.71-	8,400.00-	382	100
MISCELLANEOUS REVENUES	57,075.76-	1,263,036.48-	993,200.00-	127	100
TOTAL REVENUES	3,247,213.17-	26,619,169.87-	26,530,600.00-	100	100
EXPENDITURES					
PROGRAM EXPENDITURES	1,146,038.98	10,446,038.09	10,064,471.00	104	100
PAYROLL AND BENEFITS	1,021,714.22	13,343,156.87	13,733,885.00	97	100
OTHER EXPENDITURES	224,444.63	2,468,523.79	2,732,244.00	90	100
TOTAL EXPENDITURES	2,392,197.83	26,257,718.75	26,530,600.00	99	100

Southwest Health and Human Services

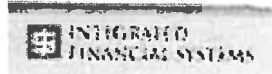


Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdtg</u>	<u>% of Year</u>
1 FUND	Health Services Fund						
410 DEPT	General Administration						
0 PROGRAM	...						
			Revenue				100
			Expend.	2,404.44	48,494.22	160.00	30,309
			Net	2,404.44	48,494.22	160.00	30,309
930 PROGRAM	Administration		Revenue	601.96-	974,308.23-	939,995.00-	104
			Expend.	46,585.55	598,186.23	614,515.00	97
			Net	45,983.59	376,122.00-	325,480.00-	116
410 DEPT	General Administration	Totals:	Revenue	601.96-	974,308.23-	939,995.00-	104
			Expend.	48,989.99	646,680.45	614,675.00	105
			Net	48,388.03	327,627.78-	325,320.00-	101
481 DEPT	Nursing						
100 PROGRAM	Family Health		Revenue	1,050.00-	19,643.34-	18,160.00-	108
			Expend.	2,014.09	25,854.34	14,764.00	175
			Net	964.09	6,211.00	3,396.00-	183-
103 PROGRAM	Follow Along Program		Revenue	0.00	26,697.24-	26,966.00-	99
			Expend.	965.01	27,088.71	35,676.00	76
			Net	965.01	391.47	8,710.00	4
110 PROGRAM	TANF		Revenue	0.00	83,898.90-	127,876.00-	66
			Expend.	0.00	139,771.42	127,876.00	109
			Net	0.00	55,872.52	0.00	0
130 PROGRAM	WIC		Revenue	33,583.00-	504,393.00-	435,696.00-	116
			Expend.	38,062.58	524,590.13	467,435.00	112
			Net	4,479.58	20,197.13	31,739.00	64
140 PROGRAM	Peer Breastfeeding Support Program		Revenue	10,834.00-	51,911.00-	78,244.00-	66
			Expend.	2,449.08	47,353.88	78,244.00	61
			Net	8,384.92-	4,557.12-	0.00	0
210 PROGRAM	CTC Outreach		Revenue	34,638.85-	256,461.64-	271,412.00-	94
			Expend.	34,137.89	246,673.70	271,412.00	91
			Net	500.96-	9,787.94-	0.00	0
270 PROGRAM	Maternal Child Health		Revenue	3,949.21-	164,358.42-	334,648.00-	49
			Expend.	14,258.86	238,810.90	315,553.00	76
			Net	10,309.65	74,452.48	19,095.00-	390-

Southwest Health and Human Services

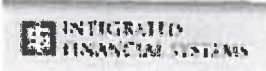


Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdat</u>	<u>% of Year</u>
280 PROGRAM	MCH Dental Health		Revenue	263.96-	23,534.89-	70,300.00-	33	100
			Expend.	3,167.15	22,034.90	48,549.00	45	100
			Net	2,903.19	1,499.99-	21,751.00-	7	100
285 PROGRAM	MCH Blood Lead		Revenue	0.00	0.00	1,000.00-	0	100
			Expend.	79.57	2,391.22	0.00	0	100
			Net	79.57	2,391.22	1,000.00-	239-	100
295 PROGRAM	MCH Car Seat Program		Revenue	2,047.00-	16,268.01-	33,200.00-	49	100
			Expend.	1,682.01	31,299.88	41,745.00	75	100
			Net	364.99-	15,031.87	8,545.00	176	100
300 PROGRAM	Case Management		Revenue	46,256.01-	400,955.78-	368,800.00-	109	100
			Expend.	34,947.94	416,623.37	361,007.00	115	100
			Net	11,308.07-	15,667.59	7,793.00-	201-	100
330 PROGRAM	MNChoices		Revenue	0.00	230,774.40-	171,500.00-	135	100
			Expend.	19,967.52	275,446.16	293,918.00	94	100
			Net	19,967.52	44,671.76	122,418.00	36	100
603 PROGRAM	Disease Prevention And Control		Revenue	5,581.76-	174,797.24-	157,292.00-	111	100
			Expend.	13,098.82	208,483.85	240,454.00	87	100
			Net	7,517.06	33,686.61	83,162.00	41	100
660 PROGRAM	MIIC		Revenue	0.00	0.00	1,500.00-	0	100
			Expend.	109.12	2,092.37	0.00	0	100
			Net	109.12	2,092.37	1,500.00-	139-	100
481 DEPT	Nursing	Totals:	Revenue	138,203.79-	1,953,693.86-	2,096,594.00-	93	100
			Expend.	164,939.64	2,208,514.83	2,296,633.00	96	100
			Net	26,735.85	254,820.97	200,039.00	127	100
483 DEPT	Health Education		Revenue	171.32-	11,260.12-	2,770.00-	407	100
			Expend.	1,228.10	16,917.36	61,613.00	27	100
			Net	1,056.78	5,657.24	58,843.00	10	100
500 PROGRAM	Direct Client Services		Revenue	20,299.22-	245,696.17-	224,631.00-	109	100
			Expend.	15,379.07	203,414.51	220,396.00	92	100
			Net	4,920.15-	42,281.66-	4,235.00-	998	100
510 PROGRAM	SHIP		Revenue	10.28	10.28	0.00	0	100
			Expend.	1,285.44	2,300.42	0.00	0	100
			Net	1,295.72	2,310.70	0.00	0	100
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	10.28	10.28	0.00	0	100
			Expend.	1,285.44	2,300.42	0.00	0	100
			Net	1,295.72	2,310.70	0.00	0	100

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
550 PROGRAM	P&I Grant		Revenue	0.00	181,457.00-	188,679.00-	96	100
			Expend.	4,481.77	187,098.87	186,869.00	100	100
			Net	4,481.77	5,641.87	1,810.00-	312-	100
900 PROGRAM	Emergency Preparedness		Revenue	0.00	95,197.57-	98,295.00-	97	100
			Expend.	5,845.71	98,173.15	124,290.00	79	100
			Net	5,845.71	2,975.58	25,995.00	11	100
901 PROGRAM	Med Reserve Corps		Revenue					100
			Expend.	0.00	1,039.58	0.00	0	100
			Net	0.00	1,039.58	0.00	0	100
483 DEPT	Health Education	Totals:	Revenue	20,460.26-	533,600.58-	514,375.00-	104	100
			Expend.	28,220.09	508,943.89	593,168.00	86	100
			Net	7,759.83	24,656.69-	78,793.00	31-	100
485 DEPT	Environmental Health							
800 PROGRAM	Environmental		Revenue	4,470.19-	217,839.93-	229,000.00-	95	100
			Expend.	20,167.33	284,000.14	275,682.00	103	100
			Net	15,697.14	66,160.21	46,682.00	142	100
820 PROGRAM	Healthy Homes Grant		Revenue	0.00	0.00	20,000.00-	0	100
			Expend.	0.00	0.00	19,806.00	0	100
			Net	0.00	0.00	194.00-	0	100
830 PROGRAM	FDA Standardization Grant		Revenue	0.00	3,000.00-	0.00	0	100
			Expend.	0.00	11.88	0.00	0	100
			Net	0.00	2,988.12-	0.00	0	100
485 DEPT	Environmental Health	Totals:	Revenue	4,470.19-	220,839.93-	249,000.00-	89	100
			Expend.	20,167.33	284,012.02	295,488.00	96	100
			Net	15,697.14	63,172.09	46,488.00	136	100
1 FUND	Health Services Fund	Totals:	Revenue	163,736.20-	3,682,442.60-	3,799,964.00-	97	100
			Expend.	262,317.05	3,648,151.19	3,799,964.00	96	100
			Net	98,580.85	34,291.41-	0.00	0	100

Southwest Health and Human Services

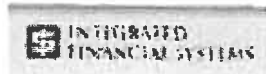


Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
5 FUND	Human Services Fund						
410 DEPT	General Administration						
0 PROGRAM	...						
							Revenue
							Expend.
			13,553.71	189,697.73	83,935.00	226	100
							Net
			13,553.71	189,697.73	83,935.00	226	100
410 DEPT	General Administration	Totals:					Revenue
							Expend.
			13,553.71	189,697.73	83,935.00	226	100
							Net
			13,553.71	189,697.73	83,935.00	226	100
420 DEPT	Income Maintenance						
0 PROGRAM	...						
							Revenue
							Expend.
			739.98	739.98	0.00	0	100
							Net
			739.98	739.98	0.00	0	100
600 PROGRAM	Income Maint Administrative/Overhea						
							Revenue
			725,694.72-	3,213,390.43-	3,246,752.00-	99	100
							Expend.
			129,126.92	1,597,752.92	1,666,654.00	96	100
							Net
			596,567.80-	1,615,637.51-	1,580,098.00-	102	100
601 PROGRAM	Income Maint/Random Moment Payro						
							Revenue
							Expend.
			188,837.17	2,467,094.21	2,562,216.00	96	100
							Net
			188,837.17	2,467,094.21	2,562,216.00	96	100
602 PROGRAM	Income Maint FPI Investigator						
							Revenue
			0.00	73,114.00-	50,000.00-	146	100
							Expend.
			4,777.62	61,585.79	61,111.00	101	100
							Net
			4,777.62	11,528.21-	11,111.00	104-	100
605 PROGRAM	MN Supplemental Aid (MSA)/GRH						
							Revenue
			6,766.00-	46,899.81-	28,000.00-	167	100
							Expend.
			9,795.48	45,932.09	18,750.00	245	100
							Net
			3,029.48	967.72-	9,250.00-	10	100
610 PROGRAM	TANF(AFDC/MFIP/DWP)						
							Revenue
			332.00-	13,140.54-	25,000.00-	53	100
							Expend.
			863.36	3,800.00	19,550.00	19	100
							Net
			531.36	9,340.54-	5,450.00-	171	100
620 PROGRAM	General Asst (GA)/General Relief/Burl						
							Revenue
			50.00-	22,124.72-	25,000.00-	88	100
							Expend.
			16,347.32	222,812.53	251,250.00	89	100
							Net
			16,297.32	200,687.81	226,250.00	89	100
630 PROGRAM	Food Support (FS)						
							Revenue
			10,896.00-	521,241.60-	516,000.00-	101	100
							Expend.
			1,941.93	20,947.46	7,500.00	279	100
							Net
			8,954.07-	500,294.14-	508,500.00-	98	100

Southwest Health and Human Services

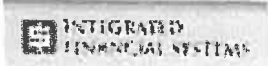


Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
640 PROGRAM	Child Support (IVD)		Revenue	142,034.28-	1,577,069.53-	1,653,893.00-	95	100
			Expend.	93,244.38	1,167,690.02	1,153,303.00	101	100
			Net	48,789.90-	409,379.51-	500,590.00-	82	100
650 PROGRAM	Medical Assistance (MA)		Revenue	246,638.11-	3,332,508.28-	3,350,000.00-	99	100
			Expend.	442,926.53	2,344,488.42	2,476,000.00	95	100
			Net	196,288.42	988,019.86-	874,000.00-	113	100
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	0.00	0.00	1,000.00-	0	100
			Expend.					100
			Net	0.00	0.00	1,000.00-	0	100
420 DEPT	Income Maintenance	Totals:	Revenue	1,132,411.11-	8,799,488.91-	8,895,645.00-	99	100
			Expend.	888,600.69	7,932,843.42	8,216,334.00	97	100
			Net	243,810.42-	866,645.49-	679,311.00-	128	100
431 DEPT	Social Services		Revenue	1,636,786.91-	9,961,813.23-	9,991,780.00-	100	100
			Expend.	188,012.48	2,489,143.86	2,754,328.00	90	100
			Net	1,448,774.43-	7,472,669.37-	7,237,452.00-	103	100
700 PROGRAM	Social Service Administrative/Overhea		Revenue	546,763.30	7,070,239.65	7,149,115.00	99	100
			Expend.	546,763.30	7,070,239.65	7,149,115.00	99	100
			Net					
701 PROGRAM	Social Services/SSTS		Revenue	132,888.11-	1,835,491.87-	1,934,098.00-	95	100
			Expend.	279,969.57	3,570,763.60	3,619,941.00	99	100
			Net	147,081.46	1,735,271.73	1,685,843.00	103	100
710 PROGRAM	Children's Social Services Programs		Revenue	0.00	11,000.00-	5,000.00-	220	100
			Expend.	696.68	6,986.49	8,000.00	87	100
			Net	696.68	4,013.51-	3,000.00	134-	100
712 PROGRAM	CIRCLE Program		Revenue	0.00	50,531.00-	54,100.00-	93	100
			Expend.	3,572.84	33,212.42	54,100.00	61	100
			Net	3,572.84	17,318.58-	0.00	0	100
713 PROGRAM	"SELF Program" Grant		Revenue	5,980.07-	85,982.68-	105,000.00-	82	100
			Expend.	0.00	0.00	10,000.00	0	100
			Net	5,980.07-	85,982.68-	95,000.00-	91	100
715 PROGRAM	Childrens Waivers		Revenue	8,043.00-	53,767.89-	56,914.00-	94	100
			Expend.	0.00	20,239.11	56,914.00	36	100
			Net	8,043.00-	33,528.78-	0.00	0	100
716 PROGRAM	FGDM/Family Group Decision Making		Revenue					
			Expend.					
			Net					

Southwest Health and Human Services

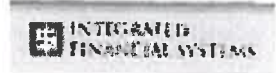


Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
717 PROGRAM	AR/Alternative Response Discretion F		Revenue	10,009.56-	50,982.06-	55,175.00-	92	100
			Expend.	3,751.18	26,512.42	55,175.00	48	100
			Net	6,258.38-	24,469.64-	0.00	0	100
718 PROGRAM	PSOP/Parent Support Outreach Progra		Revenue	14,569.19-	35,719.19-	52,446.00-	68	100
			Expend.	1,249.89	12,545.61	40,446.00	31	100
			Net	13,319.30-	23,173.58-	12,000.00-	193	100
720 PROGRAM	Ch Care/Ch Prot		Revenue	2,700.00-	32,550.00-	30,000.00-	109	100
			Expend.	0.00	5,400.26	4,500.00	120	100
			Net	2,700.00-	27,149.74-	25,500.00-	106	100
721 PROGRAM	CC-Basic Slide Fee/Cty Match to DHS		Revenue	2,122.00-	30,953.45-	40,035.00-	77	100
			Expend.	3,763.75	46,444.46	40,035.00	116	100
			Net	1,641.75	15,491.01	0.00	0	100
722 PROGRAM	Child Care/MFIP		Revenue	0.00	1,050.50-	1,500.00-	70	100
			Expend.					100
			Net	0.00	1,050.50-	1,500.00-	70	100
726 PROGRAM	MFIP/SW MN PIC		Revenue	1,158.00-	14,640.00-	13,000.00-	113	100
			Expend.					100
			Net	1,158.00-	14,640.00-	13,000.00-	113	100
730 PROGRAM	Chemical Dependency		Revenue	9,181.79-	279,808.82-	293,000.00-	95	100
			Expend.	46,492.12	531,281.54	434,000.00	122	100
			Net	37,310.33	251,472.72	141,000.00	178	100
740 PROGRAM	Mental Health (Both Adults/Children)		Revenue	0.00	143.30-	0.00	0	100
			Expend.					100
			Net	0.00	143.30-	0.00	0	100
741 PROGRAM	Mental Health/Adults Only		Revenue	28,161.88-	1,342,669.73-	1,210,635.00-	111	100
			Expend.	143,695.90	1,662,828.64	1,598,082.00	104	100
			Net	115,534.02	320,158.91	387,447.00	83	100
742 PROGRAM	Mental Health/Children Only		Revenue	34,600.60-	965,596.16-	864,383.00-	112	100
			Expend.	137,400.30	1,554,024.75	1,405,984.00	111	100
			Net	102,799.70	588,428.59	541,601.00	109	100
750 PROGRAM	Developmental Disabilities		Revenue	54,106.55-	779,624.45-	856,835.00-	91	100
			Expend.	57,716.84	390,203.83	428,185.00	91	100
			Net	3,610.29	389,420.62-	428,650.00-	91	100

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

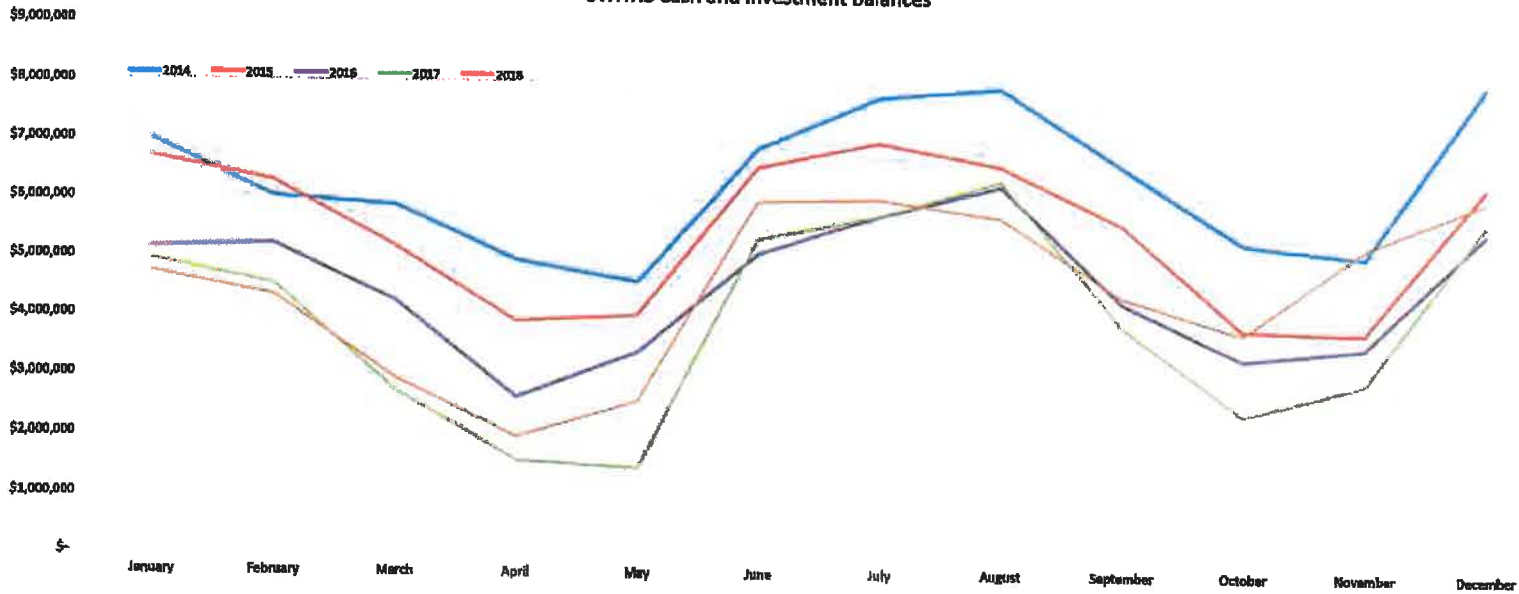
Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
760 PROGRAM	Adult Services		Revenue	118,612.49-	1,305,603.17-	1,355,500.00-	96	100
			Expend.	3,435.91	37,193.90	88,800.00	42	100
			Net	115,176.58-	1,268,409.27-	1,266,700.00-	100	100
765 PROGRAM	Adults Walvers		Revenue	53,867.41-	689,689.15-	680,000.00-	101	100
			Expend.	3,452.41	99,517.34	81,250.00	122	100
			Net	50,415.00-	590,171.81-	598,750.00-	99	100
431 DEPT	Social Services	Totals:	Revenue	2,112,787.56-	17,527,616.65-	17,599,401.00-	100	100
			Expend.	1,419,973.17	17,556,537.88	17,828,855.00	98	100
			Net	692,814.39-	28,921.23	229,454.00	13	100
461 DEPT	Information Systems		Revenue	2,014.50-	51,524.31-	35,554.00-	145	100
0 PROGRAM	...		Expend.	19,969.26	338,099.72	401,476.00	84	100
			Net	17,954.76	286,575.41	365,922.00	78	100
461 DEPT	Information Systems	Totals:	Revenue	2,014.50-	51,524.31-	35,554.00-	145	100
			Expend.	19,969.26	338,099.72	401,476.00	84	100
			Net	17,954.76	286,575.41	365,922.00	78	100
471 DEPT	LCTS Collaborative Agency		Revenue	0.00	240,540.00-	0.00	0	100
702 PROGRAM	LCTS		Expend.	50,101.00	240,540.00	0.00	0	100
			Net	50,101.00	0.00	0.00	0	100
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	0.00	240,540.00-	0.00	0	100
			Expend.	50,101.00	240,540.00	0.00	0	100
			Net	50,101.00	0.00	0.00	0	100
5 FUND	Human Services Fund	Totals:	Revenue	3,247,213.17-	26,619,169.87-	26,530,600.00-	100	100
			Expend.	2,392,197.83	26,257,718.75	26,530,600.00	99	100
			Net	855,015.34-	361,451.12-	0.00	0	100
FINAL TOTALS	1,045 Accounts		Revenue	3,410,949.37-	30,301,612.47-	30,330,564.00-	100	100
			Expend.	2,654,514.88	29,905,869.94	30,330,564.00	99	100
			Net	756,434.49-	395,742.53-	0.00	0	100

SWHHS
Total Cash and Investment Balance by Month - All Funds

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year	Average for Jan-Mar
2014	\$ 6,981,225	\$ 6,024,758	\$ 5,889,424	\$ 4,951,093	\$ 4,598,515	\$ 6,893,383	\$ 7,789,372	\$ 7,943,229	\$ 6,629,326	\$ 5,325,839	\$ 5,113,269	\$ 6,060,598	\$ 6,347,314	\$ 6,298,489
2015	6,677,478	6,283,515	5,177,700	3,907,889	4,019,147	6,560,423	6,992,523	6,614,414	5,631,268	3,840,913	3,805,456	6,311,344	5,485,156	6,046,231
2016	5,132,902	5,204,853	4,248,694	2,826,829	3,394,917	5,088,798	5,750,866	6,275,435	4,290,910	3,348,310	3,560,417	5,633,702	4,637,719	4,881,516
2017	4,926,902	4,524,066	2,727,751	1,578,174	1,451,586	5,337,554	5,754,897	6,368,565	3,893,362	2,417,548	2,982,222	5,684,747	3,988,779	4,059,573
2018	4,721,045	4,333,839	2,935,770	1,965,450	2,570,091	5,977,407	6,033,326	5,731,834	4,391,517	3,775,200	5,252,398	6,085,906	4,481,140	3,998,916

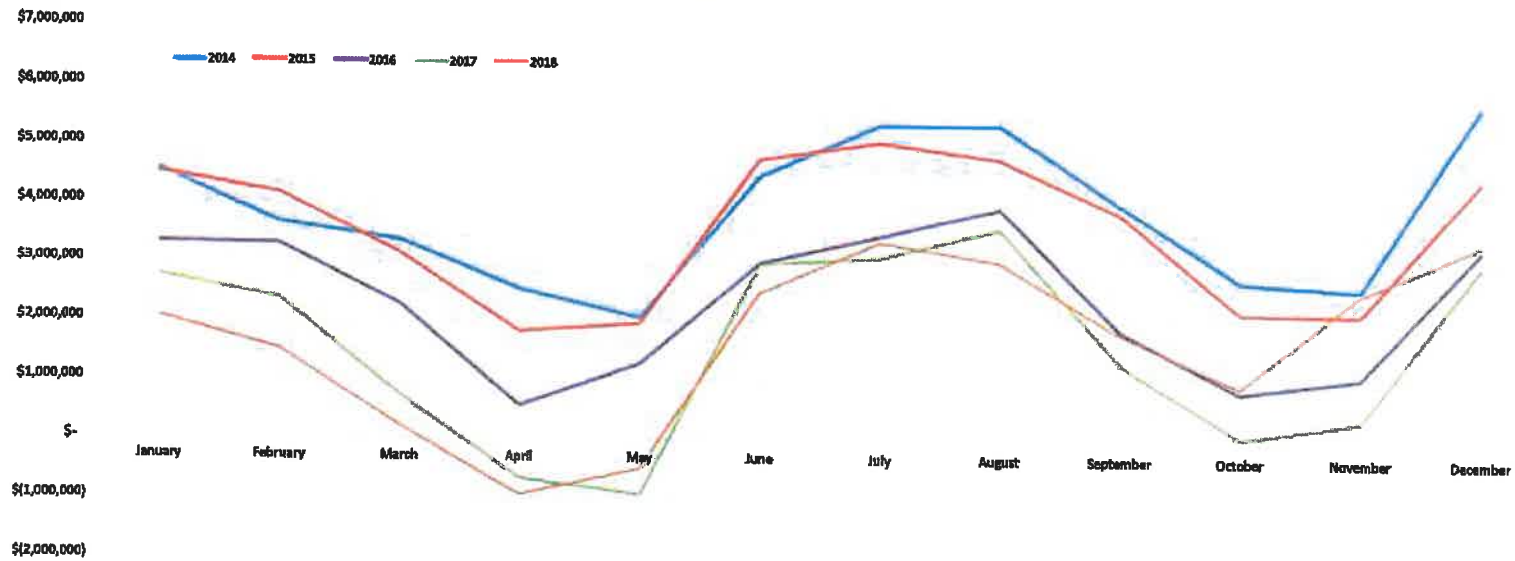
SWHHS Cash and Investment Balances



SWHHS
Total Cash and Investment Balance by Month - Human Services

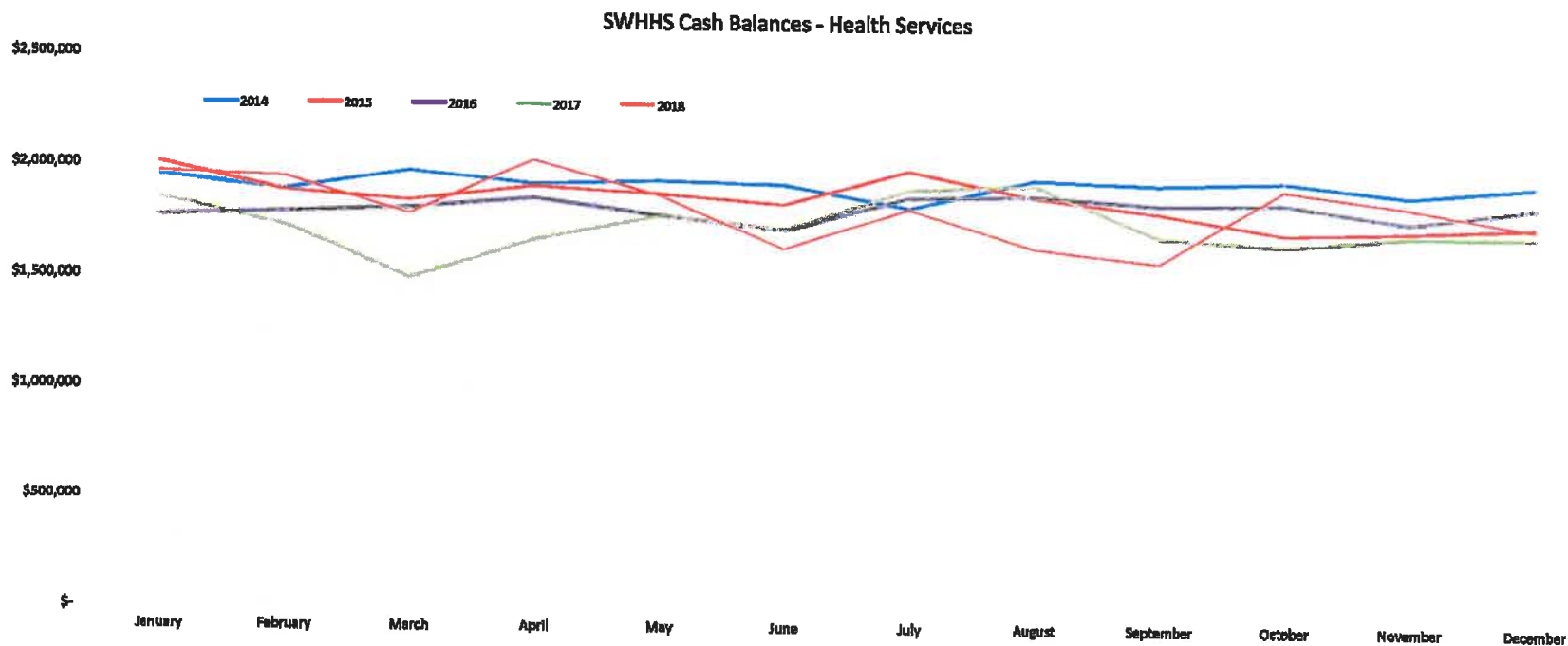
	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year	Average for Jan-Mar
2014	\$ 4,524,112	\$ 3,629,626	\$ 3,337,291	\$ 2,518,148	\$ 2,048,873	\$ 4,483,844	\$ 5,383,273	\$ 5,365,874	\$ 4,025,227	\$ 2,740,776	\$ 2,817,748	\$ 5,780,213	\$ 3,886,342	\$ 3,830,343
2015	4,483,245	4,128,888	3,114,958	1,805,843	1,948,748	4,743,408	5,052,793	4,776,069	3,888,017	2,206,083	2,192,119	4,487,384	3,863,844	3,902,269
2016	3,281,408	3,282,874	2,255,798	844,628	1,271,340	2,891,321	3,454,358	3,941,450	1,888,875	854,465	1,125,582	3,301,842	2,347,793	2,833,283
2017	2,721,814	2,337,080	710,989	(878,584)	(845,148)	2,972,038	3,098,421	3,693,842	1,322,588	84,898	377,563	3,035,284	1,882,383	1,923,188
2018	2,027,813	1,484,259	181,367	(985,732)	(801,975)	2,490,788	3,357,739	3,036,839	1,833,134	948,482	2,542,048	3,397,063	1,653,402	1,234,480

SWHHS Cash Balances - Human Services



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

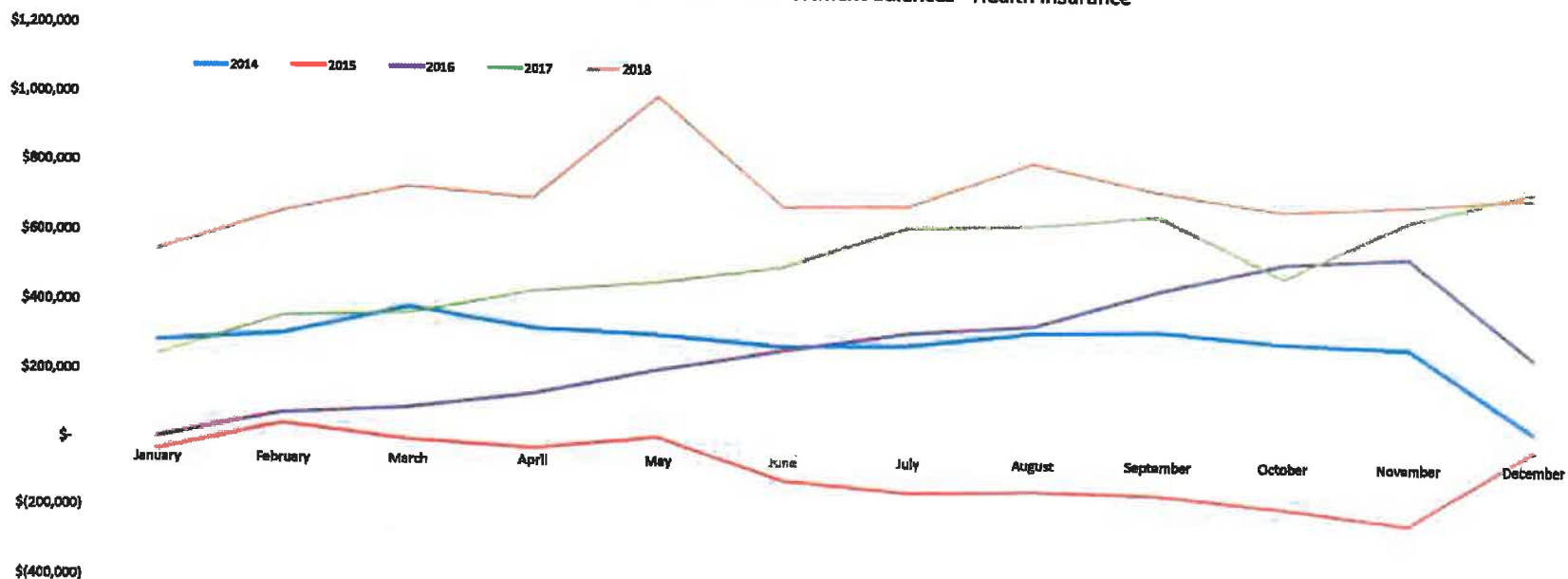
	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2014	\$ 1,952,348	\$ 1,889,115	\$ 1,972,829	\$ 1,919,041	\$ 1,935,811	\$ 1,823,131	\$ 1,822,890	\$ 1,953,891	\$ 1,934,989	\$ 1,954,397	\$ 1,894,110	\$ 1,942,821	\$ 1,924,598
2015	2,005,575	1,882,682	1,841,150	1,908,755	1,876,427	1,832,808	1,987,157	1,874,480	1,806,827	1,714,883	1,730,381	1,755,463	1,851,215
2016	1,787,113	1,788,988	1,807,700	1,854,930	1,778,529	1,719,936	1,868,440	1,860,565	1,844,832	1,854,297	1,772,987	1,845,354	1,815,214
2017	1,847,930	1,728,464	1,494,924	1,667,704	1,778,697	1,720,045	1,903,355	1,930,710	1,895,806	1,683,881	1,709,289	1,709,425	1,737,349
2018	1,982,215	1,943,638	1,780,623	2,023,316	1,870,383	1,633,344	1,816,127	1,643,851	1,584,219	1,814,793	1,842,417	1,743,836	1,813,230



SWHHS
Total Cash Balance by Month - Health Insurance

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2014	\$ 285,359	\$ 308,046	\$ 387,989	\$ 330,279	\$ 312,752	\$ 283,536	\$ 280,485	\$ 330,402	\$ 338,688	\$ 307,535	\$ 295,838	\$ 52,722	\$ 293,837
2015	(33,351)	43,793	830	(19,886)	13,889	(109,950)	(141,431)	(134,243)	(141,879)	(178,110)	(221,024)	-	(78,748)
2016	4,988	75,943	95,154	139,472	210,788	270,693	325,644	350,734	455,033	538,192	558,493	269,062	274,517
2017	243,432	360,080	369,064	436,168	465,169	514,005	629,735	640,875	673,434	497,528	665,075	753,857	520,703
2018	547,461	661,779	734,591	705,227	998,994	688,218	693,432	820,833	742,654	690,066	709,871	738,904	727,502

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	2683	617	3299

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	2662	613	3275
Average	2683	617	3299

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	11	299	14	0	282	43	880	18	353	451	331	2683

*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	10	313	15	0	261	41	889	18	322	457	336	2662
	11	299	14	0	282	43	880	18	353	451	331	2683

Children's - Social Services Caseload

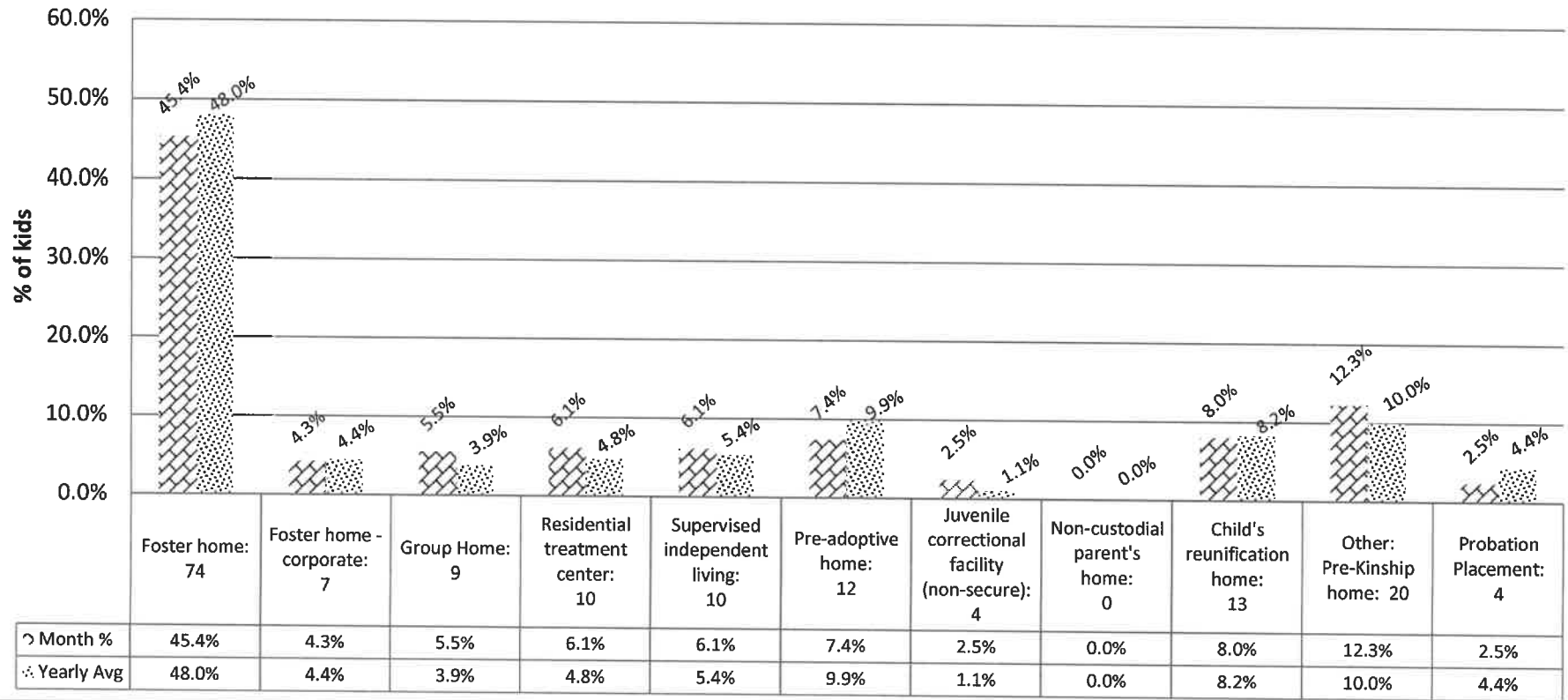
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
2015	38	15	1	3	30	153	127	96	0	1	18	482
2016	41	17	2	5	35	175	145	86	0	0	13	518
2017	49	21	0	10	35	195	174	103	0	0	17	604
2018	46	23	0	11	40	180	182	110	0	0	25	617

2018	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
January	46	20	0	10	34	188	184	104	0	0	18	604
February	46	20	0	10	36	194	196	109	0	0	16	627
March	47	21	0	10	39	194	190	113	0	0	18	632
April	46	23	0	10	39	218	204	107	0	0	13	660
May	46	26	0	11	39	203	192	115	0	0	19	651
June	46	26	0	11	41	170	176	115	0	0	24	609
July	46	26	0	11	41	164	158	115	0	0	29	590
August	46	26	0	11	42	152	170	117	0	0	33	597
September	45	23	0	11	43	173	172	107	0	0	27	601
October	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	45	20	0	11	39	166	190	107	0	0	35	613
	46	23	0	11	40	180	182	110	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	8	9	7
Lyon	46	44	44	49	43	43	44	48	49	43	41	37	44	38
Murray	11	14	16	15	13	9	9	10	12	12	11	14	12	10
Pipestone	15	15	16	15	15	13	13	16	17	18	17	20	16	19
Redwood	96	92	88	85	83	77	82	72	74	71	70	68	80	95
Rock	14	16	16	17	17	17	17	19	14	15	15	16	16	16
Monthly Totals	188	188	189	190	180	168	174	175	176	170	165	163		

December 2018 - Placement by Category
163 Kids in Placement



December 2018: Total kids in placement = 163

Total of 10 Children entered placement

1	Lyon	Juvenile Correctional Facility
3	Murray	Juvenile Correctional Facility
3	Pipestone	Foster Home
2	Redwood	Foster Home
1	Rock	Foster Home

Total of 12 Children were discharged from placement (discharges from previous month)

2	Lincoln	ADOPTED
1	Lincoln	Probation
2	Lyon	ADOPTED
2	Lyon	Foster Home
1	Lyon	Child's Reunification Home
4	Redwood	Other: Pre-kinship Home

NON IVD COLLECTIONS
DECEMBER 2018

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	6,766
TANF (MFIP/DWP/AFDC)	05-420-610.5803	332
GA	05-420-620.5803	50
FS	05-420-630.5803	96
CS (PI Fee, App Fee, etc)	05-420-640.5501	593
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	24,054
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	3,092
OOH/FC Recovery	05-431-710.5803	15,929
CHILDCARE		
Licensing	05-431-720.5502	800
Corp FC Licensing	05-431-710.5505	1,900
Over Payments	05-431-721&722.5803	100
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	3,417
Detox Fees	05-431-730.5520	726
Over Payments	05-431-730.5803	0
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	0
Over Payments	05-431-741 or 742.5803	0
DEVELOPMENTAL DISABILITIES		
Insurance Copay/Overpayments	05-431-750.5803	0
ADULT		
Court Visitor Fee	05-431-760.5515	813
Insurance Copay/Overpayments	05-431-760.5803	0
TOTAL NON-IVD COLLECTIONS		58,667



2018 Public Health Statistics

	WIC	FAMILY HOME VISITING	PCA ASSESSMENTS	MANAGED CARE	DENTAL VARNISH	REFUGEE HEALTH	LATENT TB/DOT MEDICATION DISTRIBUTION
'12 Avg	1857	48	15	187	81		
'13 Avg	2302	37	21	211	90		
'14 Avg	2228	60	25	225	112	6	30
'15 Avg	2259	86	23	238	112	12	36
'16 Avg	2313	52	22	265	97	12	27
'17 Avg	2217	47	22	290	56	9	25

	WIC	Family Home Visiting	MnChoices PCA Assessments	Managed Care	Dental Varnish	Refugee Health	LTBI Medication Distribution	Water Tests	FPL Inspections	Immunizations	Car Seats
12/17	2187	52	16	283	24	7	18	n/a	n/a	n/a	n/a
1/18	2207	44	21	347	46	5	17	106	45	56	22
2/18	2166	42	20	308	6	7	15	96	46	70	13
3/18	2177	49	23	378	35	8	14	93	43	60	18
4/18	2167	69	21	357	30	1	10	96	42	48	21
5/18	2196	62	22	347	21	2	9	80	46	44	30
6/18	2189	55	21	287	16	8	9	119	76	88	16
7/18	2168	45	26	315	24	4	16	182	58	49	23
8/18	2154	47	29	348	15	1	14	163	67	58	20
9/18	2115	48	13	299	17	5	26	168	38	33	15
10/18	2121	43	23	356	19	1	31	222	44	48	15
11/18	2091	52	15	269	21	2	25	116	30	74	19
12/18		39	27	282	22	0	31	92	45	53	16



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 health care coverage and transportation needs of various individuals and families by providing information and determine initial and ongoing health care program eligibility of applicants/recipients administered by Southwest Health and Human Services as outlined in Federal Regulations and rules, State Statutes, and local rules and policies pertaining to those health care programs.

2. Why are you recommending this position be authorized?

Failing to fill this position it would be detrimental to the agency. The Transportation Coordinator has very specific duties. They determine if Employer Subsidized Insurance is cost effective for Medical Assistance enrollees. If cost effective the TC is responsible for approving reimbursements each month. These duties in the past were processed by financial workers but with the implementation of METS the numbers had increased to a point where processing was having a negative effect on the Eligibility Workers being able to complete their day to day duties. Cases were being missed and payments were delayed. As a result the TC Position was created. TC's are also responsible for arranging and approving transportation requests for both MA enrollees and Social Service requested rides. SWHHS currently has two TC's who concentrate on transportation. Since implementation SWJHHS has seen increased efficiency, consistency in payments and fewer client complaints.

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 \$54,241 – \$78,438 (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?

This Lead Eligibility Worker is a Transportation Coordinator who is part of a two person team for SWHHS who arranges medical and social service funded related rides. They also process cost effective insurance determinations and reimbursements. With the possibility of SWHHS joining Prime west the Transportation Coordinators could be responsible for coordinating all rides; both managed care and fee for service. Therefore the Rock County TC is unable to absorb the duties vacated by retiring or resigning employees. As the supervisor for Rock County I have taken responsibility for the Singles, under 65, programs vs transferring them to another worker.

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

Adding this 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 versus 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: <u>Nancy Walker</u>	Date: <u>1/8/19</u>
Division Director Signature: <u>[Signature]</u>	Date: <u>1/8/19</u>
Director Signature: <u>Beckman</u>	Date: <u>1.8.19</u>



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: Public Health Nurse

Division/Unit: Public Health

New Position Replacement Permanent Temporary Promotion

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

Desired hire date: immediate

FTE Requested: 1.0

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

The position will perform care coordination in 4 nursing homes in Lincoln and Murray Counties and MnChoices/PCAs in Rock County. This position also provides UAs and back-up for immunizations and other adult health programs.

2. Why are you recommending this position be authorized?

In addition to this position, we have a PHN retirement in Redwood County (Feb 28, 2019), also in care coordination. We filled one of the two open positions in Family Health.

This position is about 90% funded and we are required by DHS to complete the services.

The position has almost immediate reimbursement except for the MnChoices piece of the position. The training for that could take 1-2 months and depends on the qualifications and experience of the person filling the role.

Other PH employees completing care coordination already have caseloads 90+ and 55+ and providing other services along with the care coordination services. The new Amerigroup platform for the Blue Plus documentation system beginning Jan 1, 2019 has increased the documentation time for the staff completing Blue Plus care coordination services.

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

In 2018 we did a mapping in the PH Division. The result was that to keep our programs/services at the current level, if there were changes, it would lead to the “robbing Peter to pay Paul” scenario.

We did look at the Adult Health Nursing Supervisor taking on some of the additional work, but with the other open position and potential changes coming in 2019 with PrimeWest and the new MnChoices platform beginning in July 2019, this wouldn't be a viable solution.

Some of the work for this position could be done by Social Workers. They are also at capacity with caseloads, so this is not a viable solution.

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

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

%Federal _____ % State _____ % County _10_ %Other _80_ %Grant _10_

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

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

What is the ROI?

The care coordination services provided by the nurse for clients residing in the nursing home is a contracted service by Blue Plus and UCare. The role of the care coordinator for nursing home residents is to assure adequate care for the client and assist client/family to access needed services. The PCA MnChoices assessments are completed for clients that are in need of services and potentially will help them remain at home.

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

We are required by contract to provide these services. In addition, MnChoices/PCA assessments are provided with the goal to keep the clients in their homes which is a cost savings for the community.

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

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

SECTION 3: Signatures

Completed by: Carol Biren Date: _____

Division Director Signature: _____ **APPROVED**
By carol.biren at 8:16 am, Jan 10, 2019 Date: _____

Director Signature:  Date: 1-10-19



Position Request Form

SECTION 1: Process

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

SECTION 2: New Position Information

New Position Title: Public Health Nurse

Division/Unit: Public Health

New Position Replacement Permanent Temporary Promotion

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

Desired hire date: immediate

FTE Requested: 1.0

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

The position will perform care coordination in 4 nursing homes in Redwood County. This position also provides UAs and DP&C and is back-up for other adult health programs.

2. Why are you recommending this position be authorized?

In addition to this position, we have a PHN resignation in Pipestone County (Jan 15, 2019), also in care coordination. We filled one of the two open positions in Family Health.

This position is about 90% funded and we are required by DHS to complete the services.

The position has almost immediate reimbursement.

Other PH employees completing care coordination already have caseloads 90+, 70+ and are providing other services along with the care coordination services. The new Amerigroup platform for the Blue Plus documentation system beginning Jan 1, 2019 has increased the documentation time for the staff completing Blue Plus care coordination services.

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

In 2018 we did a mapping in the PH Division. The result was that to keep our programs/services at the current level, if there were changes, it would lead to the "robbing Peter to pay Paul" scenario.

We did look at the Adult Health Nursing Supervisor taking on some of the additional work, but with the other open position and potential changes coming in 2019 with PrimeWest and the new MnChoices platform coming in July 2019, this wouldn't be a viable solution.

Some of the work for this position could be done by Social Workers. They are also at capacity with caseloads, so this is not a viable solution.

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

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

%Federal ____ % State ____ % County _10__ %Other _80__ %Grant _10__

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

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

What is the ROI?

The care coordination services provided by the nurse for clients residing in the nursing home is a contracted service by Blue Plus and UCare. The role of the care coordinator for nursing home residents is to assure adequate care for the client and assist client/family to access needed services.

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

We are required by contract to provide these services.

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

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

SECTION 3: Signatures

Completed by: Carol Biren Date: _____

Division Director Signature:  Date: _____

Director Signature:  Date: 1.10.19

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

EFFECTIVE DATE: 01/01/11

REVISION DATE: 05/15/13; 02/15/17; 09/20/17; 10/17/18; 01/16/19

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

--CREDIT CARD POLICY--

Section 1 – Purpose

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

Section 2 - Authority to Establish

- a. The Governing Board may authorize the use of an agency credit card make purchases on behalf of the agency. Only those individuals identified and approved by the Governing Board and this policy will hold an agency credit card. A purchase by credit card must otherwise comply with all statutes, rules or agency policy applicable to agency purchases.

Section 3 – Authorization

- a. Southwest Health and Human Services Governing Board approval is necessary for an employee to obtain a credit card.
- b. Schedule A indicates all approved cardholders by the Southwest Health and Human Services Governing Board. Approved cardholders will be determined based on location, program and position.
- c. The Fiscal Manager may suspend an approved cardholder's credit card after consultation with the Executive Director. Examples of reasons to suspend include but are not limited to suspicion of fraudulent use, leave of absence, cardholder request, change of duties or etc.
- d. The Southwest Health and Human Services Governing Board may review credit card use randomly. If it is determined that credit card use is not in the best interest of Southwest

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

Health and Human Services, they may at anytime, and without notice cancel credit card use privileges.

Section 4 – Controls

- a. The Southwest Health and Human Services Governing Board will approve or deny any request for a credit card.
- b. All existing purchasing policies apply to purchases made on a credit card.
- c. All itemized receipts must be obtained by the person using the card and presented to accounting for reconciliation of the billing, no later than 1 (one) week after the transaction takes place with the appropriate supervisor sign off along with additional required documentation (i.e. staff development form, SS 009 Social Service Request for Payment or etc.).
- d. It will be the responsibility of the Fiscal Manager or designated Accounting Technician to cancel a lost card immediately and to notify the Director and the Southwest Health and Human Services Governing Board of the same.
- e. Supervisors are authorized to charge items that are eligible up to \$ 3,000. Any items exceeding \$ 3,000 will require Southwest Health and Human Governing Board approval. Line staff who are cardholders must have prior approval from their supervisor for any charge.
- e. The Board authorizes a credit card limit of \$75,000, with varying individual cardholder limits based on department or program needs.
- f. All cardholders are required to sign a Credit Card Use Acknowledgement form and route to the Fiscal Manager.
- g. When a cardholder separates from SWHHS, it is the cardholder's responsibility to turn in their agency credit card to the fiscal manager.

Section 5 - Eligible Uses of the Credit Card

- a. The credit card may be used to:
 - Guarantee and pay for hotel rooms for conferences, meeting attendance, or client related travel.

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

- Purchase supplies and/or materials when purchase of the items by credit card is more time and cost efficient than if purchased by a county warrant (i.e. on line purchases/to reduce sales tax paid).
- Any expenses that meet public purpose and where credit card payments are accepted without fees.
- Out of state travel related to a client and/or approved by the Southwest Health and Human Services Governing Board.
- Food items when purchased as part of employee recognition, trainings, etc. where a meal is provided by the agency or as part of the service delivery (i.e. Circle Program) or for clients we serve when necessary.
- To ensure proper safeguarding of the agency credit card, no credit card information shall be saved to any website (i.e. Walmart, Amazon, or etc.).

Section 6 - Ineligible Uses of the Credit Card

- a. The credit card may not be used for:
- Personal purchases. Absolutely no personal use of the card is allowed.
 - Gratuities and individual staff meals eligible for reimbursement. Use Form AG#100 or AG#101.
 - Gasoline for any personal vehicle.
 - Cash advances.
 - Alcoholic beverages.
- b. Any unallowable expenses charged on a card will be the responsibility of the employee making the purchase to payback to SWHHS. . Payment is expected to be made back to SWHHS, immediately following notification.
- c. If a staff person makes an ineligible purchase(s) or fails to provide the required documentation, the following will occur:
1. First offense – Staff person’s immediate supervisor is notified.
 2. Second offense – Staff person’s card is suspended for 90 (ninety) days.
 3. Third offense – Staff person is removed as an authorized user of the agency’s credit card.

Section 7 - Monthly Reconciliation

- a. Each month the accounting technician will be sent the monthly billing statement. It is the personal responsibility of the cardholder to ensure that the proper itemized receipts are turned into accounting, along with any required documentation .

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

- b. The Fiscal Supervisor and/or accounting technician will reconcile the monthly statement with all original receipts and documentation.
- c. The Fiscal Manager and Accounting Technician will have access to the credit card activity for monthly reconciliation.
- d. No fees or interest charged by the credit card company because of late payments due to untimely submission of records to accounting will be paid from county funds. The cardholders will be personally responsible for those fees if they appear on the billing for their department.

Schedule A

Authorized Cardholders

Name	Title	Location
Beth Wilms	Director	Marshall – 1 st Floor
Ann Orren	Health Educator Supervisor	Marshall – 2 nd Floor
Cindy Nelson	SS Division Director	Marshall – 1 st Floor
Christine Versaevel	SS Supervisor – Children	Marshall – 1 st Floor
Kristin Malin	SS Supervisor – Children	Marshall – 1 st Floor
Craig Wilson	Social Worker – SELF Program	Marshall – 1 st Floor
Monica Christianson	Office Services Supervisor	Marshall – 1 st Floor
Mandy Holzapfel	SS Supervisor – Children	Redwood Falls
Stacy Jorgensen	SS Supervisor – Adults	Pipestone
Ashley Gustafson	Public Health Educator	Pipestone
Nancy Walker	Deputy Director	Luverne
Dawn Anderson	Case Aide – Children	Luverne
Erin Klumper	SS Supervisor – Children	Slayton
Tanlee Noomen	HHS Aide	Slayton
Lisa Przymus	Eligibility Worker	Ivanhoe

JANUARY 2019

GRANTS ~ AGREEMENTS ~ CONTRACTS

for Board review and approval

- DHS Adult Mental Health Grant (CSP)** – 01/01/19 to 12/31/20; an agreement for allocating monies for the community support program, \$650,902 (no change) (renewal).
Fiscal Note: 2017-18 \$650,902

- DHS Children’s Mental Health Respite Care Grant** – 01/01/19 to 12/31/19; Provide funds to support children’s mental health respite care services (short term care); \$57,337.03 (\$12,662 decrease)(renewal).
Fiscal Note: grant reimbursement for mental health services

- DHS Child Welfare/Juvenile Justice Screening Grant** – 01/01/19 to 12/31/19; Provide funds to support children’s mental health screening, assessment, and services in child welfare and juvenile justice systems (prioritizing funds for uninsured and underinsured youth); \$102,198 (\$102,198 for child welfare & \$0 for Juvenile Justice)(no change) (renewal).
Fiscal Note: grant reimbursement for mental health services

- Pipestone County (Pipestone, MN)** - 01/01/19 – 12/31/19; Office space lease, \$68,379.60 annually at \$17,094.90/qtr (no change) (renewal).
Fiscal Note: 2018 \$68,379.60; 2017 \$68,379.60

- Redwood County (Redwood Falls, MN)** – 01/01/19 to 12/31/19; Office lease contract, \$123,000 payable \$10,250/month (no change) (renewal).
Fiscal Note: 2018 \$123,000; 2017 \$123,000

- 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

- REM Southwest Services (Marshall, MN)** – 01/01/19 to 12/31/19; provide non-waivered client semi-independent living skills (SILS) (renewal).
Fiscal Note: 2018 \$7,250; 2017 \$6,151

- REM South Central Services (Redwood Falls, MN)** – 01/01/19 to 12/31/19; provide non-waivered client semi-independent living skills (SILS) (renewal).
Fiscal Note: 2018 \$9,445; 2017 \$12,049

- William Toulouse, Quarnstrom & Doering PA (Marshall, MN)** - 01/01/19 – 12/31/19; Legal services, \$2,666.67/month or \$32,000 annually (11.25% increase) (renewal).
Fiscal Note: 2018 \$28,800; 2017 \$28,800

- Western Mental Health Center Inc (various locations)** – 01/01/19 to 12/31/19; Adult and children targeted case management (TCM) for public assistance programs; adult rate \$452 and children’s rate \$670 (NEW).