



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

**HUMAN SERVICES**

- A. Call to order
  
- B. Pledge of Allegiance
  
- C. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 10/16/19 board minutes
  
- D. Introduce New Staff:
  - Tara Baune, Eligibility Worker, Marshall
  - Emily Filzen, Social Worker (CP), Redwood Falls
  
- E. Employee Recognition:
  - Holli Hoffbeck, 1 year, Eligibility Worker, Redwood Falls
  - Dawn Popowski, 5 years, Social Work Team Lead, Ivanhoe
  - Melanie Guetter, 5 years, Social Work-Licensing, Redwood Falls
  - Sarah Kirchner, 5 years, Fiscal Manager, Marshall
  - Jennifer VanderSchaaf, 15 years, Social Work (MN Choices), Luverne
  - Amy Lueck, 25 years, Public Health Nurse, Pipestone
  - Cindy Johnson, 30 years, Child Support Officer, Redwood Falls

**HUMAN SERVICES (cont.)**

F. Financial

G. Caseload

	<u>10/19</u>	<u>10/18</u>	<u>9/19</u>	<u>8/19</u>
Social Services	3,627	3,795	3,675	3,636
Licensing	444	455	442	443
Out-of-Home Placements	177	170	175	179
Income Maintenance	11,317	12,201	11,960	11,997
Child Support Cases	3,205	3,274	3,252	3,219
Child Support Collections	\$758,718	\$791,329	\$801,384	\$745,062
Non IV-D Collections	\$80,082	\$88,192	\$61,217	\$75,520

H. Discussion/Information

1. LAC (Local Advisory Council) – Jennifer Lundberg

I. Decision Items

1. 2020 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 10/16/19 board minutes

L. Financial

**COMMUNITY HEALTH (cont.)**

M. Caseload	<u>10/19</u>	<u>9/19</u>	<u>8/19</u>
WIC	N/A	2004	2008
Family Home Visiting	22	21	36
PCA Assessments	6	3	11
Managed Care	240	239	243
Dental Varnishing	26	17	24
Refugee Health	1	6	0
Latent TB Medication Distribution	6	5	9
Water Tests	146	127	178
FPL Inspections	61	37	57
Immunizations	20	84	58
Car Seats	36	21	26

- N. Discussion/Information
1. WIC Program – Mei Yeh, MDH
  2. Emergency Preparedness – Lauren Mellenthin

- O. Decision Items
1. 2020 Public Health Budget
  2. Child and Teen Check Up Outreach Supplies

**GOVERNING BOARD**

- P. Call to order

- Q. Consent Agenda
1. Amend/Approval of Agenda
  2. Identification of Conflict of Interest
  3. Approval of 10/16/19 board minutes

- R. Financial

**GOVERNING BOARD (cont.)**

S. Human Resources Statistics

	<u>10/19</u>	<u>10/18</u>	<u>9/19</u>	<u>8/19</u>
Number of Employees	233	233	235	230
Separations	0		2	2

T. Discussion/Information

1. Director's Annual Evaluation
2. By Laws
3. Information Technology Unit Update—Chris Cauwels
4. Minnesota Merit System

U. Decision Items

1. Nicole Enemark, Social Worker, CPS, probationary appointment (12 months), \$23.59 hourly, effective 10/30/2019
2. Madison Getz, Child Support Officer, probationary appointment (12 months), \$18.82 hourly, effective 12/02/2019
3. Emily Filzen, Social Worker, CPS, probationary appointment (12 months), \$23.59 hourly, effective 11/18/2019
4. Andrea Fuerstenberg, Social Worker, CPS, probationary appointment (12 months), \$23.59 hourly, effective 11/25/2019
5. Cassandra Hoefs, Public Health Nurse, no change to rate of pay, effective 01/02/2020
6. Request for County Agency Social Worker/MN Choices
7. Request for Network Systems Administrator Position Reallocation
8. Request for Public Health Nurse
9. 2020 SWHHS Budget
10. Administrative Policy 28 – Physical Access to Workplace
11. Personnel Policy 2 – Conditions of Employment
12. Personnel Policy 16 – Employee Recognition Policy
13. MCIT CyberOne and Data Compromise coverage
14. Non Union 2020 Pay Increases
15. 2020 Medical Flex Limit Increase to \$2,750
16. Memorandum of Understanding with AFSCME
17. Murray County All-Hazard Mitigation Plan Resolution
18. Fraud Prevention Investigation Grant Expansion
19. Contracts

V. Adjournment

**Next Meeting Dates:**

- **Wednesday, December 18, 2019 – Marshall**
- **Wednesday, January 15, 2020 – Marshall**
- **Wednesday, February 19, 2020 – Marshall**

## SOUTHWEST HEALTH & HUMAN SERVICES

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

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

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

Description	Month	Running Balance
<b>BEGINNING BALANCE</b>		<b>\$1,235,872</b>
<b>RECEIPTS</b>		
Monthly Receipts	2,597,763	
County Contribution	326,718	
Interest on Savings	11,009	
<b>TOTAL MONTHLY RECEIPTS</b>		<b>2,935,490</b>
<b>DISBURSEMENTS</b>		
Monthly Disbursements	2,654,899	
<b>TOTAL MONTHLY DISBURSEMENTS</b>		<b>2,654,899</b>
<b>ENDING BALANCE</b>		<b>\$1,516,464</b>

### REVENUE

Checking/Money Market	<b>\$1,516,464</b>
SS Benefits Checking	<b>\$3,000</b>
Bremer Savings	<b>\$379,258</b>
Great Western Bank Savings	<b>\$75,374</b>
Investments - MAGK Fund	<b>\$1,537,229</b>

October 2018 Ending Balance

**\$3,775,200**

**ENDING BALANCE** **\$4,511,324**

October 2018 Ending Balance

**\$690,066**

### DESIGNATED/RESTRICTED FUNDS

Agency Health Insurance	<b>\$1,200,976</b>
LCTS Lyon Murray Collaborative	<b>\$119,780</b>
LCTS Rock Pipestone Collaborative	<b>\$35,432</b>
LCTS Redwood Collaborative	<b>\$37,552</b>
Local Advisory Council	<b>\$1,155</b>

October 2018 Ending Balance

**AVAILABLE CASH BALANCE** **\$3,116,429**

**\$2,863,276**

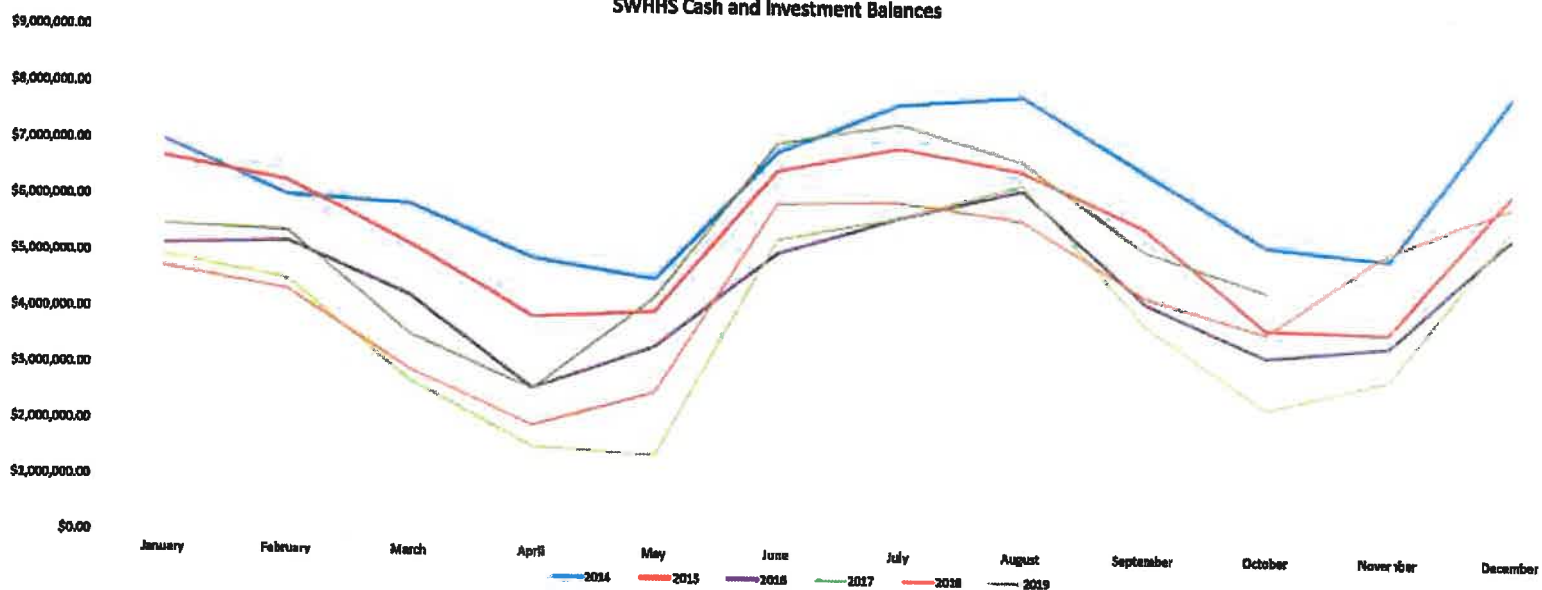
### REVENUE DESIGNATION



**SWHHS  
Total Cash and Investment Balance by Month - All Funds**

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year	Average for Jan-Mar
2014	\$6,981,225.27	\$6,024,758.16	\$5,889,424.32	\$4,981,093.48	\$4,595,515.25	\$6,893,382.81	\$7,769,372.24	\$7,943,228.69	\$6,629,328.28	\$6,325,638.85	\$5,113,289.32	\$8,050,538.23	\$6,947,314.41	\$6,298,489.25
2015	\$6,877,478.44	\$8,283,514.63	\$5,177,699.80	\$3,907,688.90	\$4,019,148.98	\$6,560,422.98	\$8,692,523.27	\$6,614,413.77	\$6,631,287.88	\$9,840,912.52	\$3,805,456.22	\$6,311,344.28	\$5,485,155.71	\$6,046,230.66
2016	\$5,132,902.00	\$5,204,853.28	\$4,248,683.55	\$2,626,829.20	\$3,394,917.21	\$5,086,797.98	\$3,750,965.99	\$6,276,434.87	\$4,290,910.19	\$3,346,309.75	\$3,590,418.88	\$5,593,701.83	\$4,537,719.39	\$4,861,516.27
2017	\$4,928,902.34	\$4,524,088.02	\$2,727,751.28	\$1,578,173.97	\$1,461,686.81	\$5,397,553.73	\$3,754,887.08	\$6,366,584.57	\$3,868,362.07	\$2,417,547.50	\$2,962,222.15	\$3,684,748.69	\$3,968,778.68	\$4,059,573.21
2018	\$4,721,044.88	\$4,333,938.53	\$2,939,770.10	\$1,965,449.82	\$2,570,080.71	\$5,977,407.40	\$8,033,328.24	\$5,731,833.82	\$4,391,517.44	\$3,775,189.56	\$5,252,398.38	\$6,085,806.40	\$4,481,140.24	\$3,996,917.84
2019	\$5,468,300.08	\$5,390,763.05	\$3,580,027.40	\$2,614,293.54	\$4,269,080.30	\$7,062,814.89	\$7,420,078.79	\$8,778,681.83	\$5,219,902.01	\$4,511,324.18			\$5,228,513.41	\$4,808,380.18

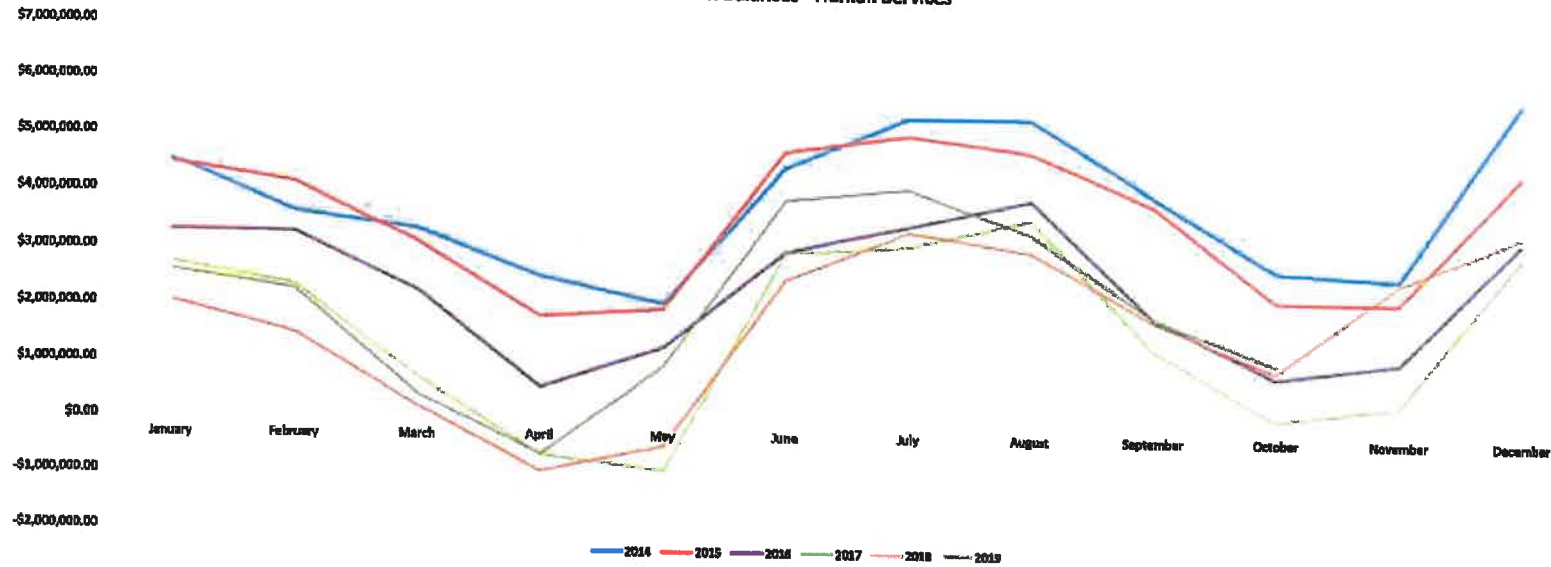
**SWHHS Cash and Investment Balances**



**SWHHS**  
**Total Cash and Investment Balance by Month - Human Services**

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year	Average for Jan-Mar
2014	\$4,524,112.48	\$3,020,025.88	\$3,337,290.94	\$2,518,145.92	\$2,049,872.92	\$4,463,544.09	\$5,363,273.11	\$5,365,874.18	\$4,025,227.41	\$2,740,775.83	\$2,817,748.10	\$5,760,212.52	\$3,886,341.79	\$3,830,343.10
2015	\$4,483,244.56	\$4,128,086.35	\$3,114,955.80	\$1,805,642.78	\$1,948,748.17	\$4,743,405.88	\$5,062,782.78	\$4,776,068.68	\$3,868,016.53	\$2,208,062.85	\$2,192,119.16	\$4,467,384.13	\$3,583,943.81	\$3,902,288.90
2016	\$3,281,407.50	\$3,262,674.15	\$2,265,798.09	\$844,828.71	\$1,271,340.11	\$2,991,321.29	\$3,454,355.54	\$3,841,449.89	\$1,888,675.07	\$654,465.14	\$1,125,981.78	\$3,301,841.82	\$2,347,783.02	\$2,933,293.25
2017	\$2,721,514.18	\$2,337,060.47	\$710,898.71	-\$678,584.48	-\$345,148.15	\$2,872,035.08	\$3,098,420.77	\$3,593,841.98	\$1,322,585.71	\$84,989.25	\$377,552.55	\$3,035,263.95	\$1,552,362.72	\$1,923,167.79
2018	\$2,027,812.89	\$1,484,239.33	\$191,380.90	-\$968,731.97	-\$801,975.29	\$2,480,788.49	\$3,357,738.85	\$3,035,839.30	\$1,833,134.33	\$948,482.40	\$2,542,047.76	\$3,997,063.22	\$1,638,402.17	\$1,234,479.71
2019	\$2,581,083.09	\$2,265,158.91	\$405,873.82	-\$861,406.85	\$934,705.49	\$3,904,218.27	\$4,115,284.54	\$3,342,408.53	\$1,885,296.82	\$1,080,003.92			\$1,886,270.46	\$1,750,731.94

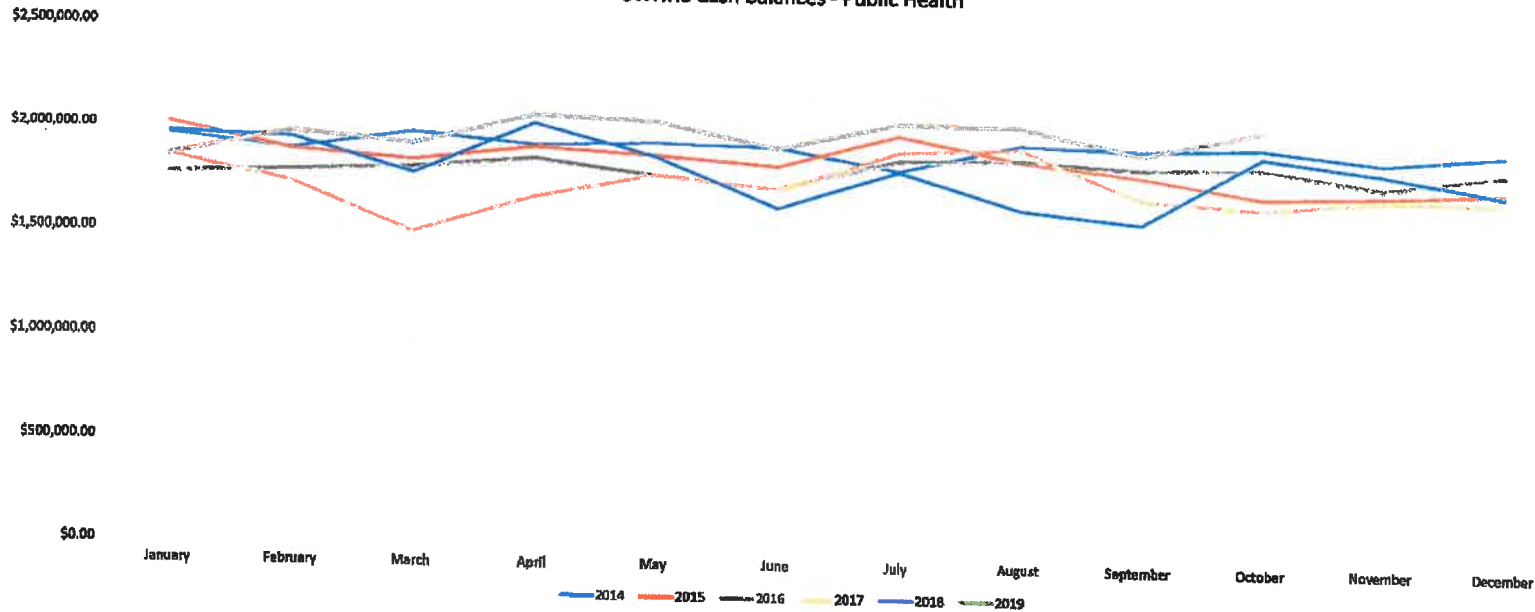
**SWHHS Cash Balances - Human Services**



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

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2014	\$1,952,348.46	\$1,889,115.47	\$1,972,828.09	\$1,919,040.73	\$1,935,610.78	\$1,823,130.89	\$1,822,889.93	\$1,853,891.09	\$1,894,989.18	\$1,954,388.84	\$1,894,110.16	\$1,942,621.40	\$1,824,597.82
2015	\$2,005,574.71	\$1,882,681.89	\$1,841,149.62	\$1,806,764.95	\$1,878,427.45	\$1,832,808.45	\$1,987,157.33	\$1,874,480.47	\$1,808,827.22	\$1,714,863.10	\$1,730,380.53	\$1,756,482.75	\$1,851,214.87
2016	\$1,767,113.43	\$1,788,865.80	\$1,807,700.34	\$1,854,828.75	\$1,779,529.15	\$1,719,935.84	\$1,868,440.04	\$1,880,586.32	\$1,844,832.32	\$1,854,286.98	\$1,772,888.81	\$1,845,353.91	\$1,815,214.11
2017	\$1,847,930.47	\$1,728,463.73	\$1,484,823.91	\$1,887,703.80	\$1,778,698.78	\$1,720,044.88	\$1,903,354.71	\$1,930,710.27	\$1,686,805.60	\$1,663,861.45	\$1,709,288.13	\$1,709,425.15	\$1,737,349.18
2018	\$1,862,214.72	\$1,843,637.75	\$1,780,822.98	\$2,023,316.86	\$1,870,382.57	\$1,833,344.08	\$1,818,127.45	\$1,843,860.72	\$1,684,218.89	\$1,814,793.23	\$1,842,417.33	\$1,743,838.48	\$1,813,230.16
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	\$2,039,261.99	\$1,915,329.19	\$2,036,424.83			\$1,879,989.99

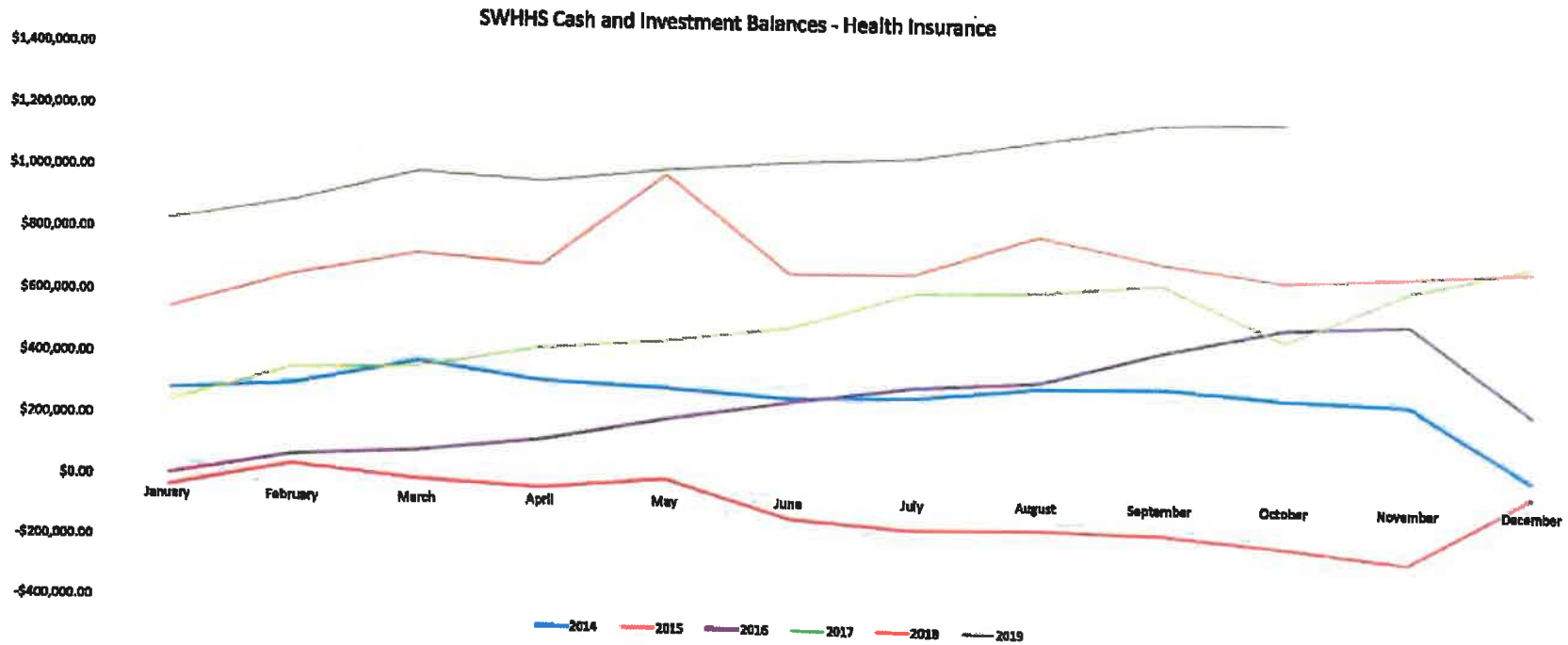
**SWHHS Cash Balances - Public Health**





**SWHHS**  
Total Cash Balance by Month - Health Insurance

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2014	\$288,888.82	\$308,048.30	\$387,989.08	\$330,278.67	\$312,752.08	\$283,538.78	\$290,484.90	\$330,401.57	\$338,696.39	\$307,534.98	\$298,836.26	\$82,721.81	\$293,836.53
2015	-\$33,381.13	\$43,792.99	\$830.08	-\$19,888.02	\$13,888.59	-\$109,949.69	-\$141,430.74	-\$134,243.27	-\$141,878.96	-\$178,110.32	-\$221,023.56	\$0.00	-\$76,748.52
2016	\$4,998.43	\$75,942.80	\$95,153.51	\$139,472.05	\$210,788.36	\$270,693.34	\$325,843.77	\$350,734.02	\$455,033.16	\$538,192.07	\$558,493.11	\$288,082.28	\$274,517.08
2017	\$249,431.96	\$360,080.41	\$388,063.91	\$436,168.38	\$486,168.83	\$614,005.00	\$829,735.43	\$640,875.17	\$673,434.33	\$497,527.63	\$665,075.30	\$769,887.36	\$520,702.81
2018	\$547,461.08	\$681,779.28	\$734,590.83	\$705,228.84	\$996,994.04	\$689,218.46	\$893,431.75	\$820,833.21	\$742,883.73	\$690,088.64	\$709,870.38	\$738,904.37	\$727,502.48
2019	830,786.86	898,692.50	996,671.64	973,046.88	1015393.62	1046007.99	1064138.1	1127623.68	1,189,707.87	1,200,976.08			\$1,034,288.52



**SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER**

**October 2019**

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				1,235,872.29
10/01/19	9879	Disb		23,107.43	1,212,764.86
10/02/19	9880	Disb		9,840.11	1,202,924.75
10/04/19	101269-101282	Disb		1,371.39	1,201,553.36
10/04/19	101283-101358	Disb		201,166.21	1,000,387.15
10/04/19	6572-6636 ACH	Disb		84,869.73	915,517.42
10/04/19	36594-36654	Dep	488,248.80		1,403,766.22
10/07/19	9881	Disb		3,072.49	1,400,693.73
10/07/19	9882	Disb		55,252.30	1,345,441.43
10/08/19	36655-36688	Dep	56,172.84		1,401,614.27
10/09/19	VOID 101149	Disb		(271.00)	1,401,885.27
10/10/19	9883	Disb		42,685.57	1,359,199.70
10/11/19	8992-9010	Payroll		130,838.09	1,228,361.61
10/11/19	59780-60018 ACH	Payroll		481,811.28	746,550.33
10/11/19	101359-101411	Disb		4,297.11	742,253.22
10/11/19	101412-101508	Disb		195,388.75	546,864.47
10/11/19	6637-6659 ACH	Disb		84,357.68	462,506.79
10/11/19	36689-36753	Dep	183,124.80		665,631.59
10/14/19	9884	Disb		32,946.22	632,685.37
10/15/19	VOID 99655	Disb		(24.00)	632,709.37
10/15/19	9885	Disb		392.00	632,317.37
10/15/19	9886	Disb		19.00	632,298.37
10/16/19	9887	Disb		10,115.39	622,182.98
10/16/19	36754-36815	Dep	135,406.28		757,589.26
10/18/19	101509-101608	Disb		13,904.90	743,684.36
10/18/19	6670 ACH	Disb		135.50	743,548.86
10/18/19	101609-101813	Disb		86,352.62	647,196.24
10/18/19	6671-6677 ACH	Disb		4,234.92	642,961.32
10/18/19	101814-101868	Disb		5,674.79	637,286.53
10/18/19	6678 ACH	Disb		314.86	636,971.67
10/18/19	101869-101926	Disb		194,264.86	442,706.81
10/18/19	6679-6700 ACH	Disb		10,869.63	431,837.18
10/17/19	transfer from SS checking	Dep	4,333.96		436,171.14
10/17/19	transfer from Bremer savings	Dep	1,000,000.00		1,436,171.14
10/18/19	VOID 101772	Disb		(649.40)	1,436,820.54
10/18/19	36816-36846	Dep	112,775.53		1,549,596.07
10/21/19	9888	Disb		9,084.84	1,540,511.23
10/21/19	9889	Disb		29,650.01	1,510,861.22
10/21/19	VOID 101457	Disb		(25.00)	1,510,886.22
10/21/19	VOID 58300	Disb		(1.00)	1,510,887.22
10/21/19	VOID 59512	Disb		(37.20)	1,510,924.42
10/21/19	VOID 60261	Disb		(36.80)	1,510,961.22
10/21/19	VOID 62070	Disb		(104.90)	1,511,066.12
10/21/19	VOID 65503	Disb		(52.40)	1,511,118.52
10/21/19	VOID 66834	Disb		(83.00)	1,511,201.52
10/21/19	VOID 67447	Disb		(20.00)	1,511,221.52
10/21/19	VOID 67548	Disb		(9.00)	1,511,230.52
10/21/19	VOID 68444	Disb		(20.80)	1,511,251.32
10/22/19	36847-36894	Dep	86,965.77		1,598,217.09
10/23/19	9890	Disb		858.40	1,597,358.69
10/25/19	9011-9030	Payroll		130,800.53	1,466,558.16
10/25/19	60019-60265 ACH	Payroll		478,857.91	987,700.25
10/25/19	101927-101957	Disb		4,710.15	982,990.10
10/25/19	6701-6702 ACH	Disb		93.52	982,896.58
10/25/19	101958-102020	Disb		235,003.09	747,893.49
10/25/19	6703-6728 ACH	Disb		85,340.96	682,552.53
10/25/19	36895-36945	Dep	255,637.64		938,190.17
10/28/19	9891	Disb		24,436.13	913,754.04
10/29/19	36947-36966	Dep	197,662.16		1,111,416.20
10/30/19	9892	Disb		10,115.11	1,101,301.09
10/31/19	36946-36967-37005	Dep	415,162.46		1,516,463.55
					1,516,463.55
	Balanced LMD 11/1/19	TOTALS	2,935,490.24	2,654,898.98	

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

3,000.00
379,258.00
75,373.93
2,537,228.68

**TOTAL CASH BALANCE**

**4,511,324.18**

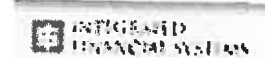
**SOUTHWEST HEALTH AND HUMAN SERVICES SAVINGS & INVESTMENTS REGISTERS  
2019**

<b>BREMER BANK</b>					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/19	<b>BEGINNING BALANCE</b>				2,340,536.14
01/04/19	39101	Interest	3,074.95		2,343,611.09
02/14/19	39664	Interest	4,534.40		2,348,145.49
03/04/19	39917	Interest	4,267.20		2,352,412.69
03/22/19	Transfer from Great Western	transfer	1,107.09		2,353,519.78
03/27/19	Transfer to Bremer Checking	transfer		1,000,000.00	1,353,519.78
04/04/19	40442	Interest	4,451.55		1,357,971.33
04/17/19	Transfer to Bremer Checking	transfer		1,000,000.00	357,971.33
05/03/19	40936	Interest	1,758.19		359,729.52
06/07/19	41501	Interest	725.76		360,455.28
06/17/19	Transfer from Bremer Checking	transfer	1,500,000.00		1,860,455.28
07/02/19	41921	Interest	2,006.84		1,862,462.12
07/15/19	Transfer from Bremer Checking	transfer	1,000,000.00		2,862,462.12
07/24/19	Transfer from Bremer Checking	transfer	1,000,000.00		3,862,462.12
08/02/19	42379	Interest	5,092.25		3,867,554.37
09/10/19	Transfer to Bremer Checking	transfer		1,500,000.00	2,367,554.37
09/05/19	42901	Interest	1,367.47		2,368,921.84
09/06/19	42918	Interest	5,766.85		2,374,688.69
09/24/19	Transfer to Bremer Checking	transfer		1,000,000.00	1,374,688.69
10/08/19	43334	Interest	4,569.31		1,379,258.00
10/17/19	Transfer to Bremer Checking	transfer		1,000,000.00	379,258.00
					379,258.00
					379,258.00
	<b>ENDING BALANCE</b>				<b>379,258.00</b>

<b>GREAT WESTERN BANK</b>					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/19	<b>BEGINNING BALANCE</b>				75,942.18
01/04/19	39100	Interest	56.76		75,998.94
02/14/19	39665	Interest	56.80		76,055.74
03/04/19	39918	Interest	51.35		76,107.09
03/22/19	Transfer to Bremer savings	transfer		1,107.09	75,000.00
04/04/19	40443	Interest	52.99		75,052.99
05/03/19	40935	Interest	57.91		75,110.90
06/07/19	41500	Interest	56.14		75,167.04
07/02/19	41920	Interest	50.74		75,217.78
08/02/19	42378	Interest	59.84		75,277.62
09/05/19	42902	Interest	48.47		75,326.09
10/08/19	43335	Interest	47.84		75,373.93
					75,373.93
	<b>ENDING BALANCE</b>				<b>75,373.93</b>

<b>MAGIC FUND INVESTMENT</b>					
DATE	RECEIPT or CHECK #	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
01/01/19	<b>BEGINNING BALANCE</b>				1,008,765.43
01/04/19	39102	Interest	1,506.52		1,010,271.95
02/14/19	39666	Interest	1,620.06		1,011,892.01
03/04/19	39919	Interest	1,460.78		1,013,352.79
04/04/19	40444	Interest	1,623.60		1,014,976.39
05/03/19	40937	Interest	5,073.14		1,020,049.53
06/10/19		transfer	1,000,000.00		2,020,049.53
06/07/19	41502	Interest	2,034.19		2,022,083.72
07/02/19	41922	Interest	3,351.93		2,025,435.65
08/02/19	42380	Interest	3,465.95		2,028,901.60
09/05/19	42903	Interest	1,934.83		2,030,836.43
09/11/19		transfer	500,000.00		2,530,836.43
10/08/19	43336	interest	6,392.25		2,537,228.68
					2,537,228.68
	<b>ENDING BALANCE</b>				<b>2,537,228.68</b>

# Southwest Health and Human Services



## Treasurer's Cash Trial Balance

As of 10/2019

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>1 Health Services Fund</b>				
	1,741,705.40			
Receipts		393,216.15	3,196,731.68	
Disbursements		66,608.02-	641,211.32-	
Payroll		205,512.49-	2,281,217.17-	
Journal Entries		0.00	20,416.24	
Fund Total . . . . .		121,095.64	294,719.43	2,036,424.83
<b>5 Human Services Fund</b>				
	410			
	897.64			
Receipts		49,891.92	497,453.42	
Disbursements		60,430.16-	500,320.16-	
Payroll		14,283.05-	135,998.47-	
Journal Entries		0.00	3,612.33-	
Dept Total . . . . .		24,821.29-	142,477.54-	141,579.90-
<b>5 Human Services Fund</b>				
	420			
	1,824,182.45-			
Receipts		470,214.88	6,693,093.10	
Disbursements		292,765.01-	2,868,039.57-	
Payroll		333,857.17-	3,624,133.83-	
Journal Entries		0.00	7,040.66	
Dept Total . . . . .		156,407.30-	207,960.36	1,616,222.09-
<b>5 Human Services Fund</b>				
	431			
	8,246,573.56			
Receipts		810,834.92	12,931,484.92	
Disbursements		105,310.50-	1,262,384.16-	
SSIS		673,602.43-	6,711,497.92-	
Payroll		646,955.62-	7,144,139.28-	
Journal Entries		0.00	23,844.57-	
Dept Total . . . . .		615,033.63-	2,210,381.01-	6,036,192.55
<b>5 Human Services Fund</b>				
	461			
	3,026,319.53-			
Receipts		2,697.00	27,431.13	



# Southwest Health and Human Services

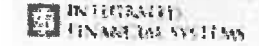
Treasurer's Cash Trial Balance

As of 10/2019

<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	Disbursements		28.00-	3,807.31-	
	Payroll		21,699.48-	195,690.93-	
	Dept Total .....		19,030.48-	172,067.11-	3,198,386.64-
<b>5</b>	<b>Human Services Fund</b>	<b>471</b>	<b>LCTS Collaborative Agency</b>		
		0.00			
	Receipts		0.00	191,383.00	
	Disbursements		0.00	191,383.00-	
	Dept Total .....		0.00	0.00	0.00
	Fund Total .....	3,396,969.22	815,292.70-	2,316,965.30-	1,080,003.92
<b>61</b>	<b>Agency Health Insurance</b>				
		736,904.37			
	Receipts		219,466.26	2,522,346.09	
	Disbursements		208,198.05-	2,058,274.38-	
	Fund Total .....		11,268.21	464,071.71	1,200,976.08
<b>71</b>	<b>LCTS Lyon Murray Collaborative Fund</b>	<b>471</b>	<b>LCTS Collaborative Agency</b>		
		110,828.23			
	Receipts		0.00	89,326.00	
	Disbursements		25,649.00-	80,374.00-	
	Dept Total .....		25,649.00-	8,952.00	119,780.23
	Fund Total .....	110,828.23	25,649.00-	8,952.00	119,780.23
<b>73</b>	<b>LCTS Rock Pipestone Collaborative Fund</b>	<b>471</b>	<b>LCTS Collaborative Agency</b>		
		44,776.45			
	Receipts		0.00	33,586.00	
	Disbursements		0.00	42,930.00-	
	Dept Total .....		0.00	9,344.00-	35,432.45
	Fund Total .....	44,776.45	0.00	9,344.00-	35,432.45
<b>75</b>	<b>Redwood LCTS Collaborative</b>	<b>471</b>	<b>LCTS Collaborative Agency</b>		

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# Southwest Health and Human Services



## Treasurer's Cash Trial Balance

As of 10/2019

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	51,342.63			
Receipts		0.00	73,709.00	
Disbursements		0.00	87,500.00-	
Dept Total .....		0.00	13,791.00-	37,551.63
Fund Total .....	51,342.63	0.00	13,791.00-	37,551.63
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		1,946,321.13	26,256,544.34	
Disbursements		758,988.74-	7,736,223.90-	
SSIS		673,602.43-	6,711,497.92-	
Payroll		1,222,307.81-	13,381,179.68-	
Total .....		708,577.85-	1,572,357.16-	4,511,324.16

# Southwest Health and Human Services

## RM-Stmt of Revenues & Expenditures

As Of 10/2019

Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2019 BUDGET	% OF BUDG	% OF YEAR
<b>FUND 1 HEALTH SERVICES FUND</b>					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	183,278.00-	908,308.75-	966,705.00-	94	83
INTERGOVERNMENTAL REVENUES	1,091.00-	173,793.63-	169,800.00-	102	83
STATE REVENUES	85,070.30-	645,917.16-	820,717.00-	79	83
FEDERAL REVENUES	90,781.58-	1,064,454.04-	1,265,748.00-	84	83
FEES	31,214.97-	389,090.21-	418,795.00-	93	83
EARNINGS ON INVESTMENTS	1,761.50-	10,958.70-	4,800.00-	228	83
MISCELLANEOUS REVENUES	18.80-	3,808.85-	9,219.00-	39	83
<b>TOTAL REVENUES</b>	<b>393,216.15-</b>	<b>3,196,129.34-</b>	<b>3,655,784.00-</b>	<b>87</b>	<b>83</b>
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	83
PAYROLL AND BENEFITS	205,512.49	2,260,800.93	2,840,986.00	80	83
OTHER EXPENDITURES	66,608.02	640,608.98	804,798.00	80	83
<b>TOTAL EXPENDITURES</b>	<b>272,120.51</b>	<b>2,901,409.91</b>	<b>3,645,784.00</b>	<b>80</b>	<b>83</b>

# Southwest Health and Human Services

## RM-Stmt of Revenues & Expenditures

As Of 10/2019

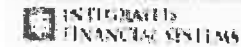
Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2019 BUDGET	% OF BUDG	% OF YEAR
<b>FUND 5 HUMAN SERVICES FUND</b>					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	143,439.90-	6,362,211.01-	10,836,767.00-	59	83
INTERGOVERNMENTAL REVENUES	0.00	111,300.56-	132,267.00-	84	83
STATE REVENUES	391,267.55-	4,530,675.29-	5,224,156.00-	87	83
FEDERAL REVENUES	542,697.87-	5,951,926.47-	8,047,638.00-	74	83
FEES	122,447.93-	1,738,042.83-	2,415,391.00-	72	83
EARNINGS ON INVESTMENTS	9,247.90-	55,958.16-	25,200.00-	222	83
MISCELLANEOUS REVENUES	71,433.65-	1,065,502.60-	1,000,344.00-	107	83
<b>TOTAL REVENUES</b>	<b>1,280,534.80-</b>	<b>19,815,616.92-</b>	<b>27,881,763.00-</b>	<b>72</b>	<b>83</b>
EXPENDITURES					
PROGRAM EXPENDITURES	845,579.78	8,799,346.08	11,516,187.00	76	83
PAYROLL AND BENEFITS	1,026,845.55	11,121,606.86	13,537,287.00	82	83
OTHER EXPENDITURES	222,914.16	2,179,682.93	2,528,289.00	86	83
<b>TOTAL EXPENDITURES</b>	<b>2,095,339.49</b>	<b>22,100,635.87</b>	<b>27,581,763.00</b>	<b>80</b>	<b>83</b>



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# Southwest Health and Human Services



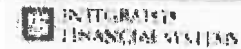
## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
1 FUND	Health Services Fund							
410 DEPT	General Administration							
0 PROGRAM	...							
			Revenue					83
			Expend.	3,483.22	29,271.20	0.00	0	83
			Net	3,483.22	29,271.20	0.00	0	83
930 PROGRAM	Administration		Revenue	185,199.60-	932,524.06-	981,744.00-	95	83
			Expend.	41,451.75	532,660.87	666,823.00	80	83
			Net	143,747.85-	399,863.19--	314,921.00-	127	83
410 DEPT	General Administration	Totals:	Revenue	185,199.60-	932,524.06-	981,744.00-	95	83
			Expend.	44,934.97	561,932.07	666,823.00	84	83
			Net	140,264.63-	370,591.99-	314,921.00--	118	83
481 DEPT	Nursing							
100 PROGRAM	Family Health		Revenue	2,350.71-	23,410.25-	16,680.00-	140	83
			Expend.	2,204.30	25,169.34	15,351.00	164	83
			Net	146.41-	1,759.09	1,329.00-	132-	83
103 PROGRAM	Follow Along Program		Revenue	3,139.65-	17,446.99-	26,966.00--	65	83
			Expend.	1,326.74	22,928.91	29,921.00	77	83
			Net	1,812.91-	5,481.92	2,955.00	186	83
110 PROGRAM	TANF		Revenue	0.00	125,546.73--	127,876.00-	98	83
			Expend.	30,727.72	124,742.81	122,911.00	101	83
			Net	30,727.72	803.92-	4,965.00-	16	83
130 PROGRAM	WIC		Revenue	28,687.00-	435,281.00-	450,000.00-	97	83
			Expend.	39,023.99	423,729.80	524,339.00	81	83
			Net	10,336.99	11,551.20-	74,339.00	16-	83
140 PROGRAM	Peer Breastfeeding Support Program		Revenue	0.00	26,875.00-	55,438.00-	48	83
			Expend.	2,906.59	31,693.67	55,438.00	57	83
			Net	2,906.59	4,818.67	0.00	0	83
210 PROGRAM	CTC Outreach		Revenue	44,513.69--	203,765.98-	270,034.00-	75	83
			Expend.	20,230.33	188,859.36	270,034.00	70	83
			Net	24,283.36-	14,906.62-	0.00	0	83
270 PROGRAM	Maternal Child Health - Title V		Revenue	22,275.51-	135,916.98-	238,279.00-	57	83
			Expend.	13,577.03	169,685.58	248,588.00	68	83
			Net	8,698.48-	33,768.60	10,309.00	328	83

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# 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 Bdot</u>	<u>% of Year</u>
280 PROGRAM	MCH Dental Health		Revenue	79.44-	2,054.77-	43,200.00-	5	83
			Expend.	954.80	19,237.29	19,059.00	101	83
			Net	875.36	17,182.52	24,141.00-	71-	83
285 PROGRAM	MCH Blood Lead		Revenue					
			Expend.	180.22	1,377.87	0.00	0	83
			Net	180.22	1,377.87	0.00	0	83
295 PROGRAM	MCH Car Seat Program		Revenue	897.60-	12,907.65-	31,000.00-	42	83
			Expend.	3,902.37	26,302.84	38,792.00	68	83
			Net	3,004.77	13,395.19	7,792.00	172	83
300 PROGRAM	Case Management		Revenue	23,770.44-	355,497.56-	347,800.00-	102	83
			Expend.	25,996.33	326,362.10	389,147.00	84	83
			Net	2,225.89	29,135.46-	41,347.00	70-	83
330 PROGRAM	MNChoices		Revenue	642.86-	154,503.32-	157,000.00-	98	83
			Expend.	14,237.48	166,178.17	181,108.00	92	83
			Net	13,594.62	11,674.85	24,108.00	48	83
603 PROGRAM	Disease Prevention And Control		Revenue	16,395.78-	121,596.38-	145,862.00-	83	83
			Expend.	15,759.22	148,602.50	227,721.00	65	83
			Net	636.56-	27,006.12	81,859.00	33	83
660 PROGRAM	MIIC		Revenue	0.00	0.00	1,000.00-	0	83
			Expend.	11.78	843.51	109.00	774	83
			Net	11.78	843.51	891.00-	95-	83
481 DEPT	Nursing	Totals:	Revenue	142,752.68-	1,614,802.61-	1,911,135.00-	84	83
			Expend.	171,038.90	1,675,713.75	2,122,518.00	79	83
			Net	28,286.22	60,911.14	211,383.00	29	83
483 DEPT	Health Education							
500 PROGRAM	Direct Client Services		Revenue	331.65-	6,503.73-	2,270.00-	287	83
			Expend.	1,563.98	8,326.81	30,942.00	27	83
			Net	1,232.33	1,823.08	28,672.00	6	83
510 PROGRAM	SHIP		Revenue	18,384.66-	186,144.18-	226,690.00-	82	83
			Expend.	17,648.76	186,194.29	226,690.00	82	83
			Net	735.90-	50.11	0.00	0	83
540 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue	0.00	6,095.84-	17,009.00-	36	83
			Expend.	1,561.01	10,386.57	23,440.00	44	83
			Net	1,561.01	4,290.73	6,431.00	67	83

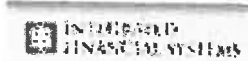
# Southwest Health and Human Services

## 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 Bdot</u>	<u>% of Year</u>
541 PROGRAM	Toward Zero Deaths (TZD) Safe Roads		Revenue					83
			Expend.	155.74	155.74	0.00	0	83
			Net	155.74	155.74	0.00	0	83
550 PROGRAM	P&I Grant		Revenue	31,790.49-	174,124.49-	189,326.00-	92	83
			Expend.	8,034.29	140,030.68	189,326.00	74	83
			Net	23,756.20-	34,093.81-	0.00	0	83
900 PROGRAM	Emergency Preparedness		Revenue	0.00	69,357.15-	97,210.00-	71	83
			Expend.	5,153.93	74,670.80	97,210.00	77	83
			Net	5,153.93	5,313.65	0.00	0	83
483 DEPT	Health Education	Totals:	Revenue	50,506.80-	442,225.39-	532,505.00-	83	83
			Expend.	34,117.71	419,764.89	567,608.00	74	83
			Net	16,389.09-	22,460.50-	35,103.00	64-	83
485 DEPT	Environmental Health		Revenue					
800 PROGRAM	Environmental		Revenue	7,368.32-	177,233.33-	204,100.00-	87	83
			Expend.	14,380.58	215,515.73	288,835.00	75	83
			Net	7,012.26	38,282.40	84,735.00	45	83
809 PROGRAM	Environmental Water Lab		Revenue	7,388.75-	29,343.95-	26,300.00-	112	83
			Expend.	5,718.88	23,572.86	0.00	0	83
			Net	1,669.87-	5,771.09-	26,300.00-	22	83
830 PROGRAM	FDA Standardization Grant		Revenue					83
			Expend.	1,929.47	4,910.61	0.00	0	83
			Net	1,929.47	4,910.61	0.00	0	83
485 DEPT	Environmental Health	Totals:	Revenue	14,757.07-	206,577.28-	230,400.00-	90	83
			Expend.	22,028.93	243,999.20	288,835.00	84	83
			Net	7,271.86	37,421.92	58,435.00	64	83
1 FUND	Health Services Fund	Totals:	Revenue	393,216.15-	3,196,129.34-	3,655,784.00-	87	83
			Expend.	272,120.51	2,901,409.91	3,645,784.00	80	83
			Net	121,095.64-	294,719.43	10,000.00-	2,947	83

# 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				83
			Expend.	24,333.28	140,921.19	82,029.00	172
			Net	24,333.28	140,921.19	82,029.00	172
410 DEPT	General Administration	Totals:	Revenue				83
			Expend.	24,333.28	140,921.19	82,029.00	172
			Net	24,333.28	140,921.19	82,029.00	172
420 DEPT	Income Maintenance						
0 PROGRAM	...		Revenue				83
			Expend.	159.67	1,299.21	0.00	0
			Net	159.67	1,299.21	0.00	0
600 PROGRAM	Income Maint Administrative/Overhea		Revenue	47,239.27-	2,068,836.83-	3,458,246.00-	60
			Expend.	119,094.50	1,286,985.36	1,507,646.00	85
			Net	71,855.23	781,851.47-	1,950,600.00-	40
601 PROGRAM	Income Maint/Random Moment Payro		Revenue				83
			Expend.	189,628.51	2,040,633.70	2,522,830.00	81
			Net	189,628.51	2,040,633.70	2,522,830.00	81
602 PROGRAM	Income Maint FPI Investigator		Revenue	0.00	34,459.00-	62,418.00	55
			Expend.	4,780.50	52,387.98	62,418.00	84
			Net	4,780.50	17,928.98	0.00	0
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		Revenue	2,770.31-	52,070.14-	50,000.00-	104
			Expend.	3,924.19	56,358.91	50,000.00	113
			Net	1,153.88	4,288.77	0.00	0
610 PROGRAM	TANF(AFDC/MFIP/DWP)		Revenue	485.00-	9,953.75-	20,000.00-	50
			Expend.	228.75	4,249.19	20,800.00	20
			Net	256.25-	5,704.56-	800.00	713-
620 PROGRAM	General Asst (GA)/General Relief/Buri		Revenue	108.77-	20,771.72-	27,500.00-	76
			Expend.	37,495.00	200,141.11	251,000.00	80
			Net	37,386.23	179,369.39	223,500.00	80
630 PROGRAM	Food Support (FS)		Revenue	11,045.00-	393,835.24-	517,000.00-	76
			Expend.	308.15	8,368.22	6,600.00	127
			Net	10,736.85-	385,467.02-	510,400.00-	76

# Southwest Health and Human Services



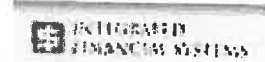
## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
640 PROGRAM	Child Support (IVD)		Revenue	51,223.76-	1,144,455.87-	1,686,850.00-	68	83
			Expend.	87,248.94	932,009.72	1,089,896.00	86	83
			Net	36,025.18	212,446.15-	596,954.00-	36	83
650 PROGRAM	Medical Assistance (MA)		Revenue	357,342.77-	2,966,385.32-	3,325,000.00-	89	83
			Expend.	183,753.97	1,901,288.10	2,517,000.00	76	83
			Net	173,588.80-	1,065,097.22-	808,000.00-	132	83
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	0.00	913.99-	0.00	0	83
			Expend.					
			Net	0.00	913.99-	0.00	0	83
420 DEPT	Income Maintenance	Totals:	Revenue	470,214.88-	6,691,681.86-	9,147,014.00-	73	83
			Expend.	626,622.18	6,483,721.50	8,028,190.00	81	83
			Net	156,407.30	207,960.36-	1,118,824.00-	19	83
431 DEPT	Social Services		Revenue					
			Expend.					
			Net					
700 PROGRAM	Social Service Administrative/Overhea		Revenue	146,483.42-	6,964,276.31-	10,543,762.00-	66	83
			Expend.	206,442.30	2,277,278.23	2,739,098.00	83	83
			Net	59,958.88	4,686,998.08-	7,804,664.00-	60	83
701 PROGRAM	Social Services/SSTS		Revenue					
			Expend.	543,034.82	6,021,901.16	7,186,678.00	84	83
			Net	543,034.82	6,021,901.16	7,186,678.00	84	83
710 PROGRAM	Children's Social Services Programs		Revenue	103,346.57-	1,650,248.13-	1,877,040.00-	88	83
			Expend.	305,049.29	3,010,307.51	4,077,941.00	74	83
			Net	201,702.72	1,360,059.38	2,200,901.00	62	83
712 PROGRAM	CIRCLE Program		Revenue	0.00	5,000.00-	5,000.00-	100	83
			Expend.	382.14	4,351.16	8,000.00	54	83
			Net	382.14	648.84-	3,000.00	22-	83
713 PROGRAM	STAY Program Grant (formerly SELF)		Revenue	0.00	41,580.00-	54,100.00-	77	83
			Expend.	1,852.47	26,477.97	54,100.00	49	83
			Net	1,852.47	15,102.03-	0.00	0	83
715 PROGRAM	Childrens Waivers		Revenue	22,858.32-	89,927.65-	90,000.00-	100	83
			Expend.	0.00	0.00	2,000.00	0	83
			Net	22,858.32-	89,927.65-	88,000.00-	102	83
716 PROGRAM	FGDM/Family Group Decision Making		Revenue	0.00	24,523.85-	56,914.00-	43	83
			Expend.	1,590.22	15,977.93	56,914.00	28	83
			Net	1,590.22	8,545.92-	0.00	0	83

# Southwest Health and Human Services

## Revenues & Expend by Prog,Dept,Fund

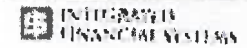


Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
717 PROGRAM	AR/Alternative Response Discretion F		Revenue	153.97-	37,046.47-	58,390.00-	63	83
			Expend.	1,966.32	15,361.10	58,336.00	26	83
			Net	1,812.35	21,685.37-	54.00-	40,158	83
718 PROGRAM	PSOP/Parent Support Outreach Progra		Revenue	0.00	9,620.00-	40,539.00-	24	83
			Expend.	1,485.88	4,338.46	40,539.00	11	83
			Net	1,485.88	5,281.54-	0.00	0	83
720 PROGRAM	Ch Care/Ch Prot		Revenue	2,600.00-	19,850.00-	21,000.00-	95	83
			Expend.	0.00	936.70	3,000.00	31	83
			Net	2,600.00-	18,913.30-	18,000.00-	105	83
721 PROGRAM	CC-Basic Slide Fee/Cty Match to DHS		Revenue	3,191.00-	30,780.13-	38,238.00-	80	83
			Expend.	3,614.00	38,870.85	43,865.00	89	83
			Net	423.00	8,090.72	5,627.00	144	83
726 PROGRAM	MFIP/SW MN PIC		Revenue	1,328.00-	12,928.00-	372,000.00-	3	83
			Expend.	0.00	0.00	285,390.00	0	83
			Net	1,328.00-	12,928.00-	86,610.00-	15	83
730 PROGRAM	Chemical Dependency		Revenue	14,564.00-	222,176.62-	273,000.00-	81	83
			Expend.	50,792.77	462,028.57	519,000.00	89	83
			Net	36,228.77	239,851.95	246,000.00	98	83
740 PROGRAM	Mental Health (Both Adults/Children)		Revenue	0.00	103.95-	0.00	0	83
			Expend.					83
			Net	0.00	103.95-	0.00	0	83
741 PROGRAM	Mental Health/Adults Only		Revenue	64,701.02-	797,985.11-	1,348,451.00-	59	83
			Expend.	124,580.42	1,211,538.10	1,737,482.00	70	83
			Net	59,879.40	413,552.99	389,031.00	106	83
742 PROGRAM	Mental Health/Children Only		Revenue	117,266.89-	634,952.25-	784,100.00-	81	83
			Expend.	130,135.44	1,523,758.45	1,852,300.00	82	83
			Net	12,868.55	888,806.20	1,068,200.00	83	83
750 PROGRAM	Developmental Disabilities		Revenue	116,475.17-	678,064.36-	815,161.00-	83	83
			Expend.	40,404.55	293,027.20	389,361.00	75	83
			Net	76,070.62-	385,037.16-	425,800.00-	90	83
760 PROGRAM	Adult Services		Revenue	64,704.28-	1,034,443.49-	1,419,500.00-	73	83
			Expend.	5,229.09	53,160.46	31,150.00	171	83
			Net	59,475.19-	981,283.03-	1,388,350.00-	71	83

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# Southwest Health and Human Services



## Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>		<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
765 PROGRAM	Adults Waivers		Revenue	149,950.28-	651,814.61-	702,000.00-	93	83
			Expend.	6,096.84	125,798.09	102,000.00	123	83
			Net	143,853.44-	525,816.52-	600,000.00-	88	83
431 DEPT	Social Services	Totals:	Revenue	807,622.92-	12,905,120.93-	18,499,195.00-	70	83
			Expend.	1,422,656.55	15,085,111.94	19,187,154.00	79	83
			Net	615,033.63	2,179,991.01	687,959.00	317	83
461 DEPT	Information Systems		Revenue	2,697.00-	27,431.13-	35,554.00-	77	83
0 PROGRAM	...		Expend.	21,727.48	199,498.24	284,390.00	70	83
			Net	19,030.48	172,067.11	248,836.00	69	83
461 DEPT	Information Systems	Totals:	Revenue	2,697.00-	27,431.13-	35,554.00-	77	83
			Expend.	21,727.48	199,498.24	284,390.00	70	83
			Net	19,030.48	172,067.11	248,836.00	69	83
471 DEPT	LCTS Collaborative Agency		Revenue	0.00	191,383.00-	0.00	0	83
702 PROGRAM	LCTS		Expend.	0.00	191,383.00	0.00	0	83
			Net	0.00	0.00	0.00	0	83
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	0.00	191,383.00-	0.00	0	83
			Expend.	0.00	191,383.00	0.00	0	83
			Net	0.00	0.00	0.00	0	83
5 FUND	Human Services Fund	Totals:	Revenue	1,280,534.80-	19,815,616.92-	27,681,763.00-	72	83
			Expend.	2,095,339.49	22,100,635.87	27,581,763.00	80	83
			Net	814,804.69	2,285,018.95	100,000.00-	2,285-	83
FINAL TOTALS	1,040 Accounts		Revenue	1,673,750.95-	23,011,746.26-	31,337,547.00-	73	83
			Expend.	2,367,460.00	25,002,045.78	31,227,547.00	80	83
			Net	693,709.05	1,990,299.52	110,000.00-	1,809	83

# Social Services Caseload:

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

<b>2019</b>	<b>Adult Services</b>	<b>Children's Services</b>	<b>Total Programs</b>
January	2687	614	3301
February	2709	593	3302
March	2667	611	3278
April	2642	612	3254
May	2649	600	3249
June	2682	568	3250
July	2611	541	3152
August	2632	561	3193
September	2658	575	3233
October	2606	577	3183
November			0
December			0
<b>Average</b>	<b>2654</b>	<b>585</b>	<b>2700</b>



# Adult - Social Services Caseload

Average	Adult Brain Injury (BI)	Adult Community Alternative Care (CAC)	Adult Community Access for Disability Inclusion (CADI)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
2016	13	240	12	0	298	50	829	18	396	452	362	2669
2017	12	266	12	0	315	45	828	16	422	444	343	2705
2018	11	299	14	0	282	43	880	18	353	451	331	2683
2019												

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

<b>2019</b>	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
January	10	317	15	0	266	43	892	18	323	459	344	2687
February	10	317	15	0	263	48	880	18	349	461	348	2709
March	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	9	325	13	0	264	66	895	19	260	450	331	2632
September	9	319	12	0	262	72	892	18	292	446	336	2658
October	9	321	12	0	260	75	873	14	255	447	340	2606
November												0
December												0
	<b>9</b>	<b>320</b>	<b>14</b>	<b>0</b>	<b>260</b>	<b>55</b>	<b>891</b>	<b>18</b>	<b>296</b>	<b>453</b>	<b>339</b>	<b>2212</b>

# Children's - Social Services Caseload

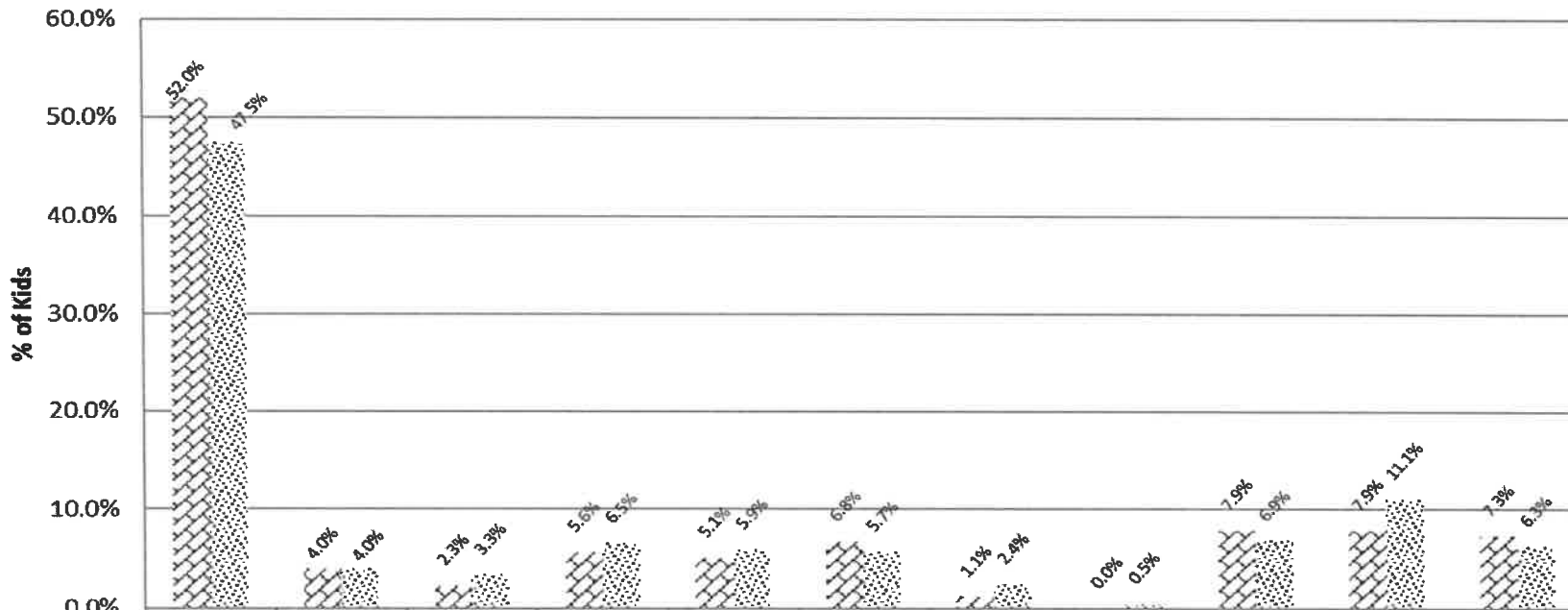
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities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

<b>2019</b>	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
January	42	21	0	11	38	165	206	98	0	0	33	614
February	39	17	0	11	38	159	197	98	0	1	33	593
March	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	33	16	0	11	43	161	170	95	0	1	31	561
September	36	17	0	11	40	172	178	88	0	1	32	575
October	36	23	0	11	41	169	178	89	0	1	29	577
November												0
December												0
	<b>35</b>	<b>18</b>	<b>0</b>	<b>11</b>	<b>39</b>	<b>168</b>	<b>189</b>	<b>95</b>	<b>0</b>	<b>0</b>	<b>29</b>	<b>488</b>

## 2019 KIDS IN OUT OF HOME PLACEMENT - BY COUNTY

	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	YTD Average	2018 Average
Lincoln	8	8	8	8	6	6	7	7	5	5			7	9
Lyon	40	39	38	40	43	45	41	47	43	49			43	44
Murray	10	12	12	10	11	10	10	8	7	7			10	12
Pipestone	21	22	23	25	23	24	23	27	27	27			24	16
Redwood	71	67	69	65	69	66	65	66	70	66			67	80
Rock	15	15	20	20	21	19	21	24	23	23			20	16
<b>Monthly Totals</b>	<b>165</b>	<b>163</b>	<b>170</b>	<b>168</b>	<b>173</b>	<b>170</b>	<b>167</b>	<b>179</b>	<b>175</b>	<b>177</b>	<b>0</b>	<b>0</b>		

**October 2019 - Placement by Category**  
**177 Kids in Placement**



Month %	52.0%	4.0%	2.3%	5.6%	5.1%	6.8%	1.1%	0.0%	7.9%	7.9%	7.3%
Yearly Avg	47.5%	4.0%	3.3%	6.5%	5.9%	5.7%	2.4%	0.5%	6.9%	11.1%	6.3%

**October 2019:** Total kids in placement = 177

**Total of 8 Children entered placement**

6	Lyon	Foster Home
2	Lyon	Probation

**Total of 6 Children were discharged from placement** (discharges from previous month)

1	Lyon	ADOPTED
1	Lyon	Trial Home Visit
3	Redwood	Pre-Kinship Home
1	Redwood	Corporate Foster Home

**NON IVD COLLECTIONS**  
**OCTOBER 2019**

<b>PROGRAM</b>	<b>ACCOUNT</b>	<b>TOTAL</b>
MSA/GRH	05-420-605.5802	2,770
TANF (MFIP/DWP/AFDC)	05-420-610.5803	485
GA	05-420-620.5803	109
FS	05-420-630.5803	45
CS (PI Fee, App Fee, etc)	05-420-640.5501	413
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	44,437
REFUGEE	05-420-680.5803	0
<b>CHILDRENS</b>		
Court Visitor Fee	05-431-700.5514	0
Parental Fees, Holds	05-431-710.5501	4,285
OOH/FC Recovery	05-431-710.5803	13,141
<b>CHILDCARE</b>		
Licensing	05-431-720.5502	1,200
Corp FC Licensing	05-431-720.5505	1,400
Over Payments	05-431-721&722.5803	1,000
<b>CHEMICAL DEPENDENCY</b>		
CD Assessments	05-431-730.5519	6,235
Detox Fees	05-431-730.5520	4,552
Over Payments	05-431-730.5803	0
<b>MENTAL HEALTH</b>		
Insurance Copay	05-431-740.5803	0
Over Payments	05-431-741 or 742.5803	0
<b>DEVELOPMENTAL DISABILITIES</b>		
Insurance Copay/Overpayments	05-431-750.5803	0
<b>ADULT</b>		
Court Visitor Fee	05-431-760.5515	0
Insurance Copay/Overpayments	05-431-760.5803	9
<b>TOTAL NON-IVD COLLECTIONS</b>		<b>80,082</b>

# 6 County Local Advisory Council on Mental Health



## Guest Speakers

- Prairie Home Hospice
- Veteran Services
- New Horizon's Crisis Center
- Western Mental Health Center
- Southwest Health and Human Services, financial programs
- Southwest Minnesota Private Industry Council
- Women's Rural Advocacy Program
- Avera Behavioral Health Unit

NETWORKING

November 2019

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

## Gaps in our communities

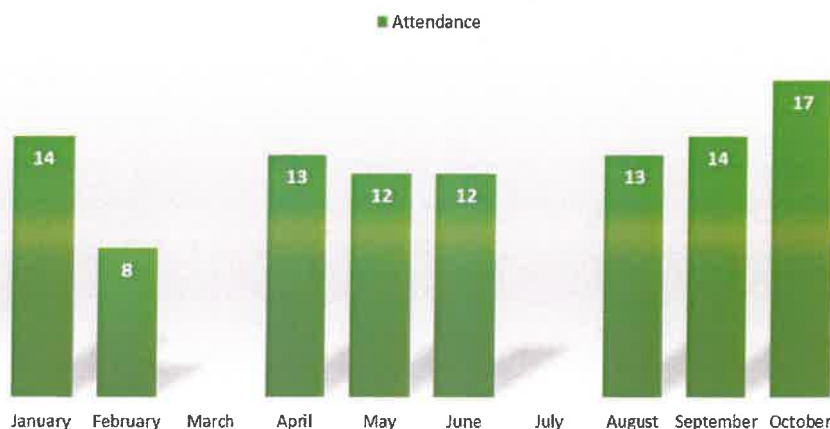
Being in rural MN creates it's own gaps in, not only mental health services, but all services. The Department of Human Services held a Gaps Analysis Action Workshop in Marshall on October 3rd. We look forward to hearing the results.



## Tentative Plans for 2020:

Planning a housing forum/meeting for providers and the public.

## Attendance



## Our active members:

- Western Mental Health Center
- United Community Action
- Salvation Army
- Greater Minnesota
- Southwest Center for Independent Living (SWCIL)
- Increased from 3 to 5 consumer members in 2019

Lincoln, Lyon, Murray, Redwood, Pipestone, Yellow Medicine

Southwest Health and Human Services Budget		SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS
HUMAN SERVICES		2015	2016	2017	2018	2018	2019	2020	2020
Category		Final	Final	Final	Final	Actual	Final	Preliminary	Final
<b>EXPENDITURES</b>									
<b>420 Income Maintenance / Child Support</b>									
6100 - Personnel	\$4,564,427	\$4,762,548	\$4,917,132	\$4,639,776	\$4,474,698	\$4,435,784	\$4,598,403	\$4,595,026	\$4,595,026
6200 - Services & Charges	\$397,680	\$382,628	\$327,965	\$379,530	\$433,133	\$355,610	\$396,020	\$390,220	\$390,220
6300-6800 - Administrative Overhead	\$726,861	\$1,037,253	\$943,395	\$882,278	\$709,798	\$819,796	\$699,636	\$794,488	\$794,488
6000 - Payment for/benefit clients	\$1,815,000	\$2,213,800	\$1,760,500	\$2,314,750	\$2,315,675	\$2,417,000	\$2,401,000	\$2,321,750	\$2,321,750
Reserves	\$0	\$0	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0
<b>Subtotal</b>	<b>\$7,503,968</b>	<b>\$8,396,229</b>	<b>\$7,948,992</b>	<b>\$8,216,334</b>	<b>\$7,933,304</b>	<b>\$8,063,190</b>	<b>\$8,095,059</b>	<b>\$8,101,484</b>	<b>\$8,101,484</b>
<b>431 Social Services</b>									
710-718 - Children's Services	\$2,875,490	\$3,039,801	\$3,123,763	\$3,688,385	\$3,572,823	\$4,148,639	\$4,090,611	\$3,965,611	\$3,965,611
720-727 - Child Care/MFIP Admin./PIC.	\$64,965	\$81,400	\$49,365	\$44,535	\$388,574	\$331,755	\$45,965	\$270,965	\$270,965
730 - Chemical Dependency	\$540,000	\$434,600	\$435,500	\$431,000	\$528,621	\$516,500	\$481,500	\$541,500	\$541,500
740-742 - Mental Health	\$2,834,860	\$2,966,187	\$2,999,527	\$2,999,066	\$3,209,659	\$3,579,782	\$3,497,454	\$3,535,454	\$3,535,454
750 - Developmental Dis.	\$408,451	\$417,435	\$362,111	\$428,185	\$390,300	\$389,361	\$369,671	\$369,671	\$369,671
760-765 - Adult Services	\$176,000	\$127,500	\$126,500	\$158,550	\$134,256	\$133,150	\$152,350	\$152,350	\$152,350
<b>Subtotal</b>	<b>\$6,899,766</b>	<b>\$7,066,923</b>	<b>\$7,096,766</b>	<b>\$7,749,721</b>	<b>\$8,224,233</b>	<b>\$9,099,187</b>	<b>\$8,637,551</b>	<b>\$8,835,551</b>	<b>\$8,835,551</b>
6100 - Personnel	\$7,021,719	\$7,908,882	\$8,870,997	\$8,616,638	\$8,343,698	\$8,739,674	\$9,233,612	\$9,345,733	\$9,345,733
6200 - Services and Charges	\$420,270	\$417,049	\$539,500	\$458,270	\$471,015	\$407,990	\$520,730	\$515,730	\$515,730
6300-6800 - Administrative Overhead	\$732,016	\$713,758	\$1,060,742	\$1,004,226	\$851,540	\$940,303	\$880,971	\$1,053,949	\$1,053,949
Reserves	\$0	\$0	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0
<b>Subtotal</b>	<b>\$8,174,005</b>	<b>\$9,039,689</b>	<b>\$10,471,239</b>	<b>\$10,079,134</b>	<b>\$9,666,253</b>	<b>\$10,152,967</b>	<b>\$10,635,313</b>	<b>\$10,915,412</b>	<b>\$10,915,412</b>
<b>410 General Administration</b>									
6100 - Personnel	\$0	\$0	\$116,273	\$83,095	\$189,490	\$81,189	\$75,921	\$54,307	\$54,307
6604-6890 - Administrative Overhead	\$0	\$0	\$6,720	\$840	\$9,713	\$840	\$0	\$0	\$0
<b>Subtotal</b>			<b>\$122,993</b>	<b>\$83,935</b>	<b>\$199,203</b>	<b>\$82,029</b>	<b>\$75,921</b>	<b>\$54,307</b>	<b>\$54,307</b>
<b>461 Information Systems</b>									
6100 - Personnel	\$343,715	\$341,547	\$400,450	\$394,376	\$335,268	\$280,640	\$292,306	\$295,783	\$295,783
6200 - Services and Charges	\$700	\$2,810	\$3,770	\$2,200	\$562	\$750	\$250	\$250	\$250
6300-6400 - Administrative Overhead	\$5,800	\$4,550	\$2,100	\$4,900	\$2,269	\$3,000	\$2,150	\$2,150	\$2,150
<b>Subtotal</b>	<b>\$350,215</b>	<b>\$348,907</b>	<b>\$406,320</b>	<b>\$401,476</b>	<b>\$338,099</b>	<b>\$284,390</b>	<b>\$294,706</b>	<b>\$298,183</b>	<b>\$298,183</b>
<b>Combined Expenditures</b>									
6100 - Personnel	\$11,929,861	\$13,012,977	\$14,304,852	\$13,733,885	\$13,343,154	\$13,537,287	\$14,200,242	\$14,290,849	\$14,290,849
6200 - Services & Charges	\$818,650	\$802,487	\$871,235	\$840,000	\$904,710	\$784,350	\$917,000	\$906,200	\$906,200
6300-6800 - Administrative Overhead	\$1,464,677	\$1,755,561	\$2,012,957	\$1,892,244	\$1,573,320	\$1,763,939	\$1,582,757	\$1,850,587	\$1,850,587
6000 - Payments for/benefit clients	\$8,714,766	\$9,280,723	\$8,857,266	\$10,064,471	\$10,539,908	\$11,516,187	\$11,038,551	\$11,157,301	\$11,157,301
Reserves	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$22,927,954</b>	<b>\$24,851,748</b>	<b>\$26,046,310</b>	<b>\$26,530,600</b>	<b>\$26,361,092</b>	<b>\$27,681,763</b>	<b>\$27,738,550</b>	<b>\$28,204,937</b>	<b>\$28,204,937</b>
<b>Southwest Health and Human Services Budget</b>									
<b>HUMAN SERVICES</b>									
<b>Category</b>									
		2015	2016	2017	2018	2018	2019	2020	2020
		Final	Final	Final	Final	Actual	Final	Preliminary	Final
<b>REVENUE</b>									
<b>420 Income Maintenance / Child Support</b>									
5400 - Federal	\$3,747,000	\$4,010,500	\$4,258,000	\$3,859,000	\$3,678,392	\$3,817,500	\$3,722,000	\$3,760,500	\$3,760,500
5200-5300 - State	\$884,550	\$1,052,100	\$1,065,400	\$944,857	\$908,405	\$966,846	\$874,286	\$984,286	\$984,286
5500-5900 - Other	\$696,295	\$914,000	\$768,701	\$648,330	\$800,909	\$678,168	\$829,842	\$832,542	\$832,542
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5000 - County Taxes	\$3,671,709	\$3,341,255	\$3,441,493	\$3,443,458	\$3,411,751	\$3,684,500	\$3,868,724	\$3,868,724	\$3,868,724
<b>Subtotal</b>	<b>\$8,999,554</b>	<b>\$9,317,855</b>	<b>\$9,533,594</b>	<b>\$8,895,645</b>	<b>\$8,799,457</b>	<b>\$9,147,014</b>	<b>\$9,294,852</b>	<b>\$9,446,052</b>	<b>\$9,446,052</b>
<b>431 Social Services</b>									
5400 - Federal	\$3,122,028	\$3,305,162	\$3,412,294	\$3,897,313	\$4,182,107	\$4,230,138	\$3,928,259	\$4,274,793	\$4,274,793
5200-5300 - State	\$3,018,682	\$3,660,244	\$3,919,879	\$4,508,668	\$4,357,689	\$4,389,577	\$4,311,232	\$4,389,409	\$4,389,409
5500-5900 - Other	\$2,201,628	\$2,334,800	\$2,764,200	\$2,509,070	\$2,692,070	\$2,727,213	\$2,659,328	\$2,549,804	\$2,549,804
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5000 - County Taxes	\$5,507,562	\$6,205,187	\$6,391,343	\$6,684,360	\$6,639,607	\$7,152,267	\$7,509,879	\$7,509,879	\$7,509,879
<b>Subtotal</b>	<b>\$13,849,900</b>	<b>\$15,505,393</b>	<b>\$16,487,716</b>	<b>\$17,599,401</b>	<b>\$17,871,473</b>	<b>\$18,499,195</b>	<b>\$18,408,698</b>	<b>\$18,723,885</b>	<b>\$18,723,885</b>
<b>461 Information Systems</b>									
5500-5900 - Participating Entities	\$78,500	\$28,500	\$25,000	\$35,554	\$51,524	\$35,554	\$35,000	\$35,000	\$35,000
<b>Subtotal</b>	<b>\$78,500</b>	<b>\$28,500</b>	<b>\$25,000</b>	<b>\$35,554</b>	<b>\$51,524</b>	<b>\$35,554</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>
<b>Combined Revenues</b>									
5400 - Federal	\$6,869,028	\$7,315,662	\$7,670,294	\$7,756,313	\$7,860,499	\$8,047,638	\$7,650,259	\$8,035,293	\$8,035,293
5300 - State	\$3,903,232	\$4,712,344	\$4,985,279	\$5,453,515	\$5,266,094	\$5,356,423	\$5,185,518	\$5,373,695	\$5,373,695
5500-5800 - Other	\$2,976,423	\$3,277,300	\$3,557,901	\$3,192,954	\$3,544,503	\$3,440,935	\$3,524,170	\$3,417,346	\$3,417,346
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5000 - County Taxes	\$9,179,271	\$9,546,442	\$9,832,836	\$10,127,818	\$10,051,358	\$10,836,767	\$11,378,603	\$11,378,603	\$11,378,603
<b>Total Revenues</b>	<b>\$22,927,954</b>	<b>\$24,851,748</b>	<b>\$26,046,310</b>	<b>\$26,530,600</b>	<b>\$26,722,454</b>	<b>\$27,681,763</b>	<b>\$27,738,550</b>	<b>\$28,204,937</b>	<b>\$28,204,937</b>
<b>Summary</b>									
Revenue	\$22,927,954	\$24,851,748	\$26,046,310	\$26,530,600	\$26,722,454	\$27,681,763	\$27,738,550	\$28,204,937	\$28,204,937
Expenditures	\$22,927,954	\$24,851,748	\$26,046,310	\$26,530,600	\$26,361,092	\$27,681,763	\$27,738,550	\$28,204,937	\$28,204,937
Difference	\$0	\$0	\$0	\$0	-\$361,362.00	\$0	\$0	\$0	\$0





Southwest Health and Human Services Budget		SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS	SWHHS
HEALTH SERVICES		2015	2016	2017	2018	2018	2019	2020
Category		Final	Final	Final	Final	Actual	Final	Preliminary
<b>EXPENDITURES</b>								
<b>481 Nursing</b>								
6100 - Personnel	\$1,410,733	\$1,714,858	\$1,763,564	\$1,801,809	\$1,758,218	\$1,732,240	\$1,807,282	\$1,847,972
6200 - Services & Charges	\$314,474	\$249,347	\$249,363	\$263,296	\$270,112	\$195,145	\$166,596	\$176,359
6300-6400 - Administrative Overhead Costs	\$144,554	\$190,372	\$177,862	\$231,528	\$180,184	\$195,133	\$187,018	\$188,027
<b>Subtotal</b>	<b>\$1,869,761</b>	<b>\$2,154,577</b>	<b>\$2,190,789</b>	<b>\$2,296,633</b>	<b>\$2,208,514</b>	<b>\$2,122,518</b>	<b>\$2,160,896</b>	<b>\$2,212,358</b>
<b>483 Health Education</b>								
6100 - Personnel	\$468,944	\$445,606	\$479,760	\$387,172	\$338,516	\$365,789	\$383,248	\$384,321
6200 - Services & Charges	\$155,864	\$67,000	\$73,578	\$46,164	\$33,691	\$41,172	\$38,812	\$38,398
6300-6400 - Administrative Overhead Costs	\$64,051	\$54,214	\$141,620	\$159,832	\$136,727	\$160,647	\$153,592	\$153,887
<b>Subtotal</b>	<b>\$688,859</b>	<b>\$566,820</b>	<b>\$694,958</b>	<b>\$593,168</b>	<b>\$508,934</b>	<b>\$567,608</b>	<b>\$575,652</b>	<b>\$576,606</b>
<b>485 Environmental Health</b>								
6100 - Personnel	\$148,509	\$202,073	\$220,704	\$232,453	\$235,714	\$235,576	\$245,455	\$243,308
6200 - Services & Charges	\$5,900	\$22,650	\$19,955	\$13,200	\$6,683	\$4,100	\$4,105	\$4,105
6300-6400 - Administrative Overhead Costs	\$25,541	\$32,714	\$33,306	\$49,835	\$41,615	\$49,159	\$52,990	\$53,820
<b>Subtotal</b>	<b>\$179,950</b>	<b>\$257,437</b>	<b>\$273,965</b>	<b>\$295,488</b>	<b>\$284,012</b>	<b>\$288,835</b>	<b>\$302,550</b>	<b>\$301,233</b>
<b>410 Administration</b>								
6100 - Personnel	\$539,369	\$499,865	\$506,799	\$486,285	\$531,378	\$507,381	\$512,145	\$540,451
6200 - Services & Charges	\$35,958	\$43,405	\$71,400	\$63,900	\$50,035	\$52,710	\$56,488	\$50,038
6300-6800 - Administrative Overhead Costs	\$53,617	\$85,669	\$126,309	\$64,490	\$69,212	\$106,732	\$82,562	\$107,492
Reserves	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0
<b>Subtotal</b>	<b>\$628,944</b>	<b>\$628,939</b>	<b>\$704,508</b>	<b>\$614,675</b>	<b>\$650,625</b>	<b>\$676,823</b>	<b>\$651,195</b>	<b>\$697,981</b>
<b>Combined Expenditures</b>								
6100 - Personnel	\$2,567,555	\$2,862,402	\$2,970,827	\$2,907,719	\$2,863,826	\$2,840,986	\$2,948,130	\$3,016,052
6200 - Services & Charges	\$512,196	\$382,402	\$414,296	\$386,560	\$360,521	\$293,127	\$266,001	\$268,900
6300-6800 - Administrative Overhead	\$287,763	\$362,969	\$479,097	\$505,685	\$427,738	\$521,671	\$476,162	\$503,226
<b>Total Expenditures</b>	<b>\$3,367,514</b>	<b>\$3,607,773</b>	<b>\$3,864,220</b>	<b>\$3,799,964</b>	<b>\$3,652,085</b>	<b>\$3,655,784</b>	<b>\$3,690,293</b>	<b>\$3,788,178</b>
<b>Southwest Health and Human Services Budget</b>		<b>SWHHS</b>	<b>SWHHS</b>	<b>SWHHS</b>	<b>SWHHS</b>	<b>SWHHS</b>	<b>SWHHS</b>	<b>SWHHS</b>
<b>HEALTH SERVICES</b>		<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Category</b>		<b>Final</b>	<b>Final</b>	<b>Final</b>	<b>Final</b>	<b>Actual</b>	<b>Final</b>	<b>Preliminary</b>
<b>REVENUE</b>								
<b>481 Nursing</b>								
5400 - Federal	\$955,942	\$1,002,912	\$1,058,204	\$1,075,768	\$954,973	\$962,203	\$900,817	\$928,100
5300 - State	\$243,932	\$610,468	\$578,350	\$575,516	\$540,483	\$558,527	\$503,859	\$507,642
5200 & 5500-5800 - Other	\$414,799	\$410,895	\$455,550	\$445,310	\$458,236	\$390,405	\$419,980	\$465,480
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<b>\$1,614,673</b>	<b>\$2,024,275</b>	<b>\$2,092,104</b>	<b>\$2,096,594</b>	<b>\$1,953,692</b>	<b>\$1,911,135</b>	<b>\$1,824,656</b>	<b>\$1,901,222</b>
<b>483 Health Education</b>								
5400 - Federal	\$264,200	\$270,800	\$118,900	\$286,974	\$276,655	\$303,545	\$298,772	\$316,941
5200-5300 - State	\$291,000	\$236,200	\$486,843	\$224,631	\$255,323	\$226,690	\$226,960	\$226,960
5500-5800 - Other	\$51,100	\$15,900	\$18,600	\$2,770	\$1,634	\$2,270	\$500	\$500
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<b>\$606,300</b>	<b>\$522,900</b>	<b>\$624,343</b>	<b>\$514,375</b>	<b>\$533,612</b>	<b>\$532,505</b>	<b>\$526,232</b>	<b>\$544,401</b>
<b>485 Environmental Health</b>								
5400 - Federal	\$0	\$0	\$0	\$0	\$3,000	\$0	\$0	\$0
5300 - State	\$53,579	\$75,500	\$55,500	\$55,500	\$30,654	\$35,500	\$35,500	\$35,500
5100 & 5500-5800 - Other	\$102,500	\$198,900	\$201,850	\$193,500	\$187,186	\$194,900	\$195,900	\$198,400
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<b>\$156,079</b>	<b>\$274,400</b>	<b>\$257,350</b>	<b>\$249,000</b>	<b>\$220,840</b>	<b>\$230,400</b>	<b>\$231,400</b>	<b>\$233,900</b>
<b>410 Administration</b>								
5400 - Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5300 - State	\$225,542	\$0	\$0	\$0	\$22,058	\$0	\$40,000	\$40,000
5500-5800 - Other	\$1,500	\$3,800	\$10,500	\$11,200	\$25,289	\$15,039	\$25,480	\$26,130
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5000 - County Taxes	\$763,420	\$782,398	\$879,923	\$928,795	\$928,753	\$966,705	\$1,042,525	\$1,042,525
<b>Subtotal</b>	<b>\$990,462</b>	<b>\$786,198</b>	<b>\$890,423</b>	<b>\$939,995</b>	<b>\$976,100</b>	<b>\$981,744</b>	<b>\$1,108,005</b>	<b>\$1,108,655</b>
<b>Combined Revenues</b>								
5400 - Federal	\$1,220,142	\$1,273,712	\$1,177,104	\$1,362,742	\$1,234,628	\$1,265,748	\$1,199,589	\$1,245,041
5300 - State	\$814,053	\$922,168	\$1,120,693	\$855,647	\$848,518	\$820,717	\$806,319	\$810,102
5500-5800 - Other	\$569,899	\$629,495	\$686,500	\$652,780	\$672,345	\$602,614	\$641,860	\$690,510
Reserve spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5000 - County Taxes	\$763,420	\$782,398	\$879,923	\$928,795	\$928,753	\$966,705	\$1,042,525	\$1,042,525
<b>Total Revenues</b>	<b>\$3,367,514</b>	<b>\$3,607,773</b>	<b>\$3,864,220</b>	<b>\$3,799,964</b>	<b>\$3,684,244</b>	<b>\$3,655,784</b>	<b>\$3,690,293</b>	<b>\$3,788,178</b>
<b>Summary</b>								
Revenue	\$3,367,514	\$3,607,773	\$3,864,220	\$3,799,964	\$3,684,244	\$3,655,784	\$3,690,293	\$3,788,178
Expenditures	\$3,367,514	\$3,607,773	\$3,864,220	\$3,799,964	\$3,652,085	\$3,655,784	\$3,690,293	\$3,788,178
Difference	\$0	\$0	\$0	\$0	-\$32,159	\$0	\$0	\$0

**Child and Teen Check Up Outreach Supplies  
 Authorization Summary  
 November 20, 2019 SWHHS Board Meeting**

Vendor	Description	Quantity	Quote
William Exline Inc.	WIC CardBook Cardholder	2,500	Holder: \$3,700 Set up fee: \$350.00 Shipping: \$50.00 <hr/> TOTAL: \$4,100.00

- Holder for e-WIC card with additional educational and informational material included.
- Henle Printing was given an opportunity to quote. Their response, "I've been working on your quote all week and I am sorry to say we aren't able to do this project for you. I've even reach out to different companies to get this done and haven't found any"
- **ALL COSTS** will be covered by the Child & Teen Check-Up Grant and have been approved in our work plan.
- The particular vendors have been checked on the SAM System and have no active exclusion records.



# William Exline Inc.



12301 BENNINGTON AVE. • CLEVELAND, OHIO 44135 • TELEPHONE: 216/941-0800 • FAX 216/941-4895  
EMAIL: william.exline@williamexline.com

FAX [ ]  
e-mail [ ]  
Confirmation [ ]

## CardBook® cardholder Quotation

FOR: Individual Michelle Schuelke  
Company Southwest Health & Human Services

### SPECS:

Exact Repeat  Repeat with Changes  Previous Exline Order No.  New   
Type of CardBook® WIC Size 2 1/2 x 3 1/2" folded Number of Pages 16  
Paper white Pocket 2 thumb cut pockets, 1 inside front cover, 1 on page one  
Interior Ink Color(s) 2 colors  
Cover Material Kivar 7 white chrome grain lexide

Cover Decoration	Color(S)	Front	Back
LITHO	<u>4 color process</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FOIL STAMP			
EMBOSS			

Cover Copy: Art Work Furnished  Exline to do Finished Art  On Hand   
Text Copy: Art Furnished  Exline to Set Type  On Hand

**\*\*Please note that these prices are predicated on your supplying digital artwork in accordance with our designers reference and file guidelines.**

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PRICING: 2,500 @ \$1.48 each

EXTRA CHARGES Plus \$350.00 preflight & proofing charge

PRODUCTION 3 weeks - FOB Cleveland, Ohio

SIGNED BY [Signature]

DATE 11/1/19

**Kristin Deacon**

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**From:** Michelle Schuelke  
**Sent:** Thursday, November 7, 2019 1:46 PM  
**To:** Kristin Deacon  
**Subject:** FW: Southwest Health & Human Services

See below... how this works.  
Thanks!



**Michelle Schuelke, RN, PHN**  
*Child & Teen Checkups Coordinator*  
Southwest Health and Human Services  
607 West Main Street., Suite 200  
Marshall, MN 56258  
[Michelle.Schuelke@swmhhs.com](mailto:Michelle.Schuelke@swmhhs.com)  
**Office: 507-537-6713 Direct: 507-532-1275**

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**From:** [william.exline@williamexline.com](mailto:william.exline@williamexline.com) <[william.exline@williamexline.com](mailto:william.exline@williamexline.com)>  
**Sent:** Thursday, November 07, 2019 1:39 PM  
**To:** Michelle Schuelke <[Michelle.Schuelke@swmhhs.com](mailto:Michelle.Schuelke@swmhhs.com)>  
**Subject:** Re: Southwest Health & Human Services

**SWHHS/LYON/LINCOLN COUNTY SECURITY NOTICE:**

This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact IT support.

Michelle,

So sorry for the delay on this. Shipping is estimated at \$50.00

Regards,

Tanya Kerwin

Office Manager

William Exline Inc.  
12301 Bennington Avenue  
Cleveland, Ohio 44135

**ALERT:** SAM.gov will be down for scheduled maintenance Saturday, 11/09/2019, from 8:00 AM to 3:00 PM

### 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: William Edline Inc.\*

Clear Search

Total records: 0

Save PDF

Export Results

Print

Result Pages

Sort by Relevance

Order by Descending

#### FILTER RESULTS

Your search for William Edline Inc.\* returned the following results...

No records found.

#### By Record Status

Active

Inactive

#### By Record Type

Entity Registration

Exclusion

Apply Filters

Result Pages

Save PDF

Export Results

Print



# Bylaws of Southwest Health and Human Services

Adopted: 12/20/2017

Revised:

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The undersigned, being the governing body and board of directors of Southwest Health and Human Services, a joint powers board created under the provisions of Minnesota Statutes, §§471.59 and 402A.35, Chapter 145A, and Minnesota Statutes 393 in accordance with the power granted to it by the provisions of section I of the Southwest Health and Human Services Joint Powers Agreement, hereby adopt the following bylaws.

## ARTICLE 1: PURPOSE

The purpose of Southwest Health and Human Services and its governing body, the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board is set forth in a joint powers agreement executed by the Minnesota counties of Lincoln, Lyon, Murray, Pipestone, Redwood and Rock (hereinafter referred to as the "Southwest Health and Human Services Joint Powers Agreement").

The purpose of these bylaws is to set forth the regulation of the affairs and manner of operation for the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board and the governance of its members. These bylaws should be read in conjunction with the Southwest Health and Human Services Joint Powers Agreement.

## ARTICLE 2: TERM OF BYLAWS

These bylaws shall become effective upon approval by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board and shall continue in force and effect, with all subsequent amendments as provided in Article 14, for such time as the Southwest Health and Human Services Joint Powers Agreement remains in effect.

## ARTICLE 3: COMPOSITION & ORGANIZATION

**Section 3.1 Board member appointments and recognition.** After each member county appoints its two representatives and one lay member to serve on the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board. All Board members shall be recognized as provided in Article II, III, and IV of the Joint Powers Agreement.

**Section 3.2 Committees.** The Southwest Health and Human Services Joint ~~Services~~ Board shall establish an Executive Committee ~~and Finance Committee~~ composed of one commissioner from each of the member counties. The Southwest Health and Human Services Joint Board shall also establish a Finance Committee composed of three commissioners, appointed by the chairperson of the Southwest Health and Human Services Joint Board. The Southwest Health and Human Services Joint Board shall establish a Personnel Committee made of up the chairperson of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board. Other committees established by a majority vote of the Joint Health and Human Services Board as provided for in Article 10. Individual commissioners may also be appointed as representatives of the board to other committees such as the insurance collaborative and insurance committee.



## ARTICLE 4: OFFICERS

**Section 4.1 Election of officers.** The Southwest Health and Human Services Joint Powers Board, Southwest Health Community Health Board and Southwest Human Services Board shall elect officers beginning at its first meeting of the year. Officers will be elected so there is representation from each county.

**Section 4.2 Term of office.** The term of office shall end upon the close of the meeting at which the next chair or vice chair is elected. (i.e. January meeting)

**Section 4.3 Single office.** No board member may hold more than one office at a time, ~~the vice chair of the Joint Powers Board shall also serve as the chair of the Finance Committee.~~ No board member shall hold the same office for more than two (2) consecutive years.

**Section 4.4 Chair duties and responsibilities.** The chair's duties and responsibilities include the following:

- (a) Ensuring the integrity of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board process by presiding over Joint Health and Human Services Board, Southwest Health Community Health Board and Southwest Human Services Board meetings and directing the preparation of the agenda for such meetings in a manner that:
  - (i) Ensures that the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board conducts business consistent with its own rules and those legitimately imposed upon it from outside the organization;
  - (ii) Limits meeting decision-making or discussion to those issues that, according to the bylaws or other policies adopted by the Joint Health and Human Services Board, are clearly the responsibility of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board to decide (and not the responsibility of the chief executive officer) or to monitor; and
  - (iii) Facilitates deliberation that is timely, orderly, fair, and thorough, but also efficient, limited in time, and kept to the point.
- (b) Except as otherwise provided in the Joint Powers Agreement, appointing board members to serve on committees established by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board.

(c) Representing the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board as its principle spokesperson.

(d) The chair of the Joint Health and Human Services Board shall attend the entrance and exit interview for the annual financial audit.

The chair's duties and responsibilities do not include making decisions about policies established by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board nor supervising and directing the executive director or Southwest Health and Human Services staff independent of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board.

**Section 4.5 Vice chair duties and responsibilities.** Whenever the chair is unable to serve, the vice chair shall exercise the duties and responsibilities of the chair. ~~The vice chair shall also serve as the chair of the Finance Committee.~~

**Section 4.6 Absence of chair and vice chair.** In the absence of the chair and the vice chair of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board the remaining Board members shall elect from among themselves a chair pro tem who shall perform the duties of chair for that meeting.

**Section 4.7 Clerk.** The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall appoint a Southwest Health and Human Services staff person to serve as the clerk to the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board.

## ARTICLE 5: MEETINGS

**Section 5.1 Open meetings.** All meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board, including its committees and subcommittees, shall be conducted in public, except where authorized or directed by federal or state law to close a meeting.

**Section 5.2 Public speech during meetings.** The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall determine the degree and method of soliciting public input on a topic-specific basis.

**Section 5.3 Rules of public conduct during meetings.** The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board Chair has the discretion to permit public comment during Board meetings. Members of the public are expected to be courteous, respectful and conscientious during their comments.

**Section 5.4 Regular meeting frequency.** The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Boards shall meet monthly.

**Section 5.5 Scheduling of special meetings.** Meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board may be called by the chair or upon request from at least two board members not from the same member county.

**Section 5.6 Notice of meetings.** Notice of meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board, including its committees and subcommittees, shall include the meeting date, time, location, and purpose, and be made as follows:

- (a) **Regular meetings.** For regular meetings, a schedule shall be kept on the Southwest Health and Human Services' website. Member counties are encouraged to display this information on their meeting calendars, in whatever form they deem appropriate.
- (b) **Special, non-emergency meetings.** For special meetings that are not emergency meetings, but are (1) regular meetings held at a time or place different from that stated on its regular meeting schedule or (2) meetings not conducted as part of the normal routine but planned far enough in advance to be scheduled, notice shall be posted on the Southwest Health and Human Services' website and emailed, mailed, or –at the option of Southwest Health and Human Services – otherwise delivered at least three days before the date of the meeting to parties that have filed a request for notice as referenced below.
- (c) **Emergency meetings.** For emergency meetings that are called because of circumstances that, in the judgment of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board Chair requires immediate attention, a good faith effort shall be made by Southwest Health and Human Services to post notice of the meeting date, time, place, and purpose on the Southwest Health and Human Services' website, and by phone, email, or other means to the members and alternates, and any party that has filed to receive notice.
- (d) **Filing to receive notice.** Parties may file a request with the clerk of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board to receive notice of special meetings, including emergency meetings. Requests for notice of special meetings may expire annually and may need to be refilled. The clerk shall notify such parties of impending expiration and ability to refile a request at least 30 days prior to expiration.

**Section 5.7 Cancellation of meetings.** The chair may cancel regular meetings for good cause. Notice of such cancellation shall be provided as far in advance of the scheduled meeting as possible and in the same methods as meeting notice is provided.

**Section 5.8 Method of meetings.** Meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall be ordinarily held in person except as follows:

- (a) **Inclement weather exception.** The chair determines that inclement weather will result in the lack of a quorum.
- (b) **State of emergency exception.** The chair determines that an in-person meeting is not practical or prudent because of a health pandemic or because a state of emergency has been declared under Minnesota Statutes, Chapter 12.

**Section 5.9 Regular meeting agendas.** At least five days prior to a regular meeting of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board the clerk or designee shall email the agenda to board members and alternate board members and post the agenda on the Southwest Health and Human Services' website. Unless otherwise determined when the agenda is approved, the order of business shall be:

- (a) Call to order
- (b) Pledge
- (c) Employee Recognition; Introduce New Staff
- (d) Agenda approval
- (e) Consent agenda, conflict approval, and approval minutes
- (f) discussion items, informational items, and reports
- (g) Decision items
- (h) Adjourn

**Section 5.11 Other meeting agendas.** At least three days prior to a special meeting that is not an emergency meeting, the clerk or designee shall email the agenda to board members and alternate board members and post on the Southwest Health and Human Services' website. The business conducted at a special meeting shall be limited to those items specified in the agenda.

**Section 5.12 Copies of board materials.** At least one copy of any printed materials related to agenda items that the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board is considering that were distributed to all members of Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board at or before the meeting shall be available for public inspection while the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board considers the subject. The copy (ies) may be available in paper or electronic form, at the discretion of the clerk, but shall be provided in paper form to a member at the member's request.

**Section 5.13 Quorum.** A quorum for the conduct of all business by the Southwest Health and Human Services Joint Board shall consist of seven (7) board members, including alternate board members appearing in place of the regular board members. A quorum for the conduct of all business by the Southwest Community Health Board shall consist of four (4) board members, including alternate board members appearing in place of the regular board members. A quorum for the conduct of all business by the Southwest Human Services Board shall consist of

ten (10) board members, including alternate board members appearing in place of the regular board members. When a board member and their alternate are present at a regular meeting or special meeting, only the board member is seated at the meeting table.

**Section 5.14 Vote.**

- (a) Upon the request of any board member immediately preceding a vote by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board, the chair shall repeat the motion, the name of the member who made the motion, and the name of the member who seconded the motion.
- (b) Any board member may request to have their vote entered in the minutes.
- (c) When a board member and their alternate are both present at a regular or special meeting, only the board member may cast votes and be recorded in proceedings.
- (d) A simple majority vote is required for all matters except for those identified in the Southwest Health and Human Services Joint Powers Agreement.
- (e) No proxy votes or absentee votes shall be allowed.

**Section 5.15 Record of meetings.** A record of the meetings of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board its committees and subcommittees, shall be made available to the public, upon approval by the relevant body, by publication on the Southwest Health and Human Services' website. The record shall, at a minimum, contain the following information:

- (a) The date, time, and location of the meetings.
- (b) The attendance and absence of each board member.
- (c) The outcome of a vote on an action taken in a meeting that is required to be open, along with the name of the board member who made the motion and the name of the board member who seconded the motion.
- (d) The vote of each board member on appropriations of money, except for payments on judgments, claims, and amounts fixed by statute.
- (e) The vote of a board member who requests to have their individual vote entered into the minutes.
- (f) Board members will identify any conflict of interest during the consent agenda. The abstention from a vote by a board member will be acknowledged by the Board Chair and their reason for abstaining, if one is given. The minutes will reflect any board member who has abstained.

## **ARTICLE 6: POWERS AND DUTIES OF JOINT POWERS BOARD**

The powers and duties of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board are set forth in the Southwest Health and Human Services Joint Powers Agreement.

## **ARTICLE 7: BOARD MEMBER RESPONSIBILITIES**

**Section 7.1 Ethical and businesslike.** Board members shall carry out their responsibilities in an ethical and businesslike manner. Civility and respect at all time with one another, staff and the public are required.

**Section 7.2 Authority.** Board members shall support the legitimacy and authority of Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board decisions, irrespective of the member's personal position on the issue.

Board members shall not attempt to exercise individual authority over the organization except as explicitly set forth in Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board policies. Board members' interaction with the executive director or with staff must recognize the lack of authority in any individual board member or group of board members except as noted above. There should be no unilateral decisions.

Board members' interaction with the public, press or other entities must recognize the role of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board designated spokesperson. No Board member shall speak on behalf of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board unless that person has been designated to speak on the issue and an official Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board position has been voted upon. However, board members may choose to speak as a representative of the organization to educate and promote the organization.

**Section 7.3 Handling consent agenda.** The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board will attend to consent agenda items as expeditiously as possible. If a Board member wishes to discuss a consent agenda item, they must seek removal of the item from the consent agenda prior to approval of the meeting agenda.

**Section 7.4 Executive Director performance monitoring.** Board members shall monitor and evaluate the executive director performance consistent with explicit Southwest Health and

Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board policies.

**Section 7.5 Governing characteristics.** The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall govern with an emphasis on vision, long-term impact and outcomes, strategy, and pro-active leadership over administrative detail.

**Section 7.6 Accountability.** As stewards of the public trust and funding, the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall be accountable for Southwest Health and Human Services to enhance community safety and wellness through the delivery of quality services with great results and shall avoid unethical or inappropriate conduct.

The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall enforce upon itself whatever discipline is necessary to govern with excellence, including attendance and preparation for meetings, establishment of policies that align with the governing characteristics, clarity and respect of roles, and ensuring the continuance of governance capability.

The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall regularly monitor its own process and performance and seek to continuously improve through orientation of new board members, board member development, education, and robust input and deliberation.

**Section 7.7 Leadership.** In leading, Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall educate and inform the general public about health and human services and shall inspire and empower the staff to deliver quality services with great results with:

- (a) Provision and adherence to broad organizational values;
- (b) Consideration of diversity of viewpoints.

**Section 7.9 Group responsibility and authority.** The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board is vested with group responsibility and group authority. While no single Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board member has individual authority, the effective forging of Southwest Health and Human Services Joint Health and Human Services Board, Southwest Health Community Health Board and Southwest Human Services Board decision and values requires board members to take individual responsibility for expressing their individual values and perspectives and those of the member's county.

**Section 7.9 Annual planning.** Each year the Joint Health and Human Services Board shall determine the date for an annual planning meeting. The Southwest Joint Health and Human Services Board shall also follow an annual agenda that:

- (a) Starts a planning cycle with the Joint Powers Board's development of its agenda for the next year.
- (b) Articulates goals and strategies for the coming one or more years.
- (c) Concludes the annual planning cycle each year by the last day of May so that administrative planning and budgeting for the following calendar year can be based on accomplishing a one-year segment of the Joint Powers Board's most recent statement of goals and strategies.
- (d) Completes a review of policies on a regular cycle.
- (e) Review of the agency's bylaws

**Section 7.10 Annual review of executive director performance.** Executive Director Performance monitoring will be included on the Southwest Joint Health and Human Services Board agenda at least annually. Probationary reviews will take place at three, six and nine months from their date of employment.

Executive Director compensation will be decided under the same schedule as staff and be commensurate with performance and applicable policies.

**Section 7.11 Authority to hire the Executive Director.** If authorized by the Southwest Health and Human Services Joint Board, the Executive Committee shall have the right to interview and recommend the hiring of the executive director to the Southwest Health and Human Services Joint Board.

**Section 7.12 New Commissioner Training.** Commissioners that are new to any of the boards of Southwest Health and Human Services ~~shall~~ are encouraged to attend New Commissioner Orientation which is held annually in the spring of the year. Current board members and member county Commissioners are also welcome to attend.

## **ARTICLE 8: BOARD MEMBER ETHICS**

**Section 8.1 Discharge of duties in ethical manner.** The effectiveness and credibility of Southwest Health and Human Services is dependent upon the proper discharge of duties in the public interest. Board members must assure that the independence of their judgment and actions, without any consideration for personal gain, is preserved; board members shall serve all people fairly and equitably without regard to their personal or financial benefit.

Accordingly, at a minimum, board members shall comply with the following ethics provisions.

**Section 8.2 Use of confidential information.** A board member shall not use information gained as a board member which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value. A board member shall only be given the minimal information necessary in regards to client information to effectively do their jobs.



**Section 8.3 Solicitation of, donation of, or receipt of anything of value.** A board member shall not solicit or receive anything of value from any person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the board member's duties. A board member shall not represent people or associations in dealings with Southwest Health and Human Services in consideration of anything of value. A board member shall not take an official action which will benefit any person or entity because of a donation of anything of value to Southwest Health and Human Services by such person or entity.

**Section 8.4 Provision of anything of value and fair campaign practices.** A board member shall not give anything of value to potential voters in return for their votes, promises, or financial considerations which would be prohibited by the State Minnesota Fair Campaign Practices statute.

**Section 8.5 Official action.** A board member shall not take an official action which will benefit any person or entity where such board member would not otherwise have taken such action but for the board member's family relationship, friendship, or business relationship with such person or entity.

**Section 8.6 Financial interest.** Where a board member or a member of the board member's immediate family has a financial interest in any matter being considered by the board member, such interest, if known to the board member, shall be disclosed by the board member in writing to the clerk and chair or in a public declaration in a board meeting. If the board member has such a financial interest or if the minor child of a board member has such a financial interest, the board member shall be disqualified from further participation in the matter.

**Section 8.7 Holding investments.** A board member shall not hold any investment which might compromise the performance of the board member's duties without disclosure of said investment and self-disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statutes, §471.88.

**Section 8.8 Southwest Health and Human Services funds, personnel, facilities, and property.** A board member shall not use Southwest Health and Human Services funds, personnel, facilities, or property such as vehicles, equipment, or supplies for personal convenience, personal political campaign activities, or personal profit except where such is available to the public generally, or where such is provided by specific Southwest Health and Human Services policy in the conduct of official Southwest Health and Human Services business.

**Section 8.9 Special consideration.** A board member shall not grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

**Section 8.10 Expenses.** A board member shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made in accordance with Southwest Health and Human Services policy.

**Section 8.11 Compliance with law.** A board member shall comply with all local ordinances and State and Federal statutes including, but not limited to, the criminal code (except for petty misdemeanor or misdemeanor charges), Fair Campaign Practices Act, and laws governing the

functioning and ethical conduct of counties and municipalities, their elected and appointed officials, and employees.

**Section 8.12 Authority.** A board member shall not exceed his or her authority, or ask others to do so.

## **ARTICLE 9: EXECUTIVE AND FINANCE COMMITTEE**

**Section 9.1 Executive Committee purpose.** The Executive Committee shall assist Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board in carrying out tasks assigned, such as but not limited to, negotiations, hiring of the executive director, making recommendations to the board, etc.

**Section 9.2 Executive Committee composition.** The committee will be comprised of one commissioner from each of the member counties. Appointments to Executive Committee will take place at the first meeting of the year.

**Section 9.3 Finance Committee purpose.** The Finance Committee shall assist Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board in carrying out its fiscal responsibility. The committee shall oversee the financial operations of Southwest Health and Human Services and make recommendations to the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board on such financial operations matters as appropriate.

**Section 9.4 Finance Committee composition.** Finance Committee membership is established by the Southwest Health and Human Services policy.

**Section 9.5 Finance Committee responsibilities.** The Finance Committee shall:

- (a) Review regular financial reports to ensure compliance with Joint Powers Board policies.
- (b) Prepare relevant monitoring reports for the Joint Powers Board related to organization finances.
- (c) Engage the Southwest Health and Human Services Joint Powers Board in an annual discussion and development of the annual budget assumptions.
- (d) Identify and prepare Joint Powers Board discussions on financial policy and relevant Joint Powers Board decisions/issues.
- (e) Request and review proposals for selection of auditor every three years, or more frequently if required by law.
- (f) Review the external audit report and coordinate the audit team discussion with the Southwest Health and Human Services Joint Powers Board.

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**Section 9.6 Personnel Committee responsibilities.** The Finance Committee shall:

- (a) Be in charge of making recommendations to the Board on matters including but not limited to the review of the agency's personnel policies, collective bargaining and administering a comprehensive human resources program that is consistent with federal, state, and local laws/regulations.
- (b) Review requests for Leave Without Pay that do not fall under the Family Medical Leave Act and exceed over 37.5 hours.

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## ARTICLE 10: OTHER COMMITTEES

The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board, may establish other committees with a defined purpose, appointment of members, defined authority and decision-making, and establishment of key deliverables and timelines.

## ARTICLE 11: PARLIMENTARY AUTHORITY

Except where otherwise provided in state law or rules, the Southwest Health and Human Services Joint Powers Agreement, or these bylaws, *Robert's Rules of Order Newly Revised*, 11<sup>th</sup> Edition, shall govern the parliamentary process for meetings of the Joint Powers Boards and its committees.

## ARTICLE 12: DATA

Official documents of the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board including minutes of meetings, shall be kept at the offices of Southwest Health and Human Services located in Marshall, MN. Agendas and minutes shall also be posted on the Southwest Health and Human Services' website following approval by the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board.

The Executive Director is designated as the responsible authority for data practices, pursuant to the Minnesota Government Data Practices Act.

## ARTICLE 13: ADHERENCE TO JOINT POWERS AGREEMENT

The Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall not adopt any policies or procedures that contradict the Southwest Health and Human Services Joint Powers Agreement. In the event such an inconsistency occurs in these by-laws or any other policy or procedure, the Southwest Health

and Human Services Joint Powers Agreement shall be followed. Upon identification of such an inconsistency, the Southwest Health and Human Services Joint Board, Southwest Community Health Board and Southwest Human Services Board shall correct the erroneous policy at their next regular meeting.

**ARTICLE 14: AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular meeting of the Southwest Health and Human Services Joint Powers Board, by an affirmative vote of a majority of the board members, provided the amendment is not inconsistent with the Southwest Health and Human Services Joint Powers Agreement. Proposed amendments shall be submitted to the Joint Powers Board 30 days prior to the meeting at which they will be considered, and the agenda for the meeting shall state that the amendment will be offered.

Approved as to form and execution:

\_\_\_\_\_  
Agency Attorney

\_\_\_\_\_  
Date of Signature

Southwest Health and Human Services  
Joint Powers Board :

\_\_\_\_\_  
Chair of Board

\_\_\_\_\_  
Date of Signature

Attest:

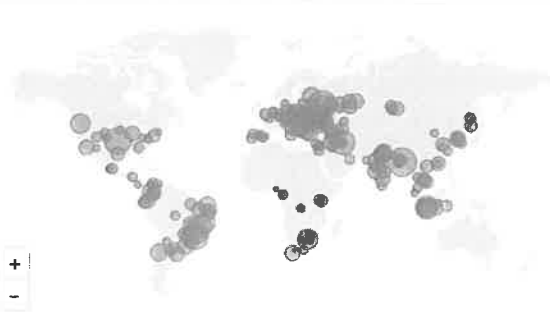
\_\_\_\_\_  
Clerk to Board

# Information Technology Update

Dashboard [?](#)

Select domain All Time Last 30 Days

## Threat Origins



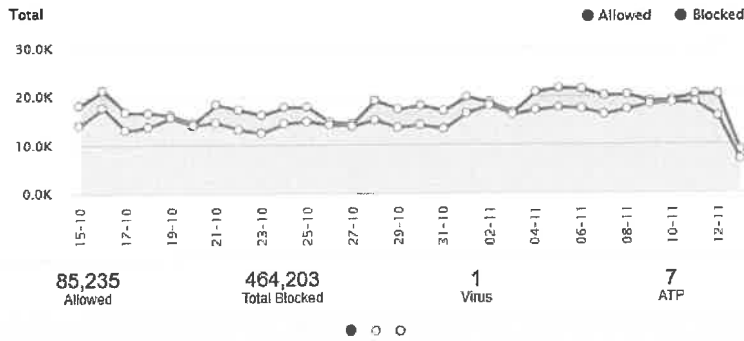
## Top Recipient Domains. Volume

Rank	Domain	Volume	Recipients
1	co.lyon.mn.us	354,496	0
2	co.lincoln.mn.us	124,091	0
3	swmhrs.com	79,028	0

## Subscriptions

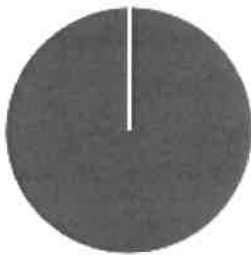
[?](#) ATP Not purchased

## Inbound Email Statistics Overview



## Web Security Gateway Statistics

Clear Help



**TOTAL BLOCKED: 3,469,144**

**TOTAL ALLOWED: 25,509,771**

BLOCKED	TOTAL	DAY	HOUR
Policy	3,469,014	42,280	980
Spyware Webpage	130	1	0
Spyware Download	0	0	0
Virus Download	0	0	0
Spyware Protocol	0	0	0
<b>Total Blocked</b>	<b>3,469,144</b>	<b>42,281</b>	<b>980</b>
<b>Total Allowed</b>	<b>25,509,771</b>	<b>247,666</b>	<b>5,392</b>

- Policy
- Spyware Webpage
- Virus Download
- Spyware Download
- Spyware Protocol



# 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 or Public Health Nurse (MN Choices Assessor)

**Division/Unit:** Mn Choices/Social Services

New Position  Replacement  Permanent  Temporary  Promotion

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

**Desired hire date:** December 1, 2019

**FTE Requested:** yes

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

Specific duties would include conducting MNCHOICES assessments and reassessments and providing support planning using the MnCHOICES web-based applications for consumers requesting an assessment or services or continuation of services through one of the long-term care programs. MnCHOICES assessors who are part of the MnCHOICES unit are also required to be mentors for all agency certified assessors and support plan workers, which requires them to be experts of the applications and policies related to MnCHOICES and to be available to all staff in need.

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

Having this position will lessen the need for current case managers to assist with initial assessments and therefore make sure staff are able to focus on duties that are directly reimbursed through case management dollars. (CAC, CADI, BI, DD, EW, and AC) It is estimated that the MNCHOICES Unit (7 workers) completed about 420 assessment through September of 2019, not including County of Location Reassessments. In 2018, about 620 assessments were completed. There are no MNCHOICES unit assessors based in Lincoln or Murray Counties so at this time an assessor based out of another County needs to drive to those locations to complete assessments. Hiring an assessor for one of those areas will lessen the cost in travel significantly and increase production due to the reduced time spent in travel. Being Slayton is somewhat central for SWHHS, this position would be able to float to other locations with not a huge cost associated with time or travel.

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

This request would be filling Kelly Hengel's position as she transitioned from assessor to centralized intake worker after the previous intake worker left the agency in September 2017 and the decision was made not to replace her position. The MNCHOICES unit absorbed the reassignment of Kelly's position for over a year and took on a significant increase in County of Location assessments. Other units have assisted as they have been able but they are no longer able to accommodate initial assessment while fulfill their job requirements. The possible impact of not filling this position will be that consumers and providers will have to wait longer to receive assessments, which will delay services for consumers. If this position would go unfilled, it will result in time requirements not being met per statute and a negative waiver review by the State. Longer times between assessments referred to case management also delays waiver funding including case management revenue as well as increasing the likelihood of costly facility placements and potential adult protection situations.

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

- 100% Levy
- Part Levy/Part Grant or Reimbursement 7.5% levy
- 100% Grant or Reimbursement
- Other: 92.5% Combined Federal and State Funds

**Funding for Mn Choices in the past years has been excellent:**

2018 – 4 quarters - \$1,441,748

2019 – 3 quarters - \$1,035,086

Revenue comes from random moments and the worker can start to receive these as early as January 2020.

County Agency Social Worker - \$58,938 - \$90,716 (salary, fica, pera and insurance contribution)

**5. What new or additional funding would support this position?**

By filling this position, it allows workers in the waiver programs to focus on their case management duties which will bring in case management revenue.

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

Customers will not get assessments or services in a timely manner, which will increase the risk of institutional stays and vulnerable adult concerns. It could also result in a delay in payment to providers who are already providing services. Customers would be at risk of being billed privately for services and may not have the money to pay for these services. It could result in an increase in hospital stays or duration of stays and even an increase in out of home placements if prevention services are delayed. Intake and assessors also provide information to communities and members related to possible programs and services available to those in need.

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

This position would align with the agency mission as well as the SWHHS Strategic Plan and the Community Health Improvement Plan by assisting those in our service area with finding resources and programs to help them stay in their homes as long as possible. The community depends on assessments to be completed for individuals in need of services. MnCHOICES is a comprehensive assessment that reviews the mental and physical health of a person and assists in making recommendations for care.

**SECTION 3: Signatures**

Completed by: **APPROVED** By Stacy Strand at 12:17 pm, Nov 04, 2019 **APPROVED** Date: \_\_\_\_\_

Division Director Signature: \_\_\_\_\_ **By Cindy.Nelson at 12:33 pm, Nov 04, 2019**

Director Signature: **APPROVED** By Beth Wilms at 12:35 pm, Nov 04, 2019 Date: \_\_\_\_\_





## Position Request Form

### SECTION 1: Process

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

### SECTION 2: New Position Information

**New Position Title:** Network Systems Administrator **Division/Unit:** Information Technology

New Position  Replacement  Permanent  Temporary  Promotion

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

**Desired hire date:** January 1, 2020

**FTE Requested:** Additional duties for the current incumbent.

\*Attached additional sheets if necessary.

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

Perform Supervisory Duties, such as monitoring and managing personnel, and reviewing and scheduling request for Information Technology staff. Includes day-to-day supervision of two (2) Information Systems Specialists and one (1) Information Technology Specialist, Senior.

Supervisory duties include, but are not limited to: 1) Assign work to the IT staff; 2) Supervise day-to-day duties of staff; 3) Evaluate staff performance using the agency's performance appraisal system; 4) Authorize training for assigned staff; 5) Authorize and monitor leave and comp time for assigned staff; 6) Provide for unit consistency by taking appropriate disciplinary actions following agency policy.

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

This is not a new position; rather, these are additional duties to be assigned to the current Network Systems Administrator position. Currently the Agency Director provides the supervision to this staff. It has become clear from the current and ongoing review of the IT unit that more supervision with relative, foundational knowledge of the work being completed by the unit is needed. The Agency Director does not have the baseline, foundational knowledge of the day-to-day work and duties of the unit to sufficiently provide the needed supervision and guidance. The Agency Director has other priorities and duties that need attention and the supervision of this staff certainly adds to the workload and potentially less-than-timely response to the staff, depending on the work being attended to by the Director.

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

It is essential that there be an on-site supervisor for this unit. A contracted position would not meet the needs of the unit and would cost a significant amount of money to have that resource available to the unit. Hiring a full-time supervisor would cost additional money and is not budgeted for in the 2020 budget. The current Network Systems Administrator has the capacity to supervise the staff.

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

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

The additional monies to add supervision to the position description have been added to the 2020 budget. This position, like other IT positions is eligible for FFP reimbursement.

The new classification for the Network Systems Administrator would be Management Info Supervisor

Pay range 2020 \$77,841.89 – 118, 078.88 (includes salary, FICA, PERA and insurance)

**5. What new or additional funding would support this position? N/A**

**What is the ROI?** The agency would regain the work of the Agency Director to attend to other work and priorities and allow the IT Unit to have a fulltime, technology expert to supervise the staff.

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

The Agency Director would continue to provide the supervision to the IT unit, should the Board not approve this request. The impact would be to the internal customers in not having the full attention of a readily-available supervisor.

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

Adding these duties to the current position will help strengthen the organization's culture and create a smooth transition from Agency Director supervision to Network Systems Administrator position.

The current incumbent excels in her current role and consistently performs. She has earned the respect of the organization and is someone who is trusted. The current incumbent is able to analyze situations and comes to the table with solutions; this employee cares about the organization and has a passion for what she does and adheres to the mission and values of the organization. These traits will also assist with a smooth transition.

**SECTION 3: Signatures**

Completed by: Beth M. Wilms Date: November 5, 2019

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

Director Signature:  Date: 11.5.19



# Position Request Form

## SECTION 1: Process

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

## SECTION 2: New Position Information

**New Position Title:** Public Health Nurse

**Division/Unit:** Public Health

New Position  Replacement  Permanent  Temporary  Promotion

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

**Desired hire date:** immediate

**FTE Requested:** 1.0

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

This position will perform PrimeWest Care Coordination in Pipestone County to MSHO/MSO+ clients living in the nursing home as well as under age 65 clients that are on PrimeWest SNBC (Skilled Needs Basic Care) program in the community and other Community well PrimeWest clients. It will also provide MnChoices/PCA assessments for clients in Pipestone and surrounding counties. This position will be relied on to complete INH therapy for latent TB in Pipestone and Murray counties as needed and ultimately be a part of the team that administers immunizations in Pipestone County.

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

Cassandra Hoefs has applied and accepted the open position in Lyon County.

This position is about 90% funded through PrimeWest dollars for care coordination as well as LCTS dollars for MnChoices. SWHHS is required by DHS to complete the services for all clients that qualify.

The position has almost immediate reimbursement through the PrimeWest dollars. The MnChoices piece of the position will require training which could take 1-2 months. It also depends on the qualifications and experience of the person filling the role.

The SNBC care coordination is unique to this position and is not provided at this time by other Public Health staff.

Other PH employees completing MSHO and MnChoices already have caseloads and are providing a variety of services including WIC, MnChoices, FHV, Car Seats, Refugee Health, Immunizations, Follow Along Program and follow-up for latent and active TB.

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

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

The Mnchoices assessments could be done by Social Workers but DHS also requires an interdisciplinary team of Public Health nurses and social workers. The social workers are at capacity with caseloads, so this is not a viable solution. The SNBC assessments are unique to PrimeWest. These clients routinely have more medical needs, so to have a nurse in this position aligns with the care coordination needs of this population.

**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:

**PH nurse salary range (37.5 hours) \$65,062- \$92,801 (includes salary, PERA, FICA and insurance)**

%Federal \_\_\_\_ % State \_\_\_\_ % County \_10\_ %Other \_90\_ %Grant \_\_

**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.**

PrimeWest, LCTS or fee for service are the funding streams for this position.

**What is the ROI?**

1. The PCA/MnChoices assessments are completed for clients that are in need of services and potentially will help them remain at home, providing the services to clients in the least restrictive and hopefully least costly environment.
2. The care coordination services provided by the nurse for clients residing in the nursing home is a contracted service by PrimeWest. The role of the care coordinator for nursing home residents is to assure adequate care for the client and assist client/family to access needed services. The Care Coordination role for the SNBC population as well as Community Well clients monitors the clients ability to remain in the community and assists them with accessing services when needed.
3. The case management of clients on INH therapy for latent TB is a core public health function. This follow-up with clients helps them to accurately take the needed medication and prevents them from further converting to active TB.
4. Immunization administration for clients is the best means of prevention of the spread of vaccine preventable diseases.

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

MnChoices/PCA assessments are provided with the goal to keep the clients in their homes which is a cost savings for the community. These services may also be delayed and requirements not met if this is not authorized. PrimeWest care coordination is a contractual service and the completion of the contracted services would be in jeopardy without the replacement of this position.

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

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

**SECTION 3: Signatures**

Completed by: Marie Meyers and Carol Biren Date: \_\_\_\_\_

Division Director Signature: **APPROVED**  
By carol.biren at 12:32 pm, Nov. 12, 2019. Date: \_\_\_\_\_

Director Signature: **APPROVED**  
By Beth Wilms at 3:34 pm, Nov 12, 2019 Date: \_\_\_\_\_

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ADMINISTRATIVE POLICY NUMBER 28**

EFFECTIVE DATE: 11/20/19

REVISION DATE:

AUTHORITY: Southwest Health and Human Services Joint Governing Board

**--PHYSICAL ACCESS TO WORK AREAS--**

**Section 1 – Purpose**

- a. The purpose of this policy is to outline protocol regarding physical access to our work areas and buildings in order to insure compliance with data privacy, Health Insurance Portability and Accountability Act (HIPAA) and Federal Tax Information (FTI). This includes access to the building via keys, key codes and/or ID Badges.

**Section 2 - Practice**

- a. To ensure access is monitored and audited the following will be implemented:
  - 1. Access logs for keycard entries will be reviewed monthly by the Security Officer.
  - 2. When an employee separates from the agency the badge/keycard will be collected by the supervisor. Keycard access will be removed at the time of separation.
  - 3. The access logs will be reviewed annually by the security officer to ensure that access for employees that have left the agency has been removed.
  - 4. Keycards will be audited annually to ensure that all keycards are accounted for. Supervisors will perform the audit and report back to the Security Officer by a confirmation email stating that the audit has been done and all keycards are accounted for.
  - 5. Keypad codes will be changed monthly. The process will be initiated by Information Technology (IT) and announced on SharePoint.
  - 6. Keypad codes will be changed whenever an employee separates from agency. The code will be changed after the end of the day on the last day of employment, initiated by IT. The new code will be announced on SharePoint.
  - 7. Keys issued to staff will be collected at the time of separation by their supervisor.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ADMINISTRATIVE POLICY NUMBER 28**

8. Each person in each office responsible for issuing keys to staff will do an audit of keys annually. A confirmation email will be sent to the Security Officer in December of each year stating that the audit has been done and all keys are accounted for.



**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 2**

EFFECTIVE DATE: 01/01/11

REVISION DATE: 10/21/15; 11/16/16; 04/18/18; 01/01/2020

AUTHORITY: Southwest Health and Human Services Joint Governing Board

**---CONDITIONS OF EMPLOYMENT---**

Electronic copies of the Personnel Policies shall be available for employees in each office. Employees shall be responsible for reviewing and abiding by the terms of the Personnel Policies.

**Section 1 - Workweek**

- a. The standard workweek for full time employees shall be 8:00 a.m. to 4:30 p.m. daily, 37.5 hours per workweek. The Agency's workweek is declared to be a seven consecutive day period commencing on Monday and ending on Sunday.

**Section 2 - Working Hours**

- a. Standard working hours shall be seven and one-half (7.5) hours daily, five (5) days a week. Immediate supervisors may require employees to work other schedules based on the nature of their assignments.
- b. Employees who work a standard seven and one-half (7.5) hour day are entitled to one (1) fifteen (15) minute break before noon and one (1) fifteen (15) minute break in the afternoon which shall be paid.
- c. One (1) hour unpaid lunch breaks are to be taken between 11:00 a.m. and 2:00 p.m. The office will remain open during the noon hour with staggered lunch hours by the employees.
- d. Neither coffee breaks nor lunch hours can be saved up to earn comp time if they are not taken by the employee. The only time lunch hours may be reduced to 30 minutes is during flex time or when an employee is authorized to make up work time that was lost due to a snow storm.

**Section 3 – Employee Definitions**

- a. Probationary Period – All newly hired or rehired employees will serve an initial one-year probationary period. During the initial probationary period, an employee who is promoted or reassigned to another job classification shall serve the secondary probation concurrently with the initial probation. Employees successfully completing their initial probationary period will receive a 1% increase. The first year of employment with the agency, during which the employee shall receive orientation and new employee training. For employees

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 2**

promoted to a new position, the probationary period shall be six (6) months. For employees promoted to a supervisory position, the probationary period shall be twelve (12) months.

- b. During the probationary period, the employee shall receive a heightened amount of supervision and additional performance evaluations. Probationary employees shall not be entitled to use vacation during the initial three (3) months of employment with the agency. Completion of probation shall not change the at-will nature of employment.
- c. Regular Employment - An employee who has completed their probationary employment and is scheduled on a regular or regular part-time basis. Regular employees are not temporary or intermittent employees.
- d. Temporary/Intermittent - A temporary employee is a person hired for a specific period of time or on an intermittent basis with specific duties not to exceed six months. A temporary employee is paid only for hours worked and does not receive benefits, vacation/medical leave, or paid holidays.

**Section 4 – Exempt and Non-Exempt Employees**

- a. Employees are classified by the Federal Fair Labor Standards Act as either exempt or non-exempt.
- b. Southwest Health and Human Services Governing Board shall adopt job descriptions which shall state whether a position is exempt or non-exempt. The position of Director shall be exempt.

**Exempt Employees**

- 1. All exempt employees must complete an electronic timesheet for the purposes of public accountability. The timesheet must reflect actual hours worked and leave time taken each week. The timesheet must be submitted by the employee to their supervisor for review and approval at the end of each payroll period.
- 2. All comp time earned and taken must have prior authorization by their supervisor. If an exempt employee works more than 40 hours in a week, overtime worked can be liquidated through comp time. Exempt employees will not be paid for overtime unless authorized by Southwest Health and Human Services Governing Board action for unusual, infrequent situations.

**Non-Exempt Employees**

- 1. All non-exempt employees must complete an electronic timesheet. The timesheet must reflect actual hours worked and leave time taken each week.

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PERSONNEL POLICY NUMBER 2**

The timesheet must be submitted by the employee to their supervisor for review and approval at the end of each payroll period.

2. Employees shall not work unauthorized hours over 40 hours per week. The maximum number of hours that should be worked in any week is 37.5 hours.
3. If a non-exempt employee is requested to work more than 40 hours in a week, overtime must be paid at 1 1/2 times the regular hourly rate of pay. The basis for overtime will be the number of hours actually worked. Vacation, medical, leave without pay, holiday, and comp taken shall not be included when calculating overtime hours. All overtime must have prior authorization by the supervisor and director. Authorization will be by form AG#006. After completion, this form shall be attached to the time sheet and forwarded to the supervisor for signature.
4. Failure to follow this Personnel Policy can result in disciplinary action.

**Section 5 – Compensatory (Comp) Time**

- a. The agency will keep records of any authorized accrued comp time.
- b. Comp time earned must have prior supervisory approval however if the circumstances do not allow for prior approval staff must immediately follow up to obtain supervisory approval. Comp time taken must be approved in advance by the employee's immediate supervisor. Hourly staff who have earned comp time may be asked to work adjust down to 37.5 hours depending on their schedule and the work assigned.
- c. The maximum accumulation of comp time, eligibility for comp time, and other applicable overtime payment requirements will be governed by the Fair Labor Standards Act, as amended, or applicable Agency policies.
- d. Comp time will be earned and taken in 30 minute increments at a minimum. Once earned, employees shall not be required to use compensatory time until they have reached 17.5 hours at which time they may be asked to work adjust to insure they do not exceed 22.5 hours. In the event an employee may go into overtime status for the week they may also be asked to work adjust.

The balance of comp time at the end of the payroll period shall never be more than 22.5 hours. Time in excess of 22.5 hours at the end of a payroll period will be lost to exempt employees. For non-exempt employees, the time in excess of 22.5 hours at the end of a payroll period shall be paid out to the employee at the employee's regular rate of pay. Comp time carried forward from a previous payroll period will not be lost.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 2**

**Section 6 – Overtime**

- a. All overtime must have prior written authorization by the supervisor. **In addition, staff must complete** form AG#006.
- b. Only hours worked shall be counted towards overtime.
- c. Failure to follow this Personnel Policy can result in disciplinary action.

**Section 7 - Flex Time**

- a. There are circumstances when deviation from regular service hours (aka flextime) will be considered for an employee. The below CRITERIA must be met BEFORE any deviation from the regular work schedule may be considered or authorized. Said criteria are as follows:
  - 1. Client service and the operation of the unit/division and department must continue to be efficient and effective.
  - 2. There must be no negative impact on co-workers or interference with inter-divisional activities or operations.
- b. If employees wish to work a flex schedule, they must follow the process determined by the unit supervisor. All schedules are subject to supervisory approval. It may be necessary for the supervisor to make some adjustments in the requests to ensure adequate coverage of the agency.
- c. During the hours between 8:00 a.m. and 4:30 p.m. whenever an employee is absent from the office due to their flex schedule or other leave time, it should be shown as “flex” or “personal leave” on their calendar.
- d. It is anticipated that with good effort at scheduling, the need for comp time should be reduced. The scheduled work week cannot be more than 37.5 hours.
- e. The longest day that will be scheduled is 9.5 hours, except when a work event dictates a longer day such as but not limited to trainings, client appointments, or travel. The number of hours of vacation or medical leave taken will be the number of hours scheduled to work on that specific day. Coffee breaks are to be 15 minutes in length with one in the morning and one in the afternoon. The minimum lunch break will be one-half hour.
- f. The supervisor may require a person on a flex time schedule to return to standard work hours at the supervisor’s discretion.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 2**

- g. It is not permissible to utilize a four-day flex time schedule during a holiday week. Employees will work 7.5 hours per day during these holiday weeks, except when a work event dictates a longer day such as but not limited to trainings, client appointments, or travel.
- h. It is not permissible to flex a Friday and the following Monday.
- i. Upon notice of resignation, that employee will not work a flex schedule for the last 2 weeks of the employee's employment with the agency.

**Section 8 - Inclement Weather**

- a. If adverse weather conditions necessitate the closing of any or all of the Southwest Health and Human Services offices, the Director or designee shall initiate Dial My Calls program. Staff shall keep the agency up to date with their current contact information so that they can receive notifications through Dial My Calls.
- b. If any or all of the Southwest Health and Human Services offices are closed because of weather conditions, employees in the office(s) that are closed will be paid for the time that the office is closed. When an employee is on vacation or medical leave and the office is officially closed, vacation or medical leave shall not be deducted as such. **No comp time or overtime will be authorized on days the agency has closed due to adverse weather conditions.**
- c. If Southwest Health and Human Services offices remain open and the employee is not present for work, the employee must either make up the time that same week or take vacation or comp time. If the employee does not have available vacation or comp time and fails to make up the time then missed time will be leave without pay. However, it is at the employee's discretion whether or not to report for work on days when adverse weather conditions would jeopardize their safety and well-being.
- d. Employees requesting to make up time must immediately upon return to work make those arrangements with their supervisor. Supervisors will consider computer system availability and workload when approving these types of requests.

**Section 9 - Paychecks**

- a. Salaries will be paid on a bi-weekly basis (every other Friday). If a pay date falls on a holiday, payment will be made the day prior. However, if it affects the current operating budget, then payment will be made the next working day.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 2**

- b. ~~Salaried (exempt) employees will have their annual salary divided by the number of pay periods per calendar year (either 26 or 27 pay periods).~~
- be. All Southwest Health and Human Services employee payroll checks will be by direct deposit unless a written objection from the employee is received.

**Section 10 - Fringe Benefits**

- a. Pursuant to annual policy and budgetary action by the Southwest Health and Human Services Governing Board, such fringe benefits as the Southwest Health and Human Services Governing Board may determine appropriate, including insurance, vacation time, and medical leave, may be offered to employees. Fringe benefits may be increased, decreased, or eliminated at any time by action of the Southwest Health and Human Services Governing Board, and such action shall apply to all current and future employees unless the Governing Board specifically adopts a policy stating otherwise.
- b. Agency fringe benefits are:
  - Group Health/Dental Insurance
  - Long Term Disability Insurance
  - Life Insurance
  - Flexible Spending Account
  - Vacation Leave
  - Medical Leave
  - PERA
  - Short Term Disability
  - Identity Theft Protection/Legal Shield
- c. Health, dental, long term disability, and life insurance for full-time employees commences with the first day of the month following thirty (30) days of employment.
- d. Agency fringe benefits are available only for probationary and regular employees who work an average of 30 or more hours per week.
- e. The agency pays all administrative fees related to flexible spending account, flexible spending debit card, and VEBA. The agency will also pay the cost for the basic life premium and the long term disability insurance premium.
- f. Pay Status Employees are those employees who are absent and are using earned vacation, medical, or bereavement leave. This shall also include any employee who is absent who has not used more than 37.5 hours of approved leave without pay in a calendar year.

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- g. Non-Pay Status Employees are those employees who have used more than 37.5 hours of leave without pay. (Examples: educational leave, medical leave without pay in excess of FMLA leave entitlement).
- h. Holiday pay, medical leave, and vacation leave shall be earned by all part-time and full-time employees in non-pay status on a prorated basis. The amount of leave earned is based upon the number of hours worked during the pay period. Vacation and medical leave shall be rounded to the nearest half-hour.
- i. Emergency Appointment Employees are eligible only for holiday leave. They shall not accrue vacation or medical leave.
- j. Probationary Employees are eligible for holiday leave and medical leave.
- k. **VEBA/Health Savings Account Contributions**
  - 1. Employees who opt for a health insurance policy with a VEBA or Health Savings account, contributions to the VEBA/Health Savings account will be semi-monthly.
- l. **Retiring employees who:**
  - 1. Were employed by Lincoln, Lyon, and Murray Human Services (LLMHS) and were employed by that agency prior to August 22, 2005 and worked continuously for LLMHS through December 31, 2010 with no break in service; and
  - 2. Were hired by the EMPLOYER effective January 1, 2011 with no break in service and are employed on a full-time basis with the EMPLOYER; and
  - 3. Are receiving a disability benefit or PERA annuity, or have met age and service requirements necessary to receive a PERA annuity;
    - Shall be entitled to receive 4% per year of service toward the employee's (dependents are excluded) health and dental single insurance premium, including their years of service at LLMHS.
    - This amount shall not exceed 100% nor shall the total amount exceed the amount paid by Southwest Health and Human Services on behalf of their employees. Payment of this amount will be discontinued if the employee's share of the premium(s) is not paid within the deadline set by the EMPLOYER. Payment shall also be discontinued when the employee becomes eligible for Medicare or if the employee obtains employment where single health insurance is available at no cost to the employee.

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PERSONNEL POLICY NUMBER 2**

- Employees hired after August 22, 2005 by Lincoln, Lyon, and Murray Human Services are not eligible for retirement health insurance benefits. No employees hired by the EMPLOYER who were not employed by LLMHS are entitled to retirement health insurance benefits.

**Section 11 - Licensure as a Condition of Employment**

- a. Employees who require statutory licensure, or state operator's licensure in order to legally fulfill the requirements of their employment, must maintain such licensure in order to remain in the employ of the Agency.



**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 16**

EFFECTIVE DATE: 01/01/14

REVISION DATE: 01/21/15 ; 12/20/17;01/01/20

AUTHORITY: Southwest Health and Human Services Joint Governing Board

Minnesota Statute

IRS Guidelines

**--- EMPLOYEE RECOGNITION ---**

**Section 1 – Purpose**

- a. The goal and purpose of this program is to recognize the years of service and retirement of Southwest Health and Human Services (SWHHS) employees to the agency.

**Section 2 - Recognizing Years of Service**

- a. The SWHHS Board will recognize employees for Years of Service starting at one (1) year of service and then in five (5) year increments.
- b. Certificates indicating the number of years of employment shall be presented to employees reaching those goals. Expenses shall be included as follows for individual service awards and recognition events:
  - 1. The board will recognize years of service achievement during their monthly meetings. Framed certificates shall be purchased at agency expense.
  - 2. Pictures will be posted quarterly to the agency website, county websites, and social media accounts of Southwest Health and Human Services.
  - 3. Recognition/Service Awards must be given as part of a meaningful presentation.
- c. Recognition/Service Awards will be awarded forward with the effective date of this policy and no retro-active awards will be made. Employees who were previously employed by Lincoln, Lyon, Murray Human Services (LLMHS), Lincoln, Lyon, Murray, Pipestone Public Health (LLMPPH), or a County that becomes a member of Southwest Health and Human Services shall maintain their seniority date from their initial employment from these prior employers so long as there was no interruption and continuous employment from their prior employers and Southwest Health and Human Services.

**Section 3 - Retirement**

- a. When an employee retires, their supervisor and the office staff will determine the appropriate office celebration for the retiree. The agency will purchase and present a selected gift by the retiree with a value up to \$75-100 to recognize their service and dedication to SWHHS. In the situation where an employee gives less than a two week notice prior to retirement, the retiree will receive a clock for their recognition item.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 16**

- b. This recognition award shall be engraved or marked in such a manner to prohibit resale by the recipient. The engraving should be done with the company logo or in accordance with the following example:

Employee Name  
Thank You for \_\_\_ Years of Distinguished Service  
Southwest Health and Human Services

- c. Employees must be retirement eligible\* to receive this recognition award.
- d. \*Individuals must meet PERA eligibility requirements.

--- "You Rock" Recognition Program ---

**Section 4 – Purpose**

- a. The goal and purpose of the "You Rock" program is to recognize employees for job related accomplishments and to encourage activities that promote positive employee morale throughout all Southwest Health and Human Services (SWHHS) programs and services.
- b. Staff will reward their peers with a "You Rock" award. This award will be given when a staff person demonstrates an exemplary activity/characteristic that advances the mission and goals of Southwest Health and Human Services. Examples of these activities/characteristics include (but are not limited to): flexibility, creativity, hard work, willingness to lend a hand, team playing, strong outcomes, good time management, leadership, and work towards the good of all.

**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (“MOU”) is entered into by and between the Southwest Health and Human Services (the “Employer”) and the American Federation of State, County and Municipal Employees Local 2398 (“Union”). The Employer and Union are referred to at times in this Memorandum individually as a “Party” and collectively as the “Parties;” and

**Whereas**, the Parties agree to strike language from the labor agreement;

**Be it therefore resolved**, that the Parties agree to the following:

Under Article 3 – Definitions Section 3.5 Base Rate Pay; the following language will be removed. “Exempt (salaried) employees shall have their annual salary paid in either 26 or 27 pay periods depending upon calendar. “

Employer:  
Director

For the Exclusive Representative:  
Union President

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Board Chairperson

AFSCME Business Agent

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

RESOLUTION OF SOUTHWEST HEALTH & HUMAN SERVICES

ADOPTION OF THE  
MURRAY COUNTY ALL-HAZARD MITIGATION PLAN

WHEREAS, Southwest Health & Human Services has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Murray County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Murray County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Murray County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Murray County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Murray County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that Southwest Health & Human Services supports the hazard mitigation planning effort and wishes to adopt the Murray County All-Hazard Mitigation Plan.

This Resolution was declared duly passed and adopted and was signed by the Southwest Health & Human Services Director and attested to by the Southwest Health & Human Services Governing Board this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Southwest Health & Human Services Director

Attest:

\_\_\_\_\_  
Southwest Health & Human Services Governing Board

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

- Brown County Evaluation Center Inc. (New Ulm, MN)** – 01/01/20 to 12/31/20; Detoxification and evaluation services, \$443/day (3% increase or \$13/day) or according to client’s insurance plan plus a 12% service fee of total per diem cost for insurance processing (renewal).  
*Fiscal Note: 2019 \$53,422; 2018 \$67,973; 2017 \$55,395*
  
- DHS Child Welfare/Juvenile Justice Screening Grant** – 01/01/20 to 12/31/20; Provide funds to support children’s mental health screening, assessment, and services in child welfare and juvenile justice systems (prioritizing funds for uninsured and underinsured youth); \$87,909 (\$82,759 for child welfare & \$5,149 for Juvenile Justice)(17% reduction or \$14,289) (renewal).  
*Fiscal Grant Award: 2019 \$102,998; 2018 \$102,199*
  
- DHS Family Group Decision Making (FGDM) Grant** – 01/01/20 to 06/30/20; State grant to provide family support, family preservation, and family reunification services, awarded \$19,890 (no change) (renewal).  
*Fiscal Grant Award: 2019 \$39,780; 2018 \$40,560; 2017 \$54,414*
  
- Enterprise Fleet Management (St Paul, MN)** – 10/03/19 to 12/31/21; Consignment auction agreement to sell agency vehicles for service of \$350/vehicle plus towing (NEW).  
*Fiscal Note: -0-*
  
- Greater MN Family Services (Willmar, MN)** – 01/01/20 to 12/31/20; MH Family Based Services and Counseling, provide 4,578 service hours at \$68.44/hour and diagnostic assessments at \$96.64/unit, \$313,320 max for 3.5 FTE (5.5% rate increase) (renewal).  
*Fiscal Note: 2019 \$51,655; 2018 \$87,619; 2017 \$115,848*
  
- Krista Kopperud (Currie, MN)** – 11/21/19 – 05/01/20; Contract to provide grant writing services as needed, \$40/hour with \$5,000 maximum (NEW).  
*Fiscal Note: -0-*
  
- MDH Local Public Health** – 01/01/20 to 12/31/24; Grant to address the areas of public health responsibility and address local priorities developed through the community health assessment and health improvement planning process, 2020 LPH award \$406,960 (renewal).  
*Fiscal Grant Award: 2019 \$406,960; 2018 \$406,960*
  
- Morris Electronics Inc. (Morris, MN)** – 01/01/20 – 12/31/20; Contract to provide computer and technical support on as needed basis, \$80/hour (no change) (renewal).  
*Fiscal Note: 2019 \$33,774; 2018 \$25,153; 2017 \$6,083*
  
- New Horizons Crisis Center (Marshall, Slayton, Redwood locations)** – 01/01/19 to 12/31/19; Amendment to the original contract to extend purchase of parenting time services, \$10,000 additional for a total of \$110,000 (NEW).  
*Fiscal Note: 2019 \$70,528; 2018 \$113,325; 2017 \$102,027*

- PH Daycare Contracts (various)** – 01/01/20 to 12/31/21; Public Health contracts for daycare centers to provide services for the development and maintenance of a health and safety plan and meet State requirements of Rule 3, \$40/mo/visit (\$5/mo increase) (renewal). Daycare centers are listed as follows:

Canoga Childcare LLC	Marshall
Canoga Childcare LLC (Southview site)	Marshall
Kids N Care Center	Pipestone
Marshall Area Child Care	Marshall
Marshall Headstart	Marshall
Mustard Seed Kids	Balaton
SMSU Daycare	Marshall
Stepping Stones Childcare and Preschool (NEW)	Marshall
Tracy Kid's World	Tracy
WonderWorld Preschool	Slayton

- PrimeWest Health (Alexandria, MN)** – 10/25/19 to open; Delegation agreement and business associate agreement to provide case management services such as mental health targeted case management as well as senior care and disability (renewal).

- Redwood County (Redwood Falls, MN)** – 01/01/20 to 12/31/20; Office lease contract, \$123,000 payable \$10,250/month (no change) (renewal).  
*Fiscal Note: 2019 \$102,500; 2018 \$123,000; 2017 \$123,000*