



Southwest Health and Human Services  
Board Agenda  
Wednesday, March 20, 2019  
Commissioners Room  
Government Center, 2<sup>nd</sup> Floor  
Marshall  
9:00 a.m.

**HUMAN SERVICES**

- A. Call to order
- B. Pledge of Allegiance
- C. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 2/28/19 board minutes
- D. Introduce New Staff: Megan Vangsness- Public Health Nurse, Marshall;  
Holli Hoffbeck- Eligibility Worker, Redwood Falls
- E. Employee Recognition:
  - Christina Blomme, 30 years, Public Health Nurse, Marshall
  - Diane Boyenga, 30 years, Public Health Nurse, Luverne
  - Karyn Zins, 30 years, Eligibility Worker, Slayton
- F. Financial

**HUMAN SERVICES (cont.)**

G. Caseload	<u>2/19</u>	<u>2/18</u>	<u>1/19</u>	<u>12/18</u>
Social Service	3,755	3,730	3,755	3,729
Licensing	453	453	454	454
Out-of-Home Placements	163	188	165	163
Income Maintenance	11,868	11,999	11,793	11,705
Child Support Cases	3,251	3,257	3,251	3,246
Child Support Collections	\$725,149	\$728,961	\$753,378	\$790,827
Non IV-D Collections	\$109,461	\$98,479	\$44,648	\$58,667

- H. Discussion/Information
1. Circle- Megan Boerboom
  2. Competency Restoration- Stacy Jorgensen

- 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 2/28/19 board minutes

- L. Financial

**COMMUNITY HEALTH (cont.)**

M. Caseload	<u>2/19</u>	<u>1/19</u>	<u>12/18</u>
WIC	N/A	2040	2056
Family Home Visiting	33	52	39
PCA Assessments	11	14	27
Managed Care	216	281	282
Dental Varnishing	8	4	22
Refugee Health	0	1	0
Latent TB Medication Distribution	10	24	31
Water Tests	84	142	92
FPL Inspections	31	45	45
Immunizations	32	79	53
Car Seats	10	20	16

- N. Discussion/Information  
1. HEDA update – 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 2/28/19 board minutes
- R. Financial

**GOVERNING BOARD (cont.)**

S. Human Resources Statistics

	<u>2/19</u>	<u>2/18</u>	<u>1/19</u>	<u>12/18</u>
Number of Employees	237	245	233	234
Separations	3		1	1

T. Closed Session- 10:00am  
Ann Goering & Bill Toulouse- Attorney / Client Privilege

U. Discussion/Information  
1.

- V. Decision Items
1. Adult Health Survey Invoice Approval
  2. Request for Accounting Technician
  3. Request for Eligibility Worker
  4. Request for MNChoices Worker
  5. Request for Office Support Specialist
  6. Slayton copier replacement lease & state printer replacements
  7. Donations: a crib and various children's clothing from Travis and Julia Haack for foster home or relative placement home that are in need
  8. Contracts

W. Adjournment

**Next Meeting Dates:**

- **Wednesday, April 17, 2019 – Marshall**
- **Wednesday, May 15, 2019 – Marshall**
- **Wednesday, June 19, 2019 – Marshall**

# SOUTHWEST HEALTH & HUMAN SERVICES

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

**SUMMARY OF FINANCIAL ACCOUNTS REPORT** For the Month Ending **February 28, 2019**

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

Description	Month	Running Balance
<b>BEGINNING BALANCE</b>		<b>\$2,026,305</b>
<b>RECEIPTS</b>		
Monthly Receipts	2,249,269	
County Contribution	164,365	
Interest on Savings	6,211	
<b>TOTAL MONTHLY RECEIPTS</b>		<b>2,419,845</b>
<b>DISBURSEMENTS</b>		
Monthly Disbursements	2,501,490	
<b>TOTAL MONTHLY DISBURSEMENTS</b>		<b>2,501,490</b>
<b>ENDING BALANCE</b>		<b>\$1,944,660</b>

**REVENUE**

<i>Checking/Money Market</i>	<b>\$1,944,660</b>
<i>SS Benefits Checking</i>	<b>\$10,000</b>
<i>Bremer Savings</i>	<b>\$2,348,145</b>
<i>Great Western Bank Savings</i>	<b>\$76,056</b>
<i>Investments - MAGIC Fund</i>	<b>\$1,011,892</b>
<b>ENDING BALANCE</b>	<b>\$5,390,753</b>

February 2018 Ending Balance

**\$4,333,939**

**DESIGNATED/RESTRICTED FUNDS**

Agency Health Insurance	<b>\$898,633</b>
LCTS Lyon Murray Collaborative	<b>\$122,456</b>
LCTS Rock Pipestone Collaborative	<b>\$53,788</b>
LCTS Redwood Collaborative	<b>\$76,798</b>
Local Advisory Council	<b>\$1,155</b>

February 2018 Ending Balance

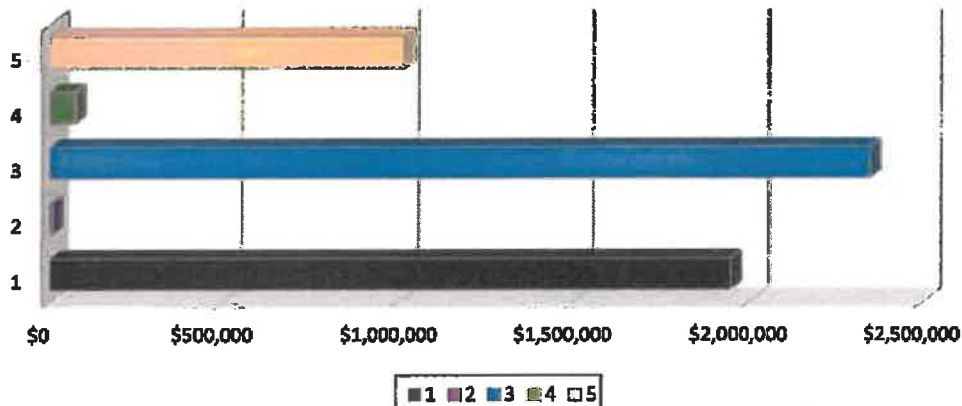
**\$661,779**

<b>AVAILABLE CASH BALANCE</b>	<b>\$4,237,923</b>
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February 2018 Ending Balance

**\$3,427,897**

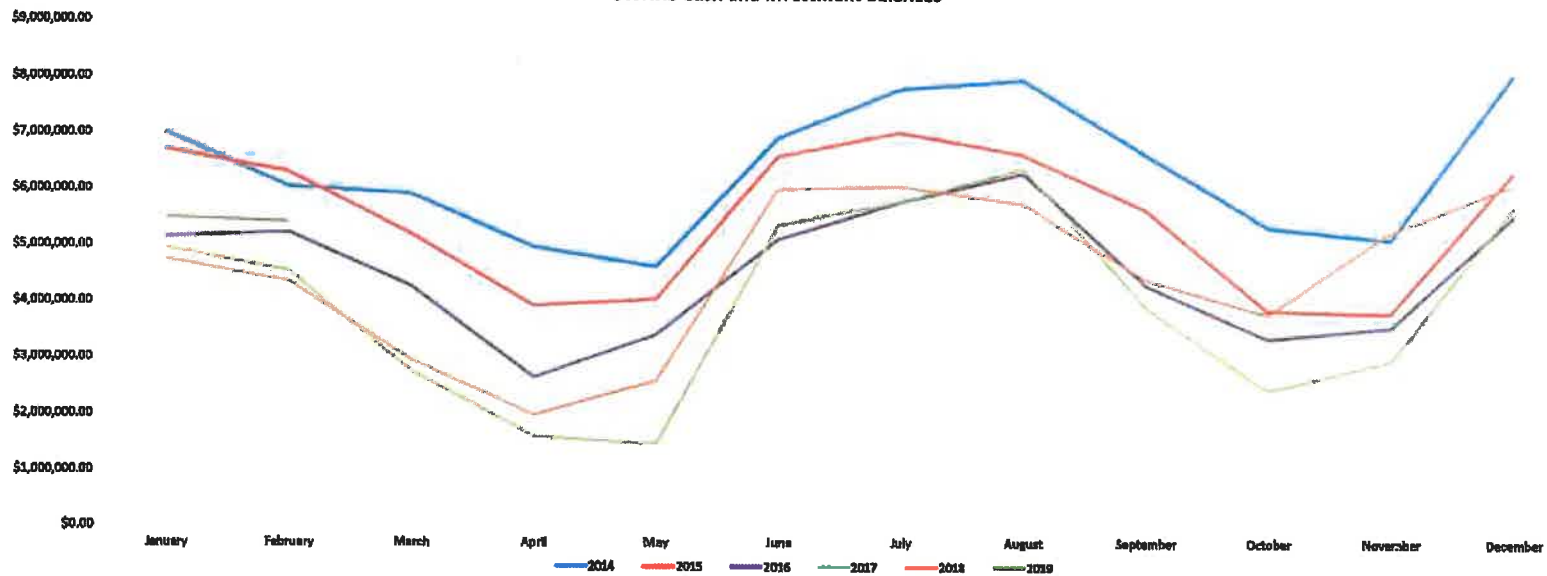
## REVENUE DESIGNATION



**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	\$6,981,225.27	\$6,024,758.16	\$5,888,424.32	\$4,951,093.48	\$4,598,515.25	\$8,893,382.81	\$7,769,372.24	\$7,949,228.69	\$8,628,328.28	\$6,325,838.85	\$5,113,268.32	\$8,053,538.23	\$6,347,314.41	\$8,288,468.26
2015	\$6,677,478.44	\$6,283,514.83	\$5,177,899.80	\$3,907,888.89	\$4,019,148.88	\$8,560,422.95	\$8,892,523.27	\$6,614,418.77	\$5,831,287.88	\$5,840,912.52	\$3,805,455.22	\$8,311,344.28	\$5,485,155.71	\$8,048,230.88
2016	\$5,132,802.00	\$5,204,853.28	\$4,248,893.55	\$2,628,629.20	\$3,394,917.21	\$5,088,797.98	\$5,750,985.99	\$6,275,434.87	\$4,290,910.18	\$3,348,309.75	\$3,660,418.88	\$5,583,701.83	\$4,537,719.39	\$4,881,518.27
2017	\$4,928,902.34	\$4,524,088.82	\$2,727,751.26	\$1,578,173.97	\$1,451,585.81	\$5,337,553.73	\$5,764,887.08	\$6,368,584.57	\$3,893,362.07	\$2,417,547.50	\$2,982,222.15	\$5,884,748.63	\$3,988,778.58	\$4,058,573.21
2018	\$4,721,044.88	\$4,333,938.53	\$2,835,770.10	\$1,985,448.62	\$2,570,090.71	\$5,977,407.40	\$8,033,328.24	\$5,731,833.82	\$4,381,517.44	\$3,775,199.56	\$5,252,398.38	\$8,085,906.40	\$4,481,140.24	\$3,888,817.84
2019	\$5,468,300.08	\$5,360,753.05											\$5,428,528.57	\$5,428,528.57

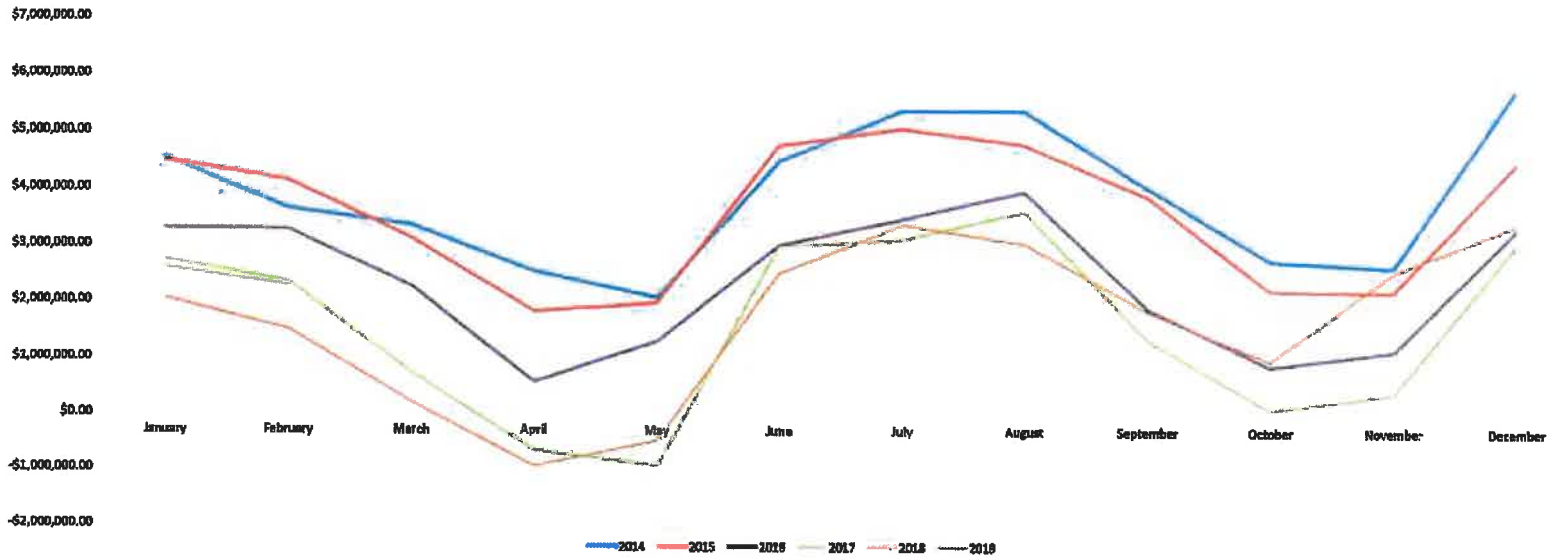
**SWHHS Cash and Investment Balances**



**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	\$4,524,112.48	\$3,829,825.88	\$3,357,280.94	\$2,518,148.02	\$2,049,972.92	\$4,483,844.09	\$5,383,273.11	\$5,365,874.18	\$4,025,227.41	\$2,740,775.93	\$2,817,748.10	\$5,780,212.52	\$3,868,341.79	\$3,890,343.10
2015	\$4,483,244.58	\$4,128,868.35	\$3,114,856.80	\$1,805,842.70	\$1,948,748.17	\$4,743,405.88	\$5,052,792.79	\$4,778,068.68	\$3,888,016.53	\$2,208,082.85	\$2,182,119.16	\$4,467,384.13	\$3,583,843.81	\$3,902,288.90
2016	\$3,281,407.50	\$3,262,874.15	\$2,255,788.09	\$544,825.71	\$1,271,340.11	\$2,981,321.29	\$3,454,355.54	\$3,941,449.89	\$1,888,875.07	\$854,485.14	\$1,125,581.79	\$3,301,841.82	\$2,347,793.02	\$2,933,293.25
2017	\$2,721,514.18	\$2,337,060.47	\$710,988.71	-\$678,584.48	-\$945,148.15	\$2,972,035.68	\$3,098,420.77	\$3,593,841.98	\$1,322,585.71	\$84,989.25	\$377,552.55	\$3,035,263.86	\$1,582,382.72	\$1,823,187.79
2018	\$2,027,812.88	\$1,484,259.93	\$191,368.90	-\$865,731.97	-\$501,975.29	\$2,480,788.49	\$3,357,738.65	\$3,035,839.50	\$1,833,134.33	\$848,482.40	\$2,542,047.76	\$3,397,063.22	\$1,653,402.17	\$1,234,479.71
2019	\$2,581,083.09	\$2,265,158.91												

**SWHHS Cash Balances - Human Services**

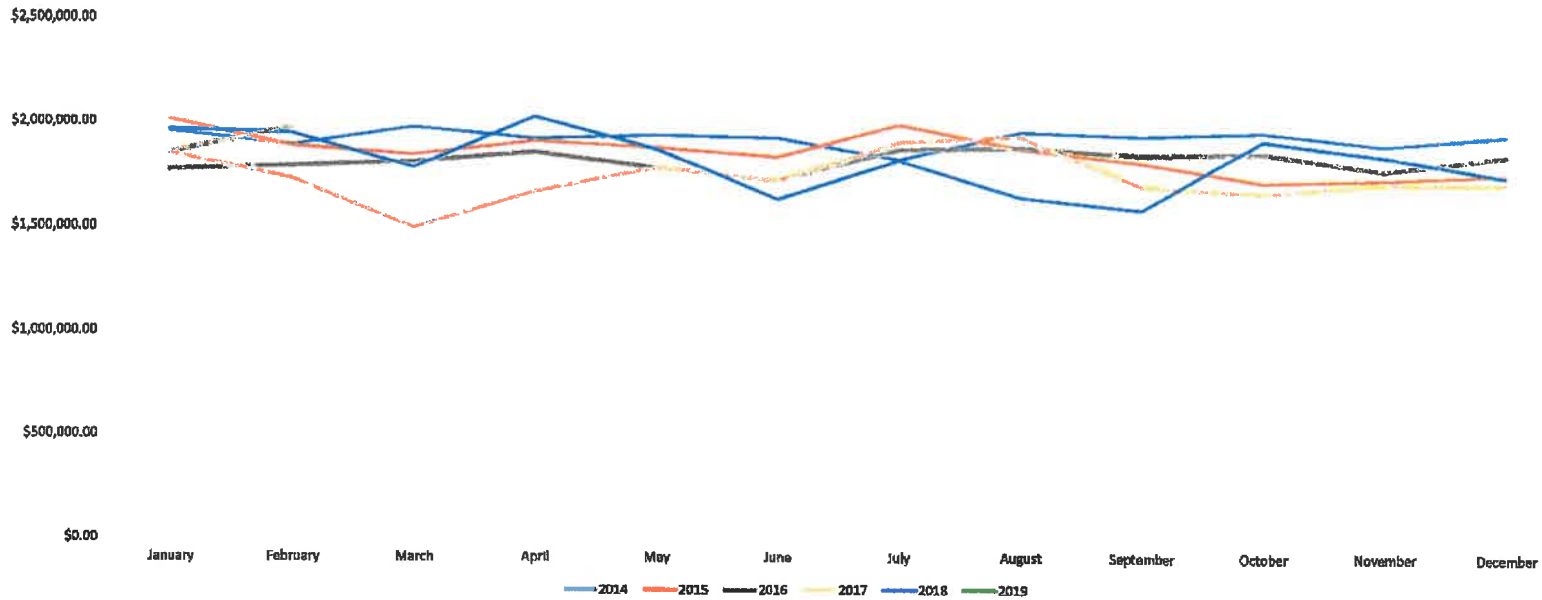


**SWHHS**  
**Total Cash and Investment Balance by Month - Public Health Services**

	January	February	March	April	May	June	July	August	September	October	November	December
2014	\$1,862,348.48	\$1,889,116.47	\$1,972,829.09	\$1,919,040.73	\$1,935,610.76	\$1,923,130.89	\$1,822,889.93	\$1,953,891.09	\$1,934,989.18	\$1,954,388.64	\$1,894,110.16	\$1,942,821.40
2015	\$2,005,574.71	\$1,882,681.89	\$1,841,149.62	\$1,806,754.95	\$1,876,427.45	\$1,832,808.45	\$1,987,157.33	\$1,874,490.47	\$1,806,827.22	\$1,714,863.10	\$1,730,380.53	\$1,755,462.75
2016	\$1,787,113.43	\$1,786,986.60	\$1,807,700.34	\$1,854,929.75	\$1,779,529.15	\$1,719,835.64	\$1,868,440.04	\$1,880,565.32	\$1,844,832.32	\$1,854,286.98	\$1,772,886.81	\$1,845,353.91
2017	\$1,847,930.47	\$1,726,483.73	\$1,494,923.91	\$1,667,703.90	\$1,778,698.78	\$1,720,044.88	\$1,903,354.71	\$1,930,710.27	\$1,695,805.50	\$1,683,861.45	\$1,709,269.13	\$1,709,425.15
2018	\$1,982,214.72	\$1,943,637.75	\$1,780,622.98	\$2,023,315.66	\$1,870,382.57	\$1,633,344.08	\$1,816,127.45	\$1,843,850.72	\$1,584,218.99	\$1,914,793.23	\$1,842,417.33	\$1,743,838.48
2019	\$1,851,277.80	\$1,972,764.31										

Average for Year
\$1,924,697.82
\$1,851,214.87
\$1,815,214.11
\$1,737,349.16
\$1,813,230.15

SWHHS Cash Balances - Public Health







**SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER**

**FEBRUARY 2019**

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	<b>BALANCE FORWARD</b>				2,026,304.92
02/01/19	8668-8688	Payroll		131,556.41	1,894,748.51
02/01/19	55381-55631 ACH	Payroll		489,659.05	1,405,089.46
02/01/19	95165-95200	Disb		4,760.63	1,400,328.83
02/01/19	5334 ACH	Disb		92.84	1,400,235.99
02/01/19	95201-95265	Disb		258,934.64	1,141,301.35
02/01/19	5335-5362 ACH	Disb		21,005.60	1,120,295.75
02/01/19	33065-33133,33143-33145	Dep	263,754.41		1,384,050.16
02/04/19	9797	Disb		17,835.79	1,366,214.37
02/05/19	VOID 95042	Disb		(66.00)	1,366,280.37
02/05/19	VOID 95064	Disb		(536.36)	1,366,816.73
02/05/19	VOID 95138	Disb		(45.00)	1,366,861.73
02/05/19	33134-33142,33146-33182	Dep	187,475.32		1,554,337.05
02/06/19	9798	Disb		1,933.74	1,552,403.31
02/06/19	9799	Disb		9,798.49	1,542,604.82
02/08/19	95266-95303	Disb		4,340.23	1,538,264.59
02/08/19	95304-95372	Disb		210,554.93	1,327,709.66
02/08/19	5363-5415 ACH	Disb		63,854.62	1,263,855.04
02/08/19	33183-33231	Dep	137,320.81		1,401,175.85
02/11/19	VOID 95190	Disb		(1,964.10)	1,403,139.95
02/11/19	9800	Disb		38,023.28	1,365,116.67
02/11/19	VOID 95367	Disb		(700.00)	1,365,816.67
02/12/19	33232-33256	Dep	787,862.75		2,153,679.42
02/14/19	9801	Disb		43,883.47	2,109,795.95
02/15/19	95373-95392	Disb		4,749.81	2,105,046.14
02/15/19	95393-95467	Disb		245,563.09	1,859,483.05
02/15/19	5416-5433 ACH	Disb		16,872.37	1,842,610.68
02/15/19	8689-8707	Payroll		132,480.27	1,710,130.41
02/15/19	55632-55875 ACH	Payroll		486,675.66	1,223,454.75
02/15/19	33257-33336	Dep	365,229.93		1,588,684.68
02/19/19	33337-33373	Dep	101,664.17		1,690,348.85
02/19/19	9802	Disb		11,526.20	1,678,822.65
02/20/19	9803	Disb		9,424.86	1,669,397.79
02/22/19	95468-95472	Disb		353.32	1,669,044.47
02/22/19	95473-95520	Disb		147,248.00	1,521,796.47
02/22/19	5434-5454 ACH	Disb		14,537.58	1,507,258.89
02/22/19	95521-95618	Disb		14,174.40	1,493,084.49
02/22/19	5455 ACH	Disb		135.50	1,492,948.99
02/22/19	95619-95791	Disb		84,388.70	1,408,560.29
02/22/19	5456-5459 ACH	Disb		927.46	1,407,632.83
02/22/19	33374-33422	Dep	450,246.82		1,857,879.65
02/22/19	9804	Disb		11,554.70	1,846,324.95
02/22/19	VOID 95221	Disb		(110.00)	1,846,434.95
02/25/19	9805	Disb		28,066.02	1,818,368.93
02/26/19	33423-33470	Dep	63,882.18		1,882,251.11
02/28/19	33471-33493	Dep	62,408.70		1,944,659.81
					1,944,659.81
	<b>BALANCED 03/01/19 LMD</b>	<b>TOTALS</b>	<b>2,419,845.09</b>	<b>2,501,490.20</b>	

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

10,000.00
2,348,145.49
76,055.74
1,011,892.01

**TOTAL CASH BALANCE**

**5,390,753.05**

**SOUTHWEST HEALTH AND HUMAN SERVICES SAVINGS & INVESTMENTS REGISTERS  
2019**

<b>BREMER BANK</b>					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/19	BEGINNING BALANCE				2,340,536.14
01/04/19	39101	Interest	3,074.95		2,343,611.09
02/14/19	39664	Interest	4,534.40		2,348,145.49
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	<b>ENDING BALANCE</b>				<b>2,348,145.49</b>

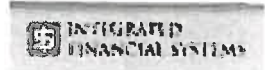
<b>GREAT WESTERN BANK</b>					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/19	BEGINNING BALANCE				75,942.18
01/04/19	39100	Interest	56.76		75,998.94
02/14/19	39665	Interest	56.80		76,055.74
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	<b>ENDING BALANCE</b>				<b>76,055.74</b>

<b>MAGIC FUND INVESTMENT</b>					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/19	BEGINNING BALANCE				1,008,765.43
01/04/19	39102	Interest	1,506.52		1,010,271.95
02/14/19	39666	Interest	1,620.06		1,011,892.01
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	<b>ENDING BALANCE</b>				<b>1,011,892.01</b>

# Southwest Health and Human Services

Treasurer's Cash Trial Balance

As of 02/2019



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>1 Health Services Fund</b>	<b>1,581,705.40</b>			
Receipts		404,592.16	803,272.71	
Disbursements		66,768.51-	142,702.04-	
Payroll		214,223.96-	429,511.76-	
<b>Fund Total . . . . .</b>		<b>123,599.69</b>	<b>231,058.91</b>	<b>1,812,764.31</b>
<b>5 Human Services Fund</b>	<b>410</b>	<b>General Administration</b>		
	897.64			
Receipts		50,255.89	99,615.42	
Disbursements		55,681.58-	90,055.95-	
Payroll		13,733.61-	27,775.08-	
<b>Dept Total . . . . .</b>		<b>19,159.30-</b>	<b>18,215.61-</b>	<b>17,317.97-</b>
<b>5 Human Services Fund</b>	<b>420</b>	<b>Income Maintenance</b>		
	2,114,182.45-			
Receipts		576,196.15	972,351.00	
Disbursements		213,353.32-	457,684.56-	
Payroll		336,591.29-	675,457.51-	
<b>Dept Total . . . . .</b>		<b>26,251.54</b>	<b>160,791.07-</b>	<b>2,274,973.52-</b>
<b>5 Human Services Fund</b>	<b>431</b>	<b>Social Services</b>		
	7,696,573.56			
Receipts		1,057,056.00	1,777,135.77	
Disbursements		128,541.53-	347,012.79-	
SSIS		578,341.66-	1,047,942.84-	
Payroll		659,227.23-	1,307,298.39-	
<b>Dept Total . . . . .</b>		<b>309,054.42-</b>	<b>925,118.25-</b>	<b>6,771,455.31</b>
<b>5 Human Services Fund</b>	<b>461</b>	<b>Information Systems</b>		
	3,026,319.53-			
Receipts		2,697.00	6,869.00	
Disbursements		43.70-	43.70-	
Payroll		16,595.30-	34,310.68-	
<b>Dept Total . . . . .</b>		<b>13,942.00-</b>	<b>27,685.38-</b>	<b>3,054,004.91-</b>

# Southwest Health and Human Services



## Treasurer's Cash Trial Balance

As of 02/2019

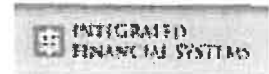
<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>5 Human Services Fund</b>	<b>471</b>	<b>LCTS Collaborative Agency</b>		
	0.00			
Receipts		63,674.00	63,674.00	
Disbursements		63,674.00-	63,674.00-	
Dept Total . . . . .		0.00	0.00	0.00
Fund Total . . . . .	2,556,969.22	315,904.18-	1,131,810.31-	1,425,158.91
<b>61 Agency Health Insurance</b>	<b>736,904.37</b>			
Receipts		207,561.15	722,243.45	
Disbursements		139,715.51-	560,515.32-	
Fund Total . . . . .		67,845.64	161,728.13	898,632.50
<b>71 LCTS Lyon Murray Collaborative Fund</b>	<b>471</b>	<b>LCTS Collaborative Agency</b>		
	110,828.23			
Receipts		26,627.00	26,627.00	
Disbursements		14,999.00-	14,999.00-	
Dept Total . . . . .		11,628.00	11,628.00	122,456.23
Fund Total . . . . .	110,828.23	11,628.00	11,628.00	122,456.23
<b>73 LCTS Rock Pipestone Collaborative Fund</b>	<b>471</b>	<b>LCTS Collaborative Agency</b>		
	44,776.45			
Receipts		11,942.00	11,942.00	
Disbursements		0.00	2,930.00-	
Dept Total . . . . .		11,942.00	9,012.00	53,788.45
Fund Total . . . . .	44,776.45	11,942.00	9,012.00	53,788.45
<b>75 Redwood LCTS Collaborative</b>	<b>471</b>	<b>LCTS Collaborative Agency</b>		
	51,342.63			
Receipts		25,455.00	25,455.00	
Dept Total . . . . .		25,455.00	25,455.00	76,797.63

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# Southwest Health and Human Services

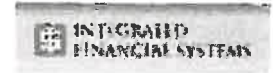
Treasurer's Cash Trial Balance

As of 02/2019



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total . . . . .	51,342.63	25,455.00	25,455.00	76,797.63
77 Local Advisory Council	477	Local Advisory Council		
	1,155.02			
Dept Total . . . . .		0.00	0.00	1,155.02
Fund Total . . . . .	1,155.02	0.00	0.00	1,155.02
All Funds .....	5,083,681.32			
Receipts		2,426,056.35	4,508,985.35	
Disbursements		682,777.15-	1,679,617.36-	
SSIS		578,341.66-	1,047,942.84-	
Payroll		1,240,371.39-	2,474,353.42-	
Total .....		75,433.85-	692,928.27-	4,390,753.05

# Southwest Health and Human Services



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**Trial Balance**  
As of 02/2019

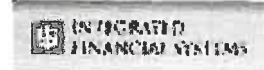
Report Basis: Cash

Page 2

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	1,581,705.40	123,599.69	231,058.91	1,812,764.31
1090 Investments	160,000.00	0.00	0.00	160,000.00 <span style="color: blue;">16%</span>
<b>Total Assets</b>	<b>1,741,705.40</b>	<b>123,599.69</b>	<b>231,058.91</b>	<b>1,972,764.31</b>
--- Liabilities and Balance ---				
Liabilities				
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Fund Balance				
2881 Unassigned Fund Balance	1,741,705.40-	0.00	0.00	1,741,705.40-
2885 Revenue Control	0.00	404,543.32-	803,223.87-	803,223.87-
2887 Expenditure Control	0.00	280,943.63	572,164.96	572,164.96
<b>Total Fund Balance</b>	<b>1,741,705.40-</b>	<b>123,599.69-</b>	<b>231,058.91-</b>	<b>1,972,764.31-</b>
<b>Total Liabilities and Balance</b>	<b>1,741,705.40-</b>	<b>123,599.69-</b>	<b>231,058.91-</b>	<b>1,972,764.31-</b>
410 General Administration				
-----Assets-----				
<b>Total Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
--- Liabilities and Balance ---				
Liabilities				
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Liabilities and Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1 Health Services Fund	0.00	0.00	0.00	0.00

# Southwest Health and Human Services



SRK  
3/11/19 12:00PM

Trial Balance  
As of 02/2019

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>
<b>410 General Administration</b>				
----- Assets -----				
1001 Cash In Bank - Checking	897.64	19,159.30-	18,215.61-	17,317.97-
Total Assets	897.64	19,159.30-	18,215.61-	17,317.97-
--- Liabilities and Balance ---				
Liabilities				
2090 Due To Flexible Plan Employees	427.90-	196.67-	166.66-	594.56-
Total Liabilities	427.90-	196.67-	166.66-	594.56-
Fund Balance				
2850 Assigned for Software Purchases	64,377.00	0.00	0.00	64,377.00
2881 Unassigned Fund Balance	64,846.74-	0.00	0.00	64,846.74-
2887 Expenditure Control	0.00	19,355.97	18,382.27	18,382.27
Total Fund Balance	469.74-	19,355.97	18,382.27	17,912.53
Total Liabilities and Balance	897.64-	19,159.30	18,215.61	17,317.97
<b>420 Income Maintenance</b>				
----- Assets -----				
1001 Cash In Bank - Checking	2,114,182.45-	26,251.54	160,791.07-	2,274,973.52-
1090 Investments	290,000.00	0.00	0.00	290,000.00 <span style="color: blue;">29%</span>
Total Assets	1,824,182.45-	26,251.54	160,791.07-	1,984,973.52-
--- Liabilities and Balance ---				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Fund Balance				
2881 Unassigned Fund Balance	1,824,182.45	0.00	0.00	1,824,182.45
2885 Revenue Control	0.00	576,196.15-	972,304.00-	972,304.00-
2887 Expenditure Control	0.00	549,944.61	1,133,095.07	1,133,095.07
Total Fund Balance	1,824,182.45	26,251.54-	160,791.07	1,984,973.52
Total Liabilities and Balance	1,824,182.45	26,251.54-	160,791.07	1,984,973.52
<b>431 Social Services</b>				
----- Assets -----				



# Southwest Health and Human Services



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Trial Balance  
As of 02/2019

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	7,696,573.56	309,054.42-	925,118.25-	6,771,455.31
1090 Investments	550,000.00	0.00	0.00	550,000.00 <span style="color: blue;">55%</span>
1205 County Advances - MFIP (Chippewa Cty)	80,749.47	0.00	30,390.00	111,139.47
<b>Total Assets</b>	<b>8,327,323.03</b>	<b>309,054.42-</b>	<b>894,728.25-</b>	<b>7,432,594.78</b>
--- Liabilities and Balance ---				
Liabilities				
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Fund Balance				
2881 Unassigned Fund Balance	8,327,323.03-	0.00	0.00	8,327,323.03-
2885 Revenue Control	0.00	1,052,486.15-	1,772,405.18-	1,772,405.18-
2887 Expenditure Control	0.00	1,361,550.57	2,667,133.43	2,667,133.43
<b>Total Fund Balance</b>	<b>8,327,323.03-</b>	<b>309,054.42</b>	<b>894,728.25</b>	<b>7,432,594.78-</b>
<b>Total Liabilities and Balance</b>	<b>8,327,323.03-</b>	<b>309,054.42</b>	<b>894,728.25</b>	<b>7,432,594.78-</b>

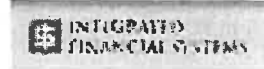
**461 Information Systems**

----- Assets -----				
1001 Cash In Bank - Checking	3,026,319.53-	13,942.00-	27,685.38-	3,054,004.91-
<b>Total Assets</b>	<b>3,026,319.53-</b>	<b>13,942.00-</b>	<b>27,685.38-</b>	<b>3,054,004.91-</b>
--- Liabilities and Balance ---				
Liabilities				
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Fund Balance				
2881 Unassigned Fund Balance	3,026,319.53	0.00	0.00	3,026,319.53
2885 Revenue Control	0.00	2,697.00-	6,669.00-	6,669.00-
2887 Expenditure Control	0.00	16,639.00	34,354.38	34,354.38
<b>Total Fund Balance</b>	<b>3,026,319.53</b>	<b>13,942.00</b>	<b>27,685.38</b>	<b>3,054,004.91</b>
<b>Total Liabilities and Balance</b>	<b>3,026,319.53</b>	<b>13,942.00</b>	<b>27,685.38</b>	<b>3,054,004.91</b>

**471 LCTS Collaborative Agency**

----- Assets -----				
<b>Total Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
--- Liabilities and Balance ---				
Liabilities				

# Southwest Health and Human Services



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**Trial Balance**  
As of 02/2019

Report Basis: Cash

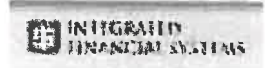
5 Human Services Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This- Month</u>	<u>Actual Year- To- Date</u>	<u>Current Balance</u>
<b>Total Liabilities</b>	0.00	0.00	0.00	0.00
<b>Fund Balance</b>				
2885 Revenue Control	0.00	63,674.00-	63,674.00-	63,674.00-
2887 Expenditure Control	0.00	63,674.00	63,674.00	63,674.00
<b>Total Fund Balance</b>	0.00	0.00	0.00	0.00
<b>Total Liabilities and Balance</b>	0.00	0.00	0.00	0.00
<b>5 Human Services Fund</b>	0.00	0.00	0.00	0.00

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# Southwest Health and Human Services



## RM-Stmt of Revenues & Expenditures

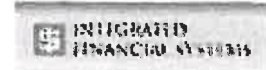
As Of 02/2019

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2019 BUDGET	% OF BUDG	% OF YEAR
<b>FUND 1 HEALTH SERVICES FUND</b>					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	164,194.50-	241,676.25-	966,705.00-	25	17
INTERGOVERNMENTAL REVENUES	21,928.72-	159,696.63-	169,800.00-	94	17
STATE REVENUES	25,860.45-	50,518.63-	820,717.00-	6	17
FEDERAL REVENUES	170,243.55-	280,719.18-	1,265,748.00-	22	17
FEES	21,299.54-	66,574.51-	418,795.00-	16	17
EARNINGS ON INVESTMENTS	993.81-	2,035.92-	4,800.00-	42	17
MISCELLANEOUS REVENUES	22.75-	2,002.75-	9,219.00-	22	17
<b>TOTAL REVENUES</b>	<b>404,543.32-</b>	<b>803,223.87-</b>	<b>3,655,784.00-</b>	<b>22</b>	<b>17</b>
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	17
PAYROLL AND BENEFITS	214,223.96	429,511.76	2,840,986.00	15	17
OTHER EXPENDITURES	66,719.67	142,653.20	804,798.00	18	17
<b>TOTAL EXPENDITURES</b>	<b>280,943.63</b>	<b>572,164.96</b>	<b>3,645,784.00</b>	<b>16</b>	<b>17</b>

# Southwest Health and Human Services

## RM-Stmt of Revenues & Expenditures

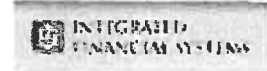


As Of 02/2019

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2019 BUDGET	% OF BUDG	% OF YEAR
<b>FUND 5 HUMAN SERVICES FUND</b>					
<b>REVENUES</b>					
CONTRIBUTIONS FROM COUNTIES	170.77-	360,274.80-	10,836,767.00-	3	17
INTERGOVERNMENTAL REVENUES	0.00	56,074.00-	132,267.00-	42	17
STATE REVENUES	363,661.59-	532,327.29-	5,224,156.00-	10	17
FEDERAL REVENUES	1,068,524.82-	1,390,026.79-	8,047,638.00-	17	17
FEES	159,050.31-	302,643.07-	2,415,391.00-	13	17
EARNINGS ON INVESTMENTS	5,217.45-	9,113.57-	25,200.00-	36	17
MISCELLANEOUS REVENUES	98,438.36-	164,592.66-	1,000,344.00-	16	17
<b>TOTAL REVENUES</b>	<b>1,695,063.30-</b>	<b>2,815,052.18-</b>	<b>27,681,763.00-</b>	<b>10</b>	<b>17</b>
<b>EXPENDITURES</b>					
PROGRAM EXPENDITURES	758,595.22	1,367,577.02	11,516,187.00	12	17
PAYROLL AND BENEFITS	1,031,698.40	2,035,364.96	13,537,287.00	15	17
OTHER EXPENDITURES	220,870.53	513,697.17	2,528,289.00	20	17
<b>TOTAL EXPENDITURES</b>	<b>2,011,164.15</b>	<b>3,916,639.15</b>	<b>27,581,763.00</b>	<b>14</b>	<b>17</b>

# Southwest Health and Human Services

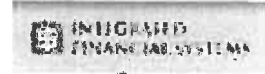


## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
1 FUND	Health Services Fund							
410 DEPT	General Administration							
0 PROGRAM	...		Revenue					17
			Expend.	2,413.72	4,823.04	160.00	3,014	17
			Net	2,413.72	4,823.04	160.00	3,014	17
930 PROGRAM	Administration		Revenue	165,415.77-	245,733.43-	981,744.00-	25	17
			Expend.	47,546.53	102,561.36	666,663.00	15	17
			Net	117,869.24-	143,172.07-	315,081.00-	45	17
410 DEPT	General Administration	<b>Totals:</b>	Revenue	165,415.77-	245,733.43-	981,744.00-	25	17
			Expend.	49,960.25	107,384.40	666,823.00	16	17
			Net	115,455.52-	138,349.03-	314,921.00-	44	17
481 DEPT	Nursing							
100 PROGRAM	Family Health		Revenue	3,599.35-	3,853.05-	16,680.00-	23	17
			Expend.	1,528.17	4,033.10	15,351.00	26	17
			Net	2,071.18-	180.05	1,329.00-	14-	17
103 PROGRAM	Follow Along Program		Revenue	3,888.00-	3,888.00-	26,966.00-	14	17
			Expend.	1,485.97	3,007.06	29,921.00	10	17
			Net	2,402.03-	880.94-	2,955.00	30-	17
110 PROGRAM	TANF		Revenue	29,745.19-	29,745.19-	127,876.00-	23	17
			Expend.	30,727.69	30,727.69	122,911.00	25	17
			Net	982.50	982.50	4,965.00-	20-	17
130 PROGRAM	WIC		Revenue	88,530.00-	158,006.00-	450,000.00-	35	17
			Expend.	35,364.36	71,818.96	524,339.00	14	17
			Net	53,165.64-	86,187.04-	74,339.00	116-	17
140 PROGRAM	Peer Breastfeeding Support Program		Revenue	11,030.00-	11,030.00-	55,438.00-	20	17
			Expend.	3,433.64	5,690.35	55,438.00	10	17
			Net	7,596.36-	5,339.65-	0.00	0	17
210 PROGRAM	CTC Outreach		Revenue	0.00	0.00	270,034.00-	0	17
			Expend.	16,741.51	31,437.26	270,034.00	12	17
			Net	16,741.51	31,437.26	0.00	0	17
270 PROGRAM	Maternal Child Health		Revenue	5,589.64-	10,812.52-	238,279.00-	5	17
			Expend.	13,962.19	38,678.29	248,588.00	16	17
			Net	8,372.55	27,865.77	10,309.00	270	17

# Southwest Health and Human Services



## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
280 PROGRAM	MCH Dental Health		Revenue	147.13-	357.71-	43,200.00-	1	17
			Expend.	1,717.69	8,344.80	19,059.00	44	17
			Net	1,570.56	7,987.09	24,141.00-	33-	17
285 PROGRAM	MCH Blood Lead		Revenue					17
			Expend.	52.39	52.39	0.00	0	17
			Net	52.39	52.39	0.00	0	17
295 PROGRAM	MCH Car Seat Program		Revenue	1,363.20-	2,646.40-	31,000.00-	9	17
			Expend.	2,374.42	4,516.89	38,792.00	12	17
			Net	1,011.22	1,870.49	7,792.00	24	17
300 PROGRAM	Case Management		Revenue	12,205.83-	45,825.55-	347,800.00-	13	17
			Expend.	29,519.77	71,780.43	389,147.00	18	17
			Net	17,313.94	25,954.88	41,347.00	63	17
330 PROGRAM	MNChoices		Revenue	24,529.00-	24,529.00-	157,000.00-	16	17
			Expend.	22,048.83	47,587.88	181,108.00	26	17
			Net	2,480.17-	23,058.88	24,108.00	96	17
603 PROGRAM	Disease Prevention And Control		Revenue	2,400.98-	5,540.66-	145,862.00-	4	17
			Expend.	12,800.65	25,335.55	227,721.00	11	17
			Net	10,399.67	19,794.89	81,859.00	24	17
660 PROGRAM	MIIC		Revenue	0.00	0.00	1,000.00-	0	17
			Expend.	344.61	395.77	109.00	363	17
			Net	344.61	395.77	891.00-	44-	17
481 DEPT	Nursing	Totals:	Revenue	183,028.32-	296,234.08-	1,911,135.00-	16	17
			Expend.	172,101.89	343,406.42	2,122,518.00	16	17
			Net	10,926.43-	47,172.34	211,383.00	22	17
483 DEPT	Health Education							
500 PROGRAM	Direct Client Services		Revenue	0.00	45.66-	2,270.00-	2	17
			Expend.	1,489.14	3,620.71	30,942.00	12	17
			Net	1,489.14	3,575.05	28,672.00	12	17
510 PROGRAM	SHIP		Revenue	14,565.61-	39,454.17-	226,690.00-	17	17
			Expend.	18,241.38	33,489.00	226,690.00	15	17
			Net	3,675.77	5,965.17-	0.00	0	17
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	1,709.44-	1,709.44-	17,009.00-	10	17
			Expend.	399.31	789.44	23,440.00	3	17
			Net	1,310.13-	920.00-	6,431.00	14-	17

# Southwest Health and Human Services

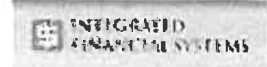


## Revenues & Expend by Prog,Dept,Fund

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	40,705.00-	189,326.00-	21	17
			Expend.	10,590.39	17,761.13	189,326.00	9	17
			Net	10,590.39	22,943.87-	0.00	0	17
900 PROGRAM	Emergency Preparedness		Revenue	21,457.08-	21,457.08-	97,210.00-	22	17
			Expend.	6,230.28	16,037.76	97,210.00	16	17
			Net	15,226.80-	5,419.32-	0.00	0	17
483 DEPT	Health Education	Totals:	Revenue	37,732.13-	103,371.35-	532,505.00-	19	17
			Expend.	36,950.50	71,698.04	567,608.00	13	17
			Net	781.63-	31,673.31-	35,103.00	90-	17
485 DEPT	Environmental Health		Revenue	18,367.10-	157,885.01-	230,400.00-	69	17
800 PROGRAM	Environmental		Expend.	21,930.99	49,676.10	288,835.00	17	17
			Net	3,563.89	108,208.91-	58,435.00	185-	17
485 DEPT	Environmental Health	Totals:	Revenue	18,367.10-	157,885.01-	230,400.00-	69	17
			Expend.	21,930.99	49,676.10	288,835.00	17	17
			Net	3,563.89	108,208.91-	58,435.00	185-	17
1 FUND	Health Services Fund	Totals:	Revenue	404,543.32-	803,223.87-	3,655,784.00-	22	17
			Expend.	280,943.63	572,164.96	3,645,784.00	16	17
			Net	123,599.69-	231,058.91-	10,000.00-	2,311	17

# Southwest Health and Human Services



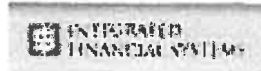
## Revenues & Expend by Prog,Dept,Fund

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				17
			Expend.	19,355.97	18,382.27	82,029.00	22
			Net	19,355.97	18,382.27	82,029.00	22
410 DEPT	General Administration	Totals:	Revenue				17
			Expend.	19,355.97	18,382.27	82,029.00	22
			Net	19,355.97	18,382.27	82,029.00	22
420 DEPT	Income Maintenance						
0 PROGRAM	...		Revenue				17
			Expend.	209.46	325.72	0.00	0
			Net	209.46	325.72	0.00	0
600 PROGRAM	Income Maint Administrative/Overhea		Revenue	31,354.61-	142,563.22-	3,458,246.00-	4
			Expend.	125,012.46	271,195.50	1,507,646.00	18
			Net	93,657.85	128,632.28	1,950,600.00-	7-
601 PROGRAM	Income Maint/Random Moment Payro		Revenue				17
			Expend.	191,831.90	379,333.93	2,522,830.00	15
			Net	191,831.90	379,333.93	2,522,830.00	15
602 PROGRAM	Income Maint FPI Investigator		Revenue	13,797.00-	13,797.00-	62,418.00-	22
			Expend.	4,838.81	9,447.14	62,418.00	15
			Net	8,958.19-	4,349.86-	0.00	0
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		Revenue	6,944.64-	8,972.82-	50,000.00-	18
			Expend.	0.00	41.56	50,000.00	0
			Net	6,944.64-	8,931.26-	0.00	0
610 PROGRAM	TANF(AFDC/MFIP/DWP)		Revenue	1,522.12-	1,954.12-	20,000.00-	10
			Expend.	0.00	0.00	20,800.00	0
			Net	1,522.12-	1,954.12-	800.00	244-
620 PROGRAM	General Asst (GA)/General Relief/Burl.		Revenue	2,306.22-	2,259.22-	27,500.00-	8
			Expend.	4,550.00	10,710.00	251,000.00	4
			Net	2,243.78	8,450.78	223,500.00	4
630 PROGRAM	Food Support (FS)		Revenue	101,292.50-	111,908.50-	517,000.00-	22
			Expend.	2,535.77	3,516.77	6,600.00	53
			Net	98,756.73-	108,391.73-	510,400.00-	21



# 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	200,594.55-	258,780.58-	1,686,850.00-	15	17
			Expend.	85,038.11	185,192.42	1,089,896.00	17	17
			Net	115,556.44-	73,588.16-	596,954.00-	12	17
650 PROGRAM	Medical Assistance (MA)		Revenue	218,384.51-	432,068.54-	3,325,000.00-	13	17
			Expend.	135,928.10	273,332.03	2,517,000.00	11	17
			Net	82,456.41-	158,736.51-	808,000.00-	20	17
420 DEPT	Income Maintenance	Totals:	Revenue	576,196.15-	972,304.00-	9,147,014.00-	11	17
			Expend.	549,944.61	1,133,095.07	8,028,190.00	14	17
			Net	26,251.54-	160,791.07	1,118,824.00-	14-	17
431 DEPT	Social Services							
700 PROGRAM	Social Service Administrative/Overhea		Revenue	441,776.18-	728,039.30-	10,543,762.00-	7	17
			Expend.	222,211.22	500,307.98	2,734,848.00	18	17
			Net	219,564.96-	227,731.32-	7,808,914.00-	3	17
701 PROGRAM	Social Services/SSTS		Revenue					17
			Expend.	549,708.94	1,093,896.96	7,186,678.00	15	17
			Net	549,708.94	1,093,896.96	7,186,678.00	15	17
710 PROGRAM	Children's Social Services Programs		Revenue	209,225.44-	343,872.94-	1,877,040.00-	18	17
			Expend.	213,228.07	455,132.36	4,077,941.00	11	17
			Net	4,002.63	111,259.42	2,200,901.00	5	17
712 PROGRAM	CIRCLE Program		Revenue	0.00	5,000.00-	5,000.00-	100	17
			Expend.	371.12	445.88	8,000.00	6	17
			Net	371.12	4,554.12-	3,000.00	152-	17
713 PROGRAM	"SELF Program" Grant		Revenue	0.00	0.00	54,100.00-	0	17
			Expend.	2,758.09	3,965.88	54,100.00	7	17
			Net	2,758.09	3,965.88	0.00	0	17
715 PROGRAM	Childrens Waivers		Revenue	7,389.55-	13,256.66-	90,000.00-	15	17
			Expend.	0.00	0.00	2,000.00	0	17
			Net	7,389.55-	13,256.66-	88,000.00-	15	17
716 PROGRAM	FGDM/Family Group Decision Making		Revenue	0.00	0.00	56,914.00-	0	17
			Expend.	0.00	1,254.15	56,914.00	2	17
			Net	0.00	1,254.15	0.00	0	17
717 PROGRAM	AR/Alternative Response Discretion F		Revenue	0.00	0.00	58,390.00-	0	17
			Expend.	1,239.70	1,883.68	58,336.00	3	17
			Net	1,239.70	1,883.68	54.00-	3,488-	17

# 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>
718 PROGRAM	PSOP/Parent Support Outreach Progra		Revenue	0.00	0.00	40,539.00-	0	17
			Expend.	399.10	529.76	40,539.00	1	17
			Net	399.10	529.76	0.00	0	17
720 PROGRAM	Ch Care/Ch Prot		Revenue	1,400.00-	2,750.00-	21,000.00-	13	17
			Expend.	8.00	113.75	3,000.00	4	17
			Net	1,392.00-	2,636.25-	18,000.00-	15	17
721 PROGRAM	CC-Basic Slide Fee/Cty Match to DHS		Revenue	5,573.00-	5,673.00-	38,238.00-	15	17
			Expend.	3,613.75	7,302.50	43,865.00	17	17
			Net	1,959.25-	1,629.50	5,627.00	29	17
726 PROGRAM	MFIP/SW MN PIC		Revenue	2,658.00-	2,658.00-	372,000.00-	1	17
			Expend.	0.00	0.00	285,390.00	0	17
			Net	2,658.00-	2,658.00-	86,610.00-	3	17
730 PROGRAM	Chemical Dependency		Revenue	46,165.26-	58,478.97-	273,000.00-	21	17
			Expend.	40,767.65	116,513.07	519,000.00	22	17
			Net	5,397.61-	58,034.10	246,000.00	24	17
741 PROGRAM	Mental Health/Adults Only		Revenue	32,253.38-	98,121.97-	1,348,451.00-	7	17
			Expend.	131,471.25	135,177.98	1,737,482.00	8	17
			Net	99,217.87	37,056.01	389,031.00	10	17
742 PROGRAM	Mental Health/Children Only		Revenue	63,527.29-	105,419.40-	784,100.00-	13	17
			Expend.	161,548.22	276,378.02	1,852,300.00	15	17
			Net	98,020.93	170,958.62	1,068,200.00	16	17
750 PROGRAM	Developmental Disabilities		Revenue	77,280.57-	131,465.76-	815,161.00-	16	17
			Expend.	24,352.04	47,973.89	389,361.00	12	17
			Net	52,928.53-	83,491.87-	425,800.00-	20	17
760 PROGRAM	Adult Services		Revenue	90,034.94-	159,059.50-	1,419,500.00-	11	17
			Expend.	5,507.95	8,924.70	35,400.00	25	17
			Net	84,526.99-	150,134.80-	1,384,100.00-	11	17
765 PROGRAM	Adults Waivers		Revenue	75,212.54-	118,609.68-	702,000.00-	17	17
			Expend.	4,365.47	17,332.87	102,000.00	17	17
			Net	70,847.07-	101,276.81-	600,000.00-	17	17
431 DEPT	Social Services	Totals:	Revenue	1,052,496.15-	1,772,405.18-	18,499,195.00-	10	17
			Expend.	1,361,550.57	2,667,133.43	19,187,154.00	14	17
			Net	309,054.42	894,728.25	687,959.00	130	17
461 DEPT	Information Systems							

# 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>
0 PROGRAM	...		Revenue	2,697.00-	6,669.00-	35,554.00-	19	17
			Expend.	16,639.00	34,354.38	284,390.00	12	17
			Net	13,942.00	27,685.38	248,836.00	11	17
461 DEPT	Information Systems	Totals:	Revenue	2,697.00-	6,669.00-	35,554.00-	19	17
			Expend.	16,639.00	34,354.38	284,390.00	12	17
			Net	13,942.00	27,685.38	248,836.00	11	17
471 DEPT	LCTS Collaborative Agency		Revenue	63,674.00-	63,674.00-	0.00	0	17
702 PROGRAM	LCTS		Expend.	63,674.00	63,674.00	0.00	0	17
			Net	0.00	0.00	0.00	0	17
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	63,674.00-	63,674.00-	0.00	0	17
			Expend.	63,674.00	63,674.00	0.00	0	17
			Net	0.00	0.00	0.00	0	17
5 FUND	Human Services Fund	Totals:	Revenue	1,695,063.30-	2,815,052.18-	27,681,763.00-	10	17
			Expend.	2,011,164.15	3,916,639.15	27,581,763.00	14	17
			Net	316,100.85	1,101,586.97	100,000.00-	1,102-	17
FINAL TOTALS	918 Accounts		Revenue	2,099,606.62-	3,618,276.05-	31,337,547.00-	12	17
			Expend.	2,292,107.78	4,488,804.11	31,227,547.00	14	17
			Net	192,501.16	870,528.06	110,000.00-	791 -	17

# Social Services Caseload:

<b>Yearly Averages</b>	<b>Adult Services</b>	<b>Children's Services</b>	<b>Total Programs</b>
2016	2669	518	3187
2017	2705	604	3308
2018	2683	617	3299
2019			

<b>2019</b>	<b>Adult Services</b>	<b>Children's Services</b>	<b>Total Programs</b>
January	2687	614	3301
February	2709	593	3302
March			0
April			0
May			0
June			0
July			0
August			0
September			0
October			0
November			0
December			0
<b>Average</b>	<b>2698</b>	<b>604</b>	<b>550</b>

# Adult - Social Services Caseload

Average	Adult Brain Injury (BI)	Adult Community Alternative Care (CAC)	Adult Community Access for Disability Inclusion (CADI)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
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
2019												

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

<b>2019</b>	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	10	317	15	0	266	43	892	18	323	459	344	2687
February	10	317	15	0	263	48	880	18	349	461	348	2709
March												0
April												0
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	<b>10</b>	<b>317</b>	<b>15</b>	<b>0</b>	<b>265</b>	<b>46</b>	<b>886</b>	<b>18</b>	<b>336</b>	<b>460</b>	<b>346</b>	<b>450</b>

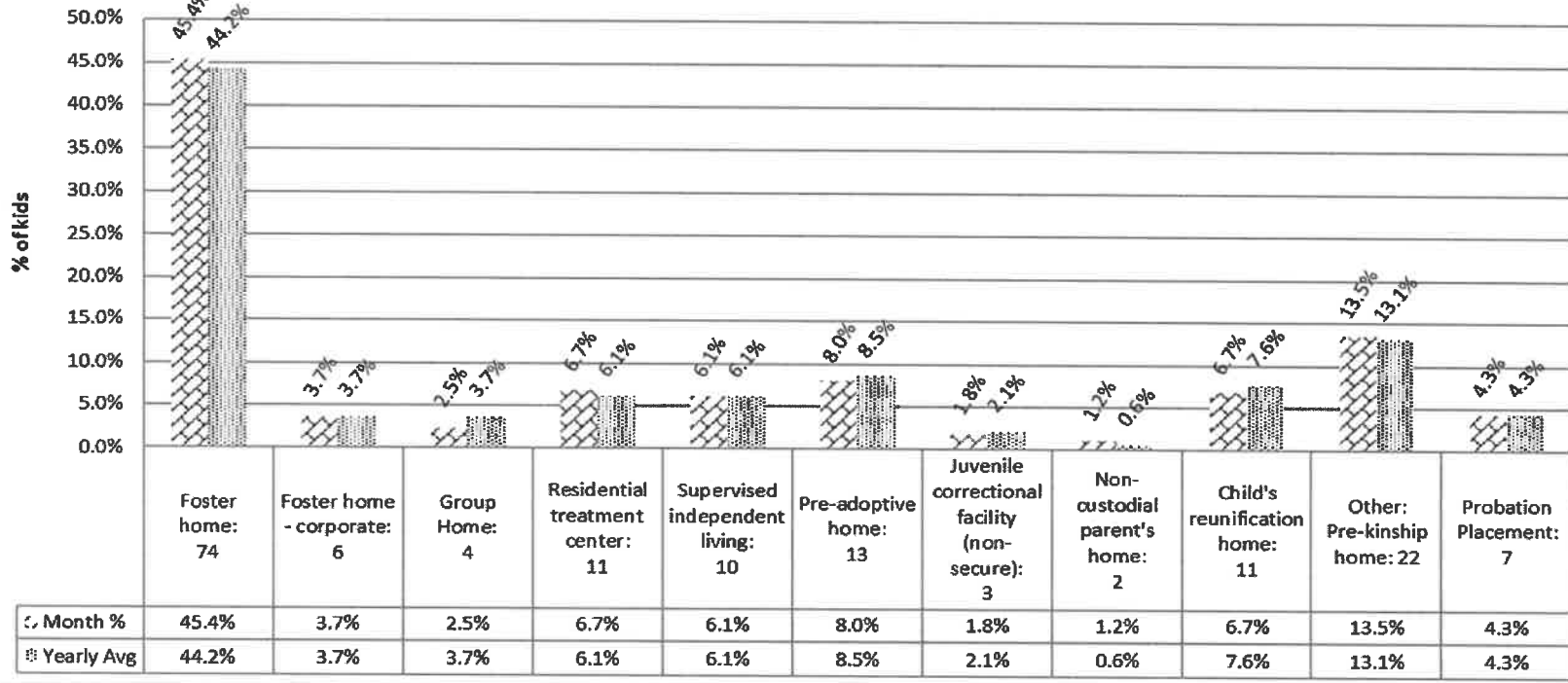
# Children's - Social Services Caseload

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
2016	41	17	2	5	35	175	145	86	0	0	13	482
2016	49	21	0	10	35	195	174	103	0	0	17	518
2017	46	23	0	11	40	180	182	110	0	0	25	604
2018												617

<b>2019</b>	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	42	21	0	11	38	165	206	98	0	0	33	614
February	39	17	0	11	38	159	197	98	0	1	33	593
March												0
April												0
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	<b>41</b>	<b>19</b>	<b>0</b>	<b>11</b>	<b>38</b>	<b>162</b>	<b>202</b>	<b>98</b>	<b>0</b>	<b>1</b>	<b>33</b>	<b>101</b>



**February 2019 - Placements by Category  
163 Kids in Placement**





**February 2019:** Total kids in placement = 163

**Total of 8 Children entered placement**

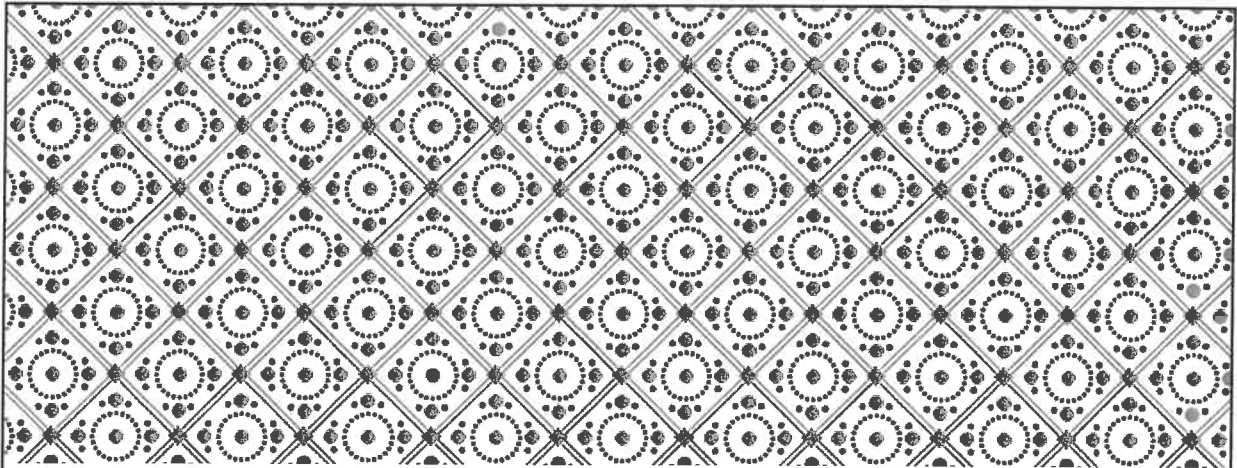
4	Lyon	Foster Home
2	Murray	Foster Home
1	Pipestone	Foster Home
1	Redwood	Probation

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

3	Lyon	ADOPTED
1	Lyon	Juvenile Correctional Facility
1	Lyon	Group Home
4	Redwood	Child's Reunification Home
1	Redwood	Group Home

**NON IVD COLLECTIONS**  
**FEBRUARY 2019**

<b>PROGRAM</b>	<b>ACCOUNT</b>	<b>TOTAL</b>
MSA/GRH	05-420-605.5802	6,945
TANF (MFIP/DWP/AFDC)	05-420-610.5803	1,522
GA	05-420-620.5803	797
FS	05-420-630.5803	834
CS (PI Fee, App Fee, etc)	05-420-640.5501	193
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	44,246
REFUGEE	05-420-680.5803	0
<b>CHILDRENS</b>		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	2,358
OOH/FC Recovery	05-431-710.5803	34,560
<b>CHILDCARE</b>		
Licensing	05-431-720.5502	1,000
Corp FC Licensing	05-431-710.5505	400
Over Payments	05-431-721&722.5803	0
<b>CHEMICAL DEPENDENCY</b>		
CD Assessments	05-431-730.5519	6,710
Detox Fees	05-431-730.5520	9,296
Over Payments	05-431-730.5803	0
<b>MENTAL HEALTH</b>		
Insurance Copay	05-431-740.5803	0
Over Payments	05-431-741 or 742.5803	0
<b>DEVELOPMENTAL DISABILITIES</b>		
Insurance Copay/Overpayments	05-431-750.5803	0
<b>ADULT</b>		
Court Visitor Fee	05-431-760.5515	600
Insurance Copay/Overpayments	05-431-760.5803	0
<b>TOTAL NON-IVD COLLECTIONS</b>		<b>109,461</b>



# SWHHS RESTORATIVE JUSTICE/CIRCLE PROGRAM

2018 End of Year Report

## HISTORY

### 2011

- Part-Time Staff: Circle Coordinator
- Circles Offered: Transition Circle, Circle Sentencing

### 2013

- Full-Time Staff: Circle Coordinator, Circle Coordinator Assistant
- Circles Offered: Transition Circle, Circle of Hope, Family & Community Circle , Circle Sentencing

### 2015-Current

- Full-Time Staff: Circle Coordinator, Circle Specialist, Circle School Liaison\*, 10% time Circle of Hope Facilitator
- Services Offered: Circle of Hope, Family & Community Circle (Transition Circle), Circle Sentencing, School Circles\*, SWHHS Agency/Unit Circles, Oasis Circle, Parent to Parent Circle, Victim-Offender Conferencing, Circle Volunteer/School Trainings

### New in 2019

- Foster/Adoptive Parent Circle

\*Circle staff resignation/Circles ended mid 2018

## CIRCLE DESCRIPTIONS

### **Circle Sentencing**

- Includes juveniles who have committed a crime, the community and those harmed by crime. The Circle works to repair the harm caused and address any underlying issues the juvenile may be having to ensure they do not re-enter the juvenile justice system (Lyon, Redwood, Lincoln, Murray, and Rock Counties)

### **Family & Community Circle**

- Circle members work to provide a support system for youth and families while improving communication, holding each other accountable, and problem-solving. "catch-all" Circle (Offered in all SWHHS Counties)

### **Circle of Hope**

- Serves as a support Circle for Adults/Older Adolescents who are in recovery (Lyon and Redwood County)

## CIRCLE DESCRIPTIONS CONTINUED

### **Parent to Parent Circle**

- Serves as a support group for parents to discuss barriers and next steps in parenting in today's world (Lyon County. Murray County is in progress)

### **Foster/Adoptive Parent Circle**

- Serves as a support group for SWHHS Foster/Adoptive Parents (Located in Lyon County-open to Foster Parents in all counties)

### **Oasis Circle**

- A place for staff to get to know one another and discuss the challenging and rewarding parts of their jobs (Lyon, Redwood, Murray, and Pipestone Counties. Rock and Lincoln County Oasis were ended due to lack of attendance)

\*Circles in Redwood County are facilitated by the Redwood County Restorative Justice Program. SWHHS Circle is still available for referrals from Redwood County if the current program does not fit or is unable to facilitate.

## CIRCLE SENTENCING STATISTICS

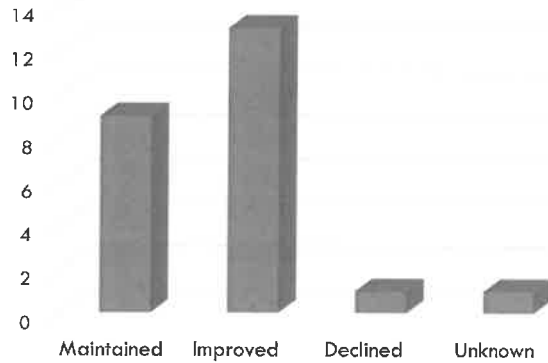
	Lincoln/Lyon Counties 2011-Present	Redwood County 2010-Present
Number of Referrals	36 Lyon, 7 Lincoln	
Completions	25 Graduations 7 referrals back to the traditional justice system 4 youth did not accept Circle 6 youth currently in Circle	30 Graduations 8 referrals back to the traditional justice system 7 youth currently in Circle
Graduation Percentage	76%	79%
Average Age of Youth	14 Years Old	15.5 Years Old
Age Range of Youth Served	10 years old-17 years old	10 years old-18 years old
Average time in Circle	13.75 Months	9.92 Months

## CIRCLE SENTENCING COMMUNITY IMPACTS

	Lincoln/Lyon Counties 2011-Present	Redwood County 2010-Present
Restitution Paid	\$11,008.90	\$11,202.69
Community Service Hours Completed	505 Hours	720 Hours

79% of the Circle Sentencing participants, 14 or older, have either obtained or maintained employment (Lincoln/Lyon).

**Academics (Lincoln/Lyon)**



## CIRCLE SENTENCING & PLACEMENTS

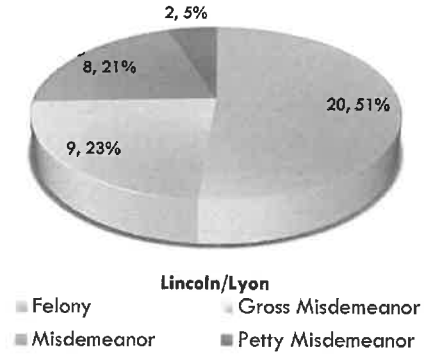
**Average cost to SWHHS for a probation placement (all counties):**

\$27,024.71 per kid in 2018

	Average YTD probation placements	
	2014	2018
<b>Lyon</b>	6	1
<b>Lincoln</b>	0 (2016)	1
<b>Redwood</b>	6	6

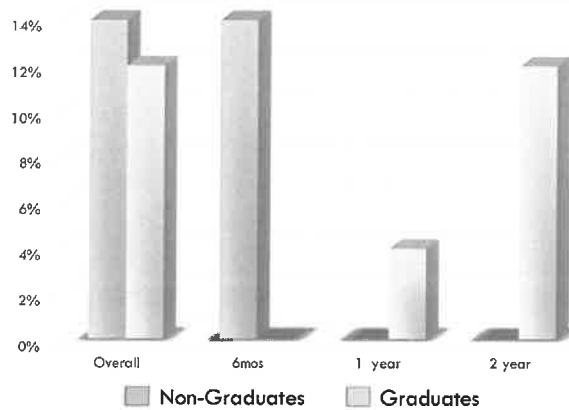
13 Circle Graduations = youth not placed = \$351,321.23 in cost savings

Circle Sentencing targets the most at-risk juveniles (high-level offenders). If not in Circle sentencing, these juveniles would go through court. If adjudicated delinquent, probation has the ability to place the youth. Most youth referred would likely be found guilty and put on probation.



## CIRCLE SENTENCING RECIDIVISM

LINCOLN/LYON: 2011-PRESENT



## CIRCLE SENTENCING EVALUATIONS-OFFENDER PARENTS

### All parents that responded:

- Felt their child was adequately held accountable
- Used "positive and very positive" to describe their child's behavior after completing the Circle sentencing process
- Stated they would recommend this process to others and believe it benefits society as a whole
- Stated they would choose to participate in Circle again if they had to do it over

### Comments:

- "He has changed 180 degrees-from angry and follower to happy and leader"
- "It has helped to change overall behavior, helped me have discussions that otherwise avoided, helped provide better coping skills"

## CIRCLE SENTENCING EVALUATIONS-VICTIMS

### All victims that responded:

- Chose "very satisfied" or "satisfied" when describing how satisfied they were with the way their case was handled and with the outcome
- Felt the offender was adequately held responsible for his/her behavior
- Would recommend this process to others in similar circumstances and would again choose to meet the offender through this program if they had to do it over again

### Comments:

- "I think it was (is) great to have these meetings that might change these offenders from doing more damage"
- "Keep this up-and changing the feeling of these kids while they are young"

## CIRCLE SENTENCING EVALUATIONS-COMMUNITY MEMBERS

### All volunteers that responded:

- Felt the offender fulfilled their obligations
- Would recommend this process to others

### Comments:

- "It (Circle) gives others a chance to change their lifestyle"
- "This is a valuable service within our community. Hopefully others step forward to become Circle volunteers"

## CIRCLE SENTENCING EVALUATIONS-OFFENDERS

### All youth that responded:

- Chose "very satisfied" or "satisfied" when describing how satisfied they were with the way their case was handled and with the outcome
- Chose "very important" when asked how important it was for them to be able to apologize to the victim for what they did
- Would recommend this process to others and would choose to participate in Circle again if they had to do it over

### Comments:

- "I am very happy that I have the opportunity to do this program"
- "By attending Circle I have realized to think before I act. I have also learned that it is okay to say no when in a bad situation and make better choices"



## FAMILY & COMMUNITY CIRCLE

Extensive evaluation and tracking systems were developed in 2018

2018 Referrals: 9 Families

### Types of Family & Community Circles:

- Improving communication/relationships within families, allowing all family members to have an equal voice
- Building support networks for families
- Helping with an adoption transition
- Transition home from placement
- Child Behavior, family or youth/parent conflict
- Child Protection Support (supports the client in following and completing the CP Case plan)

## EXPANSION EFFORTS

▪ Starting in 2017, there were Circle Sentencing/Family & Community Circles being held in:

✓ Lincoln, Lyon, Rock, Redwood and Murray Counties

▪ Prior to losing a staff member mid-2018, School Circles were being facilitated in Lyon and Pipestone Counties

▪ Murray County Parents Circle planned to start in 2019

▪ Continuing conversations with County Attorneys in Murray, Pipestone, and Rock Counties in regards to Circle Sentencing

▪ SWHHS Circles: Unit Circles, Grief Circles, Management Circle, Oasis Circle

## OTHER

- 2018/2019 Grant Dollars: Lyon-Murray Collaborative Grant: \$6,000
  - ✓ To be used for child care, meeting space, and transportation for Circle clients
- \$5,000 per year Contribution from Lincoln/Lyon Probation
- Lincoln/Lyon County Stakeholder Committee
  - ✓ Expanded committee to include Lincoln/Lyon County Law Enforcement
- 2018 Volunteer Contributions
  - ✓ 813.75 hours spent in Circle
  - ✓ \$22,443.23 worth of their time donated to SWHHS clients

### **“Body Shop” written by Circle Youth**

There are many struggles in a lifetime. I like to refer to them as “speed bumps” as we are the cars. Each speed bump is in relation to a life struggle. For instants in my life when the incident happened, I was going over a life speed bump. If you take it too fast your ruin your car, if you take it too slow you will not make it over it. You have to know how to handle the speed bump. When I went over one of my life’s speed bumps, I was not thinking and went over it too fast, ruining my “car” or myself. I tried to rush over the speed bump but broke something major on the car. The major thing on the car was trust and my image to others.

Now I am in the “body shop” rebuilding my car frame and axle, brakes, etc. The frame acting as my public image and interior damage acting as trust. Therefore, in reality all of you, as members of this program are the mechanics fixing me up and getting me ready to go back on the road. Once I am ready to hit the road, again I will be graduated from the “body shop” or circle. I will be a new and improved car ready for whichever speed bump comes my way. The one thing that will be different from the other speed bumps in life is that I will know how to handle them and how to overcome them. And I can thank all of you for that.

## UPCOMING EVENTS

### **Spring Volunteer Circle**

- April 1<sup>st</sup>, 2019-5:30pm
- Circle Room #2

### **Fall Volunteer Training**

- October 21<sup>st</sup> & 28<sup>th</sup>, November 4<sup>th</sup>

### **Fall Volunteer Circle**

- Monday, November 18<sup>th</sup>



## THANK YOU!

Circle Coordinator: Megan Boerboom  
Megan.Boerboom@swmhhs.com  
507-532-4121

Circle Specialist: Amber Kinner  
Amber.Kinner@swmhhs.com  
507-532-4132

Circle of Hope Facilitator: Heather Bruse  
Heather.Bruse@swmhhs.com  
507-532-1207

Social Services Supervisor: Michelle Buysse  
Michelle.Buysse@swmhhs.com  
507-532-1239



**Minnesota Department of Human Services  
Elmer L. Andersen Building  
Commissioner Emily Piper  
Post Office Box 64998  
St. Paul, Minnesota 55164-0998**

December 28, 2018

**TO:** District Court Judges  
Court Administrators  
County Attorneys  
Chief Public Defenders  
Sheriffs  
County Administrators  
County Human Services Directors

**RE:** Bulletin Addendum

Dear Stakeholders:

Earlier this month, DHS issued a bulletin regarding changes to competency restoration services at our Direct Care and Treatment facilities. Our intent was to provide clarity about how we have changed our processes – a change which began with a pilot over several months starting in 2017 and then was implemented statewide in July. Following the issuance of the bulletin we heard from some of you that you were caught off guard by the announcement and were concerned about the ramifications for your work and for the well-being of the people we all serve.

We want to make sure that you understand our reasons for making changes and know that resources are available to train others who decide to supplement our inpatient competency restoration education after people are discharged from inpatient mental health treatment.

Today we have issued a bulletin addendum that contains additional information and a commitment to provide these resources to you as we move forward. In addition to updated curriculum we have already shared, we will support and assist counties, law enforcement and court personnel in adjusting to the change in competency restoration. Our experienced staff are willing to join any meetings, including regional meetings of county social services directors or similar meetings. DHS will also be offering webinars on this change in policy. Please look for notifications in the next couple of weeks.

The goal of this change – to provide additional capacity to serve people with psychiatric needs– remains sound. Regardless of our significant resource and capacity constraints, we cannot, and should not, keep people in state institutions longer than they are clinically required to be there. The good news is, that through several months of a pilot of the new approach described in the bulletin, DHS was able to admit and treat 26 percent more patients – from jails, the community and hospitals. Furthermore, during this period and over the course of the subsequent statewide implementation, no problems related to this change have been reported. At the same time, we continue to successfully provide competency education to patients while they are in our facilities for mental health care, restoring an average of 75 percent of people to competency during their stays in DHS facilities.

Again, it was not DHS’s intention to catch anyone off guard with this announcement. If you have any questions or input on this or any other issue related to Direct Care and Treatment, please do not hesitate to contact Marshall Smith, who leads DCT, at 651-431-2687 or [marshall.e.smith@state.mn.us](mailto:marshall.e.smith@state.mn.us).

Sincerely,

A handwritten signature in black ink that reads "Emily Piper". The signature is written in a cursive, flowing style.

Emily Piper  
Commissioner

Enc.

**NUMBER**  
#18-76-01

**DATE**  
December 18, 2018

**OF INTEREST TO**  
County Directors  
Human Services Supervisors  
and Staff  
District Court Judges  
County Attorneys  
Chief Public Defenders  
Direct Care & Treatment –  
Executive Directors and  
Site Directors

**ACTION/DUE DATE**  
Effective upon publication.

**EXPIRATION DATE**  
December 18, 2020

## Provisional Discharge of Direct Care and Treatment Patients

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### TOPIC

Provisional discharge of individuals civilly committed as Mentally Ill after being found incompetent to stand trial in felony and gross misdemeanor cases.

### PURPOSE

Provide information and instruction.

### SIGNED

MARSHALL E. SMITH  
Health Systems Chief Executive Officer  
Direct Care and Treatment

### TERMINOLOGY NOTICE

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

# I. Background

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The Department of Human Services (DHS) provides inpatient mental health treatment to individuals under civil commitment. A substantial number of individuals are civilly committed to the Commissioner of Human Services, primarily as Mentally Ill, after being found incompetent to stand trial in felony and gross misdemeanor criminal cases (“civilly committed defendants”). Minnesota law neither requires the Commissioner to provide competency education to such individuals nor authorizes the Commissioner to hold them in lieu of jail during criminal proceedings absent a need for treatment in a DHS facility.

In 2006, DHS voluntarily initiated a 25-bed pilot “Competency Restoration Program” to provide competency services for civilly committed incompetent defendants. By 2018, DHS is averaging 120 such patients each day in three different locations. As this program has grown, over-retention of patients who no longer need inpatient mental health treatment has been a growing issue and is a barrier to other individuals receiving access to such care.

The Minnesota Commitment and Treatment Act provides that provisional discharge of determinate commitments is in the discretion of the head of the treatment facility. Minn. Stat. § 253B.15, subd. 1. This bulletin communicates an effort to align practices with ethical and fiscal obligations for a patient’s mental health care needs by ensuring that county case managers are aware of the need to prepare for the provisional discharge of patients following a clinical determination that in-patient care is no longer necessary to meet an individual patient’s mental health needs.

## A. Provisional Discharge

If not already doing so for civilly committed defendants, county case managers will begin planning for provisional discharge at the time the individual is admitted to a DHS facility, even if this commitment is after a finding of incompetency.

### 1. Community placement

The county case manager will identify community placement options for individuals for whom the head of a treatment facility determines such placement is appropriate.

### 2. Provisional discharge to jail

DHS will provisionally discharge civilly committed defendants from a treatment facility to jail when the individual’s mental health needs do not require in-patient care and the individual’s conditions of release prevent community placement. The county case manager is responsible for communicating with the prosecuting attorney to address release conditions in preparing for any subsequent release from jail to a community setting.

### **3. Notification**

In addition to the regular communications with county case managers during the course of the civilly committed defendant's inpatient treatment, DHS inpatient treatment staff will provide formal notice of provisional discharge to county case managers pursuant to Minnesota Statutes, section 253B.16, subdivision 2.

## **B. Forensic Mental Health**

DHS will no longer refer to its activities described herein as the "Competency Restoration Program (CRP)" and "Community Competency Restoration Program (CCRP)." DHS realigns the naming convention to more accurately describe the substantive effort of providing mental health services to individuals civilly committed after being found incompetent on felony and gross misdemeanor charges according to individual need in appropriate available treatment settings including Forensic Mental Health. Former CRP and CCRP staff and resources will continue to serve patients through the Forensic Mental Health component of the Forensic Services division of DHS Direct Care and Treatment. Competency restoration education services may be available to patients in DHS facilities secondary to primary mental health treatment.

## **II. RESOURCES**

For Forensic Mental Health questions:

Lisa Vanderveen-Nagel, Program Director, 507-933-5011.

For AMRTC program questions:

Jayne Lopuch, Director of Social Work, 651-431-5047.

Download the DHS-developed competency restoration curriculum at these links:

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7822-ENG> (teaching guide)

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7822B-ENG> (workbook)

## **Americans with Disabilities Act (ADA) Advisory**

This information is available in accessible formats for people with disabilities by calling (651) 431-2600 (voice) or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.



**NUMBER**  
#18-76-01A

**DATE**  
December 28, 2018

**OF INTEREST TO**  
County Directors  
Human Services Supervisors  
and Staff

District Court Judges

County Attorneys

Chief Public Defenders  
Direct Care & Treatment –  
Executive Directors and Site  
Supervisors

**ACTION/DUE DATE**  
Effective upon publication

**EXPIRATION DATE**  
December 28, 2020

## Provisional Discharge of Direct Care and Treatment Patients - Addendum

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### TOPIC

Provisional discharge of patients civilly committed as Mentally Ill after being found incompetent to stand trial in felony and gross misdemeanor cases.

### PURPOSE

This bulletin provides additional information and context related to Bulletin #18-76-01. That bulletin announced a change in how DHS Direct Care and Treatment facilities will provisionally discharge patients civilly committed as Mentally Ill after being found incompetent to stand trial in felony and gross misdemeanor cases. This bulletin provides information that may be helpful to counties and courts as they plan for how to address the change in provisional discharges. The bulletin also announces webinars and resources to help in that planning.

### CONTACT

Marshall E. Smith  
Health Systems Chief Executive Officer  
651-431-7505

### SIGNED

MARSHALL E. SMITH  
Health Systems Chief Executive Officer  
Direct Care and Treatment

### TERMINOLOGY NOTICE

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

## I. Background

---

On December 18, 2018, the Department of Human Services (DHS) issued Bulletin #18-76-01. That bulletin announced a DHS change to the point at which it provisionally discharges people civilly committed as Mentally Ill after being found incompetent to stand trial in felony and gross misdemeanor cases (“civilly committed defendants”). DHS will provisionally discharge civilly committed defendants when they no longer need inpatient care, as it does for other civilly committed persons. Sometimes this may occur before a criminal court has found the person competent to stand trial.

This Bulletin (#18-76-01A) explains why this change is necessary, what impact is expected, and provides resources to county social services, county attorneys, and court personnel to assist in this transition.

### A. Context: New scope of DHS role in Competency Restoration

#### **1. DHS will continue to provide competency restoration education services to patients during inpatient mental health treatment**

DHS will not stop providing competency education to civilly committed defendants in inpatient care at DHS programs. DHS will provide this service until there is a clinical determination that the individual no longer needs inpatient mental health treatment and is provisionally discharged.

#### **2. Most people will have competency fully restored at the time of discharge from DHS facilities**

From November 2017 to May 2018, DHS worked on a pilot project to increase the number of civilly committed individuals DHS was able to serve. Under the project, DHS sought to provisionally discharge civilly committed defendants when medically appropriate, rather than based on competency status. During that time, 75 percent of individuals provisionally discharged were deemed competent at the point of provisional discharge. These numbers show that most civilly committed defendants will be competent to stand trial when provisional discharge occurs. In fact, many counties will likely not be impacted by this change in any given year.

Moreover, the pilot successfully increased the number of patients admitted by 26 percent.

Since the pilot ended in July, DHS has been following the new provisional discharge policy for all cases. To help plan for the change in practice, DHS will provide information specific to each county. While counties and DHS have always worked closely together to prepare for provisional discharge, that collaboration will be particularly critical when preparing appropriate services for civilly committed defendants.

## **B. Context: Rationale for DHS change in Competency Restoration**

### **1. Maximize availability of DHS mental health treatment beds for those who need mental health treatment**

The sheer number of people being retained for competency restoration past the point of clinical stability limits DHS' ability to meet the needs of all patients being committed to DHS for mental health treatment. DHS started competency restoration with a 25 bed program in 2006. Today, an average of 120 civilly committed defendants are in inpatient care at DHS each day in three different locations.

When a civilly committed defendant who no longer needs inpatient care is retained in a DHS facility, that bed is not available for someone else also committed to DHS for treatment. In 2013, the Legislature required DHS to prioritize admission of individuals in jail who were civilly committed after being found incompetent. That law created tremendous pressure on admissions to DHS facilities. Sheriffs have attempted to drop off patients at facilities without bed space and courts have tried to hold DHS in contempt when no beds were available.

DHS provides mental health treatment that is not available elsewhere in Minnesota. Without access to the limited beds DHS operates, people with acute mental health needs are stuck in jails or in community hospitals where their treatment needs cannot be met. The beds at DHS inpatient mental health programs – Anoka Metro Regional Treatment Center, Minnesota Security Hospital and Community Behavioral Health Hospitals – are a scarce resource that must be available to those patients across Minnesota most in need of this specialized care. Instead, beds have been used for people needing only competency restoration education services and no longer needing inpatient care.

Through the pilot of the new approach described in the bulletin, DHS was able to admit 26 percent more patients into DHS facilities. This means these individuals were able to get care uniquely available in DHS programs rather than going without primary mental health treatment while waiting in jail or the community. Competency education can be provided to individuals who have been provisionally discharged in other settings without impacting the availability of these specialized mental health care facilities.

### **2. No Legal Requirement for DHS to provide competency restoration education services**

There is no legal obligation for DHS to provide competency restoration education.

Importantly, the law also does not authorize DHS to hold such individuals in lieu of jail during criminal proceedings absent a need for treatment in a DHS inpatient facility. Minnesota statutes authorize DHS to treat patients civilly committed for mental health treatment and give discretion to the head of the treatment facility over provisional discharge. DHS is working to avoid retaining patients in locked facilities when inpatient care is no longer necessary. This over retention may violate the rights of patients to no longer be held in a locked facility in connection with their civil commitment.

## **C. Resources available to support counties, law enforcement and court personnel**

### **1. What are Competency Restoration services?**

Competency restoration is not mental health treatment – it is an educational service. Competency restoration focuses on ensuring the individual can demonstrate that they:

- Know their legal rights
- Understand the charges in their case, and penalties
- Help their lawyer in their defense in a calm and rational manner
- Understand the definitions of different legal words
- Understand the facts in their case
- Maintain appropriate behaviors in the courtroom

Instruction focuses on identifying the people who are in the courtroom and their roles, such as the prosecutors and defense attorneys. It also includes lessons on charges – the different levels of charges and the individual’s understanding of the charges against them. The process of trials, testimony and evidence and plea bargaining are part of the curriculum. Individuals are instructed about their legal rights as well as how to aid in their own defense. The curriculum includes tests to help evaluate whether the patient understands the concepts and how they apply to their particular circumstance.

### **2. Preparation to provide competency restoration education services outside of inpatient settings**

There is not a required level of training or expertise to provide competency restoration education. All that is required is training in the example curriculum that DHS has developed. The people doing competency restoration education do not need to be mental health professionals.

As stated above, DHS will continue to provide these competency restoration educational services to people committed to DHS for mental health treatment, up to the point that the person no longer meets clinical criteria for inpatient mental health treatment and is provisionally discharged. Most people will have competency fully restored at the point they are discharged from DHS facilities. For those who do not, competency restoration services will need to continue in the community or law enforcement setting. Resources are provided below to help county and court personnel plan to provide these services.

### **3. Resources available to help counties, law enforcement and court personnel with the transition in DHS’ role in competency restoration**

- DHS wants to support and assist counties, law enforcement and court personnel in adjusting to the change in competency restoration. Our experienced staff are willing to join any meetings, including regional meetings of county social services directors or similar meetings.

These meetings could be opportunities to provide more information and strategize on how we can help. Please contact Lisa Vanderveen-Nagel at (507) 933-5011.

- DHS will be offering webinars on this change in policy. Please look for notifications in the next couple weeks.
- DHS has developed competency restoration curriculum at the links below. If you want help or have questions regarding the curriculum, contact Lisa Vanderveen-Nagel at (507) 933-5011.

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7822-ENG> (teaching guide)

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7822B-ENG> (workbook)

- If you have questions or need help regarding specific cases, please contact:
  - For Forensic Mental Health questions:  
Lisa Vanderveen-Nagel, Program Director, (507) 933-5011
  - For Anoka-Metro Regional Treatment Center questions:  
Jayme Lopuch, Director of Social Work, (651) 431-5047

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3650 Kent Street • Shoreview, MN 55126-7012  
 Phone: 800.473.7188 • Fax: 651.489.0323  
 www.sur-sys.com

# INVOICE

Date	Invoice #
3/5/19	19-12495

Bill To:
<b>Southwest Health &amp; Human Services</b> <b>Attn: Carol Biren</b> <b>607 West Main St., Suite 200</b> <b>Marshall, MN 56258</b>

Ship To:
<b>Southwest Health &amp; Human Services</b> <b>607 West Main St., Suite 200</b> <b>Marshall, MN 56258</b>

Customer PO#	Terms	Due Date	Ship Date	Ship Via	Customer ID
	Net 30	4/4/19	3/5/19	US Mail	

Item	Description	Quantity	Unit Price	Amount
	<b>2019 Health Assessment Postage (6) Counties</b>			
4610 - Postage L...	Outgoing Postage, Qty 17,400 9x12 Env w/survey, letter & bre	17,400	1.00	17,400.00
4610 - Postage L...	Outgoing Postage, Qty 9,600 6x9 White Postcard	9,600	0.35	3,360.00
<p>Payment must be received prior to 1st mailing which is scheduled for April 12th.</p> <p>Please note we have moved, if you need further info please email Stacey at <a href="mailto:stacey@sur-sys.com">stacey@sur-sys.com</a> thanks!</p>				

<i>Thank you for your business.</i>	<b>Total</b>	<b>\$20,760.00</b>
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# Position Request Form

Ag 081 04 18

<b>SECTION 1: Process</b>	
<ol style="list-style-type: none"> <li>Supervisors will complete the internal position justification form and submit to their Division Director.</li> <li>Division Director completes position request form outlining their justification for requesting a new or open position and submits to Director.</li> <li>Executive Team will review requests. Director will make final recommendations to the SWHHS Governing Board.</li> </ol>	
<b>SECTION 2: New Position Information</b>	
New Position Title: <u>Accounting Technician</u> Division/Unit: <u>Fiscal</u>	
New Position <input type="checkbox"/> Replacement <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Promotion <input type="checkbox"/> Is Funding Budgeted for This Position? Yes, Budgeted <input checked="" type="checkbox"/> No, Not Budgeted <input type="checkbox"/>	
Desired hire date: <u>Immediately</u> FTE Requested: <u>Yes</u>	
*Attached additional sheets if necessary.	
<b>1. What will the essential functions performed by this position include?</b>	
This position primarily handles insurance claiming and remits for CD Assessments, MSHO, Adult & Children TCM's, Chore Services, Transportation, and Rule 5. Processing daily receipts and EFTs including Child Support and MA-EPD payments. Participating in the weekly check run rotation. Interfacing receipts from IFS to CCS and Maxis postings.	
<b>2. Why are you recommending this position be authorized?</b>	
This position is critical to ensure that the insurance claiming for payment is being done timely for agency work. This claiming is done on a regular basis and monitored based on budgeted revenues. The services provided are required and recouping the costs associated with the services are necessary in order to maintain the expected level of service that is required. Also with this being a non-union position, other unit resources cannot complete these tasks. This unit has also absorbed 2 full time Accounting Technicians that were vacated in 2015 and 2018.	
<b>3. What alternatives to hiring a new position have been considered?</b>	
It would be necessary to continue to delegate duties, as possible to the other Accounting Technicians, Fiscal Officers, and the Fiscal Manager. If staffing capacity is not available, tasks would be prioritized and the work would be completed as staff have time. Another alternative would be to approve comp time and overtime to those staff completing the work.	
<b>4. Please indicate how this position will be funded? Check all that apply.</b>	
<input checked="" type="checkbox"/> 100% Levy <input type="checkbox"/> Part Levy/Part Grant or Reimbursement <input type="checkbox"/> 100% Grant or Reimbursement <input type="checkbox"/> Other <u>Click or tap here to enter text.</u>	
Salary \$44,875 - \$71,358 (salary, insurance, fica, pera)	
<b>5. What new or additional funding would support this position? Please identify any NEW dollars available to support</b>	

this request. Grant resources already committed to existing expenditures should not be listed. Please be detailed.

N/A

**6. What Is the Return of Investment (ROI)?**

This position captures revenues through insurance and state funding for agency services provided. This in turn reduces the costs that would otherwise be passed on to taxpayers. This position also ensures the proper receipting of funds into appropriate accounts and ensures that client payments are posted accurately. In addition, with playing a part in the weekly check runs the position also ensures that clients and vendors are paid timely and with accuracy.

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

If this position is not authorized, there is the potential for lost revenues due to timely claiming requirements. This position reduces the costs passed on to taxpayers for services provided. It also ensures accurate payment processing and billing for clients.

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

This unit has come a long way in maximizing revenues, streamlining processes, and becoming paperless. This has resulted in stronger communication across units and a better understanding of processes to ensure that claiming can be done timely and with accuracy. This position supports the segregation of duties requirement and allows for the necessary checks and balances to maintain a high level of service standards.

**SECTION 3: Signatures**

Completed by: **APPROVED**  
*By sarah krechner at 12:27 pm, Mar 11, 2019* Date: \_\_\_\_\_

Division Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: *Beckman* Date: *3.13.19*



# 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?

**This position is needed to ensure timely and accurate processing of applications for all IM programs. Each program has requirements for process timelines and following policies, these are reviewed by DHS and money can be earned by counties if we continue to meet those requirements. It would also help ensure customer service remains at the highest standards and keep the number of necessary intake days per worker at bay to ensure they have time for case management as well. Having a worker transition to a new position meant having to transfer additional cases to other workers, increasing their already busy position to even busier with more cases.**

**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.**

**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 \$48,348-\$75,974 (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 position will help all workers continue to meet the needs of those they work with everyday, including being available for intake M-F 8-4:30 and meeting DHS requirements for processing. A client who meets expedited criteria should have their SNAP benefits issued within 24 hours of them applying; this requires each worker to help with intake and phones to ensure applications are processed timely while allowing them to have time for case management as well. Each day in Lyon county we have 3 workers available on intake; those are needed to maintain customer service for all programs we offer.**

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

#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. In addition, IM programs are provided to help ensure we are meeting the needs of those who are in need and helping them work towards self-sufficiency.

**SECTION 3: Signatures**

Completed by: **APPROVED** Date: \_\_\_\_\_

Division Director Signature: *By nancy.walker at 12:28 pm, Mar 11, 2019* Date: \_\_\_\_\_

Director Signature: **APPROVED** Date: \_\_\_\_\_

*By Beth Wilms at 12:47 pm, Mar 11, 2019*



# Position Request Form

Ag 081 04 18

## 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: County Agency Social Worker or Public Health Nurse (MN Choices Assessor)**

**Division/Unit: Social Services**

New Position  Replacement  Permanent  Temporary  Promotion

Is Funding Budgeted for This Position? Yes, Budgeted  partially as this position was previously filled as a part time, requesting to be changed to full time status No, Not Budgeted

**Desired hire date: April 1, 2019 FTE Requested: yes**

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

The main duties of the position are to provide comprehensive MN CHOICES assessments/reassessments and support planning to all persons seeking access to Minnesota long-term services and supports. Specific duties would include using the MN CHOICES web-based applications for consumers requesting an assessment or services or continuation of services through one of the long-term care programs. MN CHOICES assessors who are part of the MN CHOICES unit are also required to be mentors for all certified assessors and support plan workers within the agency, which requires them to be experts of the applications and policies surrounding MN CHOICES and to be available to all staff in need.

We are required to provide MN CHOICES assessments to individuals living in our Communities. We are required to complete County of Location reassessments for other Counties that have consumers placed in our service area. We also complete under age 65 assessments for all nursing homes in our area. We frequently collaborate with clinics, home care agencies, schools, hospitals, mental health providers as well as other county programs to facilitate assessments to determine service eligibility for individuals in need.

### 2. Why are you recommending this position be authorized?

This request would be filling a recently vacated position that was part time but we would propose that we hire a full time worker as the caseload size and new referrals are high for this program. There are no dedicated MNCHOICES unit assessors in Lyon/Lincoln/Murray Counties so at this time an assessor out of another County needs to drive to those locations to complete assessments. Hiring an assessor in those areas will lessen the cost in travel significantly and increase production due to the reduced time spent in travel. Having this position will lessen the need for case managers to assist with initial assessments and therefore make sure they are able to focus on duties that are directly reimbursed through case management dollars. MNCHOICES assessments are reimbursed through random moments. Part time workers get random moments on days that they are not working and this results in lost revenue. If we hire a full time

position, we will likely see an increase in random moment funds as it is much more likely that a full time worker will be completing reimbursable time during the random moment.

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

Other departments have already been assisting the MN CHOICES unit with completing assessments as the unit has been short assessors prior to this vacancy. The PCA unit, EW unit, and CADI/CAC/BI/DD units have been assisting with initial MN CHOICES assessments. They will not be able to assist more than they already have been. Being those units are also short staffed it is very difficult for these units to assist as the MN CHOICES unit needs. We are required to have a division in roles between assessor and case manager, which we are not always able to provide due to the shortage of staff available to complete assessments. The MNCHOICES unit staff are also mentors for all the certified assessors within the agency and provides policy and technical assistance and training which no other department provides.

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

- 100% Levy
- Part Levy/Part Grant or Reimbursement 7.5% County Dollars
- 100% Grant or Reimbursement
- Other 92.5% combined federal and state funding

**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.**

Again, we believe we will be able to receive additional revenue through random moments with a full time worker.

**Salary range: (includes salary, FICA, PERA, and insurance contribution) \$60,246 - \$92,701 annual**

**6. What is the Return of Investment (ROI)?**

If this worker is based out of Lyon County, less travel time will be required for many assessments, leading to higher productivity. Revenue generated through random moments has been strong and consistent.

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

The possible impact of not filling this position will be that consumers and providers will have to wait longer to receive assessments, which will delay services for consumers. If this position would go unfilled, it will result in time requirements for assessments and paperwork not being met per statute and a negative waiver review by the State. Longer times between assessments referred to case management also delays waiver funding including case management revenue as well as increases the likelihood of costly facility placements and potential adult protection situations. We have been creative in meeting needs of consumers and partners during the shortage in staff for over a year. We previously had case managers provide adult services intake duties, which resulted in incorrect intake information, missed intakes, and frustrated staff, consumers, and providers. We have shifted an assessors work duties

to being primary intake and developing a backup system for intake so the intake worker would still be able to assist with reassessment needs. We have also collaborated more with Public Health and Adult services waiver programs to assist in assessment coverage. They are not going to be able to assist this unit more than they already have. We are required to provide assessments and reassessment within the County system so are not able to contract this duty out. We are not able to realign work duties to cover the need of assessor positions more than we already have.

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

Consumers, adults and children, are able to remain in their homes longer to prevent institutionalization, hospitalizations, and out of home placements. Intake and assessors provide information to communities and members related to possible programs and services available to those in need. This position would align with SWHHS Strategic plan and we believe the Community Health Improvement Plan by assisting those in our service area with finding resources and programs to help them stay in their homes as long as possible. The community depends on assessments to be completed for individuals in need of services.

**SECTION 3: Signatures**

Completed by: Cindy Nelson Date: March 7, 2019

Division Director Signature: **APPROVED**  
*By cindy.nelson at 9:49 am, Mar 07, 2019*

Director Signature: **APPROVED** Date: \_\_\_\_\_  
*By Beth Wilms at 10:53 am, Mar 07, 2019*





# Position Request Form

Ag 081 04 18

## 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:** Office Support Specialist **Division/Unit:** Office Services

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

\*Attached additional sheets if necessary.

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

The purpose of this position is to deliver assistance to customers and staff in giving out needed information for application processing, appointment information, referral information and coordination of income maintenance, child support and social services program delivery via telephone and face-to-face contact. Imaging paperwork so income maintenance can process cases will also be a main component of this position.

### 2. Why are you recommending this position be authorized?

The Office Services Unit recently did not fill an open position in the Marshall location (Casi Hoekstra). It was determined it is crucial for two office support specialists on the Human Services 1<sup>st</sup> floor through the agency volume checks we completed for 4 weeks in the fall of 2018. The 1<sup>st</sup> floor volume in 4 weeks' time: 2,195 phone calls, 1,985 people without appointments coming into the office and 129 scheduled appointments in the office. The office support specialist is the face of the agency. If filled, this position would help ensure customer service remains at the highest standard.

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

We did not replace a recent open position and could absorb the work. We have divided the duties among the other 4 staffed in the Marshall office. However, with this latest vacancy, I strongly feel that it is not possible for 1 person to manage the workload and volume on the Human Services 1<sup>st</sup> floor.

**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: County levy, IM FFP, SS ADM
- Salary range \$40,192 - \$56,369 (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

**6. What is the Return of Investment (ROI)?**

N/A

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

If this position wasn't approved, the customer service that we strive to withhold to the standards of an agency of excellence, would be difficult to maintain. There would be missed calls and long wait times for customers. Imaging for the Income Maintenance department would be delayed, resulting in them potentially not meeting the DHS requirements for processing paperwork. Application packets for Income Maintenance, Out of Home Placements and Child Care Assistance could be delayed in getting to clients that need them.

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

Office Support is the face of Southwest Health & Human Services. We show kindness, compassion and have knowledge of every single department/program that we offer. We are proud to offer the best customer service and maintain a high level of service standards.

**SECTION 3: Signatures**

Completed by: Monica Christianson Date: 03/13/2019

Division Director Signature: **APPROVED**  
*By carol.biren at 8:23 am, Mar 14, 2019* Date: \_\_\_\_\_

Director Signature: **APPROVED**  
*By Beth Wilms at 9:36 am, Mar 14, 2019* Date: \_\_\_\_\_

## CURRENT SITUATION

SWHHS continues to look for ways cut down costs and streamline machines to use the same drivers and toners.

### MANAGED ACCOUNT PROGRAM ADJUSTMENTS (MAP)

With Marco's Managed Account Program, all you pay for is the number of prints you produce. The following program includes the equipment, service, and supplies (except staples, paper and network troubleshooting services). The result is a system with the capabilities and features you need—without the administrative headaches. You may also upgrade or downgrade your equipment at any time as your needs change.

- **Monthly Savings** ..... **\$195.47/Month**
- **Replace Slayton's last Canon C5235 Color with Konica C368**
- **Replace the following with NEW HP 607DN series (same driver, less unique toner cartridges)**
  - Redwood's HP 4350TN SN: CNGXB16370
  - Redwood's HP 601N SN: CNCCG1XODL
  - Marshall's HP 4515X SN: CNDY946306 (would be 609 to match speed)
  - Marshall's HP 605DN SN: CNBCJ1NOG7
  - Luverne's HP M401DNE SN: PHGFF62186
  - Redwood's HP 605X SN: CNBCHB61MB
  - Ivanhoe's HP P4015DN SN: CNDY450931
  - Slayton's HP M602DN SN: CNCCDBKOM4
  - Pipestone's HP 4250TN SN: USBXS01901
  - Marshall's HP 602 SN: CNDCG9X0Y3
- **All would have same features as current ones (trays, envelope feeds, etc) plus standard duplexing**
- **Annual Savings**.....**\$2,345.64/Month**

*The above pricing does not include applicable sales tax.  
Prices quoted are subject to change and should be verified before placing your order.*

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this proposal, you are authorizing Marco Technologies LLC to order, install and invoice the above listed equipment.



## COPIER/PRINTER RECOMMENDATION

*Prepared For:*

**Client Name:** Deb Seidel  
**Company Name:** SOUTHWEST HEALTH & HUMAN SVC  
**Address:** 607 W MAIN  
MARSHALL, MN 56258  
**Phone:** 507-537-6747  
**Email:**  
**Date:** 2/10/2019  
**Expiration Date:** 2/28/2019

*Prepared By:*



**Technology Advisor:** John Rickgarn  
**Phone:** 800.847.3001 ext 4225  
**Email:** John.rickgarn@marconet.com  
**Web:** www.marconet.com  
**Document Number:**

*taking technology further*

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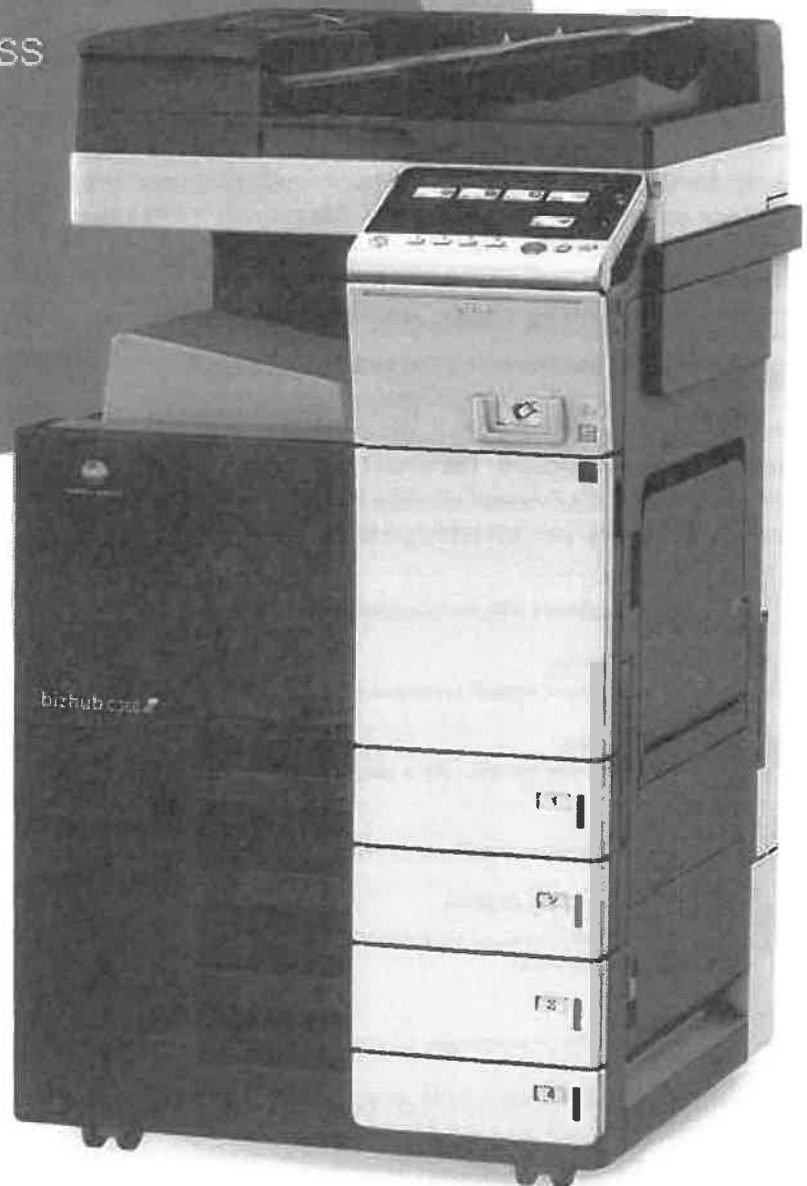
marco.

marconet.com



**bizhub**  
**C368 / C308 / C258**

High performance  
technology with seamless  
mobile connectivity



# Meeting the demands of your dynamic work environment

As your workforce becomes increasingly mobile, your staff and colleagues are looking for greater flexibility. You need to connect seamlessly, so you can focus on whatever you do best. In this new environment, collaboration is key. That's why innovative technology is embedded within our new multi-function printers (MFPs).



## Simple, flexible and easy to use

We've engineered our new compact A3 bizhub C308, bizhub C368 and bizhub C258 MFPs to allow effortless printing and scanning via the very latest mobile devices. Thanks to our new PageScope mobile application, this is achieved in the simplest possible way. To use the bizhub MFP, the user simply touches their mobile device against the Mobile Touch Area on the front panel. This enables someone to either print directly from the mobile device – or save scanned data from the bizhub through the mobile application.



## Intuitive touch screen operations

The bizhub C308/C368/C258 models are very easy to operate, thanks to our intuitive INFO-Palette design, and the new 9-inch touch panel. Functions can be selected with natural swipe, pinch, zoom, drag and drop gestures – just like smart devices. We have continued to refine our technology, so users can benefit from the improved navigation with horizontal scrolling and pop-up menus. Frequently used settings can be saved on the main screen. For security, a PIN-based system can be used to hold jobs until the authorised owner of the documents releases them.



## Share your ideas anytime, anywhere

With increased workplace mobility, people are creating and showing information in many exciting new ways. That's why we've incorporated a full suite of connectivity options. The latest industry-leading wireless, mobile and cloud-based services are also supported. For maximum flexibility, you can print and scan via:



**Apple AirPrint**  
Enables printing from a Mac or iOS mobile devices



**Mopria Print Service**  
Enables printing from Android smartphones or tablets



**Google Cloud Print**  
Share the printer over the web with anyone you choose



**Direct Print**  
Print emails and attachments directly from the local network

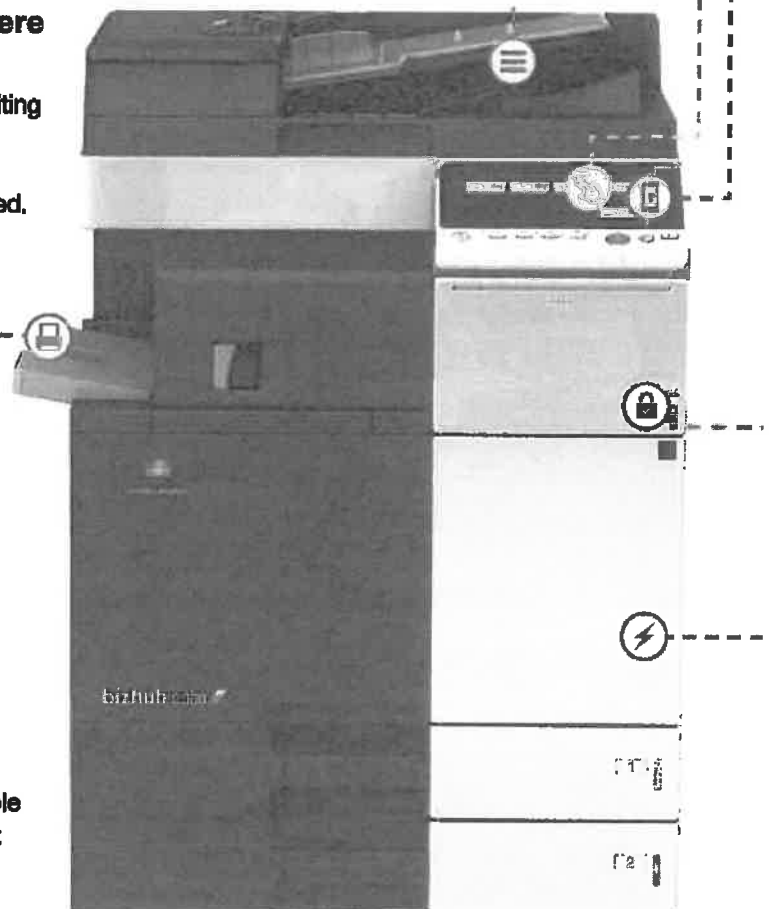


**PageScope Mobile Application**  
Print and scan documents, photos and images to and from a mobile device via Wi-Fi



**Wireless LAN**  
Greater connectivity in challenging installation environments

You can also use Wi-Fi Direct, which enable any compatible mobile device to connect on a Peer-to-Peer basis, without relying on the company network.





### Tailor functions to suit your workflow

The innovative new soft and hard menu keys enable the device to understand what you require. And by using the widget function, you can configure menus to display your choice of communications, usage rules and warnings. You'll also enjoy greater flexibility with a remarkably wide range of scan file formats to suit your needs. The modular design and configurations provide a wide range of configurable options.

The iOption accessories allow scanning to OOXML file formats such as PowerPoint or text-searchable file formats so that you can have a wider ability to integrate your documents with your workflow and document management systems. This can give you more advanced document workflow integration, for greater workplace efficiencies.



### Stronger, smarter and more secure

The bizhub C308/C368/C258 offers greater security, advanced authentication and print management solutions, optional hard disk mirroring, and document protection technology. All underpinned by a powerful combination of embedded technologies – including a dual core CPU, Emperon Controller, Simitri Toner Technology and a LED-scanning unit. Build quality is impressive, and these are rigorously tested devices, engineered to go the distance.



### Fast speeds and bright colour output

With increased workforce mobility, there are ever-greater demands for speed and efficiency. That's why the bizhub C368 delivers its brilliant full colour output at 36 pages per minute (30ppm for bizhub C308, 25ppm for bizhub C258) at A4 size.

Its 1800 x 600 enhanced dpi print resolution, or 1200 x 1200 real dpi produces vibrant colour office communications, and brings your ideas to life. It also offers high quality scanning at up to 600 dpi. A wide range of print and scan sizes are supported, up to A3. Your business will benefit from more powerful performance, and high quality output with greater impact.



### Helping your business thrive

Konica Minolta's multi-functional printers deliver the class-leading image quality you have come to expect from Konica Minolta. Overall, they offer many benefits for a demanding office environment – such as cost management, workplace efficiency, security and better environmental performance. They'll help your business grow – and bring your ideas to life.



### Reduced environmental footprint

From the very start of the manufacturing process, we have taken great care to follow industry best practice with the use of recycled materials, bioplastics and advanced chemical processing technologies.



### A true technology innovator

Konica Minolta invests continually in research and development in order to deliver inspiring products and give shape to ideas. Globally recognised for its award winning products, we work closely with businesses to deliver a range of multifunctional digital imaging solutions for document scanning, printing and electronic archiving and distribution. This consultative approach can help you further improve efficiency, cut costs, strengthen security and reduce your impact on the environment.



# Specifications

## General Specifications

Type	Desktop Full Colour Printer / Copier / Scanner
Colour Support	Full colour
Copy Resolution	Main: 600 dpi x Sub: 600 dpi
Print	1,800 dpi (equivalent) x 600 dpi
Gradation	256
Memory Capacity (Std./Max.)	2 GB/4 GB
HDD	250 GB
Original Type	Sheets, Books, Objects
Max. Original Size	A3 (11" x 17")
Output Size	Main unit: SRA3 <sup>1</sup> , A3 to A5, 12-1/4" x 18" (A3 wide) (311.1 mm x 457.2 mm), 11" x 17" to 8-1/2" x 11", 6-1/2" x 8-1/2", 8" x 13", 16K, 8K Bypass Tray: SRA3, A3 to A5, B6 <sup>3</sup> , A6 <sup>3</sup> , 12" x 18" (A3 wide) (311.1 mm x 457.2 mm), 11" x 17" to 5-1/2" x 8-1/2", 8" x 13", 16K, 8K, Postcard (A6 (4" x 6" Card)), Envelope <sup>5</sup> , Label sheet, Tab paper, Banner paper (Width: 210 mm to 297 mm (8-1/4" to 11-11/16"), Length: 457 mm to 1,200 mm (18" to 47-1/4") <sup>9</sup>

Image Loss	Max. 4.2mm or less for top edge (5 mm for thin paper), Max. 3.0mm or less for bottom edge, Max. 3.0mm or less for right/left edge <sup>1</sup> A zone of 4.2 mm each during printing.
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Warm-Up Time <sup>1)</sup> (23°C, std. voltage) <small>The time required to clean printing when both the main power and sub-power switches are turned from OFF to ON.</small> <small>The time required to clean printing when the main power switch is ON and the sub-power switch is turned from OFF to ON.</small>	Colour/B&W: 20 sec. or less
	Colour/B&W: 20 sec. or less
	Colour/B&W: 18 sec. or less

First Copy Out Time <sup>4)</sup>	Colour: 8.8 sec. or less	7.3 sec. or less	7.5 sec. or less
	B&W: 6.3 sec. or less	5.6 sec. or less	6.1 sec. or less

Copy Speed (Colour/B&W, A4)	36 ppm	30 ppm	25 ppm
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Copy Magnification	Fixed Same Magnification	1: 1x0.5% or less
	Scaling Up	1: 1.154/1.224/1.414/2.000
	Scaling Down	1: 0.666/0.815/0.707/0.500
	Presets	5 types
	Zoom	25 to 400% (in 0.1% increments)
	Lengthwise Crosswise Individual Settings	25 to 400% (in 0.1% increments)

Paper Capacity (80 g/m <sup>2</sup> )	Trey 1	500 sheets (up to A3)
	Trey 2	500 sheets (up to SRA3)
	Multiple Bypass Tray	150 sheets (up to SRA3)

Max. Paper Capacity (80 g/m <sup>2</sup> ) <sup>10)</sup>	6,650 sheets	
Paper Weight	Trey 1 / 2	52 to 255 g/m <sup>2</sup>
	Multiple Bypass Tray	60 to 300 g/m <sup>2</sup>

Multiple Copy	1 to 9,999 sheets
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Auto Duplex	Paper Size	SRA3, A3 to A5, B6 <sup>3</sup> , A6 <sup>3</sup> , 12-1/4" x 18" (A3 wide) (311.1 mm x 457.2 mm), 11" x 17" to 5-1/2" x 8-1/2", 7-1/4" x 10-1/2", 8" x 13", 16K, 8K, Postcard (A6 (4" x 6" Card))
	Paper Weight	52 to 255 g/m <sup>2</sup>

Power Requirements	AC220 to 240 V 8.0 A (50/60 Hz)
Max. Power Consumption	1.5 kW or less
Dimensions (W) x (D) x (H)	615 x 685 x 770 mm (24-3/16" x 27-15/16" x 30-11/16")
Weight	Approx. 85 kg (187-3/8 lb)
Space Requirements (W) x (D) <sup>10)</sup>	837 x 1,214 mm (32-7/8" x 47-13/16")

- 1) SRA3 paper can be used in Trey 2.
- 2) There are four types of footcage: 8-1/2" x 19-1/2", 8-1/2" x 19", 8-1/4" x 13", and 8" x 13". Any one of these sizes is selectable. For details, contact your service representative.
- 3) Short edge feed.
- 4) There are six types of footcage: 8-1/2" x 15-1/2", 8-1/2" x 15", 8-1/2" x 13", 8-1/4" x 13", 8-1/8" x 19-1/4", and 8" x 13". Any one of these sizes is selectable. For details, contact your service representative.
- 5) Wrinkles or printing errors may occur due to the type, storage or environment that exists when envelope printing is carried out.
- 6) Printing on banner paper can only be performed from a PC.
- 7) May vary depending on the operating environment and usage.
- 8) A4 long edge feed full size using the first tray/scanning from the original glass surface.
- 9) With options installed.
- 10) Without options, with paper trays pulled out, and multiple bypass tray, delivery tray and ADF opened.

## Printer

Type	Embedded
CPU	ARM Cortex-A7 Dual-core 1.2GHz
Memory	Shared with the copier
Print Speed	Same as Copy Speed (when using the same original)
HDD	250 GB (Shared with the copier)
Print Resolution	1,800 dpi (equivalent) x 800 dpi (at smoothing) or 1,200 dpi x 1,200 dpi (in 1,200 dpi mode)
PDL	PCL 6, PostScript 3 Emulation, XPS
Protocol	TCP/IP, IPWS/SPX (NDS support), SMB (NetBEUI), LPD, IPP1.1, SNMP, AppleTalk
Support OS	Windows Vista <sup>1)</sup> / 7 <sup>1)</sup> / 8 <sup>1)</sup> / 8.1 <sup>1)</sup> Windows Server 2008 <sup>1)</sup> / 2008 R2 / 2012 / 2012 R2 Mac OS X (10.6 / 10.7 / 10.8 / 10.9 / 10.10) Linux
Font	PCL: 80 Roman fonts PS: 137 Roman Type1 fonts
Interface	Ethernet (10BASE-T/100BASE-TX/1000BASE-T), USB 1.1, USB 2.0, IEEE 802.11 b/g/n <sup>2)</sup> , Bluetooth LE <sup>2)</sup>

<sup>1)</sup> Supports the 32-bit (x86) or 64-bit (x64) environment.  
<sup>2)</sup> Optional

## Scanning

Type	Full-Colour Scanner
Interface	Ethernet (10BASE-T/100BASE-TX/1000BASE-T), IEEE 802.11 b/g/n <sup>1)</sup>
Driver	TWAIN Driver, HDD TWAIN Driver
Protocol	TCP/IP (FTP, SMB, SMTP, WebDAV), (IPv4/IPv6)
Scanning Speed (Colour/B&W) (300 dpi, A4, Simplex)	80 opm <sup>2)</sup>
Scanning Size	Max. A3 (11" x 17")
Output Format	TIFF, JPEG, PDF, Compact PDF, XPS, Compact XPS, OODXML (ppt, xls <sup>1)</sup> , docx <sup>1)</sup> ), Searchable PDF <sup>1)</sup> , PDF/A <sup>1)</sup> , Linearised PDF <sup>1)</sup>
Scanning Resolution	Push: 200 dpi / 300 dpi / 400 dpi / 600 dpi Pull: 100 dpi / 200 dpi / 300 dpi / 400 dpi / 600 dpi
Main Functions	Scan to E-Mail, Scan to FTP, Scan to BOX (HDD), Scan to PC (SMB), Network TWAIN, Scan to WebDAV, Scan to USB, Scan to Scan Server, Scan to Web Service (WSD-Scan), Device Profile for Web Services (DPWS)
Other Functions	MUA-Method Send, Authentication at the time of E-Mail send (SMTP authentication, POP before SMTP), S/MIME, Annotation

<sup>1)</sup> Optional  
<sup>2)</sup> When using the Automatic Document Feeder.

## Internet Fax

Protocol	TX: SMTP, RX: POP3, TCP/IP Simple mode
Connection Mode	Full-Mode
Sending Paper Size	A3, B4, A4
Recording Paper Size	Max. A3
Resolution	B&W: 200 x 100 dpi, 200 x 200 dpi, 400 x 400 dpi, 600 x 600 dpi Colour: 200 x 200 dpi, 400 x 400 dpi, 600 x 600 dpi
Interface	Ethernet (10BASE-T/100BASE-TX/1000BASE-T)
Colour	Support Colour Internet Fax
Format	B&W: TIFF-F Colour: TIFF (Conforms to RFC3949 Profile-C)

## Fax Kit FK-514 (Optional)

Communication Compatible Lines	Super G3 Public Switch Telephone Network, Private Branch Exchange, Fax Communication Line
Line Density	Ultra Fine: 600 dpi 600 dpi Super Fine: 16 dot/mm 15.4 line/mm, 400 dpi 400 dpi Fine: 8 dot/mm 7.7 line/mm, 200 dpi 200 dpi Normal: 6 dot/mm 3.85 line/mm
Modem Speed	2.4 to 33.6 kbps
Compression	MH/MR/MR/MBK
Sending Paper Size	Max. A3 (Long Length Support: Max. 1,000 mm)
Recording Paper Size	Max. A3 (Long Length: Max. 1,000 mm — following the page division —)
Transmission Speed	Less than 2 sec. (A4, V.34, 33.6 kbps, J16)
Memory	Shared with the copier
Number of Abbr. Dials	2,000
Number of Program Dials	400
Number of Group Dials	100
Sequential Multiple Station Transmission	Max. 600

## IP Address Fax

Protocol/Transmission	TCP/IP, SMTP
Sending Paper Size	A3, B4, A4
Resolution	200 x 200 dpi, 400 x 400 dpi, 600 x 600 dpi
Format	B&W: TIFF-F, TIFF-S Colour: TIFF, PDF

<sup>1)</sup> Optional Fax Kit FK-514 is required.



Konica Minolta Business Solutions Australia Pty Ltd  
Free call 1800 789 389 or visit  
[www.konicaminolta.com.au/experience](http://www.konicaminolta.com.au/experience)

# HP LaserJet Enterprise M607 series



This HP LaserJet with JetIntelligence combines performance, energy efficiency, and security.<sup>1</sup>

This HP LaserJet Printer with JetIntelligence combines exceptional performance and energy efficiency with professional-quality documents right when you need them—all while protecting your network from attacks with the industry's deepest security.<sup>1</sup>



HP LaserJet Enterprise M607dn



HP LaserJet Enterprise M607n

#### The world's most secure printing<sup>1</sup>

- With HP Sure Start, each printer regularly checks its operating code and repairs itself from attempted hacks.
- Run-time intrusion detection continually monitors to detect and stop attacks, then automatically reboots.
- Centralize control of your printing environment with HP Web Jetadmin—and help build business efficiency.<sup>2</sup>
- Give workgroups what they need to succeed. Easily choose and deploy over 175 HP and third-party solutions.

#### High-speed performance meets energy efficiency

- Speed through tasks and save paper. Print two-sided documents nearly as fast as single-sided.
- This printer wakes up fast and prints your first page faster—in as quickly as 7.8 seconds.<sup>3</sup>
- This printer uses exceptionally low amounts of energy thanks to its innovative design and toner technology.<sup>4</sup>
- Paper handling options include a wheeled stand and 550-sheet input feeder for paper sizes 4 x 6" to legal.

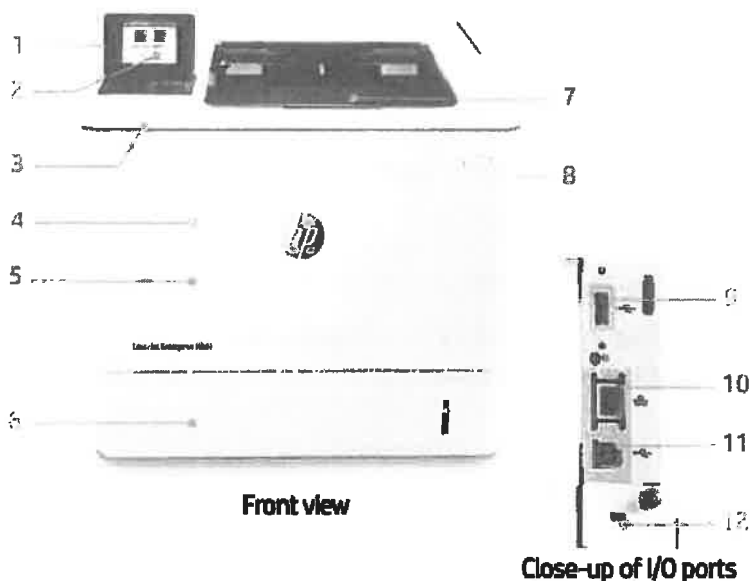
#### More. Performance and Protection.

- Produce sharp text, bold blacks, and crisp graphics with precision black toner.
- Help retain the Original HP quality you paid for with anti-fraud and cartridge authentication technology.
- Help retain the Original HP quality you paid for with anti-fraud and cartridge authentication technology.

<sup>1</sup> Based on HP review of 2016 published security features of competitive in-class printers. Only HP offers a combination of security features that can monitor to detect and automatically stop an attack then self-validate software integrity in a reboot. For a list of printers, visit <http://www.hp.com/go/PrintersThatProtect>. For more information: <http://www.hp.com/go/printersecurityclaims> <sup>2</sup> HP Web Jetadmin is available for download at no additional charge at <http://www.hp.com/go/webjetadmin> <sup>3</sup> Measured using ISO/IEC 24734, excludes first set of test documents. For more information, see <http://www.hp.com/go/printerclaims>. Exact speed varies depending on the system configuration, software application, driver, and document complexity. <sup>4</sup> Measured after 15 min in sleep. Exact speed varies depending on the system configuration, software application, driver, document complexity and time in sleep. <sup>5</sup> Energy claim based on TEC data reported on [energystar.gov](http://energystar.gov) as of January 2017. Data normalized to determine energy efficiency of in-class laser printers with published speed of 55 to 75 ppm. Subject to device settings. Actual results may vary. <sup>6</sup> An FCC Class A emissions compliant device meets the less stringent (higher) levels of emissions allowed by the FCC for a product operation in a commercial environment. An FCC class A device cannot be marketed for use in a residential environment and an FCC class A device should not be purchased for use in a residential environment due to the increased risk of interference to radio communications.

## Product walkaround

1. Hardware Integration Pocket<sup>1</sup>
2. 2.7-inch (6.9 cm) color graphics display with keypad
3. Easy-access USB port
4. 100-sheet multipurpose tray 1
5. Front door access to toner cartridges
6. 550-sheet input tray 2
7. 500-sheet output bin
8. Automatic two-sided printing
9. Host USB port
10. Host USB port
11. Gigabit Ethernet network port
12. Hi-Speed USB 2.0 printing port



## Series at a glance



Model	HP LaserJet Enterprise M607dn	HP LaserJet Enterprise M607n
Part number	K0Q15A	K0Q14A
Print speeds (letter/A4) <sup>2</sup>	Up to 55/52 ppm	Up to 55/52 pages per minute (ppm)
Control panel	2.7-inch (6.9 cm) LCD with keypad	2.7-inch (6.9 cm) LCD with keypad
Automatic two-sided printing	✓	Not available
Hardware Integration Pocket <sup>3</sup>	✓	Not available
100-sheet tray 1, 550-sheet tray 2	✓	✓
550-sheet paper feeder <sup>4</sup>	Optional (up to four)	Optional (up to four)
2,100-sheet paper feeder <sup>4</sup>	Optional	Optional
Envelope feeder	Optional (up to two)	Optional (up to two)
Printer stand	Optional	Optional
5-bin stapler/stacker/mailbox with job offset	Optional	Optional
Direct mobile printing	Optional wireless direct <sup>5</sup> /NFC <sup>6</sup>	Optional wireless direct <sup>5</sup> /NFC <sup>6</sup>
Wireless networking	Optional <sup>7</sup>	Optional <sup>7</sup>
HP High-Performance Secure Hard Disk	Optional	Optional

<sup>1</sup>An administrator must enable the easy-access USB port before use. <sup>2</sup>Measured using ISO/IEC 24734; excludes first set of test documents. For more information, see [hp.com/go/printerclaims](http://hp.com/go/printerclaims). Exact speed varies depending on the system configuration, software application, driver, and document complexity. <sup>3</sup>Solutions deployed through the Hardware Integration Pocket (HIP) may require additional purchase. HIP not available on the HP LaserJet Enterprise M607n and M608n. <sup>4</sup>All models come standard with the 100-sheet multipurpose tray and 550-sheet tray 2. The HP LaserJet Enterprise M608x and M609x models come with one additional 550-sheet paper feeder standard, and can add up to three additional optional 550-sheet paper feeders and the optional 2,100-sheet paper feeder. The M607n, M607dn, M608n, M608dn, and M609dn models can add up to four additional 550-sheet paper feeders and the optional 2,100-sheet paper feeder. <sup>5</sup>Wi-Fi Direct printing is embedded in the HP LaserJet Enterprise M608x and M609x models. All other models can add wireless direct with the purchase of the optional HP Jetdirect 3000w NFC/Wireless Direct Accessory. Mobile device needs to be connected directly to the signal of a Wi-Fi Direct supported MFP or printer prior to printing. Depending on mobile device, an app or driver may also be required. For details, see [hp.com/go/mobileprinting](http://hp.com/go/mobileprinting). Wi-Fi Direct is a registered trademark of Wi-Fi Alliance. <sup>6</sup>Touch-to-print capability is optional for all models (except M608x and M609n) with purchase of the optional HP Jetdirect 3000w NFC/Wireless Direct Accessory. Mobile device must support Near Field Communication (NFC)-enabled printing. For more information, see [hp.com/go/business/mobileprinting](http://hp.com/go/business/mobileprinting). <sup>7</sup>All models can add wireless networking with the purchase of the optional HP Jetdirect 2800w Print Server. Wireless performance is dependent on physical environment and distance from access point, and may be limited during active VPN connections. <sup>8</sup>Bluetooth Low Energy is standard only on the HP LaserJet Enterprise M608x and M609x models, and it cannot be added to other models. Bluetooth is a trademark owned by its proprietor and used by HP Inc. under license.

## HP Services

Downtime can have serious consequences, so HP provides support beyond the standard warranty. You benefit from reduced risk, maximized uptime, predictable service delivery and no unbudgeted repair costs. HP Care Pack Services provide a comprehensive suite of protection services designed to keep HP hardware and software up and running so employees can stay productive.

### Next Business Day Onsite with Defective Media Retention:

Customers can retain their hard disk drive and keep control of sensitive data.

### Next Business Day Exchange:

Ships a permanent replacement unit overnight via premium airfreight, if hardware issue cannot be resolved remotely. Shipping charges are prepaid by HP.

### Same Day Onsite – 4 hour 9x5 and 13x5:

Sends an HP technician to customers' site the same business day for repair, within 4 hours, if the issue cannot be resolved through remote support. Various support window times are available, for different requirements.

For carepack availability visit: [hp.com/go/cpc](http://hp.com/go/cpc)

## Top features

Only HP Enterprise printers repair themselves from attacks in real time while offering outstanding manageability. Automatically monitor threats, detect intrusions, and validate operating software while centrally managing your fleet with ease.<sup>1</sup>

With speeds up to 55 pages per minute,<sup>2</sup> fast first page out, and a variety of paper-handling options, you get confidence that your employees can speed through their tasks without interruption.

Help protect your printer using Original HP Toner cartridges with Jetintelligence.

### Accessories

- LOH17A - HP LaserJet 550-Sheet Paper feeder
- LOH18A - HP LaserJet 2100 sheet Paper feeder
- LOH19A - HP LaserJet Printer Stand
- LOH20A - HP LaserJet Stapler/Stacker/ Mailbox
- LOH21A - HP Envelope Feeder
- B5L28A - HP Internal USB Ports
- B5L29A - HP Secure High Perf Hard Disk Drive
- J8031A - HP Jetdirect 2900nw Print Server
- F5S62A - HP Trusted Platform Module Accessory
- G6W84A - 1 GB Memory DIMM Kit
- LOH22A - HP Extension Tray Cover

### Supplies

- J8J96A - HP Staple Cartridge Refill,
- LOH24A - HP LaserJet 110v Maintenance Kit
- LOH25A - HP LaserJet 220v Maintenance Kit
- CF237A - HP 37A Black Original LaserJet Toner Cartridge (11,000 yield)

### Services

- U9MU2E - HP 5 year Next Business Day HW Support w/Defective Media Retention
- U9MU5E - HP 5 year 4 hour 9x5 HW Support w/Defective Media Retention
- U9MU8E - HP 5 year 4 hour 13x5 HW Support w/Defective Media Retention
- U9MV1E - HP 5 year Next Business Day Call To Repair HW Support w/DMR
- U9MV4E - HP 5 year Next Business Day Exchange Service
- U9MV7E - HP 5 year Next Business Day Exchange Service
- U9MW5PE - HP 2 year Post Warranty Next Business Day Hardware Support w/DMR
- U9MW7PE - HP 2 year Post Warranty 4 hour 9x5 Hardware Support w/DMR
- U9MW8PE - HP 1 year Post Warranty 4 hour 13x5 Hardware Support w/DMR
- U9MX0PE - HP 2 yr Post Warranty Next Business Day Call To Repair HW Support w/DMR
- U9MX1PE - HP 1 year Post Warranty Next Business Day Exchange Service



Mac



<sup>1</sup> Based on HP review of 2016 published security features of competitive in-class printers. Only HP offers a combination of security features that can monitor to detect and automatically stop an attack then self-validate software integrity in a reboot. For a list of printers, visit <http://www.hp.com/go/PrintersThatProtect>. For more information, see <http://www.hp.com/go/printersecurityclaims>. <sup>2</sup> HP Web Jetadmin is available for download at no additional charge at <http://www.hp.com/go/webjetadmin>. <sup>3</sup> Measured using ISO/IEC 24734, excludes first set of test documents. For more information, see <http://www.hp.com/go/printerclaims>. Exact speed varies depending on the system configuration, software application, driver, and document complexity. <sup>4</sup> Measured after 15 min in sleep. Exact speed varies depending on the system configuration, software application, driver, document complexity and time in sleep. <sup>5</sup> Energy claim based on TEC data reported on energystar.gov as of January 2017. Data normalized to determine energy efficiency of in-class laser printers with published speed of 55 to 75 ppm. Subject to device settings. Actual results may vary. <sup>6</sup> An FCC Class A emissions compliant device meets the less stringent (higher) levels of emissions allowed by the FCC for a product operation in a commercial environment. An FCC class A device cannot be marketed for use in a residential environment and an FCC class A device should not be purchased for use in a residential environment due to the increased risk of interference to radio communications.

# HP LaserJet Enterprise M607 series

Technical Specifications	HP LaserJet Enterprise M607n(100/15A)	HP LaserJet Enterprise M607n(100/14A)
Print speed	Letter: Up to 55 ppm black; <sup>1</sup> First Page Out Black: As fast as 5.3 sec. <sup>10</sup>	
Print resolution	Black (best): Up to 1200 x 1200 dpi	
Print Technology	Laser; Print Resolution Technologies: FastRes 1200; 1200 x 1200 dpi	
Print Cartridges Number	1 (black)	
Standard Print Languages	HP PCL 6, HP PCL 5, HP PCL 5 driver available from the Web only; HP postscript level 3 emulation, native PDF printing (v.1.7), Apple AirPrint™	
Printer Smart Software Features	Print preview, duplex printing, print multiple pages per sheet (2, 4, 6, 9, 16), collation, watermarks, store print jobs, easy-access USB	Print preview, print multiple pages per sheet (2, 4, 6, 9, 16), collation, watermarks, store print jobs, easy-access USB
Printer Management	HP JetAdvantage Security Manager; HP SNMP Proxy Agent; HP Web JetAdmin Software; HP WS Pro Proxy Agent; Printer Administrator Resource Kit for HP Universal Print Driver	
Standard Connectivity	1 Hi-Speed USB 2.0 Device; 2 Hi-Speed USB 2.0 Host; 1 Gigabit Ethernet 10/100/1000T network	
Network Capabilities	Yes, via HP JetDirect Ethernet embedded print server (standard) which supports: 10Base-T, 100Base-Tx, 1000Base-T, 802.3az (EEE) support on Fast Ethernet and Gig Links; IPsec (standard); 802.11a/b/g/n wireless networking (optional).	
Wireless Capability	Energy Star 2.131 kWh/Week	
Mobile Printing Capability	HP ePrint; Apple AirPrint™; Mopria-certified <sup>7</sup>	
Memory	Standard: 512 MB; Maximum: 1.5 GB; MAX memory, when 1GB Accessory DIMM is installed	
Processor Speed	1.2 GHz / Hard disk Optional, 500 GB (with accessory B5L29A)	
Duty Cycle	Monthly, letter: Up to 250,000 pages Recommended Monthly Page Volume: 5000 to 20,000 pages	
Paper Handling	Input Capacities: 100-sheet multipurpose feeder, 550-sheet input feeder; Up to 650 sheets standard labels legal; Output Capacities: 500 sheet output bin; up to 500 sheets standard labels legal; Duplex Options: Automatic (standard); Envelope Feeder: Yes, 75 (optional); Standard Paper Trays: 2; Media Types Supported: Paper (plain, light, bond, recycled, heavy, extra heavy, cardstock, pre-printed, pre-punched, colored, rough, heavy rough), mono transparency, labels, letterhead, envelope, heavy envelope; Media Weight Supported: Feeder 1: 16 to 53 lb bond (plain), 16 to 24 lb (envelopes); feeder 2: 16 to 32 lb bond (plain); Media Sizes Supported: feeder 1: Letter, legal, statement, executive, Office (8.5 x 13 in), envelopes (No. 9, No. 10, Monarch (7 3/4)), 3 x 5, 4 x 6, 5 x 7, 5 x 8; feeder 2: letter, executive, legal; Media Sizes Custom: feeder 1: 3 x 5 to 8.5 x 14 in; feeder 2: 3.90 x 5.83 to 8.5 x 14 in	Input Capacities: 100-sheet multipurpose feeder, 550-sheet input feeder; Up to 650 sheets standard labels legal; Output Capacities: 500 sheet output bin; up to 500 sheets standard labels legal; Duplex Options: Manual (driver support provided); Envelope Feeder: Yes, 75 (optional); Standard Paper Trays: 2; Media Types Supported: Paper (plain, light, bond, recycled, heavy, extra heavy, cardstock, pre-printed, pre-punched, colored, rough, heavy rough), mono transparency, labels, letterhead, envelope, heavy envelope; Media Weight Supported: Feeder 1: 16 to 53 lb bond (plain), 16 to 24 lb (envelopes); feeder 2: 16 to 32 lb bond (plain); Media Sizes Supported: feeder 1: Letter, legal, statement, executive, Office (8.5 x 13 in), envelopes (No. 9, No. 10, Monarch (7 3/4)), 3 x 5, 4 x 6, 5 x 7, 5 x 8; feeder 2: letter, executive, legal; Media Sizes Custom: feeder 1: 3 x 5 to 8.5 x 14 in; feeder 2: 3.90 x 5.83 to 8.5 x 14 in
Product Dimensions	WxDxH: 17 x 18.3 x 15 in; Maximum: 17 x 40.9 x 17.8 in	
Product Weight	47.7 lbs	
What's in the box	HP LaserJet Printer; HP Black Original LaserJet Toner Cartridge (~11K yield); CD with software drivers and documentation; Documentation (Hardware Install Guide); Power cord <sup>2</sup>	
Warranty Features	One-year, next-business day, on-site warranty. Warranty and support options vary by product, country and local legal requirements. Go to <a href="http://hp.com/support">hp.com/support</a> to learn about HP award wiring service and support options in your region. (wty code 4G)	
Energy Efficiency Compliance	ENERGY STAR <sup>®</sup> qualified; EPEAT <sup>®</sup> Silver; EPEAT <sup>®</sup> Gold (AAZ, #201 options only)	
Control Panel	2.7-in (6.86 cm) QVGA LCD (color graphics) rotating (adjustable angle) display with 24-key pad	
Display Description	2.7-in (6.86 cm) QVGA LCD (color graphics) rotating (adjustable angle)	
Software Included	HP Connected, HP Device Experience (DXP), HP PCL 6 (PDS) Printer Driver, HP Software Installer/Uninstaller, Mac OS Welcome Screen (Directs users to 1.23.HP.com or OS App Source for printer software), Online user manuals	
Fonts and Typefaces	105 internal TrueType fonts; scalable in HP PCL 92 internal scalable fonts in HP postscript level 3 emulation (Euro symbol built-in); 1 Internal Unicode Fonts (Andale Mono WorldType); 2 Internal Windows Vista 8 Fonts (Calibri, Cambria). Additional font solutions available via third-party flash memory cards; HP LaserJet Fonts and IPDS Emulation available at <a href="http://www.hp.com/go/laserjet/fonts">http://www.hp.com/go/laserjet/fonts</a>	
Compatible Operating Systems	Android, Linux Boss (5.0), Linux Debian (7.0, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8, 7.9, 8.0, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6), Linux Fedora (22, 23, 24), Linux Mint (17, 17.1, 17.2, 17.3, 18), Linux Red Hat Enterprise (6.0, 7.0), Linux SUSE (13.2, 42.1), Linux Ubuntu (12.04, 14.04, 15.10, 16.04, 16.10), OS macOS 10.12 Sierra, OS X 10.10 Yosemite, OS X 10.11 El Capitan, UNIX, Windows 10 all 32- & 64-bit editions (including RT OS for Tablets), Windows 7 all 32- & 64-bit editions, Windows 8/8.1 all 32- & 64-bit editions (including RT OS for Tablets), Windows Vista all 32-bit editions (Home Basic, Premium, Professional, etc.), Windows SP3 32-bit editions (XP Pro, etc.)	
Compatible Network Operating Systems	Citrix MetaFrame Presentation Server 3.0, Citrix MetaFrame XP Presentation Server (Feature Release 1, 2, and 3), Citrix on Windows Server 2003/2003R2, Citrix on Windows Server 2008/2008R2/2008 R2 SP1, Citrix on Windows Server 2012/2012R2, Citrix Presentation Server 4.0/4.5, Citrix XenApp 5.0 (Plus Feature Pack 2 & 3) for Windows Server 2008 Terminal Services 32- and 64-bit, Citrix XenApp 6.0/6.5 (for Windows Server 2008 R2 Terminal Services, 32- and 64-bit), Citrix XenApp 6.0/6.5.7.5 (for Windows Server 2012 and 2012 R2 Terminal Services, 64-bit), Citrix XenDesktop 5.6 (for Windows Server 2008 R2 Terminal Services, 32- and 64-bit), Citrix XenDesktop 5.6/7.0/7.5 (for Windows Server 2008 R2 SP1 Terminal Services, 32- and 64-bit), Citrix XenDesktop 7.0/7.5 (for Windows Server 2012 and 2012 R2 Terminal Services, 64-bit), Novell NetWare 6.5/SP8 Novell Clients <a href="http://www.novell.com/print">www.novell.com/print</a> , Novell Print Appliance v1.0, Novell Open Enterprise Server 11/SP1, Novell Open Enterprise Server 2 for Linux, Novell Services <a href="http://www.novell.com/vprint">www.novell.com/vprint</a> , Windows Server 2003/2003 R2 32-/64-bit (SP1/SP2) Standard/Enterprise/Datacenter (+ Cluster & Terminal Services), Windows Server 2003/2003 R2 32-bit (SP1/SP2), Standard/Enterprise (+ Cluster & Terminal Services), Windows Server 2008/2008 R2 32-/64-bit (SP1/SP2) Standard/Enterprise (+ Cluster & Terminal Services), Windows Server 2008 R2 64-bit (SP1) Standard/Enterprise (+ Cluster & Terminal Services), Windows Server 2008/2008 R2 32-/64-bit (SP1/SP2) Standard/Enterprise/Datacenter (+ Cluster & Terminal Services), Windows Server 2012/2012 R2 64-bit Standard/Foundation/Essentials/Datacenter (+ Cluster & Terminal Services)	
Minimum System Requirements	PC: 2 GB available hard disk space; OS hardware requirements see <a href="http://microsoft.com">microsoft.com</a> ; MAC: 1.3 GB available hard drive space; Internet; OS hardware requirements see <a href="http://apple.com">apple.com</a> for more info	
Power	Power Supply Type: Built in 115V or 220V Power Supply (Not dual voltage, power supply varies by part number with 8 Option code Identifier); Power Requirements: 100V - 127V nominal @ +/-10% (min 90V, max 140V); 50 - 60Hz nominal +/- 3Hz (min 47Hz, max 63Hz), 12 A; 220V - 240V nominal, @ +/-10% (min 198V, Max 264V); 50 - 60Hz nominal +/- 3Hz (min 47Hz, max 63Hz), 6 A; Power Consumption: 780 watts (printing), 15.3 watts (ready), 3.1 watts (sleep), < 0.1 watts (Auto Off/Manual Off), < 0.1 watts (Manual Off) <sup>3</sup>	
Acoustics	Acoustic Power Emissions: 6.9 B(A); Acoustic Pressure Emissions: 55 dB(A)	
Operating Environment	Operating Temperature Range: 15 to 27°C; Recommended Operating Temperature: 5 to 30.6°C; Storage Temperature Range: -4 to 104°F; Non-Operating Humidity Range: 10 to 80% RH; Operating Humidity Range: 30 to 70% RH; Recommended Humidity Operating Range: 10 to 90% RH	
Security Management	Identity management: Kerberos authentication; LDAP authentication; 1000 user PIN codes; optional HP and 3rd party advanced authentication solutions (e.g., badge readers); Network IPsec/Firewall with Certificate, Pre-Shared Key, and Kerberos authentication; Supports WPA-10 IPsec configuration Plug-In; B2i, TX authentication (EAP-PEAP, EAP-TLS); SNMPv3; HTTPS; Certificates; Access Control List; Data Storage Encryption; Encrypted PSF & Email Uses FIPS 140 validated cryptographic libraries from Microsoft; Secure Erase; SSL/TLS (HTTPS); Encrypted Credentials Device; Security lock slot; USB port disablement; hardware integration packet for security solutions; Intrusion Detection with Red Balloon Security Technology - Constant in-device monitoring for attacks; SureStart Secure Boot - BIOS Integrity Checking with self-healing capability; Whitelisting - loads only known good code (DLLs, EXEs, ...); Security management: Compatible with HP JetAdvantage Security Manager, Device Security System Messages processed and accessible in Arcsight and Splunk SIEMs	Identity management: Kerberos authentication; LDAP authentication; 1000 user PIN codes; optional HP and 3rd party advanced authentication solutions (e.g., badge readers); Network IPsec/Firewall with Certificate, Pre-Shared Key, and Kerberos authentication; Supports WPA-10 IPsec configuration Plug-In; B2i, TX authentication (EAP-PEAP, EAP-TLS); SNMPv3; HTTPS; Certificates; Access Control List; Data Storage Encryption; Encrypted PSF & Email Uses FIPS 140 validated cryptographic libraries from Microsoft; Secure Erase; SSL/TLS (HTTPS); Encrypted Credentials Device; Security lock slot; USB port disablement; Intrusion Detection with Red Balloon Security Technology - Constant in-device monitoring for attacks; SureStart Secure Boot - BIOS Integrity Checking with self-healing capability; Whitelisting - loads only known good code (DLLs, EXEs, ...); Security management: Compatible with HP JetAdvantage Security Manager, Device Security System Messages processed and accessible in Arcsight and Splunk SIEMs

<sup>1</sup> EPEAT<sup>®</sup> registered where applicable. EPEAT registration varies by country. See <http://www.epeat.net> for registration status by country. <sup>2</sup> Cartridges included yields 11,000 black pages based on ISO/IEC 19794 and continuous printing. Actual yields vary considerably based on images printed and other factors. For details see <http://www.hp.com/go/learnaboutsupplies> <sup>3</sup> Power requirements are based on the country/region where the printer is sold. Do not convert operating voltages. This will damage the printer and void the product warranty. <sup>4</sup> Power requirements are based on the country/region where the printer is sold. Do not convert operating voltages. This will damage the printer and void the product warranty. Energy Star value typically based on measurement of 115 V device. <sup>5</sup> Based on the BA TEC method with the following possible exceptions: 1 minute or less sleep delay setting, Wi-Fi disabled. <sup>6</sup> Average color composite (CMY) and black declared yields based on ISO/IEC 19798 and continuous printing. Actual yields vary considerably based on images printed and other factors. For details see <http://www.hp.com/go/learnaboutsupplies> <sup>7</sup> May require a firmware upgrade to be compatible, download at <http://www.hp.com/go/support> <sup>8</sup> Measured using ISO/IEC 24734, excludes first set of test documents. For more information see <http://www.hp.com/go/printerclaims>. Exact speed varies depending on the system configuration, software application, driver, and document complexity. <sup>9</sup> Measured using ISO 24734 Feature Test, A5 Landscape Feed. Speed may vary based on content, PC, media orientation, and media type. <sup>10</sup> Measured using ISO/IEC 17629. For more information see <http://www.hp.com/go/printerclaims>. Exact speed varies depending on the system configuration, software application, driver, and document complexity. <sup>11</sup> eMMC is non-volatile storage; Firmware encryption (AES 128 or AES 256) of customer/job data; Secure Cryptographic Erase - Job Data; Secure Erase - Disk. <sup>12</sup> Declared yield value in accordance with ISO/IEC 19752. Actual yields vary considerably based on images printed and other factors. For more information, visit <http://www.hp.com/go/learnaboutsupplies>

## Learn more at [hp.com](http://hp.com)

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MAP Supplement

APPLICATION NO.	MAP AGREEMENT NO.	SUPPLEMENT NO.
	910890-009	910890-010

Meter Reading Contact Person:

CUSTOMER INFORMATION

FULL LEGAL NAME: **Southwest Health And Human Services** STREET ADDRESS: **607 W Main**

CITY: **Marshall** STATE: **MN** ZIP: **56258** PHONE: **(507) 537-6747** FAX: **(507) 537-6088**

BILLING NAME (IF DIFFERENT FROM ABOVE): \_\_\_\_\_ BILLING STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

EQUIPMENT WITH CONSOLIDATED MINIMUMS - ADDED

MAKE/MODEL/ACCESSORIES	SERIAL NUMBER	START METER COLOR	START METER BW
1. See Attached Pool Billing			
2.			
3.			

Minimum Payment* \$ <b>See Attached</b>	Color Print Allowance <b>See Attached</b>	Excess Color Print Charge* \$ <b>See Attached</b>
	B&W Print Allowance <b>See Attached</b>	Excess B&W Print Charge* \$ <b>See Attached</b>

\*plus applicable taxes

EQUIPMENT WITH CONSOLIDATED MINIMUMS - DELETED

MAKE/MODEL/ACCESSORIES	SERIAL NUMBER	END METER COLOR	END METER BW
1.			

MARCO SUPPORT DESK (By selecting "YES" you agree that the Marco Support Desk Monthly Fee will be added to this Supplement's monthly invoice.)

Do you wish to enroll in the Marco Support Desk for equipment listed herein?  Yes OR  No

Combined Total of all Equipment Enrolled:

Marco Support Desk Device Monthly Fees

1 - 5 Devices: \$10	6 - 15 Devices: \$20	16+ Devices: \$30
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If enrolled, the equipment on this Supplement will qualify for Marco Support Desk in addition to any other equipment enrolled under the MAP Agreement. If no box is checked, then you have elected to waive Marco Support Desk coverage for equipment listed herein.

FREQUENCY OF MINIMUM PAYMENT

Please Check One:  Monthly  Quarterly  Semi-Annually  Annually

(If no box is checked, frequency will be Monthly)

METER READING FREQUENCY

Please Check One:  Monthly  Quarterly  Semi-Annually  Annually

(If no box is checked, frequency will be Monthly)

TERM

Mos. End of Term of this Supplement coincides with the End of Term set forth in the MAP Agreement (conterminous) and/or previous Supplement(s) (as applicable).

**60** Mos. Term applies to this Supplement only.

SUPPLIES COVERAGE LEVELS: Please Check One:  All Inclusive  HP OEM  No Supplies Included

(If no box is checked, no supplies will be included) (Billed at Standard Prices)

TERMS AND CONDITIONS

You have requested this Supplement to the MAP Agreement between the Owner and Customer as identified in Owner's records by the MAP Agreement set forth above. If this Supplement relates to Equipment not subject to the MAP Agreement (i.e., additional Equipment), this Supplement, together with the preprinted terms of the MAP Agreement, constitutes an agreement between Customer and Owner with respect to the Equipment referenced herein, separate and distinct from the MAP Agreement. Customer agrees to be bound by the terms of this Supplement, which includes the preprinted terms of the MAP Agreement (as amended) and agrees this Supplement shall commence on the date of Owner's acceptance. The original of this Supplement shall be that copy which bears a facsimile or original of Customer's signature and which bears Owner's original signature. If any provision in this Supplement conflicts with a provision in the MAP Agreement, the provision in this Supplement shall control. If this Supplement relates to Equipment subject to the MAP Agreement (i.e., replaced or removed Equipment and/or payment modifications), the MAP Agreement shall be modified or supplemented as set forth above as of the date Owner accepts this Supplement. Except as specifically modified by this Supplement, all other terms and conditions of the MAP Agreement (as amended) and any personal guaranty(s) remain in full force and effect.

OWNER ACCEPTANCE

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Owner: **Marco Technologies, LLC** Dated: \_\_\_\_\_

PRIVACY AND INFORMATION SECURITY

You acknowledge that the Equipment you have received may be equipped with a hard drive that may store personal and confidential information ("PCI") and you understand the privacy and information security risks associated with PCI that may be stored on your Equipment. You agree to be responsible for safeguarding any PCI and you agree to indemnify and hold Marco Technologies LLC harmless from any loss, misappropriation or breach of the PCI that may be stored on your Equipment.

Southwest Health And Human Services

CUSTOMER (as referenced above) SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATED: \_\_\_\_\_

CUSTOMER ACCEPTANCE

By signing below, you certify that you have reviewed and do agree to all terms and conditions of the MAP Agreement and this Supplement.

Southwest Health And Human Services

CUSTOMER (as referenced above) SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATED: \_\_\_\_\_



MAP Supplement
Pool Billing Schedule

APPLICATION NO.

AGREEMENT NO.
910890-010

Meter Reading Contact Person:

Phone: (770) 622-8547 Fax: (770) 622-8547

This Pool Billing Schedule is to be attached to and becomes part of the above-referenced Agreement by and between the undersigned and Marco Technologies, LLC.

PAYMENT SCHEDULE

Minimum Payment \$ 6,120.29 plus applicable taxes

POOL 1 NAME: COPIER

Pool Location:

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Rows 1-5.

Color Print Allowance 9,000 Excess Color Print Charge\* \$ 0.077773
B&W Print Allowance 61,700 Excess B&W Print Charge\* \$ 0.011290

POOL 2 NAME: NJPA

Pool Location:

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Rows 1-5.

Color Print Allowance 1,600 Excess Color Print Charge\* \$ 0.051000
B&W Print Allowance 63,300 Excess B&W Print Charge\* \$ 0.006770

POOL 3 NAME: PRINTER

Pool Location:

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Rows 1-5.

B&W Print Allowance 24,336 Excess B&W Print Charge\* \$ 0.011045

POOL 4 NAME:

Pool Location:

Table with 4 columns: MAKE/MODEL/ACCESSORIES, SERIAL NUMBER, START METER COLOR, START METER BW. Rows 1-5.

B&W Print Allowance 0 Excess B&W Print Charge\* \$ 0.000000

CUSTOMER ACCEPTANCE

This Pool Billing Schedule is hereby verified as correct by the undersigned Customer, who acknowledges receipt of a copy.

Southwest Health And Human Services CUSTOMER (as referenced above) SIGNATURE TITLE DATED



Schedule "A-3"

APPLICATION NO.

AGREEMENT NO.  
910890-010

Meter Reading Contact Person: \_\_\_\_\_

Phone: 800.892.8543 Fax: 800.847.8037

This Schedule "A" is to be attached to and becomes part of the above-referenced Agreement by and between the undersigned and Marco Technologies, LLC.

EQUIPMENT DESCRIPTION

MAKE/MODEL/ACCESSORIES	SERIAL NUMBER	START METER COLOR	START METER BW
1. HP LASERJET MANAGED E60055DN			
2. HP LASERJET MANAGED E60055DN			
3. HP LASERJET MANAGED E60055DN			
4. HP LASERJET MANAGED E60055DN			
5. HP LASERJET MANAGED E60055DN			
6. HP LASERJET MANAGED E60055DN			
7. HP LASERJET MANAGED E60055DN			
8. HP LASERJET MANAGED E60055DN			
9. HP LASERJET MANAGED E60055DN			
10. HP LASERJET MANAGED E80075X			
11. HP LASERJET MANAGED E82555DN			
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CUSTOMER ACCEPTANCE

This Schedule "A" is hereby verified as correct by the undersigned Customer, who acknowledges receipt of a copy.

Southwest Health And Human Services

CUSTOMER (as referenced above)

X  
SIGNATURE

TITLE

DATED



**MARCH 2019**  
**GRANTS ~ AGREEMENTS ~ CONTRACTS**  
**Board review and approval**

- Counties Providing Technology (formerly Computer Professionals Unlimited Inc.) (Morris, MN)** – 01/01/19 – 12/31/19; Provide software support for various accounting programs (payroll, cash drawer, collections, etc) totaling \$1,343/mo (3% increase) (RENEWAL).  
*Fiscal Note: 2018 \$15,660; 2017 \$16,838*
  
- Child Welfare Disparities Grant (DHS)** – 04/15/16 to 06/30/19; An amendment in cooperation with the Lower Sioux Tribe to provide child welfare services to at risk children of the Lower Sioux with an increase in allocation; new additional SFY19 allocation of \$39,000(new allocation total of \$390,056.79) (AMENDMENT).  
*Fiscal Note: expenses reimbursed through grant*
  
- IEA Inc. (Marshall, MN)** – 03/20/19 – 05/31/19; Provide an IAQ (indoor air quality) assessment for three locations in the Redwood Falls office; \$1,550 fee (NEW).  
*Fiscal Note:*
  
- Lincoln County (Ivanhoe, MN)** – 01/01/19 to 12/31/19; office lease agreement of \$24,544 annually or \$6,136/qtr, utilities included (small increase due to office remodeling project) (renewal).  
*Fiscal Note: 2018 \$24,544; 2017 \$29,101.25 (includes Q416)*
  
- MDH TANF Family Home Visiting** – 07/01/17 to 06/30/19; Amendment to the grant effective 01/01/19 to provide additional funding to attend trainings that will support implementation of home visiting (the family home visiting program provides services to families at or below 200 percent of the federal poverty guidelines and who are at risk, including but not limited to child abuse, child neglect, or juvenile delinquency); \$5,924 (AMENDMENT).  
*Fiscal Note: Amendment of additional \$5924 to original grant amount*
  
- Southwest Regional Development Commission (SRDC) (Slayton, MN)** – 11/01/18 to 10/31/19; Amendment to the agreement for assistance with Active Living Plans and Safe Route to Schools Plans in connection with SHIP grant; Increase from 30 to 45 hours of technical assistance and not to exceed a new maximum of \$4,800 (AMENDMENT).  
*Fiscal Note: 2019 \$3,120; 2018 \$2,368*
  
- United Community Action Partnership (formerly Western Community Action) (Marshall, MN)** – 01/01/19 to 12/31/19; Client transportation services that now services all agency counties, volunteer driver rate of \$ .93/mile (IRS rate + .35 administrative fee) with local support at \$2,500/county or \$15,000/year (\$15,000 reduction)(RENEWAL).  
*Fiscal Note: 2018 \$376,104; 2017 \$348,743*