



Southwest Health and Human Services
Board Agenda
Wednesday, June 19, 2019
Commissioners Room
Government Center, 2nd Floor
Marshall
9:00 a.m.

HUMAN SERVICES

- A. Call to order

- B. Pledge of Allegiance

- C. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 5/15/19 board minutes

- D. Introduce New Staff:
 - Biraj Shrestha, Information Technology Specialist, Marshall
 - Joshua Kirchner, Accounting Technician, Marshall
 - Kaitlin Vos, Office Support Specialist, Marshall
 - Kelsie Fuoss, LADC Social Worker, Redwood Falls

- E. Employee Recognition:
 - Michelle Mark, 5 years, Social Worker (CAC/CADI/BI), Luverne
 - Chantelle Mercie, 5 years, Transportation Coordinator, Marshall
 - Abigail Stough, 5 years, Social Worker (CMH), Redwood Falls
 - Deb Horejsi, 15 years, Eligibility Worker, Marshall

HUMAN SERVICES (cont.)

F. Financial

G. Caseload

| | <u>5/19</u> | <u>5/18</u> | <u>4/19</u> | <u>3/19</u> |
|---------------------------|-------------|-------------|-------------|-------------|
| Social Services | 3,696 | 3,805 | 3,707 | 3,734 |
| Licensing | 447 | 452 | 453 | 456 |
| Out-of-Home Placements | 173 | 180 | 168 | 170 |
| Income Maintenance | 11,806 | 12,046 | 11,841 | 11,772 |
| Child Support Cases | 3,263 | 3,282 | 3,256 | 3,255 |
| Child Support Collections | \$826,184 | \$835,772 | \$930,045 | \$791,182 |
| Non IV-D Collections | \$118,264 | \$129,297 | \$129,427 | \$100,342 |

H. Discussion/Information

1.

I. Decision Items

1.

COMMUNITY HEALTH

J. Call to order

K. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 5/15/19 board minutes

L. Financial

COMMUNITY HEALTH (cont.)

| M. Caseload | <u>5/19</u> | <u>4/19</u> | <u>3/19</u> |
|-----------------------------------|-------------|-------------|-------------|
| WIC | N/A | 2032 | 2038 |
| Family Home Visiting | 26 | 43 | 24 |
| PCA Assessments | 13 | 15 | 14 |
| Managed Care | 283 | 234 | 254 |
| Dental Varnishing | 11 | 43 | 11 |
| Refugee Health | 16 | 2 | 4 |
| Latent TB Medication Distribution | 8 | 6 | 7 |
| Water Tests | 139 | 115 | 71 |
| FPL Inspections | 45 | 39 | 47 |
| Immunizations | 79 | 69 | 66 |
| Car Seats | 17 | 16 | 26 |

N. Discussion/Information
1.

O. Decision Items
1.

GOVERNING BOARD

P. Call to order

Q. Consent Agenda
1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 5/15/19 board minutes

R. Financial

GOVERNING BOARD (cont.)

S. Human Resources Statistics

| | <u>5/19</u> | <u>5/18</u> | <u>4/19</u> | <u>3/19</u> |
|---------------------|-------------|-------------|-------------|-------------|
| Number of Employees | 233 | 241 | 231 | 235 |
| Separations | 3 | | 0 | 4 |

T. Discussion/Information

1. Nursing Home Closures
2. Annual Board Meeting July 17, 2019 1:00pm

U. Decision Items

1. Courtney Lundy, County Agency Social Worker CPS, probationary appointment (12 months), \$23.59 hourly, effective 4/22/2019
2. Hayley Ruschen, County Agency Social Worker CPS, probationary appointment (12 months), \$23.59 hourly, effective 4/22/2019
3. Kelsie Fuoss, County Agency Social Worker, probationary appointment (12 months) \$23.59 hourly, effective 4/30/2019
4. Biraj Shrestha, Information Technology Specialist, probationary appointment (12 months) \$20.10 hourly, effective 5/20/2019
5. Kaitlin Vos, Office Support Specialist, probationary appointment (12 months), \$14.64 hourly, effective 5/28/2019
6. Joshua Kirchner, Accounting Technician, probationary appointment (12 months), \$16.73 hourly, effective 5/28/2019
7. Emily Ellefson, Eligibility Worker, probationary appointment (12 months), \$18.28 hourly, effective 6/10/2019
8. Brittney Meyer, Office Support Specialist to Eligibility Worker, probationary appointment (6 months), \$18.28 hourly, effective 6/24/2019
9. Amy Marks, Eligibility Worker to Child Support Officer, probationary appointment (6 months), \$19.45 hourly, effective 6/24/2019
10. Request for Eligibility Workers (2)
11. Request for Office Support Specialist
12. Request for County Agency Social Workers (2)
13. Phased Retirement Request Jane Evans 7/1/19- 12/31/19
14. Quotes for Benefit Enrollment System
15. Administrative Policy 27- Agency Health Insurance Funding

GOVERNING BOARD (cont.)

16. Donations:

- a. Rolling Plains Sewing Circle donated layette bundles to children/families in need
- b. First Presbyterian Church, Redwood Falls, donated 9 family passes to the aquatic center
- c. Bethany Lutheran Church- Acro and Bethany Elim Church in Ivahoe donated diapers and blankets for Lincoln County families/infants in need

17. Contracts

V. Adjournment

Next Meeting Dates:

- **Wednesday, July 17, 2019 – Marshall**
- **Wednesday, August 21, 2019 – Marshall**
- **Wednesday, September 18, 2019 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

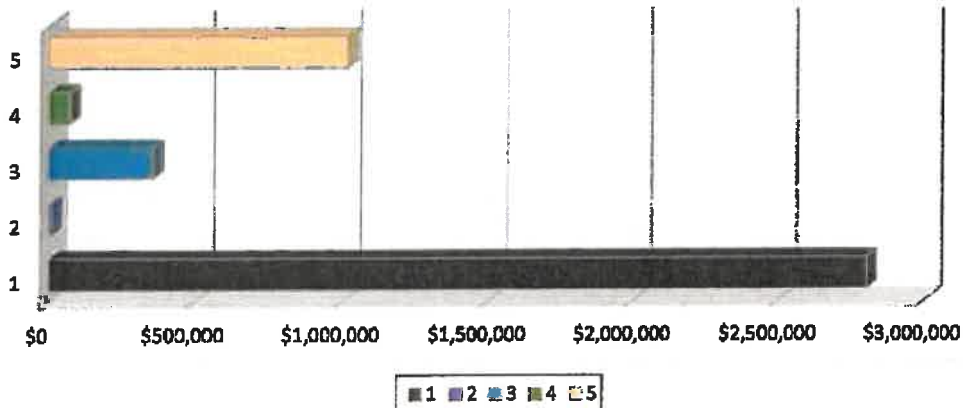
Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne Offices

SUMMARY OF FINANCIAL ACCOUNTS REPORT For the Month Ending: **May 31, 2019**

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

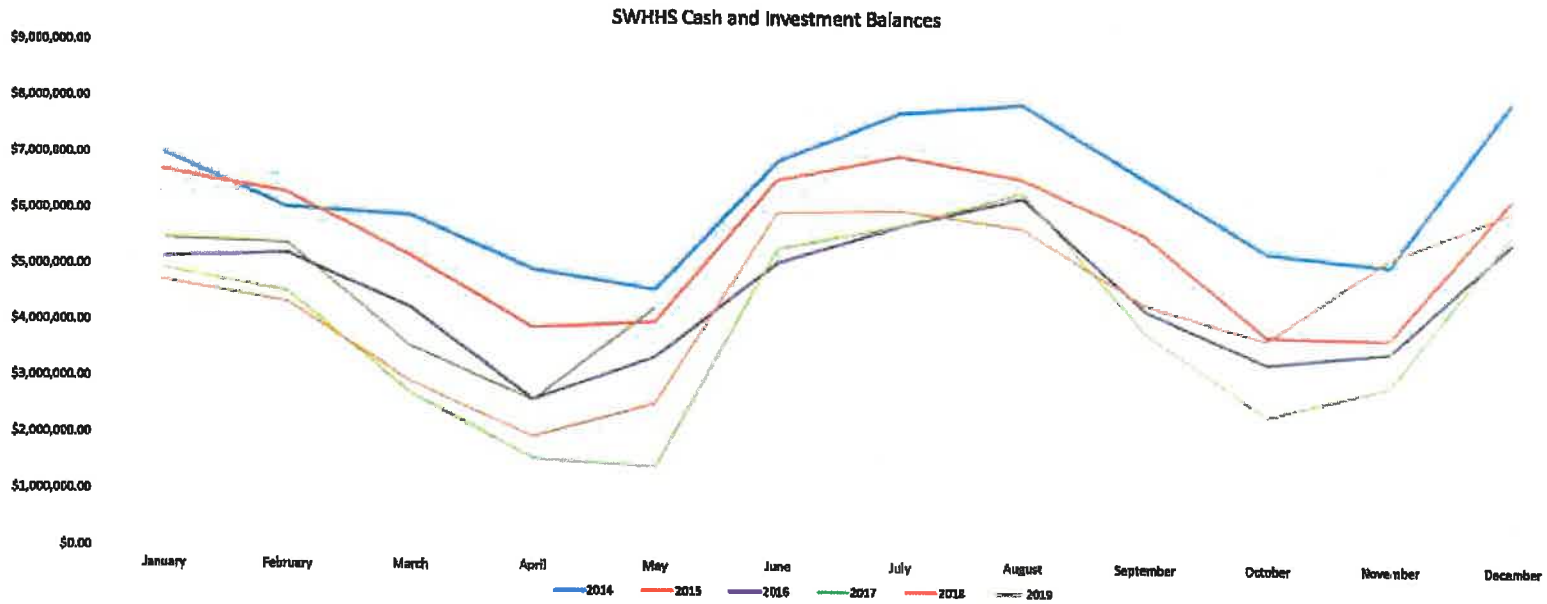
| Description | Month | Running Balance | |
|------------------------------------|--------------------|--------------------|---|
| BEGINNING BALANCE | | \$1,162,622 | |
| RECEIPTS | | | |
| Monthly Receipts | 2,773,075 | | |
| County Contribution | 1,656,627 | | |
| Interest on Savings | 6,889 | | |
| TOTAL MONTHLY RECEIPTS | | 4,436,591 | |
| DISBURSEMENTS | | | |
| Monthly Disbursements | 2,795,560 | | |
| TOTAL MONTHLY DISBURSEMENTS | | 2,795,560 | |
| ENDING BALANCE | | \$2,803,653 | |
| REVENUE | | | |
| Checking/Money Market | \$2,803,653 | | |
| SS Benefits Checking | \$10,537 | | |
| Bremer Savings | \$359,730 | | |
| Great Western Bank Savings | \$75,111 | | |
| Investments - AMGIC Fund | \$1,020,050 | | |
| ENDING BALANCE | | \$4,269,081 | May 2018 Ending Balance \$2,570,091 |
| DESIGNATED/RESTRICTED FUNDS | | | |
| Agency Health Insurance | | \$1,015,394 | \$998,994 |
| LCTS Lyon Murray Collaborative | | \$116,723 | |
| LCTS Rock Pipestone Collaborative | | \$63,837 | |
| LCTS Redwood Collaborative | | \$97,649 | |
| Local Advisory Council | | \$1,155 | May 2018 Ending Balance |
| AVAILABLE CASH BALANCE | | \$2,974,323 | \$1,368,407 |

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 | \$8,981,226.27 | \$8,024,756.16 | \$5,888,424.32 | \$4,951,083.48 | \$4,586,516.26 | \$8,893,382.81 | \$7,769,372.24 | \$7,943,228.69 | \$9,629,326.28 | \$5,325,638.85 | \$5,113,269.92 | \$8,050,538.29 | \$6,347,314.41 | \$6,298,489.25 |
| 2015 | \$8,677,478.44 | \$6,283,514.63 | \$5,177,699.80 | \$3,907,688.99 | \$4,019,148.98 | \$8,590,422.95 | \$8,982,523.27 | \$8,614,413.77 | \$5,631,287.68 | \$3,840,912.52 | \$3,805,455.22 | \$6,311,344.26 | \$5,485,155.71 | \$6,048,230.96 |
| 2016 | \$5,132,902.00 | \$5,204,953.28 | \$4,248,693.55 | \$2,828,628.20 | \$3,394,917.21 | \$5,088,787.88 | \$5,750,985.89 | \$6,275,434.87 | \$4,290,910.19 | \$3,346,309.75 | \$3,560,416.88 | \$5,553,701.83 | \$4,537,719.39 | \$4,881,516.27 |
| 2017 | \$4,926,902.34 | \$4,524,086.02 | \$2,727,761.26 | \$1,578,173.97 | \$1,451,585.61 | \$5,337,553.73 | \$5,754,867.08 | \$6,366,594.57 | \$3,893,362.07 | \$2,417,547.50 | \$2,962,222.15 | \$5,864,746.63 | \$3,988,776.58 | \$4,058,673.21 |
| 2018 | \$4,721,044.88 | \$4,333,938.53 | \$2,935,770.10 | \$1,985,449.82 | \$2,570,090.71 | \$5,977,407.40 | \$8,033,326.24 | \$5,731,633.62 | \$4,381,517.44 | \$3,775,199.59 | \$5,252,396.36 | \$6,065,906.40 | \$4,481,140.24 | \$3,998,917.84 |
| 2019 | \$5,488,300.08 | \$5,390,753.65 | \$3,580,027.40 | \$2,614,293.54 | \$4,269,080.30 | | | | | | | | \$4,260,490.87 | \$4,806,380.18 |

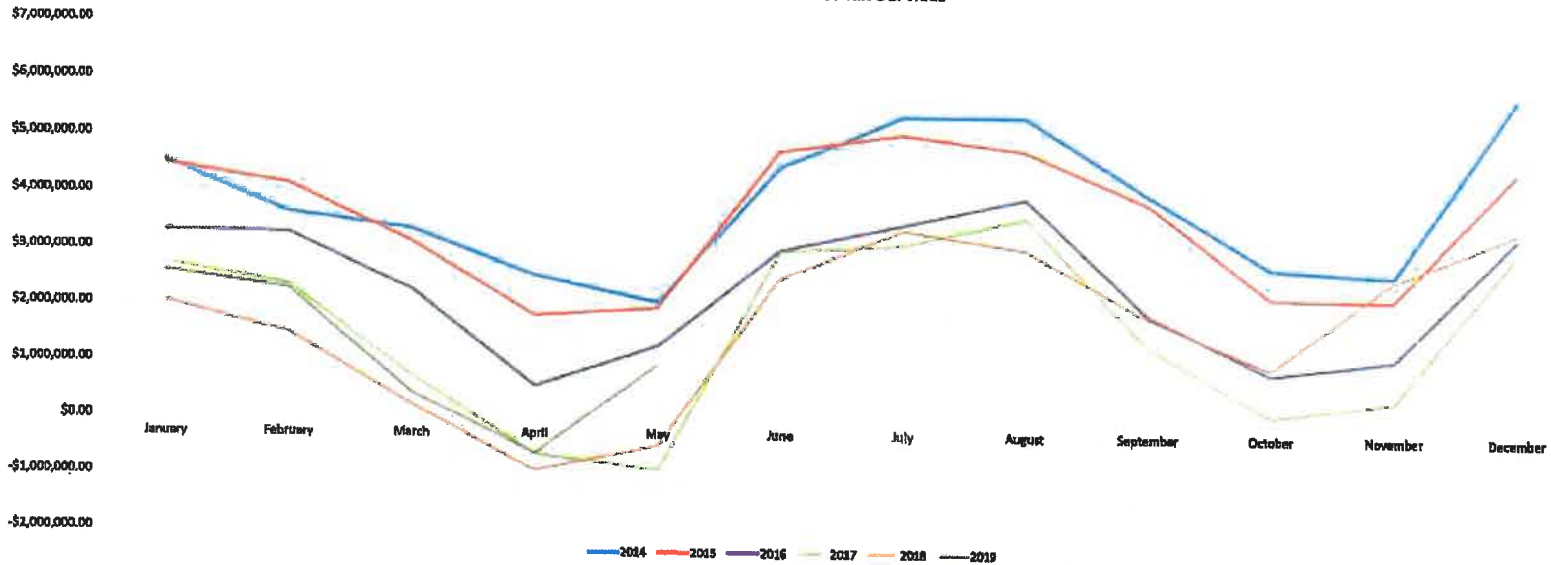


SWHHS
Total Cash and Investment Balance by Month - Human Services

| | January | February | March | April | May | June | July | August | September | October | November | December |
|------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 2014 | \$4,624,112.48 | \$3,629,625.68 | \$3,337,280.94 | \$2,518,145.92 | \$2,049,972.92 | \$4,463,844.09 | \$5,363,273.11 | \$5,365,874.16 | \$4,026,227.41 | \$2,740,775.93 | \$2,817,746.10 | \$5,760,212.52 |
| 2015 | \$4,463,244.66 | \$4,128,666.35 | \$3,114,956.80 | \$1,805,842.76 | \$1,948,746.17 | \$4,743,405.88 | \$5,052,782.79 | \$4,776,068.88 | \$3,866,016.53 | \$2,206,082.85 | \$2,192,119.16 | \$4,467,384.13 |
| 2016 | \$3,281,407.50 | \$3,262,674.15 | \$2,255,798.09 | \$644,625.71 | \$1,271,340.11 | \$2,981,321.29 | \$3,454,355.54 | \$3,941,449.89 | \$1,888,675.07 | \$854,465.14 | \$1,125,581.79 | \$3,301,841.92 |
| 2017 | \$2,721,814.16 | \$2,337,080.47 | \$710,968.71 | -\$878,684.48 | -\$945,146.15 | \$2,972,035.68 | \$3,096,420.77 | \$3,593,641.96 | \$1,322,585.71 | \$84,999.25 | \$377,552.65 | \$3,035,283.66 |
| 2018 | \$2,027,812.89 | \$1,464,259.33 | \$181,368.90 | -\$883,731.97 | -\$601,975.29 | \$2,490,788.49 | \$3,357,736.65 | \$3,035,639.30 | \$1,633,134.33 | \$948,482.40 | \$2,542,047.76 | \$3,397,063.22 |
| 2019 | \$2,581,063.09 | \$2,265,168.91 | \$405,973.62 | -\$681,408.85 | \$934,705.49 | | | | | | | |

| Average for Year | Average for Jan-Mar |
|------------------|---------------------|
| \$3,866,341.79 | \$3,830,343.10 |
| \$3,563,943.81 | \$3,802,288.90 |
| \$2,347,703.02 | \$2,933,293.25 |
| \$1,532,362.72 | \$1,823,187.79 |
| \$1,653,402.17 | \$1,234,479.71 |
| \$1,105,098.48 | \$1,760,731.94 |

SWHHS Cash Balances - Human Services

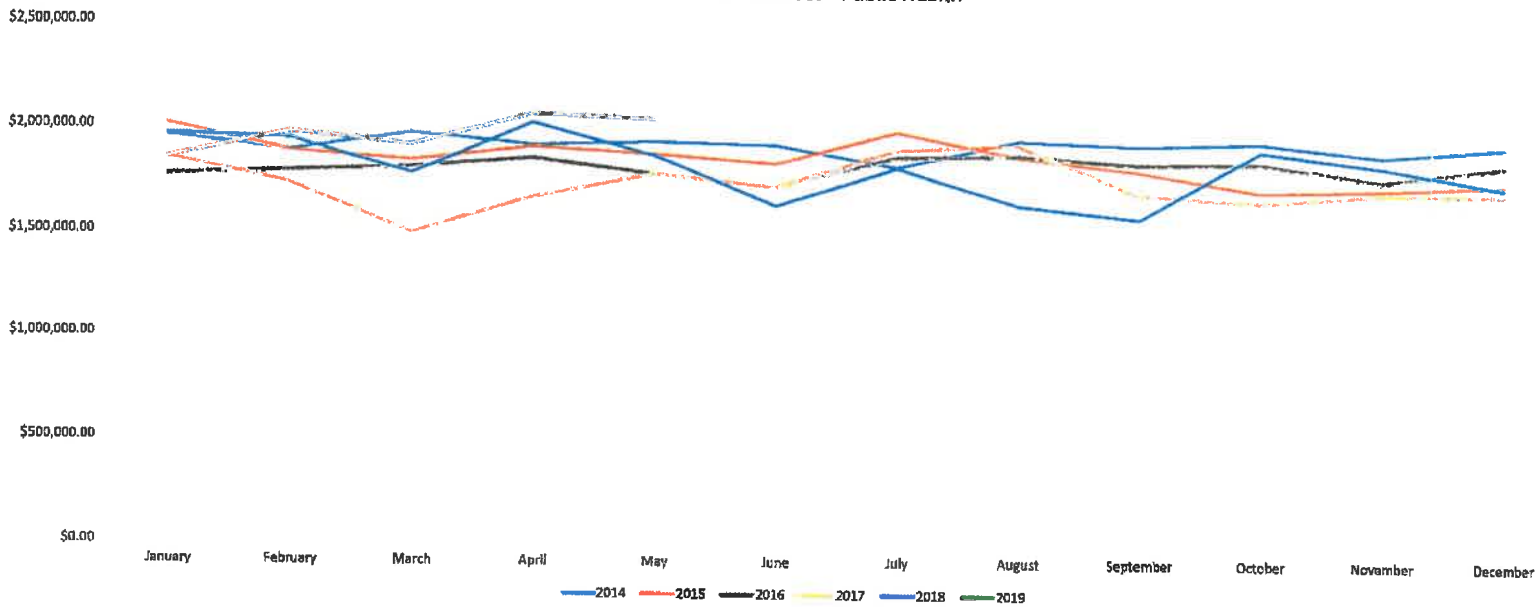


SWHHS
Total Cash and Investment Balance by Month - Public Health Services

| | January | February | March | April | May | June | July | August | September | October | November | December |
|------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 2014 | \$1,952,348.46 | \$1,889,115.47 | \$1,972,829.09 | \$1,919,040.73 | \$1,936,810.76 | \$1,923,130.89 | \$1,822,889.83 | \$1,953,691.09 | \$1,834,989.18 | \$1,854,398.64 | \$1,894,110.16 | \$1,942,821.40 |
| 2015 | \$2,005,674.71 | \$1,882,881.89 | \$1,841,149.82 | \$1,808,754.95 | \$1,876,427.45 | \$1,832,808.45 | \$1,987,167.33 | \$1,874,490.47 | \$1,806,827.22 | \$1,714,883.10 | \$1,730,383.53 | \$1,755,462.75 |
| 2016 | \$1,767,113.43 | \$1,788,985.60 | \$1,807,700.34 | \$1,854,929.75 | \$1,779,529.15 | \$1,718,935.64 | \$1,868,440.04 | \$1,880,665.32 | \$1,844,832.32 | \$1,854,296.98 | \$1,772,885.81 | \$1,845,353.91 |
| 2017 | \$1,847,930.47 | \$1,728,463.73 | \$1,494,923.91 | \$1,867,703.90 | \$1,778,886.78 | \$1,720,044.88 | \$1,903,354.71 | \$1,930,710.27 | \$1,695,805.50 | \$1,683,861.45 | \$1,709,289.13 | \$1,709,425.15 |
| 2018 | \$1,962,214.72 | \$1,943,637.75 | \$1,780,822.88 | \$2,023,315.56 | \$1,870,382.57 | \$1,633,344.08 | \$1,816,127.45 | \$1,643,850.72 | \$1,564,218.89 | \$1,814,793.23 | \$1,842,417.33 | \$1,743,836.48 |
| 2019 | \$1,851,277.80 | \$1,972,764.31 | \$1,918,434.61 | \$2,063,608.18 | \$2,039,616.86 | | | | | | | |

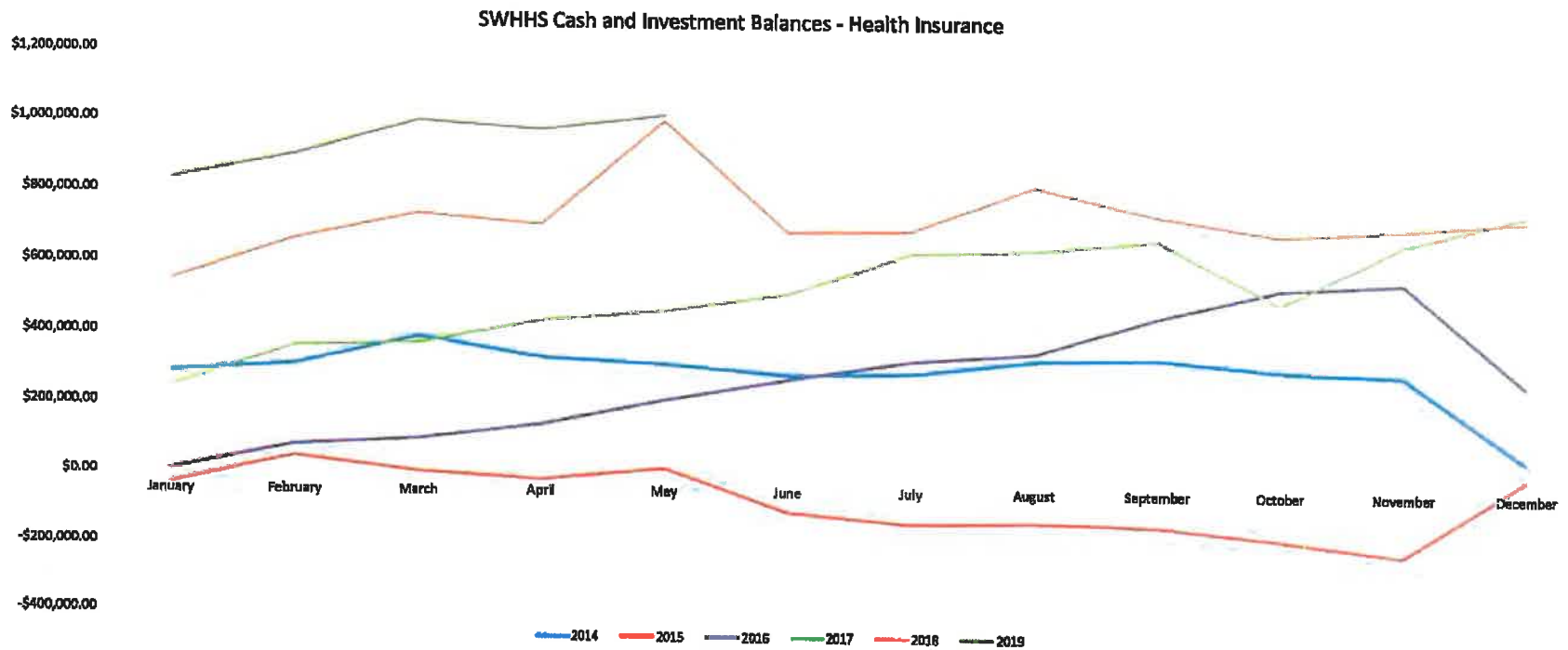
| Average for Year |
|------------------|
| \$1,824,597.82 |
| \$1,851,214.87 |
| \$1,815,214.11 |
| \$1,737,349.18 |
| \$1,813,230.16 |
| \$1,969,140.35 |

SWHHS Cash Balances - Public Health



SWHHS
Total Cash Balance by Month - Health Insurance

| | January | February | March | April | May | June | July | August | September | October | November | December | Average for Year |
|------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|------------------|
| 2014 | \$285,358.82 | \$308,046.30 | \$387,989.08 | \$330,278.67 | \$312,752.06 | \$283,535.78 | \$290,484.90 | \$330,401.57 | \$338,896.39 | \$307,534.98 | \$295,838.26 | \$52,721.51 | \$293,836.53 |
| 2015 | -\$33,351.13 | \$43,792.99 | \$830.08 | -\$19,686.02 | \$13,868.59 | -\$109,949.59 | -\$141,430.74 | -\$134,243.27 | -\$141,678.96 | -\$178,110.32 | -\$221,023.86 | \$0.00 | -\$76,748.52 |
| 2016 | \$4,998.43 | \$75,942.80 | \$95,153.51 | \$139,472.05 | \$210,786.36 | \$270,893.34 | \$325,643.77 | \$350,734.02 | \$455,033.16 | \$538,192.07 | \$558,493.11 | \$269,082.28 | \$274,517.08 |
| 2017 | \$243,431.96 | \$360,090.41 | \$369,063.91 | \$436,168.38 | \$465,166.83 | \$514,005.00 | \$629,735.43 | \$640,875.17 | \$673,434.33 | \$497,527.63 | \$665,075.30 | \$753,857.36 | \$520,702.81 |
| 2018 | \$547,461.08 | \$661,779.28 | \$734,590.83 | \$705,226.64 | \$996,994.04 | \$688,218.46 | \$693,431.75 | \$820,833.21 | \$742,653.73 | \$690,065.54 | \$709,870.88 | \$736,804.37 | \$727,502.48 |
| 2019 | 830,786.86 | 898,632.50 | 996,671.64 | 973,046.88 | 1015393.62 | | | | | | | | \$942,906.30 |



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

MAY 2019

| DATE | RECEIPT or CHECK # | DESCRIPTION | + DEPOSITS | -DISBURSEMENTS | BALANCE |
|----------|-------------------------------------|----------------|---------------------|---------------------|--------------|
| | BALANCE FORWARD | | | | 1,162,621.76 |
| 05/01/19 | 9827 | Disb | | 9,846.54 | 1,152,775.22 |
| 05/03/19 | 97345-97386 | Disb | | 3,644.30 | 1,149,130.92 |
| 05/03/19 | 5807 ACH | Disb | | 22.00 | 1,149,108.92 |
| 05/03/19 | 97387-97449 | Disb | | 88,173.30 | 1,060,935.62 |
| 05/03/19 | 5808-5853 ACH | Disb | | 62,179.09 | 998,756.53 |
| 05/03/19 | 34338-34400 | Dep | 384,965.58 | | 1,383,722.11 |
| 05/06/19 | 9828 | Disb | | 36,283.01 | 1,347,439.10 |
| 05/07/19 | 9829 | Disb | | 3,237.33 | 1,344,201.77 |
| 05/07/19 | 34401-34432 | Dep | 186,005.46 | | 1,530,207.23 |
| 05/07/19 | VOID 97320 | Disb | | (345.00) | 1,530,552.23 |
| 05/10/19 | 8792-8810 | Payroll | | 131,402.57 | 1,399,149.66 |
| 05/10/19 | 57100-57339 ACH | Payroll | | 481,434.24 | 917,715.42 |
| 05/10/19 | 97450-97469 | Disb | | 1,863.19 | 915,852.23 |
| 05/10/19 | 5854-5854 ACH | Disb | | 91.50 | 915,760.73 |
| 05/10/19 | 97470-97539 | Disb | | 91,278.34 | 824,482.39 |
| 05/10/19 | 5855-5895 ACH | Disb | | 29,471.77 | 795,010.62 |
| 05/10/19 | 34433-34534 | Dep | 348,540.51 | | 1,143,551.13 |
| 05/11/19 | 9830 | Disb | | 60,235.12 | 1,083,316.01 |
| 05/14/19 | 34535-34552,34558,34562-34569 | Dep | 583,175.92 | | 1,666,491.93 |
| 05/15/19 | 9831 | Disb | | 9,869.32 | 1,656,622.61 |
| 05/17/19 | 97540-97641 | Disb | | 14,988.90 | 1,641,633.71 |
| 05/17/19 | 5896 ACH | Disb | | 135.50 | 1,641,498.21 |
| 05/17/19 | 97642-97841 | Disb | | 96,650.65 | 1,544,847.56 |
| 05/17/19 | 5897-5900 ACH | Disb | | 1,516.28 | 1,543,331.28 |
| 05/17/19 | 97842-97920 | Disb | | 21,442.89 | 1,521,888.39 |
| 05/17/19 | 5901 ACH | Disb | | 38.28 | 1,521,850.11 |
| 05/17/19 | 97921-98002 | Disb | | 308,581.38 | 1,213,268.73 |
| 05/17/19 | 5902-5935 | Disb | | 59,733.73 | 1,153,535.00 |
| 05/16/19 | VOID 97392 | Disb | | (466.82) | 1,154,001.82 |
| 05/17/19 | VOID 97924 | Disb | | (575.00) | 1,154,576.82 |
| 05/17/19 | 34553-34557,34559-34461,34470-34619 | Dep | 537,760.87 | | 1,692,337.69 |
| 05/20/19 | 9832 | Disb | | 16,103.14 | 1,676,234.55 |
| 05/20/19 | 9833 | Disb | | 8,934.30 | 1,667,300.25 |
| 05/21/19 | 34620-34632,34634-34655 | Dep | 115,080.22 | | 1,782,380.47 |
| 05/22/19 | 9834 | Disb | | 890.15 | 1,781,490.32 |
| 05/24/19 | 98003-98051 | Disb | | 6,039.20 | 1,775,451.12 |
| 05/24/19 | 5936-5937 ACH | Disb | | 333.16 | 1,775,117.96 |
| 05/24/19 | 98052-98122 | Disb | | 93,688.06 | 1,681,429.90 |
| 05/24/19 | 5938-5960 ACH | Disb | | 4,646.73 | 1,676,783.17 |
| 05/24/19 | 8811 - 8829 | Payroll | | 131,426.55 | 1,545,356.62 |
| 05/24/19 | 57340 - 57580 ACH | Payroll | | 490,258.95 | 1,055,097.67 |
| 05/24/19 | 34633,34656-34724 | Dep | 1,248,140.25 | | 2,303,237.92 |
| 05/28/19 | 9835 (NSF return R34567) | Dep | (100.00) | | 2,303,137.92 |
| 05/28/19 | 9836 | Disb | | 55,721.67 | 2,247,416.25 |
| 05/28/19 | 35725-34744 | Dep | 661,120.76 | | 2,908,537.01 |
| 05/30/19 | 9837 | Disb | | 9,854.04 | 2,898,682.97 |
| 05/31/19 | 98123 - 98141 | Disb | | 1,912.53 | 2,896,770.44 |
| 05/31/19 | 98142 - 98179 | Disb | | 461,912.08 | 2,434,858.36 |
| 05/31/19 | 5961 - 5974 ACH | Disb | | 3,106.82 | 2,431,751.54 |
| 05/31/19 | 34745-34802 | Dep | 371,901.60 | | 2,803,653.14 |
| | balanced 6/4/19 jvp | | | | 2,803,653.14 |
| | | TOTALS: | 4,436,591.17 | 2,795,559.79 | |

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

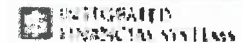
| |
|--------------|
| 10,537.21 |
| 359,729.52 |
| 75,110.90 |
| 1,020,049.53 |

TOTAL CASH BALANCE

4,269,080.30

SRK
6/7/19 8:58AM

Southwest Health and Human Services



TREASURER'S CASH TRIAL BALANCE

As of 05/2019

| <u>Fund</u> | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u> | <u>Current Balance</u> |
|---|--------------------------|---------------------|----------------------|------------------------|
| 1 Health Services Fund | 1,741,705.40 | | | |
| Receipts | | 245,553.98 | 1,781,828.92 | |
| Disbursements | | 61,194.59- | 339,449.53- | |
| Payroll | | 208,350.71- | 1,161,271.84- | |
| Journal Entries | | 0.00 | 16,803.91 | |
| Fund Total | | 23,991.32- | 297,911.46 | 2,039,616.86 |
| 5 Human Services Fund 410 General Administration | 897.64 | | | |
| Receipts | | 49,689.53 | 248,472.78 | |
| Disbursements | | 59,398.98- | 254,630.19- | |
| Payroll | | 11,608.51- | 66,984.48- | |
| Dept Total | | 21,317.96- | 73,141.89- | 72,244.25- |
| 5 Human Services Fund 420 Income Maintenance | 1,824,182.45- | | | |
| Receipts | | 1,303,327.54 | 3,107,477.95 | |
| Disbursements | | 336,354.45- | 1,374,322.60- | |
| Payroll | | 338,473.21- | 1,838,317.07- | |
| Dept Total | | 628,499.88 | 105,161.72- | 1,929,344.17- |
| 5 Human Services Fund 431 Social Services | 8,246,573.56 | | | |
| Receipts | | 2,525,404.00 | 5,199,485.07 | |
| Disbursements | | 125,601.47- | 698,424.49- | |
| SSIS | | 735,659.73- | 3,129,491.60- | |
| Payroll | | 658,913.02- | 3,567,956.26- | |
| Journal Entries | | 0.00 | 16,803.91- | |
| Dept Total | | 1,005,229.78 | 2,213,191.19- | 6,033,382.37 |
| 5 Human Services Fund 461 Information Systems | 3,026,319.53- | | | |
| Receipts | | 879.50 | 9,774.25 | |
| Disbursements | | 0.00 | 1,568.93- | |
| Payroll | | 17,176.86- | 78,974.25- | |

SRK
6/7/19

8:58AM

Southwest Health and Human Services

TREASURER'S CASH TRIAL BALANCE

As of 05/2019

| <u>Fund</u> | | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u> | <u>Current Balance</u> |
|-------------|--|------------------------------|---------------------------|---------------|----------------------------|
| | Dept Total | | 16,297.36- | 70,768.93- | 3,097,088.46- |
| 5 | Human Services Fund | 471 | LCTS Collaborative Agency | | |
| | | 0.00 | | | |
| | Receipts | | 54,894.00 | 118,568.00 | |
| | Disbursements | | 54,894.00- | 118,568.00- | |
| | Dept Total | | 0.00 | 0.00 | 0.00 |
| | Fund Total | 3,396,969.22 | 1,596,114.34 | 2,462,263.73- | 934,705.49 |
| 61 | Agency Health Insurance | | | | |
| | | 736,904.37 | | | |
| | Receipts | | 215,704.00 | 1,426,778.90 | |
| | Disbursements | | 173,357.26- | 1,148,289.65- | |
| | Fund Total | | 42,346.74 | 278,489.25 | 1,015,393.62 |
| 71 | LCTS Lyon Murray Collaborative Fund | 471 | LCTS Collaborative Agency | | |
| | | 110,828.23 | | | |
| | Receipts | | 24,294.00 | 50,921.00 | |
| | Disbursements | | 14,577.00- | 45,026.00- | |
| | Dept Total | | 9,717.00 | 5,895.00 | 116,723.23 |
| | Fund Total | 110,828.23 | 9,717.00 | 5,895.00 | 116,723.23 |
| 73 | LCTS Rock Pipestone Collaborative Fund | 471 | LCTS Collaborative Agency | | |
| | | 44,776.45 | | | |
| | Receipts | | 9,749.00 | 21,991.00 | |
| | Disbursements | | 0.00 | 2,930.00- | |
| | Dept Total | | 9,749.00 | 19,061.00 | 63,837.45 |
| | Fund Total | 44,776.45 | 9,749.00 | 19,061.00 | 63,837.45 |
| 75 | Redwood LCTS Collaborative | 471 | LCTS Collaborative Agency | | |
| | | 51,342.63 | | | |
| | Receipts | | 20,851.00 | 46,306.00 | |

SRK
6/7/19 8:58AM

Southwest Health and Human Services



TREASURER'S CASH TRIAL BALANCE

As of 05/2019

| <u>Fund</u> | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u> | <u>Current Balance</u> |
|---------------------------|------------------------------|-----------------------|---------------|----------------------------|
| Dept Total | | 20,851.00 | 46,306.00 | 97,648.63 |
| Fund Total | 51,342.63 | 20,851.00 | 46,306.00 | 97,648.63 |
| | | | | |
| 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 | 6,083,681.32 | | | |
| Receipts | | 4,450,346.55 | 12,011,603.87 | |
| Disbursements | | 825,377.75- | 3,983,209.39- | |
| SSIS | | 735,659.73- | 3,129,491.60- | |
| Payroll | | 1,234,522.31- | 6,713,503.90- | |
| Total | | 1,654,786.76 | 1,814,601.02- | 4,269,080.30 |

Southwest Health and Human Services



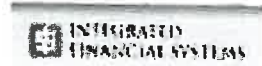
RM-Stmt of Revenues & Expenditures

As Of 05/2019

Report Basis: Cash

| DESCRIPTION | CURRENT MONTH | YEAR TO-DATE | 2019 BUDGET | % OF BUDG | % OF YEAR |
|------------------------------------|--------------------|----------------------|----------------------|-----------|-----------|
| FUND I HEALTH SERVICES FUND | | | | | |
| REVENUES | | | | | |
| CONTRIBUTIONS FROM COUNTIES | 0.00 | 492,370.00- | 966,705.00- | 51 | 42 |
| INTERGOVERNMENTAL REVENUES | 2,704.00- | 165,988.63- | 169,800.00- | 98 | 42 |
| STATE REVENUES | 123,425.53- | 338,739.71- | 820,717.00- | 41 | 42 |
| FEDERAL REVENUES | 92,948.34- | 619,078.04- | 1,265,748.00- | 49 | 42 |
| FEES | 25,330.06- | 157,579.24- | 418,795.00- | 38 | 42 |
| EARNINGS ON INVESTMENTS | 1,102.29- | 5,043.40- | 4,800.00- | 105 | 42 |
| MISCELLANEOUS REVENUES | 43.76- | 2,669.62- | 9,219.00- | 29 | 42 |
| TOTAL REVENUES | 245,553.98- | 1,781,468.64- | 3,655,784.00- | 49 | 42 |
| EXPENDITURES | | | | | |
| PROGRAM EXPENDITURES | 0.00 | 0.00 | 0.00 | 0 | 42 |
| PAYROLL AND BENEFITS | 208,350.71 | 1,144,467.93 | 2,840,986.00 | 40 | 42 |
| OTHER EXPENDITURES | 61,194.59 | 339,089.25 | 804,798.00 | 42 | 42 |
| TOTAL EXPENDITURES | 269,545.30 | 1,483,557.18 | 3,645,784.00 | 41 | 42 |

Southwest Health and Human Services



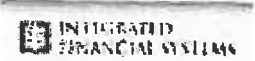
RM-Stmt of Revenues & Expenditures

As Of 05/2019

Report Basis: Cash

| DESCRIPTION | CURRENT MONTH | YEAR TO-DATE | 2019 BUDGET | % OF BUDG | % OF YEAR |
|-----------------------------------|----------------------|----------------------|-----------------------|-----------|-----------|
| FUND 5 HUMAN SERVICES FUND | | | | | |
| REVENUES | | | | | |
| CONTRIBUTIONS FROM COUNTIES | 1,656,626.83- | 2,016,901.63- | 10,836,767.00- | 19 | 42 |
| INTERGOVERNMENTAL REVENUES | 1,373.54 | 54,713.36- | 132,267.00- | 41 | 42 |
| STATE REVENUES | 435,498.85- | 1,642,135.92- | 5,224,156.00- | 31 | 42 |
| FEDERAL REVENUES | 1,164,977.82- | 3,403,963.42- | 8,047,638.00- | 42 | 42 |
| FEES | 210,964.27- | 779,231.25- | 2,415,391.00- | 32 | 42 |
| EARNINGS ON INVESTMENTS | 5,786.95- | 24,902.80- | 25,200.00- | 99 | 42 |
| MISCELLANEOUS REVENUES | 408,756.82- | 498,809.96- | 1,000,344.00- | 50 | 42 |
| TOTAL REVENUES | 3,881,238.00- | 8,420,658.34- | 27,681,763.00- | 30 | 42 |
| EXPENDITURES | | | | | |
| PROGRAM EXPENDITURES | 1,019,442.67 | 4,127,975.84 | 11,516,187.00 | 36 | 42 |
| PAYROLL AND BENEFITS | 1,035,614.57 | 5,575,276.28 | 13,537,287.00 | 41 | 42 |
| OTHER EXPENDITURES | 229,799.94 | 1,149,445.13 | 2,528,289.00 | 45 | 42 |
| TOTAL EXPENDITURES | 2,284,857.18 | 10,852,697.25 | 27,581,763.00 | 39 | 42 |

Southwest Health and Human Services

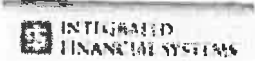


Revenues & Expend by Prog,Dept,Fund

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 | | | | 42 |
| | | | Expend. | 2,400.12 | 12,043.84 | 0.00 | 0 42 |
| | | | Net | 2,400.12 | 12,043.84 | 0.00 | 0 42 |
| 930 PROGRAM | Administration | | Revenue | 1,276.04- | 509,250.46- | 981,744.00-- | 52 42 |
| | | | Expend. | 64,738.12 | 294,694.52 | 666,823.00 | 44 42 |
| | | | Net | 63,462.08 | 214,555.94- | 314,921.00-- | 68 42 |
| 410 DEPT | General Administration | Totals: | Revenue | 1,276.04- | 509,250.46- | 981,744.00-- | 52 42 |
| | | | Expend. | 67,138.24 | 306,738.36 | 666,823.00 | 46 42 |
| | | | Net | 65,862.20 | 202,512.10- | 314,921.00-- | 64 42 |
| 481 DEPT | Nursing | | | | | | |
| 100 PROGRAM | Family Health | | Revenue | 1,827.11- | 9,831.39- | 16,680.00-- | 59 42 |
| | | | Expend. | 3,432.53 | 12,461.92 | 15,351.00 | 81 42 |
| | | | Net | 1,605.42 | 2,630.53 | 1,329.00-- | 198- 42 |
| 103 PROGRAM | Follow Along Program | | Revenue | 4,387.96- | 9,797.05- | 26,966.00-- | 36 42 |
| | | | Expend. | 1,774.23 | 9,303.09 | 29,921.00 | 31 42 |
| | | | Net | 2,613.73- | 493.96- | 2,955.00 | 17- 42 |
| 110 PROGRAM | TANF | | Revenue | 0.00 | 60,112.88- | 127,876.00-- | 47 42 |
| | | | Expend. | 63.75 | 61,954.37 | 122,911.00 | 50 42 |
| | | | Net | 63.75 | 1,841.49 | 4,965.00-- | 37- 42 |
| 130 PROGRAM | WIC | | Revenue | 39,641.00- | 290,641.00- | 450,000.00-- | 65 42 |
| | | | Expend. | 39,340.89 | 208,429.73 | 524,339.00 | 40 42 |
| | | | Net | 300.11- | 82,211.27- | 74,339.00 | 111- 42 |
| 140 PROGRAM | Peer Breastfeeding Support Program | | Revenue | 9,505.00- | 19,110.00- | 55,438.00-- | 34 42 |
| | | | Expend. | 2,971.23 | 14,989.15 | 55,438.00 | 27 42 |
| | | | Net | 6,533.77- | 4,120.85- | 0.00 | 0 42 |
| 210 PROGRAM | CTC Outreach | | Revenue | 16,931.02- | 106,599.35- | 270,034.00-- | 39 42 |
| | | | Expend. | 18,727.06 | 90,849.34 | 270,034.00 | 34 42 |
| | | | Net | 1,796.04 | 15,750.01- | 0.00 | 0 42 |
| 270 PROGRAM | Maternal Child Health | | Revenue | 5,511.03- | 66,126.83- | 238,279.00-- | 28 42 |
| | | | Expend. | 14,763.10 | 94,467.24 | 248,588.00 | 38 42 |
| | | | Net | 9,252.07 | 28,340.41 | 10,309.00 | 275 42 |

Southwest Health and Human Services

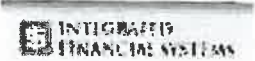


Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

| Element | Description | Account Number | | Current Month | Year-To-Date | Budget | % of Bdgt | % of Year |
|-------------|-------------------------------------|----------------|---------|---------------|--------------|---------------|-----------|-----------|
| 280 PROGRAM | MCH Dental Health | | Revenue | 501.79- | 1,161.64- | 43,200.00- | 3 | 42 |
| | | | Expend. | 1,891.96 | 12,593.81 | 19,059.00 | 66 | 42 |
| | | | Net | 1,390.17 | 11,432.17 | 24,141.00- | 47- | 42 |
| 285 PROGRAM | MCH Blood Lead | | Revenue | | | | | 42 |
| | | | Expend. | 15.88 | 284.18 | 0.00 | 0 | 42 |
| | | | Net | 15.88 | 284.18 | 0.00 | 0 | 42 |
| 295 PROGRAM | MCH Car Seat Program | | Revenue | 2,203.20- | 6,337.20- | 31,000.00- | 20 | 42 |
| | | | Expend. | 1,928.93 | 12,390.14 | 38,792.00 | 32 | 42 |
| | | | Net | 274.27- | 6,052.94 | 7,792.00 | 78 | 42 |
| 300 PROGRAM | Case Management | | Revenue | 42,314.68- | 167,063.38- | 347,800.00- | 48 | 42 |
| | | | Expend. | 27,045.67 | 176,335.21 | 389,147.00 | 45 | 42 |
| | | | Net | 15,269.01- | 9,271.83 | 41,347.00 | 22 | 42 |
| 330 PROGRAM | MNChoices | | Revenue | 36,258.04- | 86,326.09- | 157,000.00- | 55 | 42 |
| | | | Expend. | 13,623.72 | 88,219.15 | 181,108.00 | 49 | 42 |
| | | | Net | 22,634.32- | 1,893.06 | 24,108.00 | 8 | 42 |
| 603 PROGRAM | Disease Prevention And Control | | Revenue | 15,755.75- | 43,604.90- | 145,862.00- | 30 | 42 |
| | | | Expend. | 16,750.87 | 72,375.99 | 227,721.00 | 32 | 42 |
| | | | Net | 995.12 | 28,771.09 | 81,859.00 | 35 | 42 |
| 660 PROGRAM | MIIC | | Revenue | 0.00 | 0.00 | 1,000.00- | 0 | 42 |
| | | | Expend. | 92.72 | 495.30 | 109.00 | 454 | 42 |
| | | | Net | 92.72 | 495.30 | 891.00- | 56- | 42 |
| 481 DEPT | Nursing | Totals: | Revenue | 174,836.58- | 866,711.71- | 1,911,135.00- | 45 | 42 |
| | | | Expend. | 142,422.54 | 855,148.62 | 2,122,518.00 | 40 | 42 |
| | | | Net | 32,414.04- | 11,563.09- | 211,383.00 | 5- | 42 |
| 483 DEPT | Health Education | | | | | | | |
| 500 PROGRAM | Direct Client Services | | Revenue | 355.28- | 4,272.97- | 2,270.00- | 188 | 42 |
| | | | Expend. | 296.86 | 5,346.06 | 30,942.00 | 17 | 42 |
| | | | Net | 58.42- | 1,073.09 | 28,672.00 | 4 | 42 |
| 510 PROGRAM | SHIP | | Revenue | 39,407.18- | 109,823.46- | 226,690.00- | 48 | 42 |
| | | | Expend. | 19,063.05 | 92,696.30 | 226,690.00 | 41 | 42 |
| | | | Net | 20,344.13- | 17,127.16- | 0.00 | 0 | 42 |
| 540 PROGRAM | Toward Zero Deaths (TZD) Safe Roads | | Revenue | 0.00 | 2,979.05- | 17,009.00- | 18 | 42 |
| | | | Expend. | 1,653.16 | 3,625.70 | 23,440.00 | 15 | 42 |
| | | | Net | 1,653.16 | 646.65 | 6,431.00 | 10 | 42 |

Southwest Health and Human Services

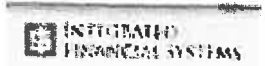


Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

| Element | Description | Account Number | | Current Month | Year-To-Date | Budget | % of Bdgt | % of Year |
|-------------|------------------------|----------------|---------|---------------|---------------|---------------|-----------|-----------|
| 550 PROGRAM | P&I Grant | | Revenue | 0.00 | 72,631.00- | 189,326.00- | 38 | 42 |
| | | | Expend. | 10,273.42 | 56,085.55 | 189,326.00 | 30 | 42 |
| | | | Net | 10,273.42 | 16,545.45- | 0.00 | 0 | 42 |
| 900 PROGRAM | Emergency Preparedness | | Revenue | 25,218.90- | 46,675.98- | 97,210.00- | 48 | 42 |
| | | | Expend. | 6,581.80 | 39,594.07 | 97,210.00 | 41 | 42 |
| | | | Net | 18,637.10- | 7,081.91- | 0.00 | 0 | 42 |
| 483 DEPT | Health Education | Totals: | Revenue | 64,981.36- | 236,382.46- | 532,505.00- | 44 | 42 |
| | | | Expend. | 37,868.29 | 197,347.68 | 567,608.00 | 35 | 42 |
| | | | Net | 27,113.07- | 39,034.78- | 35,103.00 | 111- | 42 |
| 485 DEPT | Environmental Health | | Revenue | 4,460.00- | 169,124.01- | 230,400.00- | 73 | 42 |
| 800 PROGRAM | Environmental | | Expend. | 22,116.23 | 124,322.52 | 288,835.00 | 43 | 42 |
| | | | Net | 17,656.23 | 44,801.49- | 58,435.00 | 77- | 42 |
| 485 DEPT | Environmental Health | Totals: | Revenue | 4,460.00- | 169,124.01- | 230,400.00- | 73 | 42 |
| | | | Expend. | 22,116.23 | 124,322.52 | 288,835.00 | 43 | 42 |
| | | | Net | 17,656.23 | 44,801.49- | 58,435.00 | 77- | 42 |
| 1 FUND | Health Services Fund | Totals: | Revenue | 245,553.98- | 1,781,468.64- | 3,655,784.00- | 49 | 42 |
| | | | Expend. | 269,545.30 | 1,483,557.18 | 3,845,784.00 | 41 | 42 |
| | | | Net | 23,991.32 | 297,911.46- | 10,000.00- | 2,979 | 42 |

Southwest Health and Human Services



Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

| <u>Element</u> | <u>Description</u> | <u>Account Number</u> | <u>Current Month</u> | <u>Year-To-Date</u> | <u>Budget</u> | <u>% of Bdgt</u> | <u>% of Year</u> |
|----------------|---------------------------------------|-----------------------|----------------------|---------------------|---------------|------------------|------------------|
| 5 FUND | Human Services Fund | | | | | | |
| 410 DEPT | General Administration | | | | | | |
| 0 PROGRAM | ... | | | | | | |
| | | | Revenue | | | | |
| | | | Expend. | 21,051.48 | 73,307.07 | 82,029.00 | 42 |
| | | | Net | 21,051.48 | 73,307.07 | 82,029.00 | 89 42 |
| 410 DEPT | General Administration | Totals: | Revenue | | | | |
| | | | Expend. | 21,051.48 | 73,307.07 | 82,029.00 | 42 |
| | | | Net | 21,051.48 | 73,307.07 | 82,029.00 | 89 42 |
| 420 DEPT | Income Maintenance | | | | | | |
| 0 PROGRAM | ... | | Revenue | | | | |
| | | | Expend. | 116.26 | 674.50 | 0.00 | 0 42 |
| | | | Net | 116.26 | 674.50 | 0.00 | 0 42 |
| 600 PROGRAM | Income Maint Administrative/Overhea | | Revenue | 532,230.87- | 682,020.20- | 3,458,246.00- | 20 42 |
| | | | Expend. | 120,959.35 | 668,995.95 | 1,507,646.00 | 44 42 |
| | | | Net | 411,271.52- | 13,024.25- | 1,950,600.00- | 1 42 |
| 601 PROGRAM | Income Maint/Random Moment Payro | | Revenue | | | | |
| | | | Expend. | 197,765.33 | 1,054,307.82 | 2,522,830.00 | 42 42 |
| | | | Net | 197,765.33 | 1,054,307.82 | 2,522,830.00 | 42 42 |
| 602 PROGRAM | Income Maint FPI Investigator | | Revenue | 15,413.00- | 29,210.00- | 62,418.00- | 47 42 |
| | | | Expend. | 4,764.76 | 25,742.60 | 62,418.00 | 41 42 |
| | | | Net | 10,648.24- | 3,467.40- | 0.00 | 0 42 |
| 605 PROGRAM | MN Supplemental Aid (MSA)/GRH | | Revenue | 7,481.32- | 23,081.70- | 50,000.00- | 46 42 |
| | | | Expend. | 14,777.89 | 34,559.99 | 50,000.00 | 68 42 |
| | | | Net | 7,296.57 | 11,478.29 | 0.00 | 0 42 |
| 610 PROGRAM | TANF(AFDC/MFIP/DWP) | | Revenue | 1,122.00- | 7,065.75- | 20,000.00- | 35 42 |
| | | | Expend. | 1,798.32 | 2,133.57 | 20,800.00 | 10 42 |
| | | | Net | 676.32 | 4,932.18- | 800.00 | 617- 42 |
| 620 PROGRAM | General Asst (GA)/General Relief/Buri | | Revenue | 4,636.75- | 11,963.91- | 27,500.00- | 44 42 |
| | | | Expend. | 34,130.65 | 106,336.05 | 251,000.00 | 42 42 |
| | | | Net | 29,493.90 | 94,372.14 | 223,500.00 | 42 42 |
| 630 PROGRAM | Food Support (FS) | | Revenue | 124,655.00- | 259,059.24- | 517,000.00- | 50 42 |
| | | | Expend. | 1,267.57 | 5,914.24 | 6,600.00 | 90 42 |
| | | | Net | 123,387.43- | 253,145.00- | 510,400.00- | 50 42 |

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 |
|-------------|---------------------------------------|----------------|---------|---------------|---------------|----------------|-----------|-----------|
| 640 PROGRAM | Child Support (IVD) | | Revenue | 212,110.69- | 619,369.16- | 1,686,850.00- | 37 | 42 |
| | | | Expend. | 83,541.87 | 461,934.68 | 1,089,896.00 | 42 | 42 |
| | | | Net | 128,568.82- | 157,434.48- | 596,954.00- | 26 | 42 |
| 650 PROGRAM | Medical Assistance (MA) | | Revenue | 405,677.91- | 1,474,858.97- | 3,325,000.00- | 44 | 42 |
| | | | Expend. | 215,705.66 | 851,191.45 | 2,517,000.00 | 34 | 42 |
| | | | Net | 189,972.25- | 623,667.52- | 808,000.00- | 77 | 42 |
| 420 DEPT | Income Maintenance | Totals: | Revenue | 1,303,327.54- | 3,106,628.93- | 9,147,014.00- | 34 | 42 |
| | | | Expend. | 674,827.66 | 3,211,790.65 | 8,028,190.00 | 40 | 42 |
| | | | Net | 628,499.88- | 105,161.72 | 1,118,824.00- | 9- | 42 |
| 431 DEPT | Social Services | | | | | | | |
| 0 PROGRAM | ... | | Revenue | 287,624.80- | 0.00 | 0.00 | 0 | 42 |
| | | | Expend. | | | | | 42 |
| | | | Net | 287,624.80- | 0.00 | 0.00 | 0 | 42 |
| 700 PROGRAM | Social Service Administrative/Overhea | | Revenue | 1,602,026.99- | 2,430,539.08- | 10,543,762.00- | 23 | 42 |
| | | | Expend. | 216,860.99 | 1,174,150.78 | 2,734,848.00 | 43 | 42 |
| | | | Net | 1,385,166.00- | 1,256,388.30- | 7,808,914.00- | 16 | 42 |
| 701 PROGRAM | Social Services/SSTS | | Revenue | | | | | 42 |
| | | | Expend. | 555,664.92 | 3,008,087.86 | 7,186,678.00 | 42 | 42 |
| | | | Net | 555,664.92 | 3,008,087.86 | 7,186,678.00 | 42 | 42 |
| 710 PROGRAM | Children's Social Services Programs | | Revenue | 164,043.54- | 700,944.00- | 1,877,040.00- | 37 | 42 |
| | | | Expend. | 202,950.41 | 1,330,977.06 | 4,077,941.00 | 33 | 42 |
| | | | Net | 38,906.87 | 630,033.06 | 2,200,901.00 | 29 | 42 |
| 712 PROGRAM | CIRCLE Program | | Revenue | 0.00 | 5,000.00- | 5,000.00- | 100 | 42 |
| | | | Expend. | 524.88 | 2,502.26 | 8,000.00 | 31 | 42 |
| | | | Net | 524.88 | 2,497.74- | 3,000.00 | 83- | 42 |
| 713 PROGRAM | "SELF Program" Grant | | Revenue | 0.00 | 14,530.00- | 54,100.00- | 27 | 42 |
| | | | Expend. | 3,083.13 | 14,030.31 | 54,100.00 | 26 | 42 |
| | | | Net | 3,083.13 | 499.69- | 0.00 | 0 | 42 |
| 715 PROGRAM | Childrens Waivers | | Revenue | 9,639.19- | 36,141.52- | 90,000.00- | 40 | 42 |
| | | | Expend. | 0.00 | 0.00 | 2,000.00 | 0 | 42 |
| | | | Net | 9,639.19- | 36,141.52- | 88,000.00- | 41 | 42 |
| 716 PROGRAM | FGDM/Family Group Decision Making | | Revenue | 5,547.00- | 19,448.15- | 56,914.00- | 34 | 42 |
| | | | Expend. | 114.38 | 8,233.25 | 56,914.00 | 14 | 42 |
| | | | Net | 5,432.62- | 11,214.90- | 0.00 | 0 | 42 |

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</u> | <u>% of</u> |
|----------------|--------------------------------------|-----------------------|---------|----------------------|---------------------|----------------|-------------|-------------|
| | | | | | | | <u>Bdgt</u> | <u>Year</u> |
| 717 PROGRAM | AR/Alternative Response Discretion F | | Revenue | 0.00 | 7,724.50- | 58,390.00 - | 13 | 42 |
| | | | Expend. | 1,480.54 | 6,930.26 | 58,336.00 | 12 | 42 |
| | | | Net | 1,480.54 | 794.24- | 54.00- | 1,471 | 42 |
| 718 PROGRAM | PSOP/Parent Support Outreach Progra | | Revenue | 0.00 | 4,734.00- | 40,539.00 - | 12 | 42 |
| | | | Expend. | 799.94 | 1,603.41 | 40,539.00 | 4 | 42 |
| | | | Net | 799.94 | 3,130.59- | 0.00 | 0 | 42 |
| 720 PROGRAM | Ch Care/Ch Prot | | Revenue | 2,450.00- | 8,800.00- | 21,000.00 - | 42 | 42 |
| | | | Expend. | 78.75 | 192.50 | 3,000.00 | 6 | 42 |
| | | | Net | 2,371.25- | 8,607.50- | 18,000.00- | 48 | 42 |
| 721 PROGRAM | CC-Basic Slide Fee/Cty Match to DHS | | Revenue | 2,365.18- | 15,463.13- | 38,238.00- | 40 | 42 |
| | | | Expend. | 13,363.21 | 20,740.71 | 43,865.00 | 47 | 42 |
| | | | Net | 10,998.03 | 5,277.58 | 5,627.00 | 94 | 42 |
| 726 PROGRAM | MFIP/SW MN PIC | | Revenue | 889.00- | 5,386.00- | 372,000.00 - | 1 | 42 |
| | | | Expend. | 0.00 | 0.00 | 285,390.00 | 0 | 42 |
| | | | Net | 889.00- | 5,386.00- | 86,610.00 - | 6 | 42 |
| 730 PROGRAM | Chemical Dependency | | Revenue | 44,723.39- | 135,872.07- | 273,000.00 - | 50 | 42 |
| | | | Expend. | 81,798.82 | 255,051.63 | 519,000.00 | 49 | 42 |
| | | | Net | 37,075.43 | 119,179.56 | 246,000.00 | 48 | 42 |
| 740 PROGRAM | Mental Health (Both Adults/Children) | | Revenue | 0.00 | 103.95- | 0.00 | 0 | 42 |
| | | | Expend. | | | | | 42 |
| | | | Net | 0.00 | 103.95- | 0.00 | 0 | 42 |
| 741 PROGRAM | Mental Health/Adults Only | | Revenue | 60,613.85- | 430,173.27- | 1,348,451.00 - | 32 | 42 |
| | | | Expend. | 182,684.55 | 572,687.27 | 1,737,482.00 | 33 | 42 |
| | | | Net | 122,070.70 | 142,514.00 | 389,031.00 | 37 | 42 |
| 742 PROGRAM | Mental Health/Children Only | | Revenue | 75,211.91- | 296,690.36- | 784,100.00 - | 38 | 42 |
| | | | Expend. | 215,013.37 | 765,032.80 | 1,852,300.00 | 41 | 42 |
| | | | Net | 139,801.46 | 468,342.44 | 1,068,200.00 | 44 | 42 |
| 750 PROGRAM | Developmental Disabilities | | Revenue | 75,482.22- | 347,452.95- | 815,161.00 - | 43 | 42 |
| | | | Expend. | 30,149.87 | 133,606.93 | 389,361.00 | 34 | 42 |
| | | | Net | 45,332.35- | 213,846.02- | 425,800.00 - | 50 | 42 |
| 760 PROGRAM | Adult Services | | Revenue | 131,052.48- | 424,077.51- | 1,419,500.00 - | 30 | 42 |
| | | | Expend. | 2,766.38 | 30,307.46 | 35,400.00 | 86 | 42 |
| | | | Net | 128,286.10- | 393,770.05- | 1,384,100.00 - | 28 | 42 |

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> |
|----------------|---------------------------|-----------------------|---------|----------------------|---------------------|----------------|------------------|------------------|
| 765 PROGRAM | Adults Walvers | | Revenue | 60,467.41- | 302,606.67- | 702,000.00- | 43 | 42 |
| | | | Expend. | 9,573.04 | 44,353.86 | 102,000.00 | 43 | 42 |
| | | | Net | 50,894.37- | 258,252.81- | 600,000.00- | 43 | 42 |
| 431 DEPT | Social Services | Totals: | Revenue | 2,522,136.96- | 5,185,687.16- | 18,499,195.00- | 28 | 42 |
| | | | Expend. | 1,516,907.18 | 7,368,488.35 | 19,187,154.00 | 38 | 42 |
| | | | Net | 1,005,229.78- | 2,182,801.19 | 687,959.00 | 317 | 42 |
| 461 DEPT | Information Systems | | Revenue | 879.50- | 9,774.25- | 35,554.00- | 27 | 42 |
| 0 PROGRAM | ... | | Expend. | 17,176.86 | 80,543.18 | 284,390.00 | 28 | 42 |
| | | | Net | 16,297.36 | 70,768.93 | 248,836.00 | 28 | 42 |
| 461 DEPT | Information Systems | Totals: | Revenue | 879.50- | 9,774.25- | 35,554.00- | 27 | 42 |
| | | | Expend. | 17,176.86 | 80,543.18 | 284,390.00 | 28 | 42 |
| | | | Net | 16,297.36 | 70,768.93 | 248,836.00 | 28 | 42 |
| 471 DEPT | LCTS Collaborative Agency | | Revenue | 54,894.00- | 118,568.00- | 0.00 | 0 | 42 |
| 702 PROGRAM | LCTS | | Expend. | 54,894.00 | 118,568.00 | 0.00 | 0 | 42 |
| | | | Net | 0.00 | 0.00 | 0.00 | 0 | 42 |
| 471 DEPT | LCTS Collaborative Agency | Totals: | Revenue | 54,894.00- | 118,568.00- | 0.00 | 0 | 42 |
| | | | Expend. | 54,894.00 | 118,568.00 | 0.00 | 0 | 42 |
| | | | Net | 0.00 | 0.00 | 0.00 | 0 | 42 |
| 5 FUND | Human Services Fund | Totals: | Revenue | 3,881,238.00- | 6,420,658.34- | 27,681,763.00- | 30 | 42 |
| | | | Expend. | 2,284,857.18 | 10,852,697.25 | 27,581,763.00 | 39 | 42 |
| | | | Net | 1,596,380.82- | 2,432,038.91 | 100,000.00- | 2,432- | 42 |
| FINAL TOTALS | 952 Accounts | | Revenue | 4,126,791.98- | 10,202,126.98- | 31,337,547.00- | 33 | 42 |
| | | | Expend. | 2,554,402.48 | 12,336,254.43 | 31,227,547.00 | 40 | 42 |
| | | | Net | 1,572,389.50- | 2,134,127.45 | 110,000.00- | 1,940- | 42 |

Social Services Caseload:

| Yearly Averages | Adult Services | Children's Services | Total Programs |
|------------------------|-----------------------|----------------------------|-----------------------|
| 2016 | 2669 | 518 | 3187 |
| 2017 | 2705 | 604 | 3308 |
| 2018 | 2683 | 617 | 3299 |
| 2019 | | | |

| 2019 | Adult Services | Children's Services | Total Programs |
|----------------|-----------------------|----------------------------|-----------------------|
| January | 2687 | 614 | 3301 |
| February | 2709 | 593 | 3302 |
| March | 2667 | 611 | 3278 |
| April | 2642 | 612 | 3254 |
| May | 2649 | 600 | 3249 |
| June | | | 0 |
| July | | | 0 |
| August | | | 0 |
| September | | | 0 |
| October | | | 0 |
| November | | | 0 |
| December | | | 0 |
| Average | 2671 | 606 | 1365 |

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)

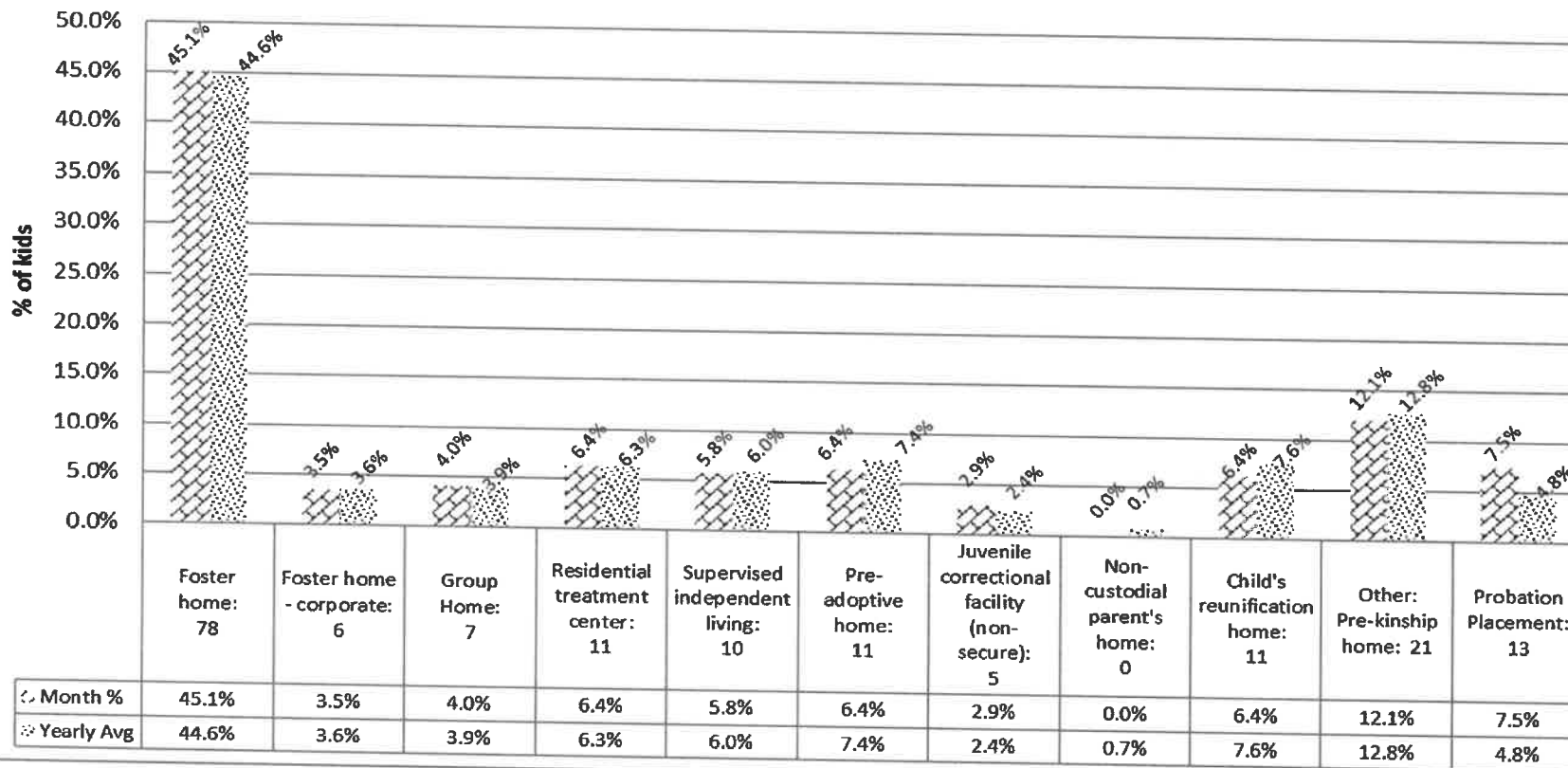
| 2019 | Adult Brain Injury (BI) | Adult Community Access for Disability Inclusion (CADI) | Adult Community Alternative Care (CAC) | Adult Essential Community Supports | Adult Mental Health (AMH) | Adult Protective Services (APS) | Adult Services (AS) | Alternative Care (AC) | Chemical Dependency (CD) | 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 | 10 | 317 | 14 | 0 | 257 | 40 | 868 | 17 | 350 | 457 | 337 | 2667 |
| April | 9 | 319 | 14 | 0 | 257 | 43 | 882 | 18 | 306 | 454 | 340 | 2642 |
| May | 9 | 322 | 14 | 0 | 254 | 48 | 906 | 19 | 277 | 455 | 345 | 2649 |
| June | | | | | | | | | | | | 0 |
| July | | | | | | | | | | | | 0 |
| August | | | | | | | | | | | | 0 |
| September | | | | | | | | | | | | 0 |
| October | | | | | | | | | | | | 0 |
| November | | | | | | | | | | | | 0 |
| December | | | | | | | | | | | | 0 |
| | 10 | 318 | 14 | 0 | 259 | 44 | 886 | 18 | 321 | 457 | 343 | 1113 |

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 |

| 2019 | 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 | 38 | 18 | 0 | 11 | 29 | 180 | 206 | 101 | 0 | 0 | 28 | 611 |
| April | 32 | 16 | 0 | 11 | 39 | 184 | 205 | 97 | 0 | 0 | 28 | 612 |
| May | 32 | 17 | 0 | 11 | 40 | 182 | 198 | 97 | 0 | 0 | 23 | 600 |
| June | | | | | | | | | | | | 0 |
| July | | | | | | | | | | | | 0 |
| August | | | | | | | | | | | | 0 |
| September | | | | | | | | | | | | 0 |
| October | | | | | | | | | | | | 0 |
| November | | | | | | | | | | | | 0 |
| December | | | | | | | | | | | | 0 |
| | 37 | 18 | 0 | 11 | 37 | 174 | 202 | 98 | 0 | 0 | 29 | 253 |

May 2019 - Placement by Category
173 Kids in Placement



May 2019: Total kids in placement = 173

Total of 15 Children entered placement

| | | |
|---|---------|--------------------------------|
| 4 | Lyon | Foster Home |
| 2 | Lyon | Probation |
| 1 | Murray | Juvenile Correctional Facility |
| 3 | Redwood | Probation |
| 4 | Redwood | Foster Care |
| 1 | Rock | Probation |

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

| | | |
|---|-----------|----------------------------|
| 2 | Lincoln | Child's Reunification Home |
| 2 | Lyon | Child's Reunification Home |
| 1 | Lyon | ADOPTED |
| 1 | Pipestone | ADOPTED |
| 1 | Pipestone | Child's Reunification Home |
| 2 | Redwood | Non-Custodial Parent |
| 1 | Redwood | Child's Reunification Home |

NON IVD COLLECTIONS
MAY 2019

| PROGRAM | ACCOUNT | TOTAL |
|--|------------------------|----------------|
| MSA/GRH | 05-420-605.5802 | 6,610 |
| TANF (MFIP/DWP/AFDC) | 05-420-610.5803 | 1,122 |
| GA | 05-420-620.5803 | 0 |
| FS | 05-420-630.5803 | 101 |
| CS (PI Fee, App Fee, etc) | 05-420-640.5501 | 1,953 |
| MA Recoveries & Estate Collections (25% retained by agency) | 05-420-650.5803 | 68,841 |
| REFUGEE | 05-420-680.5803 | 0 |
| CHILDRENS | | |
| Court Visitor Fee | 05-431-700.5514 | 0 |
| Parental Fees, Holds | 05-431-710.5501 | 4,165 |
| OOH/FC Recovery | 05-431-710.5803 | 21,166 |
| CHILDCARE | | |
| Licensing | 05-431-720.5502 | 1,200 |
| Corp FC Licensing | 05-431-710.5505 | 1,250 |
| Over Payments | 05-431-721&722.5803 | 80 |
| CHEMICAL DEPENDENCY | | |
| CD Assessments | 05-431-730.5519 | 3,069 |
| Detox Fees | 05-431-730.5520 | 8,672 |
| Over Payments | 05-431-730.5803 | 0 |
| MENTAL HEALTH | | |
| Insurance Copay | 05-431-740.5803 | 0 |
| Over Payments | 05-431-741 or 742.5803 | 0 |
| DEVELOPMENTAL DISABILITIES | | |
| Insurance Copay/Overpayments | 05-431-750.5803 | 22 |
| ADULT | | |
| Court Visitor Fee | 05-431-760.5515 | 0 |
| Insurance Copay/Overpayments | 05-431-760.5803 | 13 |
| TOTAL NON-IVD COLLECTIONS | | 118,264 |



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 replace a worker who resigned without notice; because of this workers have had to take on more cases from that workers' caseload along adding intake days to their schedule. The caseload included specialized cases as well so another worker is having to learn to process these types of cases which causes her to have less time to maintain her current caseload. Replacing this position is needed to help ensure intake/customer service remains at it's highest quality along with the need to be able to get items/cases processed timely. The specialized cases are extremely important as the funding source helps pay for county expenses.

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 \$47,339-\$74,294 (salary, fica, pera and insurance contribution)

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

What is the ROI?

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

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 phone intake for METS unit based on a monthly calendar. The unit is already short staffed for their need because of the increased time needed for processing/re-entering many cases, not replacing this position will affect customer service by not getting items processed timely and therefore increasing intakes with questions on their case/eligibility.

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**
By Jennifer Beek at 10:44 am, May 31, 2019 Date: _____

Division Director Signature: **APPROVED**
By nancy.walker at 8:45 am, Jun 03, 2019 Date: _____

Director Signature: **APPROVED**
By Beth Wilms at 10:58 am, Jun 10, 2019 Date: _____



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. Caseload sizes will increase to an unmanageable amount if this position is not replaced.

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 \$47,339-\$74,294 (salary, fica, pera and insurance contribution)

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

What is the ROI?

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

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**
By Jennifer Beek at 9:12 am, Jun 04, 2019 **Date:** _____

Division Director Signature: **APPROVED**
By nancy.walker at 9:20 am, Jun 04, 2019 **Date:** _____

Director Signature: **APPROVED**
By Beth Wilms at 10:57 am, Jun 10, 2019 **Date:** _____



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: 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 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?

We did not fill an open position on second floor in Marshall about 6 months ago and we feel we can provide excellent customer service with that vacancy. However, the work capacity cannot be distributed any further with this current vacancy. It was determined it is crucial for two office support specialists on the Human Services floor through the agency volume checks for 4 weeks- on the 1st floor in 4 weeks' time, they received: 2,195 phone calls, 1,985 people without appointments coming into office and 129 scheduled appointments. 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 make some changes with a previous vacancy as mentioned above. We have divided the duties among the other staff. I strongly feel that we do not have the capacity to distribute more work to the other OSS, nor is it possible for 1 person to manage the workload and volume on the Human Services floor.
If we were unable to fill the position, we would delegate more duties- and possibly not be able to assist other units we currently help now.

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. 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: 6-10-19

Division Director Signature: **APPROVED** Date: _____
By carol.biren at 9:50 am, Jun 12, 2019

Director Signature: **APPROVED** Date: _____
By Beth Wilms at 9:55 am, Jun 12, 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: Position Information

Position Title: Adoption Social Worker Division/Unit: Social services

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 coordinate adoptive placement and provide case management services to children who are wards of the Commissioner and legally free for adoption. The agency is required to find permanency for children whose parents have had their rights terminated. This worker also assists adoptive families work toward/achieve adoption.

2. Why are you recommending this position be authorized?

Adoption services are mandated and the state and federal government set timelines for adoptions to occur following a termination of parental rights. This position covers cases in all 6 counties. The agency had 2 full time adoption workers until one resigned in 2017; that position was not filled due to budget concerns. The agency is obligated to find permanent homes for children that are freed for adoption; if this position isn't filled, we will likely not be in compliance but more importantly, children will remain in foster care longer and will not have the benefit of having a permanent home. This worker recruits adoptive resources, including kin and family members, prepares the family and the child for the placement, and supports the family during and after the process. The adoption finalization process itself is also very technical and requires close attention to detail with paperwork such as court filings. We are required to regularly report to the court about our progress toward adoption and the courts hold us accountable in all cases.

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

During the interim, child protection workers and the supervisor are managing cases. This takes away from the time that child protection workers should be managing their own cases and addressing child protection concerns. These workers are not trained in adoption and we risk making errors, delaying the placement and finalization processes, and not adequately supporting families or preparing them long term.

There were 27 kids who had their adoption finalized in 2018.

There have been 8 finalizations so far in 2019.

There are 18 kids currently on the adoption caseload.

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

100% Levy

Part Levy/Part Grant or Reimbursement

100% Grant or Reimbursement

Other [Click or tap here to enter text.](#)

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

All of the children on this caseload receive targeted case management therefore revenue covers much of the salary. For example, with a caseload of 18 children, the revenue per month is approximately \$6800 per month. This position will also bring in revenue generated from random moments.

Annual: \$60,246-\$83,346 (salary, fica, pera and insurance)

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

Children will leave the foster care system and find permanency through adoption. The agency will reduce the number of children in foster care and reduce the out of home placement costs once finalization occurs.

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

Children would have a delayed adoption and families would not be prepared to parent these children.

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

The position supports the core mission of human services by providing safety, permanency, and well-being of children.

SECTION 3: Signatures

Completed by: Mandy Holzapfel Date: 5/30/2019

Division Director Signature: Cindy Nelson Date: 5/30/2019

Director Signature:  Date: 5-30-19



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: County Agency Social Worker/CAC/CADI/BI Division/Unit: Social Services

New Position Replacement Permanent Temporary Promotion

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

Desired hire date: Immediately FTE Requested: Yes

*Attached additional sheets if necessary.

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

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

2. Why are you recommending this position be authorized?

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

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

When positions have been vacated, cases have been transferred to other workers and new referrals are assigned to the workers in all 6 counties. Other units that are fully staffed have stepped up to assist with duties such as covering intake or taking new assessments. Workers have been willing to be cross trained to assist with new program areas. Due to caseloads, for example, it is not uncommon for a worker in Rock or Redwood to take a case in Lyon or Murray; this is not the best use of time but it is the only way to get the work done. This has also resulted in supervisors taking on additional duties that were once handled by staff as well as managing cases. At times staff are not able to respond as quickly to providers or clients.

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: **case management revenue**

This position can be fully funded through case management revenue. CAC/CADI/BI reimbursement for case management is \$24.47 per 15 minute unit, and for DD it is 23.19 per 15 minute unit. For example, one worker claiming just 30 hours of time each week would generate about \$11,000 per month in revenue. Even a new worker can begin to claim time. As the caseloads increase the time for documentation decreases and therefore some billable time may not be claimed or it may not be claimed on a timely basis, but workers do their very best to capture all revenue. County Agency Social Worker - \$58,938 – \$90,716 (salary, fica, pera and insurance contribution) When we are down staff, fewer hours get entered and billed and therefore we can anticipate reduced revenue. Going to 100% time reporting has helped us with revenue but staff need the support in order to complete this.

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? Case management services provided by our agency also helps to reduce costs that would otherwise need to be provided at a much higher cost and using more tax dollars. (cost of nursing home @ \$5500 per month)

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

As stated above, some clients may not be receiving quality case management services and some providers may not be receiving the best service from our agency. We are also committed to services becoming available at the earliest point possible for our clients so their health does not deteriorate. We also need to ensure we are meeting the standards as set by the Minnesota Department of Human Services.

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

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

SECTION 3: Signatures

APPROVED

Completed by: Jenifer Klein

By Jenifer Klein at 10:53 am, May 30, 2019

Date: May 30, 2019

Division Director

APPROVED

Director Signature

By Beth Wilms at 3:09 pm, May 30, 2019

Date: _____

SWHHS



Bswift

| System Features |
|---|
| Open Enrollment |
| New Hire Enrollment |
| Life Event Changes |
| Rules Based to Enforce Business/Eligibility Rules |
| Reporting Tools |
| Employee Enrollment Experience |
| Decision Support Tools / Cost Modeling |
| Customization Options |
| Benefit Communication Tools |
| Defined Contribution Tools |
| ACA Tools and Reports |
| Account Executive supported by technical team |
| Implementation, Site Configuration, Training |
| Enrollment Management and EDI |
| Payroll Integration (Optional) |
| Estimated Implementation Timeframe |
| Recommended for |

| |
|---|
| Year Round, EDI and Implementation |
| ✓ |
| ✓ |
| ✓ Good |
| ✓ Good |
| ✓ Best |
| ✓ Best |
| ✓ Best |
| ✓ Best |
| ✓ Best |
| ✓ optional |
| ✓ optional |
| ✓ |
| ✓ |
| ✓ |
| ✓ optional |
| 45-90 days |
| For large or complex groups, or groups wanting to provide best experience with decision making tools. |

Approximate Cost
Approximate Per Employee Per Month (PEPM) Cost WITHOUT EDI to carrier

\$4.00 PEPM

Carrier changes would be handled manually by group with reporting tools from the System

Approximate Per Employee Per Month (PEPM) Cost WITH EDI to carrier

\$4.00 PEPM

Changes would be sent automatically to the carriers through EDI (Electronic Data Interchange)



Forrest T. Jones & Company, Inc.
Forrest T. Jones Consulting Company
3130 Broadway
Kansas City, Missouri 64111

FTJ CONNECT™ Services Agreement - For Bswift

WHEREAS, this Agreement is made and entered into as of _____ (the "Effective Date") between FORREST T. JONES & COMPANY, INC. and its affiliate, FORREST T. JONES CONSULTING COMPANY (hereinafter referred to as "FTJ") and SWHHS (hereinafter referred to as "Employer"). FTJ and Employer may be singularly referred to herein as "Party" and collectively referred to as the "Parties".

WHEREAS, FTJ has access to an Internet-based information system that provides employers and others groups ("Clients") with access to proprietary employee benefits enrollment, administration and communications functionality through a Third-Party Internet-based information system called bswift™ (hereinafter the "System"); and

WHEREAS, FTJ's use of the System, and FTJ's Services, identified in Schedule A associated with the access to the System is referred to as FTJ CONNECT™ and

WHEREAS, Employer is interested in utilizing FTJ CONNECT™ and the Employer desires to provide FTJ CONNECT™ to its employees;

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants, terms and conditions hereinafter expressed, the Parties agree as follows:

1. Services provided by FTJ:

FTJ shall provide to Employer certain services as set forth on Schedule A attached to this Agreement ("Services"), and provides access, on a non-exclusive, non-transferable and non-assignable basis, to the System to the Employer.

2. Duties of Employer:

Employer is responsible for the following:

- a. Provide direct access and information to Employer's employees in order to facilitate the use of FTJ CONNECT™
- b. Provide all necessary data to enable FTJ to set up Employer's employees in the System, including, but not limited to Employer's census, insurance carriers, benefit plans, rates, and marketing materials. When such marketing materials have been provided to FTJ, Employer warrants and represents that all marketing materials have been approved by the Employer, and the Employer's insurance carriers, and Employer has the authority to provide the same to FTJ for posting through the System.
- c. Provide FTJ with all of the necessary insurance carrier contacts, as applicable including an Electronic Data Interchange (EDI) contact.

3. Fees, Expenses and Payment:

- a. Employer shall pay FTJ Fees according to the Fee Schedule attached to this Agreement as Schedule B. FTJ shall invoice Employer for all Fees due monthly and

Employer shall pay the invoiced amount within 30 days of receipt.

- b. All fees may increase each year by 5% over the preceding year, effective on the anniversary date of this Agreement. FTJ shall give Employer at least 30 days' advance written notice prior to the increase becoming effective.

4. Ownership of Business:

All right, title and interest in the employee information and other data furnished by Employer or the employees of Employer is owned by Employer and may not be disclosed, transferred, assigned, sold, published, or used by FTJ without Employer's advance written permission.

5. Term:

The Initial Term of this Agreement commences on the Effective Date stated above and continues for a period of twelve (12) months. After the Initial Term, this Agreement shall automatically renew for successive twelve (12) month renewal terms on each anniversary of the Effective Date. It shall remain in full force and effect until terminated as set forth below.

6. Termination:

This Agreement may be terminated as follows:

- a. Termination Without Cause. This Agreement, or any authority under this Agreement, may be terminated at the end of the Initial Term upon the date fixed in a written notice of termination delivered or mailed by one Party to the other at the last known address of the other Party. This notice must be given at least ninety (90) days before the date fixed therein for termination.

Additionally, FTJ reserves the right to terminate this Agreement in the event FTJ no longer has access to the System. FTJ shall give Employer notice of such termination within ten (10) days of receipt of notice of termination of access.

- b. Termination For Cause. Either Party may terminate this Agreement immediately upon notice to the other Party if the other Party breaches or is in default of any obligation hereunder, including the failure to make any payment when due, which default is incapable of cure or which, being capable of cure, has not been cured within thirty (30) days after receipt of written notice from the non-defaulting party.
- c. Effect of Termination on Payment: Upon termination of this Agreement, FTJ shall immediately cease performing any Services and Employer shall pay FTJ any compensation due for Services actually rendered. Termination of this Agreement by either Party shall not act as a waiver of any breach of this Agreement and shall not act as a release of either Party from any liability for breach of such Party's obligations under this Agreement. Neither Party shall be liable to the other for damages of any kind solely as a result of terminating this Agreement in accordance with its terms, and termination of this Agreement by a Party shall be without prejudice to any other right or remedy of such Party under this Agreement or applicable law.

7. Confidentiality:

- a. By virtue of this Agreement, the Parties may have access to information that is

confidential to one another ("Confidential Information"). For purposes of this Agreement, Confidential Information of a Party means information, ideas, materials or other subject matter of such Party, whether disclosed orally, in writing or otherwise, that is provided under circumstances reasonably indicating that it is confidential or proprietary. Confidential Information includes, without limitation, the terms and conditions of this Agreement, proprietary or trade secret information of the other concerning the other's business affairs, property, methods of operations, processing system or other information, including employee information, including employee personal information and financial data all disclosed or otherwise provided by such Party ("Disclosing Party") to the other Party ("Receiving Party"). Notwithstanding the foregoing, FTJ, and the System shall have the right to use, sell, or otherwise distribute aggregate statistical information provided that such information shall not identify the Employer, Employees, Users, or any Confidential Information of such parties. Confidential Information does not include that which i) is publicly known or independently developed prior to or after disclosure hereunder other than through acts or omissions attributable to the Receiving Party or its employees or representatives; (ii) as demonstrated by prior written records, is already known to the Receiving Party at the time of disclosure hereunder; (iii) is disclosed in good faith to the Receiving Party by a third party having a lawful right to do so; (iv) is the subject of written consent of the Party which supplied such information authorizing disclosure; or (v) is required to be disclosed by law

- b. The Receiving Party shall not use Confidential Information of the Disclosing Party for any purpose other than in furtherance of this Agreement and the activities described herein. The Receiving Party shall not disclose Confidential Information of the Disclosing Party to any third parties except as otherwise permitted hereunder. The Receiving Party may disclose Confidential Information of the Disclosing Party only to those employees or consultants who have a need to know such Confidential Information and who are bound to retain the confidentiality thereof under provisions (including, without limitation, provisions relating to nonuse and nondisclosure) no less restrictive than those required by the Receiving Party for its own Confidential Information. The Receiving Party shall maintain Confidential Information of the Disclosing Party with at least the same degree of care it uses to protect its own proprietary information of a similar nature or sensitivity, but no less than reasonable care under the circumstances. Each Party shall advise the other Party in writing of any misappropriation or misuse of Confidential Information of the other Party of which the notifying Party becomes aware.
- c. The Parties acknowledge that their disclosure of any of the other's Confidential Information without the other's prior written consent may give rise to continuing irreparable injury to the Disclosing Party, that, therefore, will be inadequately compensable in damages at law. Accordingly, the Disclosing Party shall be entitled to obtain immediate injunctive relief against the breach or threatened breach by the Disclosing Party of any of the foregoing undertakings, in addition to any other legal remedies which may be available and the Disclosing Party hereby consents to the obtaining of such injunctive relief.
- d. Both Parties acknowledge and agree that, in connection with services provided hereunder, the Parties may create, receive, use or disclose "Protected Health Information" as contemplated by the Health Insurance Portability and Accountability Act ("HIPAA") of 1996, and its implementing regulation, the Standards for Privacy of Individually Identifiable Health Information, 65 Fed. Reg. 82,462 *et seq.* (Dec. 28, 2000) (hereinafter the "HIPAA Privacy Rule"). Protected Health Information ("PHI") is defined as individually identifiable health information maintained or transmitted in any

form or medium, including, without limitation, all information (including demographic, medical, and financial information), data, documentation, and materials that relate to: (1) the past, present, or future physical or mental health or condition of an individual; (2) the provision of health care to an individual; or (3) the past, present, or future payment for the provision of health care to an individual. PHI does not include health information that has been de-identified in accordance with the standards for de-identification contained in the HIPAA Privacy Rule.

8. Indemnification:

- a. Each Party agrees to indemnify, defend and hold harmless the other Party against any claims, losses, liabilities, damages, costs or expenses including reasonable attorney's fees and other professional fees arising from a third-party claim (collectively "Losses") resulting from bodily injury, death or property damage (excluding intellectual-property claims) caused by the gross negligence or willful misconduct of the indemnifying party. To the extent that either Party is liable for any damage to, or loss of, property for any reason, such liability will be limited solely to the then-current replacement value of the equipment, excluding lost data or software.
- b. Employer shall indemnify, defend and hold harmless FTJ against any Losses resulting from (i) an allegation that the Employer Supplied Software, Employer Supplied Hardware, or other Employer supplied materials (i) infringes or misappropriates FTJ's or the System's copyright, United States patent, trade secret, trademark or similar proprietary right or (ii) is not properly licensed for the use contemplated by this Agreement; (iii) violates the Confidentiality provisions under Section 7; or (iv) unauthorized use or negligent use by the Employer or employees of the System.
- c. FTJ shall indemnify, defend and hold harmless against any Losses resulting from an allegation that System (i) infringes or misappropriates any third party's copyright, United States patent, trade secret, trademark or similar proprietary right or (ii) FTJ is not properly licensed for the use contemplated by this Agreement. Further, FTJ shall indemnify, defend and hold harmless Employer against any Losses directly resulting from FTJ's gross negligence or willful misconduct in performance of the Services provided by FTJ.
- d. Under no circumstances shall FTJ be liable to the Employer or to employees or any other user of the System for indirect, incidental, consequential, or exemplary damages (even if advised of the possibility of such damages) such as, but not limited to, damages arising from loss of or denial of benefits, overcharges of vendor premiums, loss of revenue or anticipated profits, or lost business.

9. Limitation of Liability:

FTJ MAKES NO WARRANTIES, EITHER EXPRESSED OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING, WITHOUT LIMITATION, THE CONDITION OF THE SERVICES OR ANY WORK PRODUCT OR DELIVERABLES DEVELOPED OR UTILIZED HEREUNDER, AND EMPLOYER EXPRESSLY DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE OR NEED, ACCURACY, NON-INFRINGEMENT OF THIRD PARTY RIGHTS AND TITLE, AND ALL WARRANTIES THAT MAY ARISE FROM COURSE OF DEALING, COURSE OF PERFORMANCE OR USAGE OF TRADE. FTJ DISCLAIMS ALL WARRANTIES AND INDEMNITIES WITH REGARD TO BSWIFT™ TECHNOLOGY, OR THE FLOW AND SECURITY OF CUSTOMER DATA OVER THE INTERNET. CUSTOMER IS SOLELY RESPONSIBLE FOR, AND FTJ EXPRESSLY DISCLAIMS, ALL REPRESENTATIONS,

WARRANTIES AND LIABILITIES OF ANY KIND RELATING TO THE EMPLOYER-SUPPLIED SOFTWARE AND EMPLOYER-SUPPLIED HARDWARE. To the extent permitted by applicable law, in no event will either Party be liable under any legal theory for any special, indirect, consequential, exemplary or incidental damages, however caused, arising out of or relating to this Agreement, even if such Party has been advised of the possibility of such damages. Neither Party's liability to the other Party under this Agreement shall exceed the total amounts paid or payable by Employer under this Agreement.

10. Intellectual Property

All right, title and interest in and to the System or FTJ CONNECT™ and all content, graphics, trademarks, logos, and other materials of any type appearing on the System or FTJ CONNECT™ belong to the System and FTJ, respectively. Nothing in this Agreement or in any attachment hereto creates in Employer or employees any rights in intellectual property in the System or FTJ CONNECT™.

Employer or Employer's employees shall not use the FTJ™, FTJ CONNECT™, bswift™ name, trademark, service mark or any copyrighted material or other intellectual property owned or leased by without first obtaining FTJ's advance written consent to such use.

11. Miscellaneous

- a. Entire Agreement, Amendment and Assignment. This Agreement, including any Schedules, constitutes the entire agreement between the Parties with respect to the subject matter hereof, and supersedes all prior or contemporaneous communications, negotiations, and agreements, written or oral, regarding the subject matter hereof. No amendment, supplement, or modification to this Agreement will be effective unless it is in writing and signed by each of the Parties. This Agreement shall be binding upon the Parties and their respective successors and assignees. Employer may not assign this Agreement, any of its duties or obligations hereunder without the written consent of FTJ.
- b. Waiver. The rights of either Party to enforce any provision hereof shall not be affected by its prior failure to require performance of that provision or any other provision by the other Party, nor shall any right be deemed to have been waived unless the waiver is in writing and signed by the Party making such waiver. Should any provision of this Agreement be found to be unenforceable, such provision shall be separable from the remainder of this Agreement and shall not affect the enforceability of the remainder of this Agreement.
- c. Notice. Any notice provided under this Agreement shall be in writing sent by certified mail with any required postage or delivery fee prepaid and addressed as follows:

| | |
|--|-----------------|
| If to FTJ: | If to Employer: |
| Forrest T. Jones & Company, Inc. 3130 Broadway Kansas City, MO 64111 Attention: Richard F. Jones President | |
- d. Force majeure. Except for Employer's obligation to pay FTJ, neither Party shall be liable for any failure to perform its obligations under this Agreement if prevented from

doing so by a cause or causes beyond its control, including without limitation, acts of God or public enemy, failure of suppliers to perform, fire, floods, storms, earthquakes, riots, strikes, war, and restraints of government.

- e. Relationship. FTJ's relationship with Employer shall be that of independent contractor, and nothing in this Agreement shall be construed as creating the relationship of employer and employee between FTJ and Employer or the officers, employees or agents of FTJ or the relationship of a partnership or joint venture between the Parties. No power or authority shall be implied from the granting or denial of powers specifically mentioned herein. Employer shall exercise no control whatsoever over the hours, office locations, rentals, staff of employees or manner of performance of FTJ's duties hereunder except insofar as herein provided. FTJ shall employ, pay and supervise its own employees and pay its own expenses, other than as herein provided, all throughout the term of this Agreement.
- f. Choice of Law. This Agreement shall be construed according to the laws of the state of Missouri, without regard to conflict of law principles.
- g. Severability. If any provision of this Agreement is unenforceable, then such provision will be enforced to the maximum extent possible under applicable law so as to effect the intent of the Parties and the other provisions of this Agreement will continue in full force and effect.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of the day and year first written above.

FORREST T. JONES & COMPANY, INC.

SWHHS
(Employer)

By: _____

By: _____

Title: Vice President

Title: _____

Date: _____

Date: _____

SCHEDULE A

SERVICES

FTJ shall provide the following Services:

- a. Obtain information and data from Employer to enable FTJ to set up Employer's employees on the System, including but not limited to census, insurance carriers, benefit plans, rates, marketing materials approved by the insurance carriers, etc.
- b. Set up Employer's employees on the System, including but not limited to developing Employer specific websites, setting up carriers, benefit plans, and rates and establishing an open enrollment window agreed upon between FTJ and Employer.
- c. Train the Employer on the use of the System.
- d. Provide support and respond to inquiries from Employer and/or Employer's employees.
- e. Maintain Employer's websites and data during and in-between enrollment periods.
- f. Provide requested reports off the System and/or provide direction to Employer on how to obtain the reports.
- g. Such other Additional Services as elected by Employer and agreed to by FTJ outlined in Schedule B.

SCHEDULE B

FEE SCHEDULE

- | | | |
|----|----------------------------|--|
| 1. | Implementation Fee | \$0.00 one-time fee per client |
| 2. | Renewal Fee | \$0.00 annual fee per client |
| 3. | Monthly Online Service Fee | \$4.00 per employee per month for each employee in System that is eligible to enroll |

The following fees for Additional Services apply to all Clients using these services:

- | | <u>Per employee per month charge</u> |
|--|--------------------------------------|
| 1. Best Fit Plan Advisor | \$0.15 |
| 2. Ask Emma (requires Best Fit Plan Advisor) | \$0.10 |
| 3. Defined Contribution | \$0.35 |

SWHHS



| System Features |
|---|
| Open Enrollment |
| New Hire Enrollment |
| Life Event Changes |
| Rules Based to Enforce Business/Eligibility Rules |
| Reporting Tools |
| Employee Enrollment Experience |
| Decision Support Tools / Cost Modeling |
| Customization Options |
| Benefit Communication Tools |
| Defined Contribution Tools |
| ACA Tools and Reports |
| Account Executive supported by technical team |
| Implementation, Site Configuration, Training |
| Enrollment Management and EDI |
| Payroll Integration (Optional) |
| <i>Estimated Implementation Timeframe</i> |
| <i>Recommended for</i> |

| BenefitsConnect (Direct) | |
|--|------------|
| Year Round, EDI and Implementation | |
| | ✓ |
| | ✓ |
| | ✓ Good |
| | ✓ Good |
| | ✓ Good |
| | ✓ Good |
| | ✓ Good |
| | ✓ Good |
| | ✓ optional |
| | ✓ optional |
| | ✓ |
| | ✓ |
| | ✓ optional |
| | ✓ optional |
| | 30-60 days |
| For groups looking for a great system, and don't need/want the "Ask Emma" decision making tools. | |

Approximate Cost
Approximate Per Employee Per Month (PEPM) Cost WITHOUT EDI to carrier

\$1.75 PEPM

Carrier changes would be handled manually by group with reporting tools from the System

Approximate Per Employee Per Month (PEPM) Cost WITH EDI to carrier

\$3.00 PEPM

Changes would be sent automatically to the carriers through EDI (Electronic Data Interchange)



Proposal

Presented Exclusively to Integrity Employee Benefits

Prepared by:

Lorraine Holly
benefitsCONNECT®
Senior Account Executive
916-394-5123 – Direct
562-965-9337 – Cell



benefitsCONNECT®: Simplify. Automate. Improve

benefitsCONNECT is an advanced, EDI-enabled, web-based, employee benefits enrollment and administration platform to electronically connect employers, human resource administrators, employees, carriers, and third party administrators who participate in the benefits enrollment and benefits administration process.

Headquartered in Sacramento, California, benefitsCONNECT partners exclusively with broker clients nationwide to help streamline their group's open enrollment and benefits management. We consult and service over 375+ brokers, their 9,000+ groups and manage 2 million lives on the system.

With software that evolves alongside our rapidly changing industry, bC is accessible 24/7, updated instantly for superior reporting and at the same time, a powerful tool for brokers. Brokers increase plan enrollment, voluntary revenue, leverage group retention and own all of the data uploaded into our system.

Our Understanding

Brilliant simplicity allows brokers and HR Executives to think big for small and large group solutions. We understand one size does not fit all workforces and offer benefits administration, online enrollment and ACA platforms to customize, configure and comply.

Integrity Employee Benefits is seeking a superior technology partner to support benefits administration, online enrollment, billing reconciliation and EDI/carrier connectivity.

We understand your need for strong, back-end connectivity and online platforms to enroll core and/or voluntary benefit products. Our goal is to lead with unprecedented integration capability, flexible carrier-oriented price reduction and fulfill the following:

- Front-end VB & Core enrollment technology
- Front-end VB & Core enrollment technology w/employer ben admin leave behind

It's evident your ultimate goal is to efficiently enroll significant size cases, while partnering with benefitsCONNECT to secure benefits administration and ACA compliance for your clients.

benefitsCONNECT® Approach

The benefitsCONNECT web-based platform provides superior, highly flexible and scalable technology — helping you meet your clients' needs. With over 13 years of experience in the benefits management and technology industry and \$3 billion in total premiums processed annually, benefitsCONNECT has the experience and proven track record to help you succeed. We work closely with our broker partners,

wholesale brokers and group insurance administrators, TPAs and GAs to tailor a platform that aligns with broker strategy and business development.

For Integrity Employee Benefits, we propose a custom benefitsCONNECT package. Our benefitsCONNECT system is a large group tool to accommodate full automation, broker and employer administration, employee self-service and advanced electronic data interchange

benefitsCONNECT formally extends the following solution exclusively to Integrity Employee Benefits:

benefitsCONNECT Traditional Package

benefitsCONNECT offers a full line of benefits administration and outsourcing options designed specifically for brokers who are looking to differentiate their business and to develop retention tools for their clients. The following benefits include:

- Implementation services
- Year-round support with a dedicated account manager: This account manager can have direct contact with your HR team at the group and can assist with mid-year changes and reconciling data discrepancies.
- Up to six (6) EDI Feeds
- bC Enroll—the employee self-service user interface (UI), plan comparison, access to video and avatar libraries, and Spanish/English.
- Setup for EOI questions.

Package Services Include:

1. Year-round assistance with ongoing data imports

Updates and testing for the employer group

Dedicated account manager is available to the broker or group via phone/email year-round. Includes the following for each employer group:

- Welcome/Introduction call
- “Kick off” and initial planning meeting
- benefitsCONNECT® Implementation project review
- Regular project communications with specialist
- Provision of file formats necessary for a seamless EDI integration
- Employee census consultation and updates
- Plan testing coordination
- One (1) hour system overview with Q&A (broker & HR Team) – includes a tutorial on:
 - Change Company Level Settings
 - Add/Maintain Employees
 - Change Benefit Level Settings
 - Configure & Run Reports

- Schedule Reports
- Assistance with resolution of carrier data discrepancies
- Assistance with system, plan, and employee updates (as necessary)
- Assistance with ad hoc report services (creating, running, scheduling custom reports)
- Employer group training

2. Connectivity Services

- Electronic Data Interchange (EDI)/Integrations/Plug-ins¹²
- Connections – Includes six (6) carrier connections.
- Programming – Includes the following for each Export/Connection:
 - Provide client with free access to benefitsCONNECT's online web-based project tracking software (EDIE)
 - Discovery/Analysis – Review file specifications with carrier and define mapping rules
 - Programming
 - Testing (Structural, Scenario, and Discrepancy)/Documentation
 - Promotion to Production

3. Maintenance/Monitoring/Support

Maintenance, monitoring, and support include the following for each Export/Connection:

- Project Meetings
- Unlimited Data Transactions/Ongoing File Export Monitoring
- Support for Export File Format Changes Updates (including mandatory carrier updates)
- Support for Bug Fixes
- Open Enrollment rollovers for new plan years for standard exports³

Client Expectations

- Client will be responsible for reaching out to carriers to make sure they will accept EDI files for specific groups
- Client will provide benefitsCONNECT with the technical contact at the carrier side
- Client will be responsible for fixing data issues as a result of discrepancies between benefitsCONNECT® and carrier systems enrollment data
- Client will ensure that benefitsCONNECT software is updated with most up-to-date enrollment data once initial enrollments have been loaded

¹ All additional feeds, outside of the allotted amount, are subject to monthly maintenance charges of \$75 per feed. Additional programming costs resulting from broker change requests will be subject to hourly charges.

² Note: EDI services require 100 life minimum.

³ Open enrollment rollover is covered for all exports connected to individual groups. Any consolidated (multi-company) rollover will be subject to hourly charges.

| Item | Cost | Unit | Recurrence |
|------------------------------------|--------|------|------------|
| Traditional Package with EDI Feeds | \$3.00 | | PEPM |

| Item | Cost | Unit | Recurrence |
|------------------------------------|--------|------|------------|
| Traditional Package – No EDI Feeds | \$1.75 | | PEPM |

Additional Services (Optional)

If Integrity Employee Benefits would like to integrate additional services and solutions into their partnership with benefitsCONNECT®, the following optional opportunities are available:

Connectivity

- EDI Connections /Integrations/Plug-ins – \$995 per feed setup (per group) + \$75 per month maintenance fee.
- Payroll / HRIS – \$3,995 per feed setup (per group) + \$75 per month maintenance fee. ⁴ Employee and employer deduction reporting—shows all deductions. Files can be customized to the payroll vendor’s preferred format. Generate and distribute plan enrollment data.
- Payroll Deductions Only – \$1,295 per feed setup (per group) + \$75 per month maintenance fee. Employee deduction reporting in a variety of formats.

Additional EDI connections/integrations/plugin include a monthly \$75 per feed maintenance and support fee. ⁵

complianceCONNECT

- Broker Account – \$20 per user per month (on demand support can only be utilized for their agency and can’t be utilized to service clients – violation constitutes a disconnection).
- Employer Group Account – \$30 per user per month and includes on demand support.

Training

- Training (in-house at bc) – No cost

ACAManager Only

- Setup – \$4,998 One Time
- E-file (Required) – 3.00 Per Employee Per Form (PPPY) ⁶
- Software Access – \$1.00 Per Employee Per Month (PEPM) ⁷

ACAManager with benefitsCONNECT

- Setup – \$2,998 One Time
- E-file (Required) – 3.00 Per Employee Per Form (PPPY) ⁸
- Software Access – \$0.25 Per Employee Per Month (PEPM) ⁹

⁴ benefitsCONNECT guarantees that we will provide each payroll vendor – or the company HR staff – with data required to process payroll successfully; however, benefitsCONNECT does not guarantee payroll connectivity with every provider.

⁵ There is a 100 employee life minimum for all groups who are implemented by benefitsCONNECT as well as all groups who have EDI feeds in place.

⁶ There is a 250 EE life minimum for all ACAManager services. This minimum applies to every service with a price associated.

⁷ There is a 250 EE life minimum for all ACAManager services. This minimum applies to every service with a price associated.

⁸ There is a 250 EE life minimum for all ACAManager services. This minimum applies to every service with a price associated.

⁹ There is a 250 EE life minimum for all ACAManager services. This minimum applies to every service with a price associated.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 27**

EFFECTIVE DATE: 06/19/2019

REVISION DATE:

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--AGENCY HEALTH INSURANCE FUNDING--

Section 1 - Purpose

- a. Southwest Health and Human Services (SWHHS) recognizes the need to provide health insurance benefits to its employees' in order to retain and attract a high quality workforce. In order to maintain a health insurance benefit that is affordable and sustainable over the long term, SWHHS has moved to a self-insured model for its health insurance benefits. SWHHS has made this change to focus on its goals to minimize risk and provide adequate reserves to limit overall risk to the Agency and our employees. Reserves that are necessary to meet these goals include: 1) run out liability; 2) maximum liability reserve; and 3) rate stabilization. The conservative nature of this policy will work to meet the Agency's goal of limiting overall risk.

Section 2 - Run out liability reserve

- a. Purpose: As a self-funded plan, we pay the actual claims up to our stop-loss liability as they are processed. There is generally a two to three month delay between when the service is received and the claim is processed. A run out liability reserve is used to pay claims if the agency would change to a fully insured plan in the future.
- b. Funding Requirement: On August 1 of each year, it is the goal of the plan to hold 50% of the expected annual total costs for the upcoming plan year in reserves. If the plan fails to hold the required reserves, the plan rates for the following year may be increased to a level sufficient to maintain the stated reserves.

Section 3 - Maximum liability reserve

- a. Purpose: The plan carries stop-loss reinsurance which provides coverage for individual claims that exceed \$60,000 per year and total claims for the group that are 25% above the expected claim rates. In order to plan for catastrophic losses, the plan needs to charge a premium and carry sufficient reserves to cover the maximum liability that could occur.
- b. Funding Requirement: Based on reserve balances as of August 1, it is the goal for SWHHS to carry sufficient maximum liability reserves were the premiums and reserves equal 50% of the expected annual claims for the upcoming year.

**SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 27**

Section 4 – Reserve

- a. Purpose: The goal of making a change to the county health insurance structure in 2014 was to ultimately smooth out health insurance costs from year to year. It is important to increase the rate stabilization reserves in good years and to spend down the rate stabilization reserves in bad years. This will minimize rate fluctuation. When funding allows it, it is the goal of the county is to carry rate stabilization reserves equal to 50% of the expected annual claims.

Section 5 - Setting Premiums

- a. Annually, SWHHS will receive the annual expected claims for the upcoming year from our third-party administrator (tpa). The annual expected claims data from the tpa will also include rate information for the various plans provided by SWHHS. SWHHS will set the upcoming year's rates considering the following items:

- 1) Recommendations from the insurance committee
- 2) The current reserves
- 3) Trend information of the plan
- 4) The agency budget

In all cases, the SWHHS Governing Board will have the final discretion in setting the rates for the plan.

JUNE 2019

GRANTS ~ AGREEMENTS ~ CONTRACTS for Board review and approval

- MDH TANF Family Home Visiting – 07/01/19 to 06/30/23;** Grant for the family home visiting program 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; \$511,504 or \$127,876 per year (renewal).
Fiscal Note: 2018/19 (current) - \$138,424; 2017/18 - \$117,328

- Lutheran Social Services of SD (Sioux Falls, SD) – 07/01/19 to 06/30/20;** Rule 5 mental health residential treatment services, \$267.44/day (5.0% increase) (renewal).
Fiscal Note: 2018/19 (current) - \$66,222 (1 client); 2017/18 - \$82,401 (1 client)

- DPS Towards Zero Deaths (TZD) Safe Roads – 10/01/19 to 09/30/20;** a resolution authorizing execution of the TZD grant agreement (which promotes a reduction in distracted driving and texting thus promoting safer roads) with Lincoln and Pipestone counties (NEW).

- DPS Towards Zero Deaths (TZD) Safe Roads – 10/01/19 to 09/30/20;** a resolution authorizing execution of the TZD grant agreement (which promotes a reduction in distracted driving and texting thus promoting safer roads) with Lyon and Redwood counties (NEW).