



Southwest Health and Human Services
Board Agenda
Wednesday, August 21st 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 7/17/19 board minutes

- D. Introduce New Staff:
 - Emily Ellefson, Eligibility Worker, Marshall
 - Jessica Peterson, Public Health Nurse, Slayton
 - Chelsea Self, Public Health Nurse, Marshall
 - Cassandra Hoefs, Public Health Nurse, Pipestone

- E. Employee Recognition:
 - Lisa Schardin, 5 years, Social Worker (MNChoices), Pipestone

HUMAN SERVICES (cont.)

F. Financial

G. Caseload

	<u>7/19</u>	<u>7/18</u>	<u>6/19</u>	<u>5/19</u>
Social Services	3,595	3,707	3,692	3,696
Licensing	443	449	442	447
Out-of-Home Placements	167	174	170	173
Income Maintenance	11,814	12,007	11,850	11,806
Child Support Cases	3,265	3,309	3,252	3,263
Child Support Collections	\$777,954	\$771,452	\$743,427	\$826,184
Non IV-D Collections	\$127,339	\$82,796	\$210,190	\$118,264

H. Discussion/Information

1.

I. Decision Items

1. 2020 Preliminary Human Services Budget

COMMUNITY HEALTH

J. Call to order

K. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 7/17/19 board minutes

L. Financial

COMMUNITY HEALTH (cont.)

M. Caseload	<u>7/19</u>	<u>6/19</u>	<u>5/19</u>
WIC	N/A	2026	2008
Family Home Visiting	40	40	26
PCA Assessments	11	8	13
Managed Care	237	305	283
Dental Varnishing	15	26	11
Refugee Health	2	10	16
Latent TB Medication Distribution	9	13	8
Water Tests	201	165	139
FPL Inspections	59	69	45
Immunizations	35	69	79
Car Seats	15	17	17

- N. Discussion/Information
 - 1. Supporting Hands Nurse Family Partnership- Joel Flaten

- O. Decision Items
 - 1. 2020 Preliminary Community Health Budget

GOVERNING BOARD

- P. Call to order

- Q. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 7/17/19 board minutes

- R. Financial

GOVERNING BOARD (cont.)

S. Human Resources Statistics

	<u>7/19</u>	<u>7/18</u>	<u>6/19</u>	<u>5/19</u>
Number of Employees	233	238	232	233
Separations	2		2	3

- T. Discussion/Information
1. 2019 MCIT Dividend Notice
 2. Enterprise Fleet Management
 3. Agency Bylaws

U. Decision Items

1. Chelsea Self, Public Health Nurse, probationary appointment (12 months), \$26.14 hourly, effective 8/12/19
2. Cassandra Hoefs, Public Health Nurse, probationary appointment (12 months), \$26.14 hourly, effective 8/19/19
3. Jessica Petersen, Public Health Nurse, probationary appointment (12 months), \$26.14 hourly, effective 8/19/19
4. Kelli Buysse, Office Support Specialist, probationary appointment (12 months), \$14.64 hourly, effective 9/3/19
5. Amanda Mellenthin, Eligibility Worker, probationary appointment (12 months), \$19.00 hourly, effective 8/26/2019
6. Amy Peterson, Eligibility Worker, probationary appointment (12 months), \$18.28 hourly, effective 8/26/2019
7. Kayla Placsencia, Child Support Officer, probationary appointment (6 months), \$19.45 hourly, effective 8/26/2019
8. Brittany Lembcke, Social Worker- Child Protection to Adult unit, probationary appointment (6 months), no change to rate of pay, effective 8/19/2019
9. Sarah Clarke, County Agency Social Worker, Child Protection to Adoption, probationary appointment (6 months), no change to rate of pay, effective 9/3/2019
10. Request for County Agency Social Worker- Child Protection (4)
11. Request for County Agency Social Worker- Childrens Mental Health
12. Request for County Agency Social Worker- CAC/CADI/BI
13. Request for Child Support Officer
14. Request for Eligibility Worker
15. Request for computer monitors for MNChoices workers
16. Request to use the reimbursement funds from Eligibility and Child support laptop replacements for 3 new laptops

GOVERNING BOARD (cont.)

17. Request for funds for Adobe Acrobat DC (cost has increased since last years budget)
18. Personnel Policy 27 Cell Phone Policy
19. Personnel Policy 6 Reimbursement, Lodging, and Other Expenses
20. Personnel Policy 5 Use of Vehicles for Agency Business
21. 2020 Preliminary Budget
22. Contracts
23. Closed Session – Union Negotiations

V. Adjournment

Next Meeting Dates:

- **Wednesday, September 18, 2019 – Marshall**
- **Wednesday, October 16, 2019 – Marshall**
- **Wednesday, November 20, 2019 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

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

SUMMARY OF FINANCIAL ACCOUNTS REPORT

For the Month Ending: **July 31, 2019**

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

Description	Month	Running Balance
BEGINNING BALANCE		\$3,093,445
RECEIPTS		
Monthly Receipts	2,812,054	
County Contribution	205,320	
Interest on Savings	5,410	
TOTAL MONTHLY RECEIPTS		3,022,784
DISBURSEMENTS		
Monthly Disbursements	4,662,268	
TOTAL MONTHLY DISBURSEMENTS		4,662,268
ENDING BALANCE		\$1,453,961

REVENUE

Checking/Money Market	\$1,453,961
SS Benefits Checking	\$3,000
Bremer Savings	\$3,862,462
Great Western Bank Savings	\$75,218
Investments - ASAGH Fund	\$2,025,836

ENDING BALANCE **\$7,420,077**

July 2018 Ending Balance

\$6,033,326

DESIGNATED/RESTRICTED FUNDS

Agency Health Insurance	\$1,064,138
LCTS Lyon Murray Collaborative	\$117,223
LCTS Rock Pipestone Collaborative	\$63,837
LCTS Redwood Collaborative	\$14,037
Local Advisory Council	\$1,155

July 2018 Ending Balance

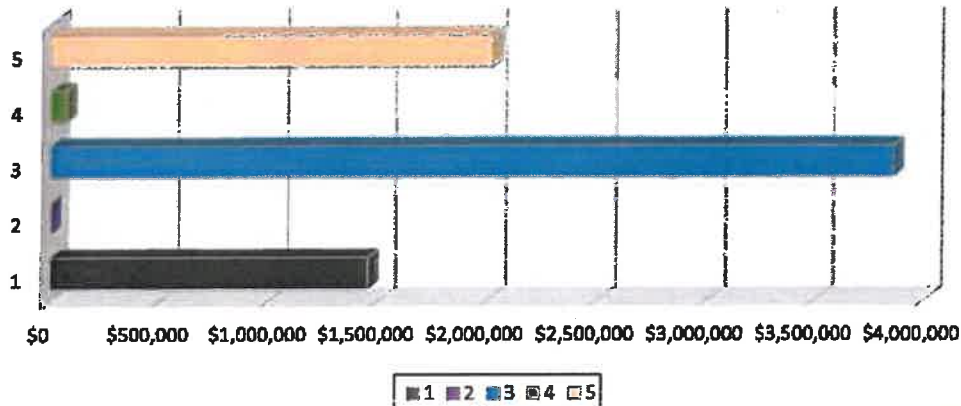
\$693,432

AVAILABLE CASH BALANCE **\$6,159,686**

July 2018 Ending Balance

\$5,173,866

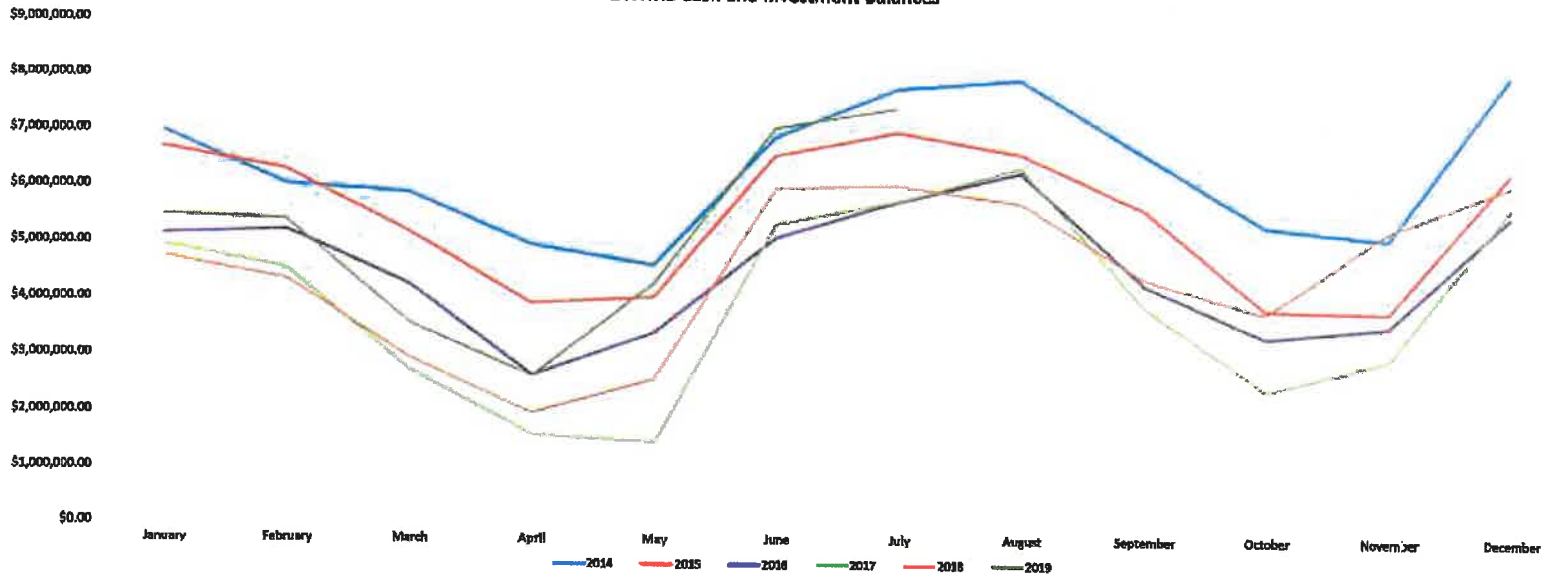
REVENUE DESIGNATION



SWHHS
Total Cash and Investment Balance by Month - All Funds

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year	Average for Jan-Mar
2014	\$6,881,225.27	\$6,024,758.16	\$5,880,424.32	\$4,951,093.48	\$4,598,515.25	\$6,883,382.81	\$7,789,372.24	\$7,943,228.89	\$6,829,328.28	\$5,325,838.85	\$5,113,289.32	\$8,050,538.23	\$6,347,314.41	\$8,298,489.25
2015	\$6,877,478.44	\$6,283,514.83	\$5,177,899.80	\$3,937,885.99	\$4,019,148.98	\$6,560,422.05	\$6,892,523.27	\$6,814,413.77	\$5,691,267.68	\$3,840,812.52	\$3,805,455.22	\$8,311,344.26	\$5,485,165.71	\$6,048,230.88
2016	\$4,132,902.00	\$5,204,953.28	\$4,246,893.55	\$2,828,629.20	\$3,394,917.21	\$5,088,797.99	\$5,750,985.99	\$8,275,434.87	\$4,290,910.19	\$3,348,309.75	\$3,560,416.88	\$5,533,701.83	\$4,537,719.39	\$4,861,516.27
2017	\$4,928,902.34	\$4,524,068.02	\$2,727,751.28	\$1,578,173.97	\$1,481,585.81	\$5,337,553.73	\$5,764,887.08	\$8,388,584.57	\$3,893,382.07	\$2,417,547.50	\$2,962,222.15	\$5,884,746.83	\$3,988,778.56	\$4,059,573.21
2018	\$4,721,044.88	\$4,333,938.53	\$2,935,770.10	\$1,985,449.82	\$2,570,080.71	\$5,877,407.40	\$6,033,326.24	\$5,731,833.62	\$4,391,517.44	\$3,775,189.56	\$5,252,398.36	\$6,085,906.40	\$4,481,140.24	\$3,998,917.84
2019	\$5,468,300.08	\$5,380,753.05	\$3,560,027.40	\$2,814,293.54	\$4,289,080.30	\$7,082,814.89	\$7,420,076.79						\$5,112,192.29	\$4,606,360.18

SWHHS Cash and Investment Balances

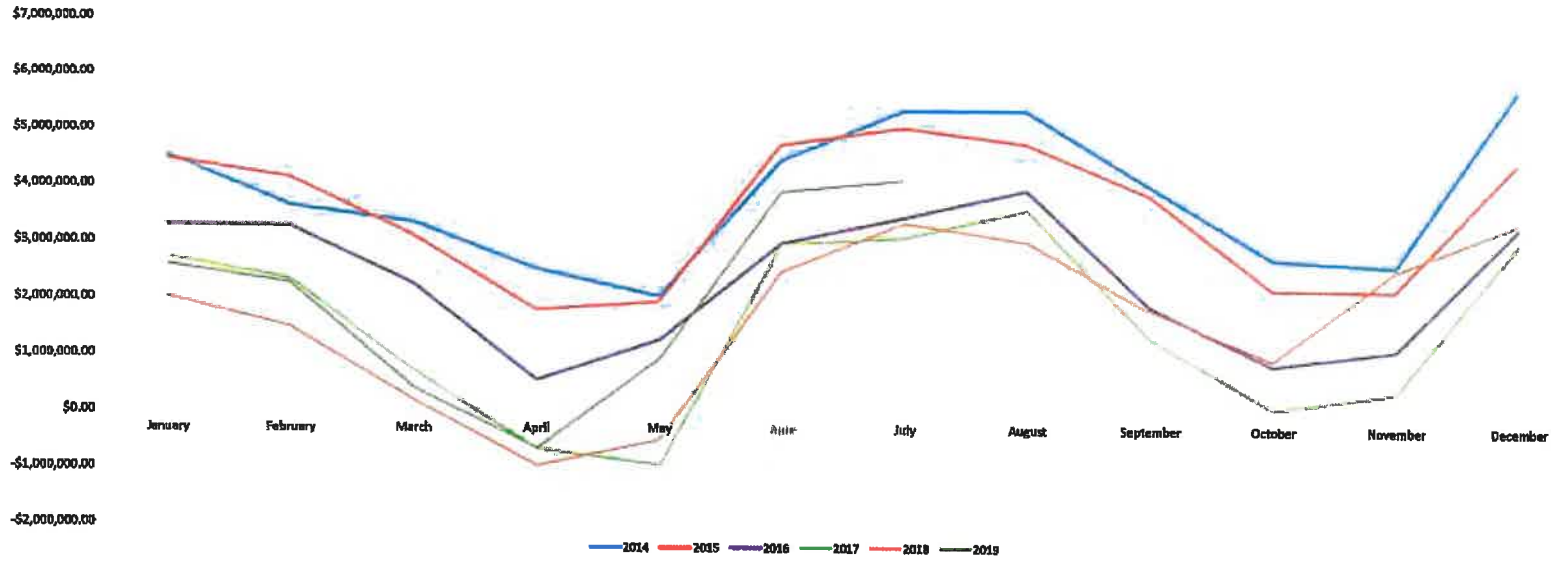


SWHHS
Total Cash and Investment Balance by Month - Human Services

	January	February	March	April	May	June	July	August	September	October	November	December
2014	\$4,524,112.48	\$3,629,625.88	\$3,337,290.94	\$2,516,145.92	\$2,049,972.92	\$4,463,844.08	\$5,363,273.11	\$5,365,674.16	\$4,025,227.41	\$2,740,775.93	\$2,617,746.10	\$5,760,212.52
2015	\$4,483,244.56	\$4,128,666.35	\$3,114,955.80	\$1,695,842.78	\$1,948,746.17	\$4,743,405.88	\$5,052,792.79	\$4,778,088.68	\$3,868,016.53	\$2,206,082.85	\$2,192,119.16	\$4,467,984.13
2016	\$3,281,407.50	\$3,262,674.15	\$2,255,796.09	\$544,625.71	\$1,271,340.11	\$2,991,321.29	\$3,454,355.54	\$3,941,449.89	\$1,886,675.07	\$854,465.14	\$1,125,561.79	\$3,301,641.92
2017	\$2,721,514.18	\$2,337,060.47	\$710,986.71	-\$678,564.48	-\$945,146.15	\$2,972,035.68	\$3,096,420.77	\$3,563,641.96	\$1,322,585.71	\$84,969.25	\$377,552.55	\$3,035,263.96
2018	\$2,027,812.89	\$1,484,259.33	\$181,368.90	-\$865,731.97	-\$601,975.29	\$2,490,788.49	\$3,367,738.86	\$3,035,839.30	\$1,839,134.33	\$948,482.40	\$2,542,047.76	\$3,387,063.22
2019	\$2,581,063.09	\$2,265,158.91	\$406,973.82	-\$681,408.85	\$934,705.48	\$3,904,218.27	\$4,115,284.54					

Average for Year	Average for Jan-Mar
\$3,668,341.79	\$3,830,343.10
\$3,683,943.81	\$3,802,286.90
\$2,347,793.02	\$2,933,293.25
\$1,562,362.72	\$1,923,167.79
\$1,653,402.17	\$1,234,479.71
\$1,934,899.32	\$1,750,731.94

SWHHS Cash Balances - Human Services

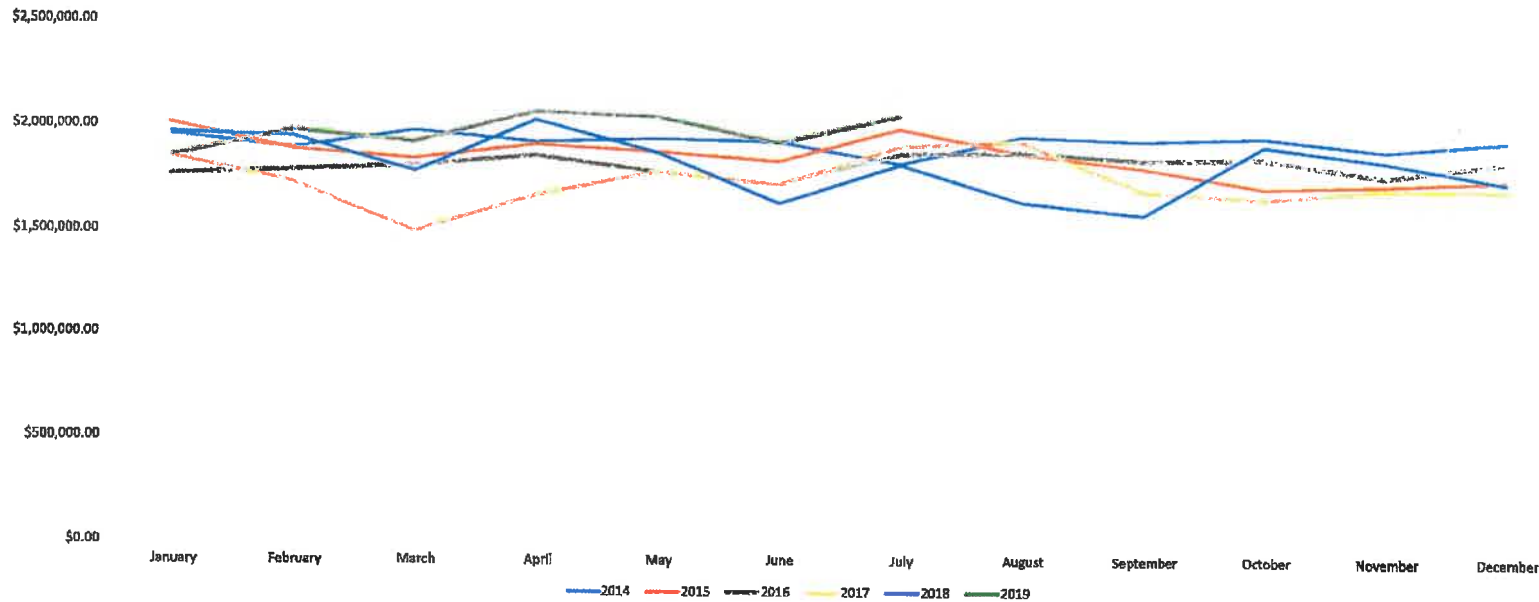


SWHHS
Total Cash and Investment Balance by Month - Public Health Services

	January	February	March	April	May	June	July	August	September	October	November	December
2014	\$1,852,348.48	\$1,889,115.47	\$1,972,829.09	\$1,918,040.73	\$1,935,610.76	\$1,923,130.89	\$1,822,889.93	\$1,853,891.09	\$1,934,889.18	\$1,954,386.64	\$1,894,110.16	\$1,942,821.40
2015	\$2,006,574.71	\$1,882,681.89	\$1,841,149.82	\$1,908,754.96	\$1,876,427.45	\$1,832,808.45	\$1,987,167.33	\$1,874,490.47	\$1,808,827.22	\$1,714,863.10	\$1,730,380.53	\$1,755,462.75
2016	\$1,787,113.43	\$1,786,985.80	\$1,807,700.34	\$1,854,929.75	\$1,779,529.15	\$1,719,935.64	\$1,868,440.04	\$1,880,565.32	\$1,844,832.32	\$1,854,296.98	\$1,772,886.81	\$1,845,353.91
2017	\$1,847,930.47	\$1,726,463.73	\$1,494,923.91	\$1,687,703.90	\$1,778,898.78	\$1,720,044.88	\$1,903,354.71	\$1,930,710.27	\$1,895,805.50	\$1,883,881.45	\$1,709,269.13	\$1,709,425.15
2018	\$1,982,214.72	\$1,943,637.75	\$1,780,622.98	\$2,023,315.66	\$1,870,382.57	\$1,833,344.06	\$1,816,127.45	\$1,643,850.72	\$1,584,218.89	\$1,914,793.23	\$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	\$1,918,780.30	\$2,044,401.82					

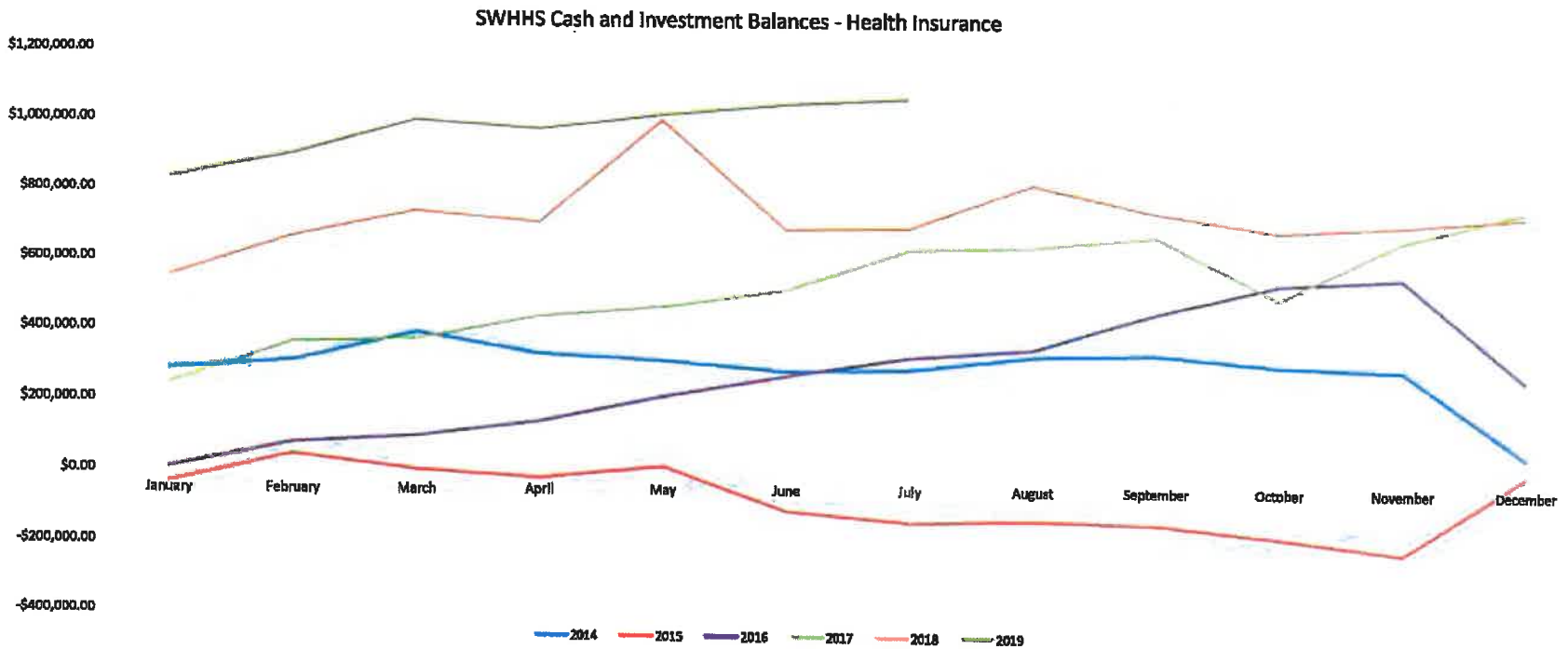
Average for Year
\$1,924,597.82
\$1,851,214.87
\$1,815,214.11
\$1,737,349.16
\$1,813,230.15
\$1,972,697.70

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	\$387,989.06	\$330,278.67	\$312,752.06	\$283,535.78	\$290,484.90	\$330,401.57	\$338,898.39	\$307,534.98	\$295,838.28	\$52,721.51	\$293,636.53
2015	-\$33,351.13	\$43,792.99	\$830.08	-\$18,888.02	\$13,868.59	-\$109,949.59	-\$141,430.74	-\$134,243.27	-\$141,878.98	-\$178,110.32	-\$221,023.86	\$0.00	-\$76,748.52
2016	\$4,996.43	\$75,942.80	\$95,153.51	\$139,472.05	\$210,786.36	\$270,693.34	\$325,643.77	\$350,734.02	\$455,033.16	\$538,192.07	\$558,493.11	\$269,062.28	\$274,517.08
2017	\$243,431.96	\$360,080.41	\$368,083.91	\$436,168.38	\$485,168.83	\$514,005.00	\$629,735.43	\$640,875.17	\$673,434.33	\$497,527.63	\$665,075.30	\$753,857.38	\$520,702.81
2018	\$547,461.08	\$681,779.28	\$734,590.83	\$705,226.84	\$998,994.04	\$888,218.46	\$693,431.75	\$820,833.21	\$742,853.73	\$690,085.54	\$709,876.88	\$736,904.37	\$727,502.48
2019	830,786.86	898,632.50	996,671.64	973,046.88	1015393.62	1046007.99	1064138.1						\$974,953.84



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

JULY 2019

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				3,093,444.74
07/02/19	35265-35285	Dep	84,633.64		3,178,078.38
07/01/19	9847	Disb		40,741.19	3,137,337.19
07/05/19	8871-8890	Payroll		131,266.23	3,006,070.96
07/05/19	58073 - 58322 ACH	Payroll		490,734.70	2,515,336.26
07/05/19	98959-98996	Disb		3,378.98	2,511,957.28
07/05/19	6118-6119 ACH	Disb		451.06	2,511,506.22
07/05/19	98997-99044	Disb		74,761.95	2,436,744.27
07/05/19	6120-6161 ACH	Disb		53,970.73	2,382,773.54
07/05/19	35286-35344	Dep	139,866.90		2,522,640.44
07/08/19	9848	Disb		11,703.71	2,510,936.73
07/08/19	9849	Disb		3,182.04	2,507,754.69
07/09/19	35345-35363	Dep	6,888.11		2,514,642.80
07/10/19	9850	Disb		9,922.89	2,504,719.91
07/11/19	9851	Disb		42,850.08	2,461,869.83
07/12/19	99045-99098	Disb		19,676.48	2,442,193.35
07/12/19	6162- 6210 ACH	Disb		39,586.50	2,402,606.85
07/12/19	99099-99205	Disb		304,761.42	2,097,845.43
07/12/19	35364-35449	Dep	162,405.69		2,260,251.12
07/12/19	9852	Disb		392.00	2,259,859.12
07/12/19	9853	Disb		32.00	2,259,827.12
07/15/19	Transfer to Bremer Savings	Disb		1,000,000.00	1,259,827.12
07/15/19	9854	Disb		38,748.23	1,221,078.89
07/15/19	9855	Disb		69.39	1,221,009.50
07/16/19	35450-35485	Dep	1,486,334.88		2,707,344.38
07/19/19	99206-99306	Disb		14,446.90	2,692,897.48
07/19/19	6211 ACH	Disb		135.50	2,692,761.98
07/19/19	99307-99512	Disb		91,182.20	2,601,579.78
07/19/19	6212-6214 ACH	Disb		2,572.84	2,599,006.94
07/19/19	8891-8908	Payroll		132,958.68	2,466,048.26
07/19/19	58323-58561 ACH	Payroll		481,146.81	1,984,901.45
07/19/19	99513-99539	Disb		3,492.96	1,981,408.49
07/19/19	6215-6216 ACH	Disb		60.28	1,981,348.21
07/19/19	99540-99587	Disb		195,745.34	1,785,602.87
07/19/19	6217-6242 ACH	Disb		145,189.51	1,640,413.36
07/19/19	transfer from SS account	Dep	12,362.01		1,652,775.37
07/19/19	35486-35552	Dep	356,779.57		2,009,554.94
07/22/19	9856	Disb		25,382.11	1,984,172.83
07/22/19	9857	Disb		11,307.58	1,972,865.25
07/23/19	35553-35599	Dep	211,444.35		2,184,309.60
07/24/19	Transfer to Bremer Savings	Disb		1,000,000.00	1,184,309.60
07/24/19	9858	Disb		10,800.86	1,173,508.74
07/26/19	99588-99635	Disb		4,484.76	1,169,023.98
07/26/19	6243-6244 ACH	Disb		26.18	1,168,997.80
07/26/19	99636-99690	Disb		195,399.27	973,598.53
07/26/19	6245-6270 ACH	Disb		50,997.79	922,600.74
07/26/19	35600-35690	Dep	468,495.18		1,391,095.92
07/29/19	9859	Disb		30,708.53	1,360,387.39
07/30/19	6271 ACH (SSIS TEST)	Disb		1.00	1,360,386.39
07/31/19	VOID 6271 ACH (SSIS TEST)	Disb		(1.00)	1,360,387.39
07/31/19	35691-35733	Dep	93,573.85		1,453,961.24
					1,453,961.24
	balanced 8/1/19 jvp	TOTALS	3,022,784.18	4,662,267.68	

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

3,000.00
3,862,462.12
75,217.78
2,025,435.65

TOTAL CASH BALANCE

7,420,076.79

Southwest Health and Human Services

Treasurer's Cash Trial Balance

As of 07/2019

<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		433,662.36	2,350,249.64	
Disbursements		101,506.45-	488,690.79-	
Payroll		210,146.72-	1,579,278.67-	
Journal Entries		0.00	20,416.24	
Fund Total		122,009.19	302,696.42	2,044,401.82
5 Human Services Fund	410	General Administration		
	897.64			
Receipts		49,919.35	348,225.46	
Disbursements		50,133.00-	349,067.40-	
Payroll		13,717.35-	90,768.57-	
Journal Entries		0.00	3,612.33-	
Dept Total		13,931.00-	95,222.84-	94,325.20-
5 Human Services Fund	420	Income Maintenance		
	1,824,182.45-			
Receipts		343,467.85	5,326,975.89	
Disbursements		280,184.72-	1,884,356.22-	
Payroll		331,994.56-	2,498,046.90-	
Journal Entries		0.00	7,040.66	
Dept Total		268,711.63-	951,613.43	872,569.02-
5 Human Services Fund	431	Social Services		
	8,246,573.56			
Receipts		1,974,527.89	10,500,355.91	
Disbursements		179,441.16-	963,452.54-	
SSIS		617,752.64-	4,648,661.17-	
Payroll		658,466.66-	4,894,059.41-	
Journal Entries		0.00	23,844.57-	
Dept Total		518,867.43	29,661.78-	8,216,911.78
5 Human Services Fund	461	Information Systems		
	3,026,319.53-			
Receipts		879.50	14,940.75	

Southwest Health and Human Services

SRK
8/9/19 9:55AM

Treasurer's Cash Trial Balance

As of 07/2019

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Disbursements		844.57-	2,312.50-	
Payroll		21,781.13-	121,041.74-	
Dept Total		21,546.20-	108,413.49-	3,134,733.02-
5 Human Services Fund	471	LCTS Collaborative Agency		
	0.00			
Receipts		0.00	118,568.00	
Disbursements		0.00	118,568.00-	
Dept Total		0.00	0.00	0.00
Fund Total	3,396,969.22	214,678.60	718,315.32	4,115,284.54
61 Agency Health Insurance	736,904.37			
Receipts		214,628.83	1,847,354.96	
Disbursements		196,498.72-	1,520,121.23-	
Fund Total		18,130.11	327,233.73	1,064,138.10
71 LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
	110,828.23			
Receipts		500.00	51,421.00	
Disbursements		0.00	45,026.00-	
Dept Total		500.00	6,395.00	117,223.23
Fund Total	110,828.23	500.00	6,395.00	117,223.23
73 LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
	44,776.45			
Receipts		0.00	21,991.00	
Disbursements		0.00	2,930.00-	
Dept Total		0.00	19,061.00	63,837.45
Fund Total	44,776.45	0.00	19,061.00	63,837.45
75 Redwood LCTS Collaborative	471	LCTS Collaborative Agency		

SRK
8/9/19 9:55AM

Southwest Health and Human Services

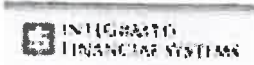
Treasurer's Cash Trial Balance

As of 07/2019

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	51,342.63			
Receipts		1,944.00	50,194.00	
Disbursements		0.00	87,500.00-	
Dept Total		1,944.00	37,306.00-	14,036.63
Fund Total	51,342.63	1,944.00	37,306.00-	14,036.63
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		3,019,529.58	20,630,276.61	
Disbursements		808,408.62-	5,462,024.68-	
SSIS		617,752.64-	4,648,661.17-	
Payroll		1,236,106.42-	9,183,195.29-	
Total		357,261.90	1,336,395.47	7,420,076.79

SRK
8/9/19 9:56AM

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 07/2019

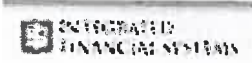
Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2019 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	195,071.75-	706,235.25-	966,705.00-	73	58
INTERGOVERNMENTAL REVENUES	2,782.00-	170,622.63-	169,800.00-	100	58
STATE REVENUES	47,621.52-	420,202.84-	820,717.00-	51	58
FEDERAL REVENUES	127,881.77-	789,054.30-	1,265,748.00-	62	58
FEES	59,243.99-	254,139.45-	418,795.00-	61	58
EARNINGS ON INVESTMENTS	865.53-	6,359.51-	4,800.00-	132	58
MISCELLANEOUS REVENUES	133.08-	3,208.02-	9,219.00-	35	58
TOTAL REVENUES	433,599.84-	2,349,822.00-	3,655,784.00-	64	58
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	58
PAYROLL AND BENEFITS	210,146.72	1,558,862.43	2,840,986.00	55	58
OTHER EXPENDITURES	101,443.73	488,263.15	804,798.00	61	58
TOTAL EXPENDITURES	311,590.45	2,047,125.58	3,645,784.00	56	58

SRK

8/9/19 9:56AM

Southwest Health and Human Services



RM- Stmt of Revenues & Expenditures

As Of 07/2019

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2019 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	10,248.50-	6,164,327.53-	10,836,767.00-	57	58
INTERGOVERNMENTAL REVENUES	48,969.70-	103,683.06-	132,267.00-	78	58
STATE REVENUES	1,636,753.63-	3,465,751.63-	5,224,156.00-	66	58
FEDERAL REVENUES	236,699.99-	4,036,044.29-	8,047,638.00-	50	58
FEES	248,818.71-	1,301,947.63-	2,415,391.00-	54	58
EARNINGS ON INVESTMENTS	4,543.98-	31,812.29-	25,200.00-	128	58
MISCELLANEOUS REVENUES	131,768.27-	837,483.09-	1,000,344.00-	84	58
TOTAL REVENUES	2,317,602.78-	15,941,049.52-	27,681,763.00-	58	58
EXPENDITURES					
PROGRAM EXPENDITURES	780,436.89	5,973,782.05	11,516,187.00	52	58
PAYROLL AND BENEFITS	1,026,173.35	7,625,024.18	13,537,287.00	56	58
OTHER EXPENDITURES	296,313.94	1,593,469.63	2,528,289.00	63	58
TOTAL EXPENDITURES	2,102,924.18	15,192,275.86	27,581,763.00	55	58

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 Bdg</u>	<u>% of Year</u>
1 FUND	Health Services Fund						
410 DEPT	General Administration						
0 PROGRAM	...						
			Revenue				
			Expend.	2,400.12	16,844.08	0.00	58
			Net	2,400.12	16,844.08	0	58
930 PROGRAM	Administration		Revenue	196,198.66-	724,996.63-	981,744.00-	74
			Expend.	45,149.75	379,258.45	666,823.00	57
			Net	151,048.91-	345,738.18-	314,921.00-	110
410 DEPT	General Administration	Totals:	Revenue	196,198.66-	724,996.63-	981,744.00-	74
			Expend.	47,549.87	396,102.53	666,823.00	58
			Net	148,648.79-	328,894.10-	314,921.00-	104
481 DEPT	Nursing						
100 PROGRAM	Family Health		Revenue	630.00-	12,754.38-	16,680.00-	76
			Expend.	3,583.31	18,855.20	15,351.00	123
			Net	2,953.31	6,100.82	1,329.00-	459-
103 PROGRAM	Follow Along Program		Revenue	0.00	11,416.86-	26,966.00-	42
			Expend.	2,509.62	15,927.15	29,921.00	53
			Net	2,509.62	4,510.29	2,955.00	153
110 PROGRAM	TANF		Revenue	0.00	90,840.59-	127,876.00-	71
			Expend.	31,165.32	94,009.78	122,911.00	76
			Net	31,165.32	3,169.19	4,965.00-	64-
130 PROGRAM	WIC		Revenue	39,393.00-	330,034.00-	450,000.00-	73
			Expend.	39,505.87	285,041.49	524,339.00	54
			Net	112.87	44,992.51-	74,339.00	61-
140 PROGRAM	Peer Breastfeeding Support Program		Revenue	0.00	19,110.00-	55,438.00-	34
			Expend.	2,542.31	19,812.21	55,438.00	36
			Net	2,542.31	702.21	0.00	0
210 PROGRAM	CTC Outreach		Revenue	18,842.63-	125,441.98-	270,034.00-	46
			Expend.	16,659.89	124,410.81	270,034.00	46
			Net	2,182.74-	1,031.17-	0.00	0
270 PROGRAM	Maternal Child Health - Title V		Revenue	13,658.21-	93,135.04--	238,279.00-	39
			Expend.	15,574.85	124,718.97	248,588.00	50
			Net	1,916.64	31,583.93	10,309.00	306

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 Bdg</u>	<u>% of Year</u>
280 PROGRAM	MCH Dental Health		Revenue	326.17-	1,645.68-	43,200.00-	4	58
			Expend.	1,095.95	14,721.21	19,059.00	77	58
			Net	769.78	13,075.53	24,141.00-	54-	58
285 PROGRAM	MCH Blood Lead		Revenue					58
			Expend.	660.90	1,094.47	0.00	0	58
			Net	660.90	1,094.47	0.00	0	58
295 PROGRAM	MCH Car Seat Program		Revenue	2,621.40-	10,029.60-	31,000.00-	32	58
			Expend.	2,189.79	17,437.79	38,792.00	45	58
			Net	431.61-	7,408.19	7,792.00	95	58
300 PROGRAM	Case Management		Revenue	46,797.19-	242,474.02-	347,800.00-	70	58
			Expend.	36,869.79	241,350.90	389,147.00	62	58
			Net	9,927.40-	1,123.12-	41,347.00	3-	58
330 PROGRAM	MNChoices		Revenue	0.00	100,070.34-	157,000.00-	64	58
			Expend.	14,573.63	116,562.55	181,108.00	64	58
			Net	14,573.63	16,492.21	24,108.00	68	58
603 PROGRAM	Disease Prevention And Control		Revenue	1,411.04-	62,767.68-	145,862.00-	43	58
			Expend.	15,306.53	101,894.39	227,721.00	45	58
			Net	13,895.49	39,126.71	81,859.00	48	58
660 PROGRAM	MIIC		Revenue	0.00	0.00	1,000.00-	0	58
			Expend.	0.00	495.34	109.00	454	58
			Net	0.00	495.34	891.00-	56-	58
481 DEPT	Nursing	Totals:	Revenue	123,679.64-	1,099,720.17-	1,911,135.00-	58	58
			Expend.	182,237.76	1,176,332.26	2,122,518.00	55	58
			Net	58,558.12	76,612.09	211,383.00	36	58
483 DEPT	Health Education							
500 PROGRAM	Direct Client Services		Revenue	45.66-	5,563.02-	2,270.00-	245	58
			Expend.	390.31	5,992.87	30,942.00	19	58
			Net	344.65	429.85	28,672.00	1	58
510 PROGRAM	SHIP		Revenue	38,135.68-	147,959.14-	226,690.00-	65	58
			Expend.	18,172.49	130,532.57	226,690.00	58	58
			Net	19,963.19-	17,426.57-	0.00	0	58
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	2,979.05-	17,009.00-	18	58
			Expend.	427.51	4,882.00	23,440.00	21	58
			Net	427.51	1,902.95	6,431.00	30	58

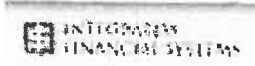
Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
550 PROGRAM	P&I Grant		Revenue	69,703.00-	142,334.00-	189,326.00-	75	58
			Expend.	31,441.26	107,928.12	189,326.00	57	58
			Net	38,261.74-	34,405.88-	0.00	0	58
900 PROGRAM	Emergency Preparedness		Revenue	0.00	46,675.98-	97,210.00-	48	58
			Expend.	8,325.87	56,323.93	97,210.00	58	58
			Net	8,325.87	9,647.95	0.00	0	58
483 DEPT	Health Education	Totals:	Revenue	107,884.34-	345,511.19-	532,505.00-	65	58
			Expend.	58,757.44	305,659.49	567,608.00	54	58
			Net	49,126.90-	39,851.70-	35,103.00	114-	58
485 DEPT	Environmental Health		Revenue	2,406.00-	165,525.01-	204,100.00-	81	58
800 PROGRAM	Environmental		Expend.	17,992.18	163,978.10	288,835.00	57	58
			Net	15,586.18	1,546.91-	84,735.00	2-	58
809 PROGRAM	Environmental Water Lab		Revenue	3,431.00-	14,069.00-	26,300.00-	53	58
			Expend.	5,053.20	5,053.20	0.00	0	58
			Net	1,622.20	9,015.80-	26,300.00-	34	58
485 DEPT	Environmental Health	Totals:	Revenue	5,837.00-	179,594.01-	230,400.00-	78	58
			Expend.	23,045.38	169,031.30	288,835.00	59	58
			Net	17,208.38	10,562.71-	58,435.00	18-	58
1 FUND	Health Services Fund	Totals:	Revenue	433,599.64-	2,349,822.00-	3,555,784.00-	64	58
			Expend.	311,590.45	2,047,125.58	3,345,784.00	56	58
			Net	122,009.19-	302,696.42-	10,000.00-	3,027	58

Southwest Health and Human Services

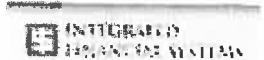


Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
5 FUND	Human Services Fund						
410 DEPT	General Administration						
0 PROGRAM	...						
			Revenue				
			Expend.	13,931.00	95,154.50	82,029.00	58
			Net	13,931.00	95,154.50	82,029.00	116 58
410 DEPT	General Administration	Totals:	Revenue				
			Expend.	13,931.00	95,154.50	82,029.00	58
			Net	13,931.00	95,154.50	82,029.00	116 58
420 DEPT	Income Maintenance						
0 PROGRAM	...		Revenue				
			Expend.	116.26	907.02	0.00	58
			Net	116.26	907.02	0.00	0 58
600 PROGRAM	Income Maint Administrative/Overhea		Revenue	33,581.86-	1,959,653.66-	3,458,246.00-	57 58
			Expend.	137,261.66	908,081.54	1,507,646.00	60 58
			Net	103,679.80	1,051,572.12-	1,950,600.00-	54 58
601 PROGRAM	Income Maint/Random Moment Payro		Revenue				
			Expend.	184,740.91	1,400,933.57	2,522,830.00	56 58
			Net	184,740.91	1,400,933.57	2,522,830.00	56 58
602 PROGRAM	Income Maint FPI Investigator		Revenue	0.00	29,210.00-	62,418.00-	47 58
			Expend.	4,784.97	35,925.74	62,418.00	58 58
			Net	4,784.97	6,715.74	0.00	0 58
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		Revenue	2,793.08-	27,761.82-	50,000.00-	56 58
			Expend.	0.00	35,160.43	50,000.00	70 58
			Net	2,793.08-	7,398.61	0.00	0 58
610 PROGRAM	TANF(AFDC/MFIP/DWP)		Revenue	385.00-	8,878.75-	20,000.00-	44 58
			Expend.	0.00	2,165.57	20,800.00	10 58
			Net	385.00-	6,713.18-	800.00	839- 58
620 PROGRAM	General Asst (GA)/General Relief/Buri.		Revenue	0.84-	16,085.25-	27,500.00-	58 58
			Expend.	23,300.00	143,346.36	251,000.00	57 58
			Net	23,299.16	127,261.11	223,500.00	57 58
630 PROGRAM	Food Support (FS)		Revenue	501.00-	270,112.24-	517,000.00-	52 58
			Expend.	1.00	6,113.03	6,600.00	93 58
			Net	500.00-	263,999.21-	510,400.00-	52 58

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	63,140.99-	891,087.31-	1,886,850.00-	53	58
			Expend.	95,087.08	650,965.78	1,089,896.00	60	58
			Net	31,946.09	240,121.53-	596,954.00-	40	58
650 PROGRAM	Medical Assistance (MA)		Revenue	242,945.47-	2,122,530.48-	3,325,000.00-	64	58
			Expend.	166,767.99	1,190,490.03	2,517,000.00	47	58
			Net	76,177.48-	932,040.45-	808,000.00-	115	58
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	0.00	382.99-	0.00	0	58
			Expend.					58
			Net	0.00	382.99-	0.00	0	58
420 DEPT	Income Maintenance	Totals:	Revenue	343,348.24-	5,325,702.50-	9,147,014.00-	58	58
			Expend.	612,059.87	4,374,089.07	8,028,190.00	54	58
			Net	268,711.63	951,613.43-	1,118,824.00-	85	58
431 DEPT	Social Services		Revenue	1,012,264.56-	6,221,872.83-	10,543,762.00-	59	58
			Expend.	274,344.60	1,628,824.45	2,738,088.00	59	58
			Net	737,919.96-	4,593,048.38-	7,804,664.00-	59	58
700 PROGRAM	Social Service Administrative/Overhea		Revenue	550,361.84	4,127,518.96	7,186,678.00	57	58
			Expend.	550,361.84	4,127,518.96	7,186,678.00	57	58
			Net					58
701 PROGRAM	Social Services/SSTS		Revenue	560,022.85-	1,331,507.46-	1,877,040.00-	71	58
			Expend.	321,086.28	2,109,429.69	4,077,941.00	52	58
			Net	238,936.57-	777,922.23	2,200,901.00	35	58
710 PROGRAM	Children's Social Services Programs		Revenue	560,022.85-	1,331,507.46-	1,877,040.00-	71	58
			Expend.	321,086.28	2,109,429.69	4,077,941.00	52	58
			Net	238,936.57-	777,922.23	2,200,901.00	35	58
712 PROGRAM	CIRCLE Program		Revenue	0.00	5,000.00-	5,000.00-	100	58
			Expend.	282.77	3,189.68	8,000.00	40	58
			Net	282.77	1,810.32-	3,000.00	60-	58
713 PROGRAM	"SELF Program" Grant		Revenue	0.00	28,055.00-	54,100.00-	52	58
			Expend.	1,937.72	19,432.50	54,100.00	36	58
			Net	1,937.72	8,622.50-	0.00	0	58
715 PROGRAM	Childrens Walvers		Revenue	6,424.23-	54,894.65-	90,000.00-	61	58
			Expend.	0.00	0.00	2,000.00	0	58
			Net	6,424.23-	54,894.65-	88,000.00-	62	58
716 PROGRAM	FGDM/Family Group Decision Making		Revenue	512.70-	19,960.85-	56,914.00-	35	58
			Expend.	95.05	10,420.99	56,914.00	18	58
			Net	417.65-	9,539.86-	0.00	0	58

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
717 PROGRAM	AR/Alternative Response Discretion F		Revenue	0.00	7,724.50-	58,390.00-	13	58
			Expend.	1,508.99	10,047.61	58,336.00	17	58
			Net	1,508.99	2,323.11	54.00-	4,302-	58
718 PROGRAM	PSOP/Parent Support Outreach Progra		Revenue	0.00	4,734.00-	40,539.00-	12	58
			Expend.	587.11	2,190.52	40,539.00	5	58
			Net	587.11	2,543.48-	0.00	0	58
720 PROGRAM	Ch Care/Ch Prot		Revenue	2,450.00-	13,950.00-	21,000.00-	66	58
			Expend.	157.00	349.50	3,000.00	12	58
			Net	2,293.00-	13,600.50-	18,000.00-	76	58
721 PROGRAM	CC-Basic Slide Fee/Cty Match to DHS		Revenue	2,629.00-	20,670.13-	38,238.00-	54	58
			Expend.	3,614.00	28,028.85	43,865.00	64	58
			Net	985.00	7,358.72	5,627.00	131	58
726 PROGRAM	MFIP/SW MN PIC		Revenue	1,275.00-	7,800.00-	372,000.00-	2	58
			Expend.	0.00	0.00	285,390.00	0	58
			Net	1,275.00-	7,800.00-	86,610.00-	9	58
730 PROGRAM	Chemical Dependency		Revenue	12,879.05-	163,663.50-	273,000.00-	60	58
			Expend.	38,602.42	350,121.43	519,000.00	67	58
			Net	25,723.37	186,457.93	246,000.00	76	58
740 PROGRAM	Mental Health (Both Adults/Children)		Revenue	0.00	103.95-	0.00	0	58
			Expend.					58
			Net	0.00	103.95-	0.00	0	58
741 PROGRAM	Mental Health/Adults Only		Revenue	63,797.56-	518,056.83-	1,348,451.00-	38	58
			Expend.	77,728.49	801,425.88	1,737,482.00	46	58
			Net	13,930.93	283,369.05	389,031.00	73	58
742 PROGRAM	Mental Health/Children Only		Revenue	23,756.67-	403,313.51-	784,100.00-	51	58
			Expend.	143,318.68	1,093,673.40	1,352,300.00	59	58
			Net	119,562.01	690,359.89	1,068,200.00	65	58
750 PROGRAM	Developmental Disabilities		Revenue	56,598.40-	470,212.39-	315,161.00-	58	58
			Expend.	33,801.53	201,782.91	389,361.00	52	58
			Net	22,796.87-	268,429.48-	425,800.00-	63	58
760 PROGRAM	Adult Services		Revenue	171,003.06-	772,769.57-	1,419,500.00-	54	58
			Expend.	2,586.33	34,771.55	31,150.00	112	58
			Net	168,416.73-	737,998.02-	1,388,350.00-	53	58

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
765 PROGRAM	Adults Waivers		Revenue	59,781.96-	437,549.10-	702,000.00--	62	58
			Expend.	4,494.80	59,902.13	102,000.00	59	58
			Net	55,287.16-	377,646.97-	600,000.00-	63	58
431 DEPT	Social Services	Totals:	Revenue	1,973,375.04-	10,481,838.27-	18,499,195.00-	57	58
			Expend.	1,454,507.61	10,481,110.05	19,187,154.00	55	58
			Net	518,867.43-	728.22-	687,959.00	0-	58
461 DEPT	Information Systems		Revenue	879.50-	14,940.75-	35,554.00--	42	58
0 PROGRAM	...		Expend.	22,425.70	123,354.24	284,390.00	43	58
			Net	21,546.20	108,413.49	248,836.00	44	58
461 DEPT	Information Systems	Totals:	Revenue	879.50-	14,940.75-	35,554.00-	42	58
			Expend.	22,425.70	123,354.24	284,390.00	43	58
			Net	21,546.20	108,413.49	248,836.00	44	58
471 DEPT	LCTS Collaborative Agency		Revenue	0.00	118,568.00-	0.00	0	58
702 PROGRAM	LCTS		Expend.	0.00	118,568.00	0.00	0	58
			Net	0.00	0.00	0.00	0	58
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	0.00	118,568.00-	0.00	0	58
			Expend.	0.00	118,568.00	0.00	0	58
			Net	0.00	0.00	0.00	0	58
5 FUND	Human Services Fund	Totals:	Revenue	2,317,602.78-	15,941,049.52-	27,381,763.00-	58	58
			Expend.	2,102,924.18	15,192,275.86	27,581,763.00	55	58
			Net	214,678.60-	748,773.66-	100,000.00-	749	58
FINAL TOTALS	997 Accounts		Revenue	2,751,202.42-	18,290,871.52-	31,337,547.00-	58	58
			Expend.	2,414,514.63	17,239,401.44	31,227,547.00	55	58
			Net	336,687.79-	1,051,470.08-	110,000.00-	956	58

Southwest Health and Human Services Budget	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS
HUMAN SERVICES	2015	2016	2017	2018	2019	2020
Category	Final	Final	Final	Final	Final	Preliminary
EXPENDITURES						
420 Income Maintenance / Child Support						
6100 - Personnel	\$4,564,427	\$4,762,548	\$4,917,132	\$4,639,776	\$4,435,784	\$4,598,403
6200- Services & Charges	\$397,680	\$382,628	\$327,965	\$379,530	\$355,610	\$396,020
6300/6800- Administrative Overhead Costs	\$726,861	\$1,037,253	\$943,395	\$882,278	\$819,796	\$699,636
6000- Payment for/behalf clients	\$1,815,000	\$2,213,800	\$1,760,500	\$2,314,750	\$2,417,000	\$2,401,000
Reserves					\$35,000	
Subtotal	\$7,503,968	\$8,396,229	\$7,948,992	\$8,216,334	\$8,063,190	\$8,095,059
431 Social Services						
710-718 - Children's Services	\$2,875,490	\$3,039,801	\$3,123,763	\$3,688,385	\$4,148,639	\$4,090,611
720-727 - Child Care/MFIP Admin./PIC.	\$64,965	\$81,400	\$49,365	\$44,535	\$331,755	\$45,965
730 - Chemical Dependency	\$540,000	\$434,600	\$435,500	\$431,000	\$516,500	\$481,500
740-742 - Mental Health	\$2,834,860	\$2,966,187	\$2,999,527	\$2,999,066	\$3,579,782	\$3,497,454
750 - Developmental Dis.	\$408,451	\$417,435	\$362,111	\$428,185	\$389,361	\$369,671
760-765 - Adult Services	\$176,000	\$127,500	\$126,500	\$158,550	\$133,150	\$152,350
Subtotal	\$6,899,766	\$7,066,923	\$7,096,766	\$7,749,721	\$9,099,187	\$8,637,551
6100- Personnel	\$7,021,719	\$7,908,882	\$8,870,997	\$8,616,638	\$8,739,674	\$9,233,612
6200- Services and Charges	\$420,270	\$417,049	\$539,500	\$458,270	\$407,990	\$520,730
6300/6800- Administrative Overhead	\$732,016	\$713,758	\$1,060,742	\$1,004,226	\$940,303	\$880,971
Reserves					\$65,000	
Subtotal	\$8,174,005	\$9,039,689	\$10,471,239	\$10,079,134	\$10,152,967	\$10,635,313
410 General Administration						
6100-Personel			\$116,273	\$83,095	\$81,189	\$75,921
6890-Employee Recognition Exp.			\$6,720	\$840	\$840	
Subtotal			\$122,993	\$83,935	\$82,029	\$75,921
461 Information Systems						
6100- Personnel	\$343,715	\$341,547	\$400,450	\$394,376	\$280,640	\$292,306
6200- Services and Charges	\$700	\$2,810	\$3,770	\$2,200	\$750	\$250
6300/6400-Administrative Overhead Costs	\$5,800	\$4,550	\$2,100	\$4,900	\$3,000	\$2,150
Subtotal	\$350,215	\$348,907	\$406,320	\$401,476	\$284,390	\$294,706
Combined						
6100- Personnel	\$11,929,861	\$13,012,977	\$14,304,852	\$13,733,885	\$13,537,287	\$14,200,242
6200- Services & Charges	\$818,650	\$802,487	\$871,235	\$840,000	\$764,350	\$917,000
6300/6800- Administrative Overhead	\$1,464,677	\$1,755,561	\$2,012,957	\$1,892,244	\$1,763,939	\$1,582,757
6000- Payments for/behalf of clients	\$8,714,766	\$9,280,723	\$8,857,266	\$10,064,471	\$11,516,187	\$11,038,551
Reserves					\$100,000	
Total Expenditures	\$22,927,954	\$24,851,748	\$26,046,310	\$26,530,600	\$27,681,763	\$27,738,550

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	2682	568	3250
July	2611	541	3152
August			0
September			0
October			0
November			0
December			0
Average	2664	591	1899

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)

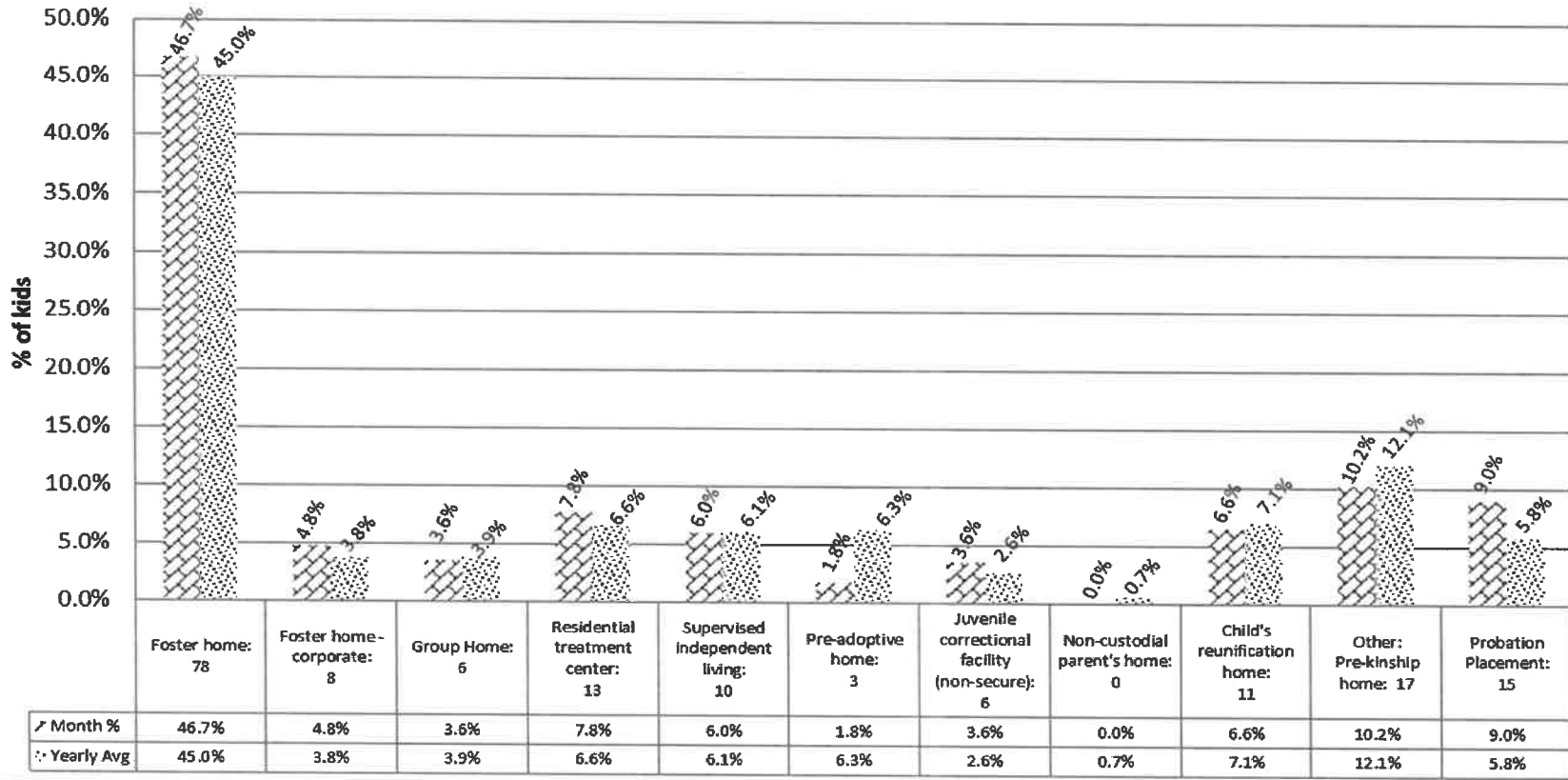
2019	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (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	9	322	13	0	255	51	918	19	307	452	336	2682
July	9	323	13	0	258	61	908	19	237	449	334	2611
August												0
September												0
October												0
November												0
December												0
	9	320	14	0	259	48	893	18	307	455	341	1554

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	32	16	0	11	44	161	179	97	0	0	28	568
July	33	16	0	11	42	151	168	94	0	0	26	541
August												0
September												0
October												0
November												0
December												0
	35	17	0	11	39	169	194	97	0	0	28	345

July 2019 - Placement by Category
167 Kids in Placement



July 2019: Total kids in placement = 167

Total of 11 Children entered placement

1	Lincoln	Probation
1	Lyon	Juvenile Detention Center
1	Lyon	Probation
3	Redwood	Foster Home
2	Redwood	Probation
3	Rock	Foster Home

Total of 14 Children were discharged from placement (discharges from previous month)

4	Lyon	ADOPTED
1	Lyon	Pre-Kinship Home
1	Lyon	Supervised Independent Living
1	Pipestone	Probation
2	Redwood	Non-Custodial Parents Home
1	Redwood	Probation
1	Redwood	Group Home
1	Redwood	Supervised Independent Living
1	Redwood	ADOPTED
1	Rock	ADOPTED

NON IVD COLLECTIONS
JULY 2019

PROGRAM	ACCOUNT	TOTAL
MSA/GRH	05-420-605.5802	2,793
TANF (MFIP/DWP/AFDC)	05-420-610.5803	385
GA	05-420-620.5803	0
FS	05-420-630.5803	500
CS (PI Fee, App Fee, etc)	05-420-640.5501	874
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	92,858
REFUGEE	05-420-680.5803	0
CHILDRENS		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	3,981
OOH/FC Recovery	05-431-710.5803	16,061
CHILDCARE		
Licensing	05-431-720.5502	950
Corp FC Licensing	05-431-710.5505	1,500
Over Payments	05-431-721&722.5803	0
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	4,851
Detox Fees	05-431-730.5520	2,577
Over Payments	05-431-730.5803	0
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	0
Over Payments	05-431-741 or 742.5803	0
DEVELOPMENTAL DISABILITIES		
Insurance Copay/Overpayments	05-431-750.5803	0
ADULT		
Court Visitor Fee	05-431-760.5515	0
Insurance Copay/Overpayments	05-431-760.5803	9

TOTAL NON-IVD COLLECTIONS

127,339

Southwest Health and Human Services Budget	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS
HEALTH SERVICES	2015	2016	2017	2018	2019	2020
Category	Final	Final	Final	Final	Final	Preliminary
EXPENDITURES						
481 Nursing						
6100- Personnel	\$1,410,733	\$1,714,858	\$1,763,564	\$1,801,809	\$1,732,240	\$1,807,282
6200- Services & Charges	\$314,474	\$249,347	\$249,363	\$263,296	\$195,145	\$166,596
6300/6400- Administrative Overhead Costs	\$144,554	\$190,372	\$177,862	\$231,528	\$195,133	\$187,018
Subtotal Nursing	\$1,869,761	\$2,154,577	\$2,190,789	\$2,296,633	\$2,122,518	\$2,160,896
483 Health Education						
6100- Personnel	\$468,944	\$445,606	\$479,760	\$387,172	\$365,789	\$383,248
6200- Services & Charges	\$155,864	\$67,000	\$73,578	\$46,164	\$41,172	\$38,812
6300/6400- Administrative Overhead Costs	\$64,051	\$54,214	\$141,620	\$159,832	\$160,647	\$153,592
Subtotal Health Education	\$688,859	\$566,820	\$694,958	\$593,168	\$567,608	\$575,652
485 Environmental Health						
6100- Personnel	\$148,509	\$202,073	\$220,704	\$232,453	\$235,576	\$245,455
6200- Services & Charges	\$5,900	\$22,650	\$19,955	\$13,200	\$4,100	\$4,105
6300/6400- Administrative Overhead Costs	\$25,541	\$32,714	\$33,306	\$49,835	\$49,159	\$52,990
Subtotal Environmental Health	\$179,950	\$257,437	\$273,965	\$295,488	\$288,835	\$302,550
410 Administration						
6100- Personnel	\$539,369	\$499,865	\$506,799	\$486,285	\$507,381	\$512,145
6200- Services & Charges	\$35,958	\$43,405	\$71,400	\$63,900	\$52,710	\$56,488
6300/6800- Administrative Overhead Costs	\$53,617	\$85,669	\$126,309	\$64,490	\$106,732	\$82,562
Reserves					\$10,000	
Subtotal Administration	\$628,944	\$628,939	\$704,508	\$614,675	\$676,823	\$651,195
Combined Expenditures						
Personnel	\$2,567,555	\$2,862,402	\$2,970,827	\$2,907,719	\$2,840,986	\$2,948,130
Services & Charges	\$512,196	\$382,402	\$414,296	\$386,560	\$293,127	\$266,001
Administrative Overhead	\$287,763	\$362,969	\$479,097	\$505,685	\$521,671	\$476,162
Total Expenditures	\$3,367,514	\$3,607,773	\$3,864,220	\$3,799,964	\$3,655,784	\$3,690,293

Southwest Health and Human Services Budget	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS
HEALTH SERVICES	2015	2016	2017	2018	2019	2020
Category	Final	Final	Final	Final	Final	Preliminary
REVENUE						
481 Nursing						
5400 - Federal	\$955,942	\$1,002,912	\$1,058,204	\$1,075,768	\$962,203	\$900,817
5300 - State	\$243,932	\$610,468	\$578,350	\$575,516	\$558,527	\$503,859
5200 & 5500/5800 - Other	\$414,799	\$410,895	\$455,550	\$445,310	\$390,405	\$419,980
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Nursing	\$1,614,673	\$2,024,275	\$2,092,104	\$2,096,594	\$1,911,135	\$1,824,656
483 Health Education						
5400 - Federal	\$264,200	\$270,800	\$118,900	\$286,974	\$303,545	\$298,772
5300/5200 - State	\$291,000	\$236,200	\$486,843	\$224,631	\$226,690	\$226,960
5500/5800 - Other	\$51,100	\$15,900	\$18,600	\$2,770	\$2,270	\$500
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Health Education	\$606,300	\$522,900	\$624,343	\$514,375	\$532,505	\$526,232
485 Environmental Health						
5400 - Federal	\$0	\$0	\$0	\$0	\$0	\$0
5300 - State	\$53,579	\$75,500	\$55,500	\$55,500	\$35,500	\$35,500
5100 & 5500/5800 - Other	\$102,500	\$198,900	\$201,850	\$193,500	\$194,900	\$195,900
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Environmental Health	\$156,079	\$274,400	\$257,350	\$249,000	\$230,400	\$231,400
410 Administration						
5400 - Federal	\$0	\$0	\$0	\$0	\$0	\$0
5300 - State	\$225,542	\$0	\$0	\$0	\$0	\$40,000
5500/5800 - Other	\$1,500	\$3,800	\$10,500	\$11,200	\$15,039	\$25,480
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0
5000 - County Taxes	\$763,420	\$782,398	\$879,923	\$928,795	\$966,705	\$1,042,525
Subtotal Administration	\$990,462	\$786,198	\$890,423	\$939,995	\$981,744	\$1,108,005
Combined Revenues						
5400 - Federal	\$1,220,142	\$1,273,712	\$1,177,104	\$1,362,742	\$1,265,748	\$1,199,589
5300 - State	\$814,053	\$922,168	\$1,120,693	\$855,647	\$820,717	\$806,319
5500/5800 - Other	\$569,899	\$629,495	\$686,500	\$652,780	\$602,614	\$641,860
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0
5000- County Taxes	\$763,420	\$782,398	\$879,923	\$928,795	\$966,705	\$1,042,525
Total Revenues	\$3,367,514	\$3,607,773	\$3,864,220	\$3,799,964	\$3,655,784	\$3,690,293
Summary						
Revenue	\$3,367,514	\$3,607,773	\$3,864,220	\$3,799,964	\$3,655,784	\$3,690,293
Expenditures	\$3,367,514	\$3,607,773	\$3,864,220	\$3,799,964	\$3,655,784	\$3,690,293
Difference	\$0	\$0	\$0	\$0	\$0	\$0



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

Position Title: Child Protection 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: immediately FTE Requested: yes

*Attached additional sheets if necessary.

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

The primary purpose of this position is to provide child protection services and assessment of child maltreatment reports. Duties include case planning, referral for services, initiating court actions, ongoing court activities, coordinate and supervise placements, completion of relative searches, assessments of maltreatment reports, provide intake and on call, and other responsibilities related to protection of vulnerable children. This worker will be based out of Lyon County.

2. Why are you recommending this position be authorized?

Child protection services are mandated in Minnesota. We also have obligations to our partners such as the courts, county attorney, and community providers. The overall goal of child protection is to protect children and increase their wellbeing. Child protection staff need to provide quality case management services and this is not possible as caseloads get too large.

MN continues to implement the 93 recommendations from the Governor’s Child Protection Task Force of 2014 and we are not in compliance with some of the recommendations. These include the caseload size of 10 as well as meeting certain standards such as timeliness of victim contacts, maltreatment recurrence, and monthly contact with children in care.

We are also working to meet the federal and state guidelines as it relates to Native American children in all 6 counties; this adds another level of interviewing, coordination, and compliance. These are new measures the state is following and could result in withholds and a need for performance improvement plans.

This position was recently vacated due to a current worker taking another position within the agency.

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

Lyon County already has one CP position that has not been filled but we feel strongly this recently vacated position needs to be filled immediately. Assessments and ongoing cases continue to be assigned to other workers from all counties and the child protection supervisors are carrying a small caseload. Case aides are assisting in many ways but caseloads are still higher than required. With school just around the corner, we will see the number of reports and need for case management increase. Other programs within children's services continue to assist with tasks such as supervising visits, transporting children, covering intake, and helping in any way they can. Caseloads sizes across all 6 counties are above the recommended 10 for child protection.

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 funded through a combination of sources including targeted case management, random moments, state and federal revenue through the VCAA block grant, county levy, and the MN child protection allocation.

County Agency Social Worker CP - \$60,246 – \$92,701 (salary, fica, pera and insurance contribution)
Approximately half of the salary can be reimbursed through targeted case management starting upon the hiring date.

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? Safety for children

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

As caseloads continue to rise and with many of those cases becoming much more difficult, there is a risk to children's safety. If workers are not able to see children quickly and frequently, we are not able to assess their safety and address the concerns. Workers are struggling to meet the demands of the position and DHS continues to add to the expectations and our performance is monitored regularly. Some of the standards result in dollars going to the agency, specifically the child protection with holds and the upcoming potential with holds if we do not meet ICWA requirements. Primarily, we want to serve at risk children and their families and best practice would be to see these families regularly. This will also add to fewer children needing out of home care or helping them to reunify more timely.

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

One of the core missions of the agency is to protect our most vulnerable and this position directly supports that mission by preventing abuse and promoting safety and well being of children.

SECTION 3: Signatures

Completed by: Kristin Malin Date: August 2, 2019

Division Director Signature: Cindy Nelson Date: August 2, 2019

Director Signature:  Date: 8.5.19



Position Request Form

Ag 081 04 18

SECTION 1: Process

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

SECTION 2: New Position Information

New Position Title: Children's Mental Health Social Worker **Division/Unit: Children's Mental Health**

New Position Replacement Permanent Temporary Promotion
Is Funding Budgeted for This Position? Yes, Budgeted No, Not Budgeted

Desired hire date: Immediate FTE Requested: 1.0

*Attached additional sheets if necessary.

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

The primary purpose of this position is to provide Rule 79 case management services for severely emotionally disturbed children and their families residing in Lyon County.

“Case management services’ means activities that are coordinated with the family community support services and are designed to help the child with severe emotional disturbance and the child's family obtain needed mental health services, social services, educational services, health services, vocational services, recreational services, and related services in the areas of volunteer services, advocacy, transportation, and legal services. Case management services include assisting in obtaining a comprehensive diagnostic assessment, developing an individual family community support plan, and assisting the child and the child's family in obtaining needed services by coordination with other agencies and assuring continuity of care. Case managers must assess and reassess the delivery, appropriateness, and effectiveness of services over time.” -Statute 245.4871, subd. 3

2. Why are you recommending this position be authorized?

SWHHS currently has 7 CMH case managers covering 6 counties. One staff based in Pipestone , one in Rock, one in Murray, two in Redwood and two in Lyon county. Lyon or Murray County based staff cover services provided in Lincoln County.

Lyon county has a larger percentage of CMH referrals and will continue to need two staff to manage the amount of intakes and case management cases.

DHS recommends a maximum caseload of 15 cases. Decreasing to one case manager in Lyon county would drastically increase caseload size and cause caseload sizes to be well above the recommended 15 cases. Once caseload sizes go beyond 15, monthly targeted case management rates and reimbursement is decreased. The current average caseload

size for CMH staff is 14, with 22 pending referrals (these families have stated that they want CMH services- we are in the process of verifying eligibility for the service).

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

The only option to not hiring the position is for the supervisor to take on cases and increase caseloads for remaining CMH staff. This would also increase travel time, as staff based in other counties would have to cover Lyon county cases.

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

- 100% Levy
- Part Levy/Part Grant or Reimbursement – TCM reimbursement would be approximately \$70,440 for a new CMH case manager
- 100% Grant or Reimbursement
- Other [Click or tap here to enter text.](#)

County Agency Social Worker CP - \$60,246 – \$92,701 (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.

None

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

Maintaining our current targeted case management reimbursement level; if the position is not replaced monthly reimbursements would be reduced due to decreased case management rates.

Case managers provide support for families when dealing with the stresses of mental health issues. We provide parents with the connection needed to meet the mental health needs of the child and family. By addressing the child's mental health needs we improve family relationships and family functioning, leading to healthy and productive family units.

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

If the position is not authorized the quality of services provided to our consumer would be drastically reduced, as caseload sizes would increase. Increased caseload sizes result in decreased quality case management services, as there is less time to devote to each family/child.

With increased caseload sizes we would also receive a reduction in our CMH TCM amount, decreasing the amount of monthly reimbursement to the agency.

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

By aiding families in meeting the mental health needs of their children. Children's Mental Health staff assist families in connecting to the services they need to improve the functioning of the identified child and whole family. Once connected to service providers staff continue to support and educate families, monitor services and assess the changing needs of the family. By providing mental health services early we aim to prevent deterioration of the family the need for out of home placements such as residential and hospital levels of care.

SECTION 3: Signatures

Completed by: Christine Versaevel Date: 8-14-19

Division Director Signature: Cindy Nelson Date: 8-14-19

Director Signature:  Date: 8-14-19



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 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/DD reimbursement for case management is \$24.47 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 - \$60,246 - \$83,346 (salary, fica, pera and insurance contribution) When we are down staff, fewer hours get entered and billed and therefore we can anticipate reduced revenue.

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

Completed by: Jenifer Klein _____ Date: August 14, 2019 _____

Division Director Signature: Cindy Nelson _____ Date: August 14, 2019 _____

Director Signature:  _____ Date: 8.14.19 _____



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: Child Support Officer Division/Unit: Office of Child Support Enforcement

New Position Replacement Permanent Temporary Promotion
 Is Funding Budgeted for This Position? Yes, Budgeted No, Not Budgeted

Desired hire date: Immediate FTE Requested:1

*Attached additional sheets if necessary.

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

Under general supervision, child support officers perform paralegal functions related to the establishment and enforcement of child support orders for public assistance and non-public assistance clients. This position will provide and deliver services required to gain support from non-custodial parents. Child Support Officers work with parents, employers, government agencies, other states and community partners to help children receive the financial, medical, and child care support they deserve.

The core functions of this position are to establish paternity, establish child support orders, enforce all medical support, child support, and child care components of court orders. Collecting child support, locating parents, and securing medical support and coverage other than Medicaid benefits per Title XIX of the Social Security Act are a few of the duties delivered to the clientele that we served.

2. Why are you recommending this position be authorized?

It is recommended that a replacement position be supported due to a very experienced child support officer that has submitted her resignation for retirement 09/30/2019. This replacement position would be out of the Redwood County location where three (3) other child support officers and supervisor are housed. While the overall child support caseload has remained stable, but currently higher than the state average, three child support officers and supervisor would not be able to successfully manage the overall Redwood County child support cases, along with other interim assigned duties being performed for other locations of Southwest Health & Human Services. Within the child support unit, we have two (2) child support officers staff hired in 2019, and one open vacancy. With the learning curve of the Child Support Officer position to be two (2) plus years and with existing staff and supervisors training the newer workers and trying to assist with coverage workload, case management, legal services, and daily assignments are not performed in the same capacity as experienced child support officers and a fully staffed unit. It is critical to ensure that we are performing our core functions pursuant to state and federal mandates and benchmarks. Facing employment burnout is very probable without filing this position.

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

It would be necessary to continue to delegate duties to the existing staff and prioritizing our workload. Not filling the position would likely decrease our overall collections and not be in compliance with the federal and state collection basis, putting the agency on a Performance Improvement Plan (PIP).

Hiring a temporary worker is reviewed but would be very difficult to find as many of the human services positions demand qualifications needed for the position. Experienced/retired Child Support Officers are merely not available and would require a great deal of training in order to be a productive Child Support Officer.

Contracting work was considered. A previous request was made to the surrounding counties to inquire about contracting with our agency to assist with the caseload duties but our request did not result in any interested counties or other workers. In the past, our unit did contract with Nobles County Family Services and two of their staff performed legal actions within our caseload. Their hourly rate for performing these duties was \$50.00 per hour and the agencies' budget just would not support that expenditure.

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 Federal Fiscal Funding of 66%

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)?

This position would assist with the collections of child support and potentially reducing public assistance benefits expended to families, thus, lowering the costs being passed on to our taxpayers.

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

If this position is not authorized, there is a great potential for the child support unit to fall out of compliance with federal and state benchmarks, being placed on Performance Improve Plans, see a reduction with incentive payments from the state and federal agencies putting the agency at risk for financial TANF Sanctions by the State of Minnesota. Our clientele would likely suffer the most not only with customer service and receiving delays with their contact, but with the delivery of our core child support duties. The lack of receiving child support can put a financial strain on household members and many clients we serve have become self-supportive with their employment and the child support they receive. When people do not have financial security, many resort to other means and many times it can result with the implementation and expenditures of other services within our agency.

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

Retaining this position in the Child Support Unit helps support the mission of the agency and unit by promoting the wellbeing of the children and families by providing quality services in a respectful, caring, and cost effective manner. Child support believes that we all must be invested in the future of Minnesota's children. Being fully staffed allows for child support services to key in on the well-being of children and families through paternity establishment and child support collections. Our child support staff focus on helping families achieve and maintain self-sufficiency by establishing fair and enforceable child support orders. Our goal is for children to receive the financial support they need and deserve from both parents but to accomplish this task, child support staff are needed to carry out the day to day duties, enforcement, collection, locate, the legal components within child support, and many administrative duties all tied to this position.

Within the SWHHS Strategic Plan, the child support unit wanted to increase and maintain an average collection rate in current support of 80% or more so our unit could receive 100% of eligible incentive funding. Normally staff devote time to collections and enforcement of collections; however, with additional tasks being delegated onto staff, time devoted to this component of our internal goal has been difficult to achieve on a monthly basis.

SECTION 3: Signatures

Completed by: *Ann M Schiller* Date: 8.8.2019
Division Director Signature: *[Signature]* Date: 8-6-19
Director Signature: *[Signature]* Date: 8.6.19



Position Request Form

SECTION 1: Process

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

SECTION 2: New Position Information

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

New Position Replacement Permanent Temporary Promotion

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

Desired hire date: asap **FTE Requested:** yes

*Attached additional sheets if necessary.

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

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

2. Why are you recommending this position be authorized?

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

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

Contracting or hiring temp workers is not an option due to the specific training requirements of the position.

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

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

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

Salary range \$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** Date: _____

By nancy.walker at 11:24 am, Aug 12, 2019

Division Director Signature: _____ Date: _____

Director Signature: **APPROVED** Date: _____

By Beth Wilms at 12:35 pm, Aug 12, 2019

Request for Monitors

Purchased so far this year:

- 10 Monitors for MnChoices Employees 10 x \$163 = **\$1630**
- 5 Monitors for New Employees 5 x \$163 = **\$815**

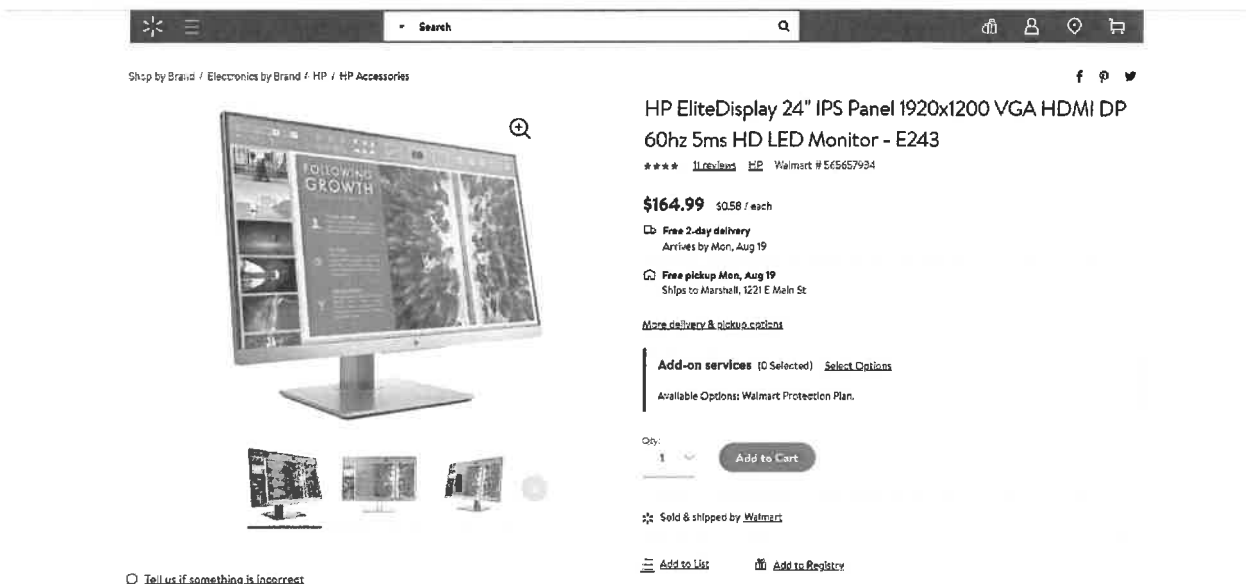
Still Needed:

- 10 Additional Monitors for MnChoices Employees
- 2 Monitors for new Eligibility Workers

Options:

- WalMart \$165
- Computer Man \$140 each (see quote on the next page from Computer Man with HP in the heading)

**Prior to today spent \$2445 + \$1680 for 12 more
Requesting a total of \$4125 to fund this unplanned for expense.**



The screenshot shows a Walmart product page for an HP EliteDisplay 24" IPS Panel 1920x1200 VGA HDMI DP 60hz 5ms HD LED Monitor - E243. The page includes a search bar at the top, a navigation menu, and social media icons. The product image shows the monitor displaying a webpage with the text "FOLLOWING GROWTH". The price is listed as \$164.99, with a note that it is \$0.58 less per unit. The page also features delivery and pickup options, add-on services, and buttons for "Add to Cart", "Add to List", and "Add to Registry".

Shop by Brand / Electronics by Brand / HP / HP Accessories

HP EliteDisplay 24" IPS Panel 1920x1200 VGA HDMI DP 60hz 5ms HD LED Monitor - E243

★★★★ [Reviews](#) [HP](#) Walmart # 565657934

\$164.99 \$0.58 / each

Free 2-day delivery
Arrives by Mon, Aug 19

Free pickup Mon, Aug 19
Ships to Marshall, 1221 E Main St

[More delivery & pickup options](#)

Add-on services (0 Selected) [Select Options](#)
Available Options: Walmart Protection Plan.

Qty: [Add to Cart](#)

Sold & shipped by [Walmart](#)

[Add to List](#) [Add to Registry](#)

[Tell us if something is incorrect](#)



Shipping information

Shipping address

Company	LINCOLN LYON MURRAY HUMAN SVCS	Attention to	Deb Seidel
		Email	
		Phone	
Address line 1	607 W MAIN ST	Fax	
Address line 2			
Address line 3			
City	MARSHALL		
State/Province	Minnesota		
Zip/Postal code	56258-3169		
Country	US		

Shipping options

Requested delivery
date
Shipping method

Shipping instructions

Quote Summary

Product	Product number	MFG#:	Qty	Unit Price	Total Price
HP EliteDisplay E243 23.8-inch Monitor U.S. - English localization	1FH47A8#ABA		1	USD \$140.00 USD 169.00	USD \$140.00
				Special price valid until 09/30/2020	

Special pricing code 42287375	Subtotal	USD \$140.00
	Estimated Tax	USD \$0.00
	Total	USD \$140.00



A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov.

Log In

Login.gov FAQs

HOME | SEARCH RECORDS | DATA ACCESS | CHECK STATUS | ABOUT | HELP

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 08/17/2019, from 8:00 AM to 3:00 PM (EDT).

ALERT: Due to increased volume and additional security requirements, a high number of entity registrations are pending CAGE review. Processing time currently exceeds the normal window of ten business days. Some users may experience processing delays of up to four weeks. Respond promptly if you are contacted by a CAGE Technician for additional information. Contact the CAGE Help Desk with urgent questions about a registration pending CAGE review.

Search Results

- Your search results represent the broadest set of records that match your search criteria. You may get entity registration records that are still in progress or have been submitted, but not yet activated. Check the status of each record.
- Of note, some entities choose to opt out of public display. Even if they are registered in SAM, you will not see their entity registration records in a public search. You can only see them if you log in as Federal Government user.
- You can refine your search results. If you used the Quick Search, select the search filters on this page. If you used one of the Advanced Search options, select the Edit Search button.
- If you want to perform a new search, use the Clear button to remove your current search results. If you are logged in with your SAM User Account, you can save your search criteria to run again later using the Save Search button.
- NOTE: Please read this important message when searching for exclusion records.

Current Search Terms: The Computer Man*

Clear Search

Total records: 0

Save PDF

Export Results

Print

Result Page:

Sort by Relevance

Order by Descending

FILTER RESULTS

By Record Status

Active

Inactive

By Record Type

Entity Registration

Exclusion

Apply Filters

Your search for The Computer Man* returned the following results...

No records found.

Laptop Request

We received \$1600 from Lincoln County for the sale of 6 laptops to them.

We received \$3906.77 from the state reimbursement for purchased laptops for the Eligibility and Child Support staff.

We spent \$49,709 on computers of the budgeted \$50,000 leaving \$291 available for the remainder of the year.

Requesting to use all of these funds to purchase 4 laptops:

$$\text{\$1600} + \text{\$3906.77} + \text{\$291} = \text{\$5797}$$

Laptops are \$1380 each from Computer Man which is lower than the \$1464.21 if purchased directly from HP.

Need to replace 2 laptops that are not functional and would like 2 additional laptops for spares, replace other outdated computers, or new employees.

The Computer Man, Inc.



1105 Canoga Park Drive
 Marshall, MN 56258
 Phone (507) 532-7562
 Fax (507) 532-2680
 www.tcmi.com

8/14/2019

Quote # 618595

Quote

business partner



Microsoft Partner

Midmarket Solution Provider

Prepared For

Southwest Health & Human Services
 607 West Main Street Suite 100
 Marshall, MN 56258

Description	Qty	Price	Extended Price	PO Number	Terms	Rep
					Net 10 Days	MWT
HP EliteBook 840 G6 14" Notebook - 1920 x 1080 - Core i5 i5-8265U - 8 GB RAM - 256 GB SSD Windows 10 Pro 64-bit - Intel UHD Graphics 620 - In-plane Switching (IPS) Technology - English Keyboard - Intel Optane Memory Ready - Bluetooth - 17.25 Hour Battery Run Time	3	1,380.00	4,140.00			
Thank you for your business.				Subtotal		\$4,140.00
Quote valid for 2 weeks from date.				Sales Tax (6.875%)		\$0.00
				Total		\$4,140.00



Shipping information

Shipping address

Company	LINCOLN LYON MURRAY HUMAN SVCS	Attention to Email Phone Fax	Deb Seidel
Address line 1	607 W MAIN ST		
Address line 2			
Address line 3			
City	MARSHALL		
State/Province	Minnesota		
Zip/Postal code	56258-3169		
Country	US		

Shipping options

Shipping instructions

Requested delivery
date

Shipping method

Quote Summary

Product	Product number	MFG#:	Qty	Unit Price	Total Price
HP EB840G6 i5-8265U 14 8GB /256 PC U.S. - English localization	7WZ86UT#ABA		3	USD \$1,464.21	USD \$4,392.63

Special pricing code
42287375

Subtotal	USD \$4,392.63
Estimated Tax	USD \$0.00
Total	USD \$4,392.63



A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov.

Log In

Login.gov FAQs

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 08/17, 2019, from 8:00 AM to 3:00 PM (EDT).

ALERT: Due to increased volume and additional security requirements, a high number of entity registrations are pending CAGE review. Processing time currently exceeds the normal window of ten business days. Some users may experience processing delays of up to four weeks. Respond promptly if you are contacted by a CAGE Technician for additional information. Contact the CAGE Help Desk with urgent questions about a registration pending CAGE review.

Search Results

- Your search results represent the broadest set of records that match your search criteria. You may get entity registration records that are still in progress or have been submitted, but not yet activated. Check the status of each record.
Of note, some entities choose to opt out of public display. Even if they are registered in SAM, you will not see their entity registration records in a public search. You can only see them if you log in as Federal Government user.
You can refine your search results. If you used the Quick Search, select the search filters on this page. If you used one of the Advanced Search options, select the Edit Search button.
If you want to perform a new search, use the Clear button to remove your current search results. If you are logged in with your SAM User Account, you can save your search criteria to run again later using the Save Search button.
NOTE: Please read this important message when searching for exclusion records.

Current Search Terms: The Computer Man*

Clear Search

Total records: 0

Save PDF

Export Results

Print

Result Page:

Sort by Relevance

Order by

Descending

FILTER RESULTS

Your search for The Computer Man* returned the following results...

No records found.

By Record Status

Active

Inactive

By Record Type

Entity Registration

Exclusion

Apply Filters

Adobe Acrobat DC

- We currently have a 3 year subscription through MnCCC allowing us to lock down the price for 3 years.
- Our subscription needs to be renewed this year.
- \$8000 was budgeted this year before the MnCCC quote was available.
- It is used primarily for paper reduction – to sign forms and for the State Form Fill used by the Eligibility workers.
- In 2018 we paid \$28 user x 253 users = **\$7084**

Option 1 Direct from Adobe:

- \$16.99 per month per user = $12 \times \$16.99 = \203.88
- Annual total for 253 users = $\$203.88 \times 253 = \$51,581.64$
- A call to Adobe confirmed that if we pay the entire year up front they will offer a 15% discount
- $\$51,581.64 - \$7,737.25$ (15% discount) = **\$43,844.39**

Option 2 from MnCCC

- Group purchase which lowers the price significantly.
- Price for the next 3 years increased to \$57.62 per user per year.
- MnCCC charges a 5% fee for the order.
- $253 \text{ users} \times \$57.62 = \$14,577.86 + \728.89 (5% fee) = **\$15,306.75**

Adobe Acrobat DC plans and pricing

View our PDF software and services plans.

PDF SERVICES BUSINESS

Acrobat DC for teams

16

per user per month

Includes PDF services, e-signatures, and more.

Learn more

Request a demo

Acrobat DC for enterprise

Call or contact us for more information about our enterprise-grade PDF software for large organizations.

800-515-9430

Learn more



Pricing Proposal
 Quotation #: 17298846
 Created On: 6/17/2019
 Valid Until: 7/31/2019

Minnesota Counties Computer Cooperative

Account Executive

Lisa Meredith
 100 Empire Drive
 Suite 201
 Saint Paul, MN 55103
 United States
 Phone: 651-917-6996
 Fax:
 Email: lisa@mnccc.org

Greg Rohleder
 290 Davidson Ave.
 Somerset, NJ 08873
 Phone: (888) 455-0510
 Fax:
 Email: greg_rohleder@shii.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Adobe Acrobat Professional DC "S" Adobe - Part#: 210T-IDEA-1-2 Contract Name: Enterprise Hardware, Software and Services Contract #: 48196 Coverage Term: 7/30/2019 – 7/29/2020 Note: Includes Acrobat Professional - Per User (210T-3275-T1) and Premium Sign Services - Per Seat (210-7041-T) - 12 Month Term - 21st IDEA Act 9 (HR#5057) Compliant - Minimum Purchase Required Adobe Sign Limited to 10,000 Transactions Total 210T-3275-T1 maps to 65290895JA 210-7041-T maps to 65283024JA	1435	\$57.62	\$82,684.70
2 Adobe Creative Cloud Desktop App - Term License & Maintenance & Support 1 User - 12 Month - FLP **Restricted Use: Creative Cloud Enterprise** Adobe - Part#: 65274430 Contract Name: Enterprise Hardware, Software and Services Contract #: 48196 Coverage Term: 7/30/2019 – 7/29/2020 Note: **FIRST ANNUAL PAYMENT**	1	\$824.00	\$824.00
3 Adobe ColdFusion Builder Enterprise Term License - Per Computer - 12 Months **w/ Maintenance and Gold Support** Adobe - Part#: 65258108 Contract Name: Enterprise Hardware, Software and Services Contract #: 48196 Coverage Term: 7/30/2019 – 7/29/2020 Note: **FIRST ANNUAL PAYMENT**	1	\$108.15	\$108.15
4 Adobe ColdFusion Enterprise Term License - Per 8 Cores - 12 Months Adobe - Part#: 65258201 Contract Name: Enterprise Hardware, Software and Services Contract #: 48196 Coverage Term: 7/30/2019 – 7/29/2020 Note: **FIRST ANNUAL PAYMENT**	1	\$3,428.87	\$3,428.87
5 Adobe Creative Cloud Desktop App - Term License & Maintenance & Support 1 User - 12 Month - FLP **Restricted Use: Adobe XD** Adobe - Part#: 65279099 Contract Name: Enterprise Hardware, Software and Services Contract #: 48196	1	\$182.31	\$182.31

Adobe Creative Cloud Desktop App - Term License & Maintenance & Support 1 User - 12 Month - FLP **Restricted Use: InDesign** Adobe - Part#: 65274432 Contract Name: Enterprise Hardware, Software and Services Contract #: 48196 Note: ADDITIONAL DEPLOYMENTS	1	\$412.00	\$412.00
--	---	----------	----------

Additional Comments

Three Annual Payments

-
Please Include Attachment A with your Quote to the Customer

-
Pricing Subject to Adobe Management Approval

-
Acrobat Professional DC "S" Bundle (210T-IDEA) Termed Pricing includes:

- 21st IDEA Act 9 (HR#5057) Compliant
- Workflow visual designer for designing form and template processes
- Approval workflows with failover and auditability controls
- Custom Form Fields with optional approval processes
- Approval and Authorization triggered workflows
- Track Approvals and Stamp Completed/incomplete processes
- Integrations with Microsoft SharePoint, Box, Dropbox, Workday, Salesforce for sending and tracking documents automatically
- Bulk form delivery with auditability functions
- Shared Document Library for reusable templates and forms
- Advanced Forms design providing calculations, conditional logic and hyperlinks
- Advanced Roles and Routing
- API's to allow back-end data integration with forms and templates
- Scanning and QR reader integration for forms and workflows

-
See Attachment A for Terms & Conditions

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov.

Log In

login.gov FAQs

HOME | SEARCH RECORDS | DATA ACCESS | CHECK STATUS | ABOUT | HELP

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 08/17/2019, from 8:00 AM to 3:00 PM (EDT).

ALERT: Due to increased volume and additional security requirements, a high number of entity registrations are pending CAGE review. Processing time currently exceeds the normal window of ten business days. Some users may experience processing delays of up to four weeks. Respond promptly if you are contacted by a CAGE Technician for additional information. Contact the CAGE Help Desk with urgent questions about a registration pending CAGE review.

Search Results

- Your search results represent the broadest set of records that match your search criteria. You may get entity registration records that are still in progress or have been submitted, but not yet activated. Check the status of each record.
- Of note, some entities choose to opt out of public display. Even if they are registered in SAM, you will not see their entity registration records in a public search. You can only see them if you log in as Federal Government user.
- You can refine your search results. If you used the Quick Search, select the search filters on this page. If you used one of the Advanced Search options, select the Edit Search button.
- If you want to perform a new search, use the Clear button to remove your current search results. If you are logged in with your SAM User Account, you can save your search criteria to run again later using the Save Search button.
- NOTE: Please read this important message when searching for exclusion records.

Current Search Terms: Minnesota Counties Computer Cooperative*

Clear Search

Total records: 0

Save PDF

Export Results

Print

Result Page:

Sort by: Relevance

Order by: Descending

FILTER RESULTS

Your search for Minnesota Counties Computer Cooperative* returned the following results...

No records found.

By Record Status

Active

Inactive

By Record Type

Entity Registration

Exclusion

Apply Filters

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

EFFECTIVE DATE: 08/21/19

REVISION DATE:

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- Cell Phone Policy ---

Section 1 - Policy Statement

- a. Southwest Health and Human Services (SWHHS) is committed to providing employees the tools and resources they need to perform their job responsibilities successfully. Employees whose position requires them to have accessibility may be assigned an agency owned cell phone. This policy is intended to meet the need to require access, while promoting good stewardship of the agency's resources. Employees who are assigned agency owned cell phones are expected to reply promptly to phone calls, texts, or emails.

Section 2 - Applicability

- a. This policy applies to positions which require the incumbent to have access to complete the responsibilities of his/her position. The requirement of accessibility must be included on the job description for the position and approved by the individuals in the position's reporting structure, including the Agency Director. To be eligible, the position must meet one of three conditions: business travel, daily/after-hours communication or emergency contact. The conditions are described in the definitions section below.

Section 3 - Conditions

a. Conditions

1. **Business Travel**
The need for constant use of a cell phone for an employee who must frequently travel to do business, and needs to remain in touch with others for business purposes.
2. **Daily/After-Hours Communication**
The need for constant and immediate communications throughout the day (if your position requires you to be away from your desk frequently) or after hours for an employee whose position, the significant portion of which, supports or is otherwise responsible for programs, services, or systems.
3. **Emergency Contact**
The requirement to be available for emergency contact as an employee whose duties require them to be immediately contacted, anywhere, anytime (24/7).

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

Section 4 – Security and Use

- a. All agency owned cell phones that download information from the agency network such as email or calendar must have the employee's supervisor and Director's approval.
- b. All agency owned cell phones are to be used for SWHHS business purposes only. Only IT staff will have the authority to download apps. Any apps downloaded must be work related. Any information on agency cell phones is considered agency property.
- c. All agency cell phones must be password protected, which may include dual authentication. Employees must provide password(s) when surrendering their device.
- d. Additionally, cell phones are available to check out for employees who are traveling for business and need to be available for client services, contacting a supervisor, or for safety when traveling out of town or to a non-public location such as a client's home.
- e. If an agency owned cell phone is lost or stolen the employee must notify their supervisor and IT immediately. If the phone is lost or stolen, IT will attempt to wipe the phone remotely or initiate phone location activities.
- f. SWHHS owned cell phone and related equipment must be returned to employee's supervisor upon separation of employment or distribution of new equipment.
- g. An agency owned cell phone assigned to an employee can be revoked at any time.

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 6**

EFFECTIVE DATE: 01/01/11

REVISION DATE: 04/18/12; 04/18/2018; 08/21/2019

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- MEAL REIMBURSEMENT, LODGING, AND OTHER EXPENSES---

Section 1 – Meals

- a. Meal expenditures are eligible for reimbursement when the situation meets public purpose criteria. Employees are encouraged to consider whether the same result can be obtained without the expenditure. Employees are not eligible to claim meals for agency business or training within member Counties.
- b. The maximum flat rate reimbursement for meals will be actual expense of meals up to \$35.00 per day. Tips up to 15% of the subtotal (before tax) may be included within the flat maximum rate. Meal reimbursement is not available for meals included in the registration fee for conference and seminars. Expenses for alcoholic beverages are not reimbursable.
- c. IRS regulations require that meal reimbursement without overnight lodging be included as income and is subject to income tax withholding and FICA deduction. If meals are included as part of a conference or registration fee and are not separately identified, they are not treated as taxable income.
- d. When claiming reimbursement for meals, claim form AG#100 must be completed for meals that are not connected with an overnight or conference. Claim form AG#101 must be completed for meals that are connected with an overnight. Include lodging costs, travel, etc., on this claim form. It is the employee's and supervisor's responsibility to identify and separate the two types of meals for reimbursement. Itemized receipts must be submitted along with the appropriate form. Receipts showing method of payment (such as credit card proof of payment) are not adequate.

Section 2 - Lodging

- a. Requests for overnight lodging will be reviewed and approved in advance on a case by case basis based on public purpose criteria. Reimbursement will be the normal single rate with an itemized, original receipt. If the room is direct billed, attach a copy of the bill to your claim form.

Section 3 - Other Expenses

- a. All expenses written on claim forms must have itemized, original receipts attached to

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 6**

the claim form except for mileage. No items other than the room charge, tax, and parking will be allowed on a direct billing to the agency from the motel. Any phone calls or meals that you may have charged to your room must be paid by you when you check out. Reimbursements for agency provided services and refreshments may include tips up to 15% of the subtotal (before tax).

- b. Note: Credit card receipts document only the method of payment. Itemized, original receipts are required in order to detail each expenditure.
- c. If an itemized or original receipt is lost or is unattainable, AG#002 Declaration of Expenses Paid Form ~~the Declaration Form may~~ must be completed. ~~The Declaration Form can be obtained from the Deputy Director.~~
- d. Reimbursement for State reimbursable expenses will be at rates specified in this policy. We will follow agency, not state, policy.
- e. All claim forms must be signed and indicate expense date, purpose, location, number of miles, and dollar amount claimed.
- f. Claim form must be submitted and signed by your supervisor for approval. Please do not use white-out.

Agency Forms Regarding This Policy:

AG#100 - Employee Reimbursement for Non-Overnight Meals and On Call

AG#101 - Employee Reimbursement for Overnight Meals, Mileage, and Misc. Costs
Declaration Form

AG#002 Declaration of Expenses Paid Form

Formatted: Indent: Left: 0"

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

EFFECTIVE DATE: 01/01/11

REVISION DATE: 06/17/15; 11/18/15; 1/1/2018; 08/21/19

AUTHORITY: Southwest Health and Human Services Joint Governing Board
Minnesota Statute 169.475

--- USE OF VEHICLES FOR AGENCY BUSINESS ---

Section 1 – Requirements for Using Agency Vehicles

- a. Only agency employees and student interns may use Southwest Health and Human Services' cars. Agency employees and student interns must have valid driver's licenses to drive an agency car. If their driver's license has been revoked, suspended, or cancelled, they shall not drive an agency car. Employees must report any changes in their driving status to their supervisor immediately. Before using an agency car for the first time, a statement (Form AG#007) must be signed confirming that the driver has a valid driver's license. It is also required that a photo copy of your driver's license be in your personnel file. ~~If this policy is violated, it could be grounds for dismissal.~~
- b. The agency vehicles are to be used only for business purposes. If, in the course of work, personal use is necessary, it is to be approved by your immediate supervisor. Permission from your supervisor must be obtained if you wish to transport anyone other than agency employees. If you are transporting anyone other than a client or another agency employee, the person to be transported must sign a Waiver of Liability for Presence in Agency Vehicle (AG#106). Signed waivers should be forwarded to the Deputy Director. Permission is not necessary to transport clients to fulfill conditions of their Social Services Plan.
- c. Upon supervisory approval, an agency vehicle may be parked overnight at a staff person's residence. (Example: Use of vehicle early morning or late evening.)
- d. After a vehicle is used, it is the driver's responsibility to ensure that the inside of the car is clean and neat and fill the vehicle with gas if less than a half a tank registers on the gas gauge.
- e. All personal or agency vehicles operated on agency business must be operated in a safe, lawful, and defensive driving manner at all times. This includes but is not limited to:
 - 1. Employees must obey all traffic laws and speed limits.
 - 2. Employees and passengers must use seat belts.
 - 3. If transporting anyone 8 years or younger, they must be in a properly installed,

Commented [AM01]: Can this be taken out now that the last section is included?

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Indent: Left: 0", First line: 0"

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: List Paragraph, No bullets or numbering, Widow/Orphan control

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

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

federal approved car/booster seat. Staff transporting children as a part of their regular job duties shall attend an educational session provided by a Child Passenger Safety technician.

4. Employees are prohibited from reading or sending text messages, e-mails, or other written correspondence when driving a personal or county agency vehicle on county agency business.

5. GPS or navigation systems must be set up prior to driving, utilizing the voice command setting..

6. Use of a cellular phone while driving on county agency business should be kept to a minimum and must be hands free as per statute:

Here are some considerations to ensure you are in compliance:

a. Use a single earphone that has a microphone and you are still hands-free. Using earphones in both ears at the same time is illegal in Minnesota.

b. Pair your phone to the agency vehicle and use the speaker.

c. Bring a holder to clip your phone to the dash. You can use it in the voice-activated or single-touch mode.

d. Bring a Bluetooth speaker or earphone to pair with your phone while driving.

e. Last consideration, do not use your phone at all while you are driving. Put your cell phone in the glove compartment, in the backseat, or even in the trunk before you drive.

7. Staff may not utilize hands free unless they can assure compliance of data privacy and HIPAA laws.

8. Employees may not operate an agency vehicle if they are under the influence of alcohol and/or illegal drugs or if they are on medication that impairs their driving.

f. In case of an automobile accident, the accident should be reported to your supervisor and the Deputy Director as soon as possible. Obtain the following information: 1) name and address of each driver, passenger, and witness; 2) name of the insurance company and the policy number for each vehicle involved; and 3) do not admit fault or liability. The Deputy Director shall complete the Automobile Loss Notice Form —and submit it to our insurance company.

g. Prior to driving, all agency vehicles must be checked for proper lights, reflectors, brakes,

Formatted: List Paragraph, No bullets or numbering, Widow/Orphan control

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Font: Calibri, 12 pt

Formatted: Font: Calibri, 12 pt

Formatted: Font: Calibri, 12 pt

Formatted: List Paragraph, No bullets or numbering, Widow/Orphan control

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Font: Calibri, 12 pt

Formatted: Font: Calibri, 12 pt

Formatted: Font: Calibri, 12 pt

Formatted: Font: Calibri, 12 pt

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Indent: First line: 0.5", No bullets or numbering

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Commented [AM02]: I wonder if F should be #6. A-e are really options, but F is a necessity. Then make the current #6 into #7.

Formatted: Indent: First line: 0.5", No bullets or numbering

Formatted: Font: 12 pt

Formatted: Left, Indent: Left: 0.5", First line: 0.5"

Formatted: Left, Indent: Left: 0.5"

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 7 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Commented [AM03]: I wonder if F should be #6. A-e are really options, but F is a necessity. Then make the current #6 into #7.

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

steering, tires, horn, and wiper blades. Any deficiencies must be reported to the supervisor immediately with the use of the form AG#070.

- h. ~~Seat belts shall be worn by the driver and all passengers whenever the vehicle is in motion.~~
- hi. Employees are required to attend defensive driving training at least every 3 years. The training will be provided by the agency on agency time.
- ij. All employees who access agency vehicles, which includes access to the Wright Express Gas Card, will not need to obtain a receipt. If employees use their personal funds to obtain gas for an agency vehicle, they are responsible for obtaining an itemized receipt and turning that receipt into accounting, attached to form Ag#101. If an employee fails to obtain a receipt, they first must go back to the vendor and attempt to get a duplicate receipt. If that is not available, the employee will be allowed to complete a Declaration of Expenses which is available from the Deputy Director.

Section 2 – Requirements for Using Personal Vehicles

- a. ~~Use of employee vehicles to transport clients exposes the employee and employer to risk. Clients should be encouraged to utilize other modes of transportation such as public transit or have a family member or friend transport them. If no other alternatives exist, employees should be aware of the liability associated with this activity. Southwest Health and Human Services staff shall not transport clients via their personal vehicles. Instead all client transports must take place in agency owned vehicles.~~
- b. ~~Use of employee vehicles exposes the employee and employer to risk.~~
Risks the employee face include:
 - having their vehicle damaged;
 - liability claim brought against them either by clients injured while entering, riding in, or exiting their vehicles or by drivers and passengers of other vehicles that may collide with them; or
 - the employees may sustain injuries themselves.
- c. Employees who claim mileage for the use of personal vehicles to conduct agency business must:
 - Possess a valid driver's license. A copy of the driver's license must be made and placed in their personnel file.
 - Provide a copy of the declaration page of the employee's insurance policy. This copy must also be placed in their personnel files. Personal automobile liability coverage should at least be at the State required minimum limits. Any changes in insurance coverage must be reported to the employee's supervisor and a copy of the new declaration page must be filed in their personnel file.

Formatted: Indent: First line: 0.5"

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

- Sign a statement acknowledging that when the agency pays mileage, the agency is also purchasing insurance coverage and that the expectation is that personal coverage is primary and the agency is excess (AG#007).
 - Maintain personal vehicle in good operating condition at all times.
 - Abide by the same conditions in Section 1 (e).
- d. The agency's auto liability coverage protects both the agency and its employees while employees are actually using personal vehicles on agency authorized business. However, this coverage is provided on an excess basis, which means an employee's personal auto liability coverage would be the first to respond to a claim or lawsuit filed against the employee.
- e. Motorcycles are not an approved mode of transportation for agency business.

Section 3 – Mileage Expense

- a. When there are no agency cars available for use, the agency will pay the current IRS rate for mileage. The rate of reimbursement, when an agency car is available, when using your personal car, will be .23 cents per mile.
- b. If more than one employee is traveling to the same meeting/location, they must ride share. If one chooses to ride separately, they travel at their own expense. Employees must make travel arrangements prior to actual travel.

Section 4 – Failure to Follow this Policy

- a. Violations of this policy will be considered very seriously. It may result in the imposition up to and including termination from the agency.

Formatted: Justified, Indent: Left: 0", First line: 0"

Agency Forms Regarding This Policy:
AG#007 - New Employee Statement
AG#070 - Vehicle Check - Repair Request
AG#106 - Waiver of Liability for Presence in Agency Vehicle

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

EFFECTIVE DATE: 01/01/11
REVISION DATE: 06/17/15; 11/18/15; 1/1/2018; 08/21/19
AUTHORITY: Southwest Health and Human Services Joint Governing Board
Minnesota Statute 169.475

--- USE OF VEHICLES FOR AGENCY BUSINESS ---

Section 1 – Requirements for Using Agency Vehicles

- a. Only agency employees and student interns may use Southwest Health and Human Services' cars. Agency employees and student interns must have valid driver's licenses to drive an agency car. If their driver's license has been revoked, suspended, or cancelled, they shall not drive an agency car. Employees must report any changes in their driving status to their supervisor immediately. Before using an agency car for the first time, a statement (Form AG#007) must be signed confirming that the driver has a valid driver's license. It is also required that a photo copy of your driver's license be in your personnel file. ~~If this policy is violated, it could be grounds for dismissal.~~
- b. The agency vehicles are to be used only for business purposes. If, in the course of work, personal use is necessary, it is to be approved by your immediate supervisor. Permission from your supervisor must be obtained if you wish to transport anyone other than agency employees. If you are transporting anyone other than a client or another agency employee, the person to be transported must sign a Waiver of Liability for Presence in Agency Vehicle (AG#106). Signed waivers should be forwarded to the Deputy Director. Permission is not necessary to transport clients to fulfill conditions of their Social Services Plan.
- c. Upon supervisory approval, an agency vehicle may be parked overnight at a staff person's residence. (Example: Use of vehicle early morning or late evening.)
- d. After a vehicle is used, it is the driver's responsibility to ensure that the inside of the car is clean and neat and fill the vehicle with gas if less than a half a tank registers on the gas gauge.
- e. All personal or agency vehicles operated on agency business must be operated in a safe, lawful, and defensive driving manner at all times. This includes but is not limited to:
 - 1. Employees must obey all traffic laws and speed limits.
 - 2. Employees and passengers must use seat belts.
 - 3. If transporting anyone 8 years or younger, they must be in a properly installed,

Commented [AM01]: Can this be taken out now that the last section is included?

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Indent: Left: 0", First line: 0"

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: List Paragraph, No bullets or numbering, Widow/Orphan control

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

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

federal approved car/booster seat. Staff transporting children as a part of their regular job duties shall attend an educational session provided by a Child Passenger Safety technician.

4. Employees are prohibited from using cellular phones (making or receiving), reading or sending text messages, e-mails, or other written correspondence when driving a personal or county agency vehicle on county agency business.

5. GPS or navigation systems must be set up prior to driving, utilizing voice command settings.

6. Employees may not operate an agency vehicle if they are under the influence of alcohol and/or illegal drugs or if they are on medication that impairs their driving.

Formatted: List Paragraph, No bullets or numbering, Widow/Orphan control

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Font: Calibri, 12 pt

Formatted: Font: Calibri, 12 pt

Formatted: Font: Calibri, 12 pt

Formatted: List Paragraph, No bullets or numbering, Widow/Orphan control

Formatted: Font: Calibri

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Font: Calibri

- f. In case of an automobile accident, the accident should be reported to your supervisor and the Deputy Director as soon as possible. Obtain the following information: 1) name and address of each driver, passenger, and witness; 2) name of the insurance company and the policy number for each vehicle involved; and 3) do not admit fault or liability. The Deputy Director shall complete the Automobile Loss Notice Form —and submit it to our insurance company.
- g. Prior to driving, all agency vehicles must be checked for proper lights, reflectors, brakes, steering, tires, horn, and wiper blades. Any deficiencies must be reported to the supervisor immediately with the use of the form AG#070.
- ~~h. Seat belts shall be worn by the driver and all passengers whenever the vehicle is in motion.~~
- h. Employees are required to attend defensive driving training at least every 3 years. The training will be provided by the agency on agency time.
- ij. All employees who access agency vehicles, which includes access to the Wright Express Gas Card, will not need to obtain a receipt. If employees use their personal funds to obtain gas for an agency vehicle, they are responsible for obtaining an itemized receipt and turning that receipt into accounting, attached to form Ag#101. If an employee fails to obtain a receipt, they first must go back to the vendor and attempt to get a duplicate receipt. If that is not available, the employee will be allowed to complete a Declaration of Expenses which is available from the Deputy Director.

Section 2 – Requirements for Using Personal Vehicles

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

- a. ~~Use of employee vehicles to transport clients exposes the employee and employer to risk. Clients should be encouraged to utilize other modes of transportation such as public transit or have a family member or friend transport them. If no other alternatives exist, employees should be aware of the liability associated with this activity.~~ Southwest Health and Human Services staff shall not transport clients via their personal vehicles. Instead all client transports must take place in agency owned vehicles.
- b. Use of employee vehicles exposes the employee and employer to risk.
Risks the employee face include:
- having their vehicle damaged;
 - liability claim brought against them ~~either by clients injured while entering, riding in, or exiting their vehicles or by drivers and passengers of other vehicles that may collide with them;~~ or
 - the employees may sustain injuries themselves.
- c. Employees who claim mileage for the use of personal vehicles to conduct agency business must:
- Possess a valid driver's license. A copy of the driver's license must be made and placed in their personnel file.
 - Provide a copy of the declaration page of the employee's insurance policy. This copy must also be placed in their personnel files. Personal automobile liability coverage should at least be at the State required minimum limits. Any changes in insurance coverage must be reported to the employee's supervisor and a copy of the new declaration page must be filed in their personnel file.
 - Sign a statement acknowledging that when the agency pays mileage, the agency is also purchasing insurance coverage and that the expectation is that personal coverage is primary and the agency is excess (AG#007).
 - Maintain personal vehicle in good operating condition at all times.
 - Abide by the same conditions in Section 1 (e).
- d. The agency's auto liability coverage protects both the agency and its employees while employees are actually using personal vehicles on agency authorized business. However, this coverage is provided on an excess basis, which means an employee's personal auto liability coverage would be the first to respond to a claim or lawsuit filed against the employee.
- e. Motorcycles are not an approved mode of transportation for agency business.

Formatted: Indent: First line: 0.5"

Section 3 – Mileage Expense

- a. When there are no agency cars available for use, the agency will pay the current IRS rate for mileage. The rate of reimbursement, when an agency car is available, when

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

using your personal car, will be .23 cents per mile.

- b. If more than one employee is traveling to the same meeting/location, they must ride share. If one chooses to ride separately, they travel at their own expense. Employees must make travel arrangements prior to actual travel.

Section 4 – Failure to Follow this Policy

- a. Violations of this policy will be considered very seriously. It may result in the imposition up to and including termination from the agency.

← Formatted: Justified, Indent: Left: 0", First line: 0"

Agency Forms Regarding This Policy:
AG#007 - New Employee Statement
AG#070 - Vehicle Check - Repair Request
AG#106 - Waiver of Liability for Presence in Agency Vehicle

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

EFFECTIVE DATE: 01/01/11

REVISION DATE: 06/17/15; 11/18/15; 1/1/2018; 08/21/19

AUTHORITY: Southwest Health and Human Services Joint Governing Board
Minnesota Statute 169.475

--- USE OF VEHICLES FOR AGENCY BUSINESS ---

Section 1 – Requirements for Using Agency Vehicles

- a. Only agency employees and student interns may use Southwest Health and Human Services' cars. Agency employees and student interns must have valid driver's licenses to drive an agency car. If their driver's license has been revoked, suspended, or cancelled, they shall not drive an agency car. Employees must report any changes in their driving status to their supervisor immediately. Before using an agency car for the first time, a statement (Form AG#007) must be signed confirming that the driver has a valid driver's license. It is also required that a photo copy of your driver's license be in your personnel file. ~~If this policy is violated, it could be grounds for dismissal.~~
- b. The agency vehicles are to be used only for business purposes. If, in the course of work, personal use is necessary, it is to be approved by your immediate supervisor. Permission from your supervisor must be obtained if you wish to transport anyone other than agency employees. If you are transporting anyone other than a client or another agency employee, the person to be transported must sign a Waiver of Liability for Presence in Agency Vehicle (AG#106). Signed waivers should be forwarded to the Deputy Director. Permission is not necessary to transport clients to fulfill conditions of their Social Services Plan.
- c. Upon supervisory approval, an agency vehicle may be parked overnight at a staff person's residence. (Example: Use of vehicle early morning or late evening.)
- d. After a vehicle is used, it is the driver's responsibility to ensure that the inside of the car is clean and neat and fill the vehicle with gas if less than a half a tank registers on the gas gauge.
- e. All personal or agency vehicles operated on agency businesss must be operated in a safe, lawful, and defensive driving manner at all times. This includes but is not limited to:
1. Employees must obey all traffic laws and speed limits.
 2. Employees and passengers must use seat belts.
 3. If transporting anyone 8 years or younger, they must be in a properly installed,

Commented [AM01]: Can this be taken out now that the last section is included?

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Indent: Left: 0", First line: 0"

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: List Paragraph, No bullets or numbering, Widow/Orphan control

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

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

federal approved car/booster seat. Staff transporting children as a part of their regular job duties shall attend an educational session provided by a Child Passenger Safety technician.

4. Employees are prohibited from using cellular phones (making and receiving), reading or sending text messages, e-mails, GPS or navigation systems or other written correspondence when driving a personal or county agency vehicle on county agency business.

6. Employees may not operate an agency vehicle if they are under the influence of alcohol and/or illegal drugs or if they are on medication that impairs their driving.

Formatted: List Paragraph, No bullets or numbering, Widow/Orphan control

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Font: Calibri, 12 pt

Formatted: Font: Calibri, 12 pt

Formatted: Font: Calibri, 12 pt

Formatted: Font: Calibri, 12 pt

Formatted: List Paragraph, No bullets or numbering, Widow/Orphan control

- f. In case of an automobile accident, the accident should be reported to your supervisor and the Deputy Director as soon as possible. Obtain the following information: 1) name and address of each driver, passenger, and witness; 2) name of the insurance company and the policy number for each vehicle involved; and 3) do not admit fault or liability. The Deputy Director shall complete the Automobile Loss Notice Form —and submit it to our insurance company.
- g. Prior to driving, all agency vehicles must be checked for proper lights, reflectors, brakes, steering, tires, horn, and wiper blades. Any deficiencies must be reported to the supervisor immediately with the use of the form AG#070.
- h. ~~Seat belts shall be worn by the driver and all passengers whenever the vehicle is in motion.~~
- hi. Employees are required to attend defensive driving training at least every 3 years. The training will be provided by the agency on agency time.
- ij. All employees who access agency vehicles, which includes access to the Wright Express Gas Card, will not need to obtain a receipt. If employees use their personal funds to obtain gas for an agency vehicle, they are responsible for obtaining an itemized receipt and turning that receipt into accounting, attached to form Ag#101. If an employee fails to obtain a receipt, they first must go back to the vendor and attempt to get a duplicate receipt. If that is not available, the employee will be allowed to complete a Declaration of Expenses which is available from the Deputy Director.

Section 2 – Requirements for Using Personal Vehicles

- a. ~~Use of employee vehicles to transport clients exposes the employee and employer to risk. Clients should be encouraged to utilize other modes of transportation such as~~

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

~~public transit or have a family member or friend transport them. If no other alternatives exist, employees should be aware of the liability associated with this activity. Southwest Health and Human Services staff shall not transport clients via their personal vehicles. Instead all client transports must take place in agency owned vehicles.~~

- b. Use of employee vehicles exposes the employee and employer to risk.
Risks the employee face include:
- having their vehicle damaged;
 - liability claim brought against them ~~either by clients injured while entering, riding in, or exiting their vehicles or by drivers and passengers of other vehicles that may collide with them;~~ or
 - the employees may sustain injuries themselves.
- c. Employees who claim mileage for the use of personal vehicles to conduct agency business must:
- Possess a valid driver's license. A copy of the driver's license must be made and placed in their personnel file.
 - Provide a copy of the declaration page of the employee's insurance policy. This copy must also be placed in their personnel files. Personal automobile liability coverage should at least be at the State required minimum limits. Any changes in insurance coverage must be reported to the employee's supervisor and a copy of the new declaration page must be filed in their personnel file.
 - Sign a statement acknowledging that when the agency pays mileage, the agency is also purchasing insurance coverage and that the expectation is that personal coverage is primary and the agency is excess (AG#007).
 - Maintain personal vehicle in good operating condition at all times.
 - Abide by the same conditions in Section 1 (e).
- d. The agency's auto liability coverage protects both the agency and its employees while employees are actually using personal vehicles on agency authorized business. However, this coverage is provided on an excess basis, which means an employee's personal auto liability coverage would be the first to respond to a claim or lawsuit filed against the employee.
- e. Motorcycles are not an approved mode of transportation for agency business.

Formatted: Indent: First line: 0.5"

Section 3 – Mileage Expense

- a. When there are no agency cars available for use, the agency will pay the current IRS rate for mileage. The rate of reimbursement, when an agency car is available, when using your personal car, will be .23 cents per mile.

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

- b. If more than one employee is traveling to the same meeting/location, they must ride share. If one chooses to ride separately, they travel at their own expense. Employees must make travel arrangements prior to actual travel.

Section 4 – Failure to Follow this Policy

- a. Violations of this policy will be considered very seriously. It may result in the imposition up to and including termination from the agency.

← Formatted: Justified, Indent: Left: 0", First line: 0"

Agency Forms Regarding This Policy:

AG#007 - New Employee Statement

AG#070 - Vehicle Check - Repair Request

AG#106 - Waiver of Liability for Presence in Agency Vehicle

AUGUST 2019
GRANTS ~ AGREEMENTS ~ CONTRACTS
for Board review and approval

- Healthy Children Project Inc – Center for Breastfeeding (E Sandwich, MA) –** 08/03/20 to 08/07/20; Public Health SHIP contract agreement for hosting a 5 day Lactation Counselor Training Course; \$0 (NEW).
Fiscal Note: \$ -0-

- The Work Number (DHS) –** 07/01/19 to 06/30/21; TALX Corporation will provide access to a web-based system that provides services for verifying income and employment of social service and/or public assistance program applicants and current enrollees; \$0 (renewal).
Fiscal Note: \$ -0-

- Western Mental Health Center Inc (Marshall, MN) –** 07/01/19 to 06/30/20; Adult and children targeted case management (TCM) for public assistance programs; DHS sets SFY rate of reimbursement: adult rate \$452 (\$0 change) and children’s rate \$587 (\$83 decrease) (NEW).
Fiscal Note: \$ -0-