SOUTHWEST
HEALTH & HUMAN
SERVICES

Southwest Health and Human Services
Board Agenda
Wednesday, June 20, 2018
Commissioners Room
Government Center, 2nd Floor
Marshall
9:00 a.m.

HUMAN SERVICES

A. Call to order

B. Pledge of Allegiance

C. Consent Agenda
1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 05/16/18 board minutes

D. Introduce New Staff: None

E. Employee Recognition:
- Nicole Longtin, 5 years, Social Worker, Marshall
- Shannon Leysen, 10 years, Eligibility Worker, Slayton
- Michelle Schrunk, 20 years, Eligibility Worker, Marshall

F. Financial

HUMAN SERVICES (cont.)

G. Caseload

	05/18	05/17	04/18	03/18
Social Service	3,805	*3,856*	3,816	3,749
Licensing	452	*475*	457	455
Out-of-Home Placements	180	*187*	190	189
Income Maintenance	12,046	*12,008*	11,985	12,069
Child Support Cases	3,282	*3,410*	3,277	3,281
Child Support Collections	$835,772	*$900,003*	$833,082	$822,806
Non IV-D Collections	$129,297	*$43,352*	$197,038	$178,050

H. Discussion/Information
1. Income Maintenance- Jennifer Beek & Corey Remiger

I. Decision Items
1.

COMMUNITY HEALTH

J. Call to order

K. Consent Agenda
1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 05/16/18 board minutes

L. Financial

COMMUNITY HEALTH (cont.)

M. Caseload

	05/18	04/18	03/18
WIC	N/A	2167	2177
Family Home Visiting	62	69	49
PCA Assessments	22	21	23
Managed Care	347	357	378
Dental Varnishing	21	30	35
Refugee Health	2	1	8
Latent TB Medication Distribution	9	10	14
Water Tests	80	96	93
FPL Inspections	46	42	43
Immunizations	44	48	60
Car Seats	30	21	18

N. Discussion/Information
1. Lincoln County Health Equity Project- Jen Nelson & Ann Orren

O. Decision Items
1.

GOVERNING BOARD

P. Call to order

Q. Consent Agenda
1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 05/16/18 board minutes

R. Financial

GOVERNING BOARD (cont.)

S. Discussion/Information
1. SPCC Update- Dr. Norris Anderson
2. LPEP (Leaders Partnering to End Poverty)- Dawn Anderson, Candace Swenson, Nancy Walker & Katie Wrede
3. Finance Committee Update- Charlie Sanow

T. Decision Items
1. High Point Networks Quote
2. Administrative Policy 7- Investment Policy
3. Personnel Policy 26- Phased Retirement Option (PRO)
4. Donations:
    - Luverne Area MOMS group donated 12 bags of various items for kids coming into foster care
    - First Presbyterian Church, Redwood Falls, donated 9 family pool passes to the Redwood Area Aquatic Center for families in the Redwood area that are in need
    - Nobles-Rock Project Linus donated 6 quilts/blankets for children in need
    - 6 Baby Bundles from the Mennonite Community- they include a blanket, 4 onsies, 2 burp cloths and a receiving blanket per bundle.
5. Contracts

U. Adjournment

Next Meeting Dates:

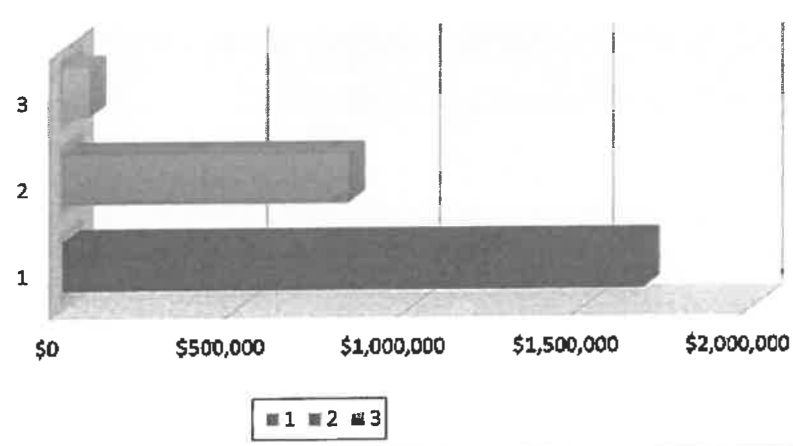
- **Wednesday, July 18, 2018 – Marshall**
- **Wednesday, July 18, 2018- Annual Planning Meeting immediately following SWHHS Board Meeting**
- **Wednesday, August 15, 2018 – Marshall (meeting location in SWHHS 1 & 2)**
- **Wednesday, September 19, 2018 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

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

SUMMARY OF FINANCIAL ACCOUNTS REPORT		For the Month Ending:	May 31, 2018
* Income Maintenance * Social Services * Information Technology * Health *			
Description	**Month**	**Running Balance**	
BEGINNING BALANCE		**$1,069,086**	
RECEIPTS			
Monthly Receipts	2,536,204		
County Contribution	620,763		
Interest on Savings	1,565		
TOTAL MONTHLY RECEIPTS		3,158,532	
DISBURSEMENTS			
Monthly Disbursements	2,555,456		
TOTAL MONTHLY DISBURSEMENTS		2,555,456	
ENDING BALANCE		**$1,672,162**	
REVENUE			
Checking/Money Market	***$1,672,162***		
Bremer Savings	***$822,377***		
Great Western Bank Savings	***$75,552***		**May 2017 Ending Balance**
ENDING BALANCE		**$2,570,091**	**$1,451,586**
DESIGNATED/RESTRICTED FUNDS			
Agency Health Insurance		**$998,994**	
LCTS Lyon Murray Collaborative		**$73,714**	
LCTS Rock Pipestone Collaborative		**$54,012**	
LCTS Redwood Collaborative		**$73,747**	
Local Advisory Council		**$1,216**	
AVAILABLE CASH BALANCE		**$1,368,407**	

REVENUE DESIGNATION



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

MAY 2018

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				1,069,086.20
5/2/18	9695	Disb		10,313.15	1,058,773.05
5/2/18	VOID 88302	Disb		(150.00)	1,058,923.05
5/2/18	VOID 87783	Disb		(65.72)	1,058,988.77
5/2/18	VOID 88325	Disb		(65.72)	1,059,054.49
5/4/18	88444-88479	Disb		3,567.09	1,055,487.40
5/4/18	4096 ACH	Disb		80.04	1,055,407.36
5/4/18	88480-88542	Disb		145,444.56	909,962.80
5/4/18	4097-4151	Disb		54,004.84	855,957.96
5/4/18	29228-29299	Dep	234,033.88		1,089,991.84
5/7/18	9696	Disb		27,558.23	1,062,433.61
5/7/18	9697	Disb		3,025.59	1,059,408.02
5/7/18	VOID 87829	Disb		(25.00)	1,059,433.02
5/9/18	29300-29351	Dep	188,307.93		1,247,740.95
5/10/18	9698	Disb		42,807.27	1,204,933.68
5/11/18	8303-8323	Payroll		139,674.76	1,065,258.92
5/11/18	50683-50939 ACH	Payroll		488,019.29	577,239.63
5/11/18	4152-4153	Disb		498.16	576,741.47
5/11/18	88543- 88581	Disb		3,520.44	573,221.03
5/11/18	4154-4191	Disb		50,593.84	522,627.19
5/11/18	88582-88656	Disb		210,617.75	312,009.44
5/11/18	29352-29402	Dep	389,742.84		701,752.28
5/14/18	9699	Disb		38,436.97	663,315.31
5/16/18	9700	Disb		10,294.60	653,020.71
5/16/18	VOID 85681	Disb		(134.00)	653,154.71
5/16/18	VOID 86514	Disb		(134.00)	653,288.71
5/16/18	VOID 87238	Disb		(134.00)	653,422.71
5/16/18	VOID 88012	Disb		(134.00)	653,556.71
5/16/18	29403-29459	Dep	277,224.11		930,780.82
5/18/18	88657-88759	Disb		14,169.80	916,611.02
5/18/18	88760-88931	Disb		75,639.25	840,971.77
5/18/18	4192-4194 ACH	Disb		1,119.64	839,852.13
5/18/18	88932-88979	Disb		22,426.89	817,425.24
5/18/18	88980-88989	Disb		7,008.39	810,416.85
5/18/18	4195 ACH	Disb		292.18	810,124.67
5/18/18	29460-29508	Dep	639,353.32		1,449,477.99
5/21/18	9701	Disb		21,053.42	1,428,424.57
5/21/18	9702	Disb		10,007.11	1,418,417.46
5/22/18	29509-29547	Dep	20,245.73		1,438,663.19
5/22/18	VOID 88013	Disb		(512.00)	1,439,175.19
5/23/18	9703	Disb		897.80	1,438,277.39
5/25/18	8324-8344	Payroll		139,378.25	1,298,899.14
5/25/18	50940-51194 ACH	Payroll		539,024.92	759,874.22
5/25/18	88990-89046	Disb		5,336.28	754,537.94
5/25/18	4196 ACH	Disb		21.12	754,516.82
5/25/18	89047-89170	Disb		355,375.11	399,141.71
5/25/18	4197-4236 ACH	Disb		71,378.88	327,762.83
5/25/18	29548-29603	Dep	386,747.98		714,510.81
5/29/18	9704	Disb		54,930.81	659,580.00
5/29/18	29604-29623	Dep	887,021.43		1,546,601.43
5/30/18	9705	Disb		10,294.42	1,536,307.01
5/31/18	29624-29651	Dep	135,855.24		1,672,162.25
					1,672,162.25
					1,672,162.25
					1,672,162.25
					1,672,162.25
	balanced 6/1/18 jvp	TOTALS	3,158,532.46	2,555,456.41	

Savings - Bremer	822,376.94
Savings - Great Western	75,551.52

TOTAL CASH BALANCE	2,570,090.71

SOUTHWEST HEALTH AND HUMAN SERVICES BREMER BANK SAVINGS REGISTER

MAY 2018

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				820,868.33
5/4/2018	35322	Interest	1,508.61		822,376.94
					822,376.94
					822,376.94
					822,376.94
					822,376.94
					822,376.94
					822,376.94
					822,376.94
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					822,376.94
					822,376.94
					822,376.94
					822,376.94

SOUTHWEST HEALTH AND HUMAN SERVICES GREAT WESTERN BANK SAVINGS REGISTER

MAY 2018

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				75,495.09
5/4/2018	35323	Interest	56.43		75,551.52
					75,551.52
					75,551.52
					75,551.52
					75,551.52
					75,551.52
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					75,551.52
					75,551.52

Southwest Health and Human Services

Treasurer's Cash Trial Balance As of 05/2018

Fund			Beginning Balance	This Month	YTD	Current Balance
1	Health Services Fund					
			1,709,545.07			
	Receipts			123,059.76	1,764,653.56	
	Disbursements			41,592.64-	377,833.46-	
	Payroll			234,460.52-	1,226,068.80-	
	Journal Entries			0.00	86.20	
	Fund Total			152,993.40-	160,837.50	1,870,382.57
5	Human Services Fund	410	General Administration			
			189,947.30			
	Receipts			51,490.79	259,107.58	
	Disbursements			69,309.36-	249,594.42-	
	Payroll			14,408.48-	79,307.60-	
	Dept Total			32,227.05-	69,794.44-	120,152.86
5	Human Services Fund	420	Income Maintenance			
			2,690,331.05-			
	Receipts			945,686.32	2,518,988.25	
	Disbursements			215,569.57-	1,270,579.00-	
	Payroll			364,850.37-	1,920,604.77-	
	Journal Entries			0.00	30.22-	
	Dept Total			365,266.38	672,225.74-	3,362,556.79-
5	Human Services Fund	431	Social Services			
			8,275,091.90			
	Receipts			1,500,668.81	4,677,362.15	
	Disbursements			93,200.22-	570,057.99-	
	SSIS			642,710.96-	3,255,887.61-	
	Payroll			665,284.41-	3,569,807.30-	
	Journal Entries			0.00	55.98-	
	Dept Total			99,473.22	2,718,446.73-	5,556,645.17
5	Human Services Fund	461	Information Systems			
			2,739,744.12-			
	Receipts			2,599.50	18,655.05	
	Disbursements			227.52-	751.29-	

Fund		Beginning Balance		This Month	YTD	Current Balance
	Payroll			27,093.44-	150,402.17-	
	Dept Total			24,721.46-	132,498.41-	2,872,242.53-
5	Human Services Fund		471	LCTS Collaborative Agency		
		0.00				
	Receipts			56,026.00	125,357.00	
	Disbursements			0.00	69,331.00-	
	Dept Total			56,026.00	56,026.00	56,026.00
	Fund Total	3,034,964.03		463,817.09	3,536,939.32-	501,975.29-
61	Agency Health Insurance					
		753,857.36				
	Receipts			480,516.32	1,621,708.01	
	Disbursements			186,748.92-	1,376,571.33-	
	Fund Total			293,767.40	245,136.68	998,994.04
71	LCTS Lyon Murray Collaborative Fund		471	LCTS Collaborative Agency		
		93,353.73				
	Receipts			0.00	31,035.00	
	Disbursements			0.00	50,675.00-	
	Dept Total			0.00	19,640.00-	73,713.73
	Fund Total	93,353.73		0.00	19,640.00-	73,713.73
73	LCTS Rock Pipestone Collaborative Fund		471	LCTS Collaborative Agency		
		44,725.46				
	Receipts			50.00	11,921.00	
	Disbursements			0.00	2,634.00-	
	Dept Total			50.00	9,287.00	54,012.46
	Fund Total	44,725.46		50.00	9,287.00	54,012.46
75	Redwood LCTS Collaborative		471	LCTS Collaborative Agency		
		46,722.12				

Southwest Health and Human Services

Treasurer's Cash Trial Balance

As of 05/2018

Fund		Beginning Balance	This Month	YTD	Current Balance
	Receipts		0.00	27,025.00	
	Dept Total		0.00	27,025.00	73,747.12
	Fund Total	46,722.12	0.00	27,025.00	73,747.12
77	Local Advisory Council	477	Local Advisory Council		
		1,398.86			
	Disbursements		0.00	182.78-	
	Dept Total		0.00	182.78-	1,216.08
	Fund Total	1,398.86	0.00	182.78-	1,216.08
All Funds		5,684,566.63			
	Receipts		3,160,097.50	11,055,812.60	
	Disbursements		606,648.23-	3,968,210.27-	
	SSIS		642,710.96-	3,255,887.61-	
	Payroll		1,306,097.22-	6,946,190.64-	
	Total		604,641.09	3,114,475.92-	2,570,090.71

Southwest Health and Human Services

INTEGRATED FINANCIAL SYSTEMS

RM-Stmt of Revenues & Expenditures

As Of 05/2018 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2018 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	0.00	464,397.50-	928,795.00-	50	42
INTERGOVERNMENTAL REVENUES	4,004.82-	177,364.81-	187,300.00-	95	42
STATE REVENUES	25,398.26-	380,198.41-	855,647.00-	44	42
FEDERAL REVENUES	75,301.90-	566,396.90-	1,362,742.00-	42	42
FEES	17,935.82-	165,422.94-	454,980.00-	36	42
EARNINGS ON INVESTMENTS	350.41-	1,916.91-	1,600.00-	120	42
MISCELLANEOUS REVENUES	44.55-	8,906.83-	8,900.00-	100	42
TOTAL REVENUES	123,035.76-	1,764,604.30-	3,799,964.00-	46	42
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	42
PAYROLL AND BENEFITS	234,460.52	1,225,982.60	2,907,719.00	42	42
OTHER EXPENDITURES	41,568.64	377,784.20	892,245.00	42	42
TOTAL EXPENDITURES	276,029.16	1,603,766.80	3,799,964.00	42	42

Southwest Health and Human Services

INTEGRATED FINANCIAL SYSTEMS

RM-Stmt of Revenues & Expenditures

As Of 05/2018 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2018 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	620,763.19-	842,070.54-	10,127,818.00-	8	42
INTERGOVERNMENTAL REVENUES	0.00	20,000.00-	109,907.00-	18	42
STATE REVENUES	473,639.65-	1,531,123.69-	5,343,608.00-	29	42
FEDERAL REVENUES	1,155,267.73-	3,291,927.53-	7,756,313.00-	42	42
FEES	132,822.03-	886,219.23-	2,191,354.00-	40	42
EARNINGS ON INVESTMENTS	1,314.63-	9,034.85-	8,400.00-	108	42
MISCELLANEOUS REVENUES	120,870.22-	735,122.51-	993,200.00-	74	42
TOTAL REVENUES	2,504,677.45-	7,315,498.35-	26,530,600.00-	28	42
EXPENDITURES					
PROGRAM EXPENDITURES	716,577.42	4,043,440.86	10,064,471.00	40	42
PAYROLL AND BENEFITS	1,073,537.69	5,711,283.02	13,733,885.00	42	42
OTHER EXPENDITURES	158,068.78	1,020,955.60	2,732,244.00	37	42
TOTAL EXPENDITURES	1,948,183.89	10,775,679.48	26,530,600.00	41	42

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
1 FUND	Health Services Fund							
410 DEPT	General Administration							
0 PROGRAM	...		Revenue					42
			Expend.	5,646.22	19,810.79	160.00	12,382	42
			Net	5,646.22	19,810.79	160.00	12,382	42
930 PROGRAM	Administration		Revenue	480.47-	497,150.65-	939,995.00-	53	42
			Expend.	45,937.44	255,177.98	614,515.00	42	42
			Net	45,456.97	241,972.67-	325,480.00-	74	42
410 DEPT	General Administration	Totals:	Revenue	480.47-	497,150.65-	939,995.00-	53	42
			Expend.	51,583.66	274,988.77	614,675.00	45	42
			Net	51,103.19	222,161.88-	325,320.00-	68	42
481 DEPT	Nursing							
100 PROGRAM	Family Health		Revenue	175.00-	10,214.50-	18,160.00-	56	42
			Expend.	2,771.75	11,103.99	14,764.00	75	42
			Net	2,596.75	889.49	3,396.00-	26-	42
103 PROGRAM	Follow Along Program		Revenue	0.00	12,287.47-	26,966.00-	46	42
			Expend.	2,358.29	14,155.82	35,676.00	40	42
			Net	2,358.29	1,868.35	8,710.00	21	42
110 PROGRAM	TANF		Revenue	0.00	36,675.41-	127,876.00-	29	42
			Expend.	0.00	73,350.82	127,876.00	57	42
			Net	0.00	36,675.41	0.00	0	42
130 PROGRAM	WIC		Revenue	0.00	235,048.00-	435,696.00-	54	42
			Expend.	36,394.72	269,560.08	467,435.00	58	42
			Net	36,394.72	34,512.08	31,739.00	109	42
140 PROGRAM	Peer Breastfeeding Support Program		Revenue	16,244.00-	30,406.00-	78,244.00-	39	42
			Expend.	2,964.32	23,336.47	78,244.00	30	42
			Net	13,279.68-	7,069.53-	0.00	0	42
210 PROGRAM	CTC Outreach		Revenue	19,532.43-	125,998.77-	271,412.00-	46	42
			Expend.	17,073.88	99,043.54	271,412.00	36	42
			Net	2,458.55-	26,955.23-	0.00	0	42
270 PROGRAM	Maternal Child Health		Revenue	3,282.80-	64,081.92-	334,648.00-	19	42
			Expend.	21,376.18	110,323.06	315,553.00	35	42
			Net	18,093.38	46,241.14	19,095.00-	242-	42

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
280 PROGRAM	MCH Dental Health		Revenue	372.00-	21,923.86-	70,300.00-	31	42
			Expend.	1,307.48	10,513.96	48,549.00	22	42
			Net	935.48	11,409.90-	21,751.00-	52	42
285 PROGRAM	MCH Blood Lead		Revenue	0.00	0.00	1,000.00-	0	42
			Expend.	53.96	716.62	0.00	0	42
			Net	53.96	716.62	1,000.00-	72-	42
295 PROGRAM	MCH Car Seat Program		Revenue	1,132.84-	5,951.23-	33,200.00-	18	42
			Expend.	2,026.04	12,183.36	41,745.00	29	42
			Net	893.20	6,232.13	8,545.00	73	42
300 PROGRAM	Case Management		Revenue	11,845.58-	156,845.96-	368,800.00-	43	42
			Expend.	29,335.17	174,630.46	361,007.00	48	42
			Net	17,489.59	17,784.50	7,793.00-	228-	42
330 PROGRAM	MNChoices		Revenue	33,743.00-	106,768.87-	171,500.00-	62	42
			Expend.	24,949.86	118,695.49	293,918.00	40	42
			Net	8,793.14-	11,926.62	122,418.00	10	42
603 PROGRAM	Disease Prevention And Control		Revenue	394.20-	56,058.10-	157,292.00-	36	42
			Expend.	18,599.37	90,902.59	240,454.00	38	42
			Net	18,205.17	34,844.49	83,162.00	42	42
660 PROGRAM	MIIC		Revenue	0.00	0.00	1,500.00-	0	42
			Expend.	308.19	655.59	0.00	0	42
			Net	308.19	655.59	1,500.00-	44-	42
481 DEPT	Nursing	Totals:	Revenue	86,721.85-	862,260.09-	2,096,594.00-	41	42
			Expend.	159,519.21	1,009,171.85	2,296,633.00	44	42
			Net	72,797.36	146,911.76	200,039.00	73	42
483 DEPT	Health Education							
500 PROGRAM	Direct Client Services		Revenue	40.00-	3,748.74-	2,770.00-	135	42
			Expend.	1,151.13	5,523.38	61,613.00	9	42
			Net	1,111.13	1,774.64	58,843.00	3	42
510 PROGRAM	SHIP		Revenue	0.00	122,303.49-	224,631.00-	54	42
			Expend.	17,914.08	86,298.26	220,396.00	39	42
			Net	17,914.08	36,005.23-	4,235.00-	850	42
550 PROGRAM	P&I Grant		Revenue	0.00	63,478.00-	188,679.00-	34	42
			Expend.	16,141.79	61,785.53	186,869.00	33	42
			Net	16,141.79	1,692.47-	1,810.00-	94	42

Southwest Health and Human Services

INTEGRATED FINANCIAL SYSTEMS

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
900 PROGRAM	Emergency Preparedness		Revenue	30,784.62-	51,480.09-	98,295.00-	52	42
			Expend.	7,474.65	44,783.81	124,290.00	36	42
			Net	23,309.97-	6,696.28-	25,995.00	26-	42
901 PROGRAM	Med Reserve Corps		Revenue					42
			Expend.	0.00	1,039.58	0.00	0	42
			Net	0.00	1,039.58	0.00	0	42
483 DEPT	Health Education	Totals:	Revenue	30,824.62-	241,010.32-	514,375.00-	47	42
			Expend.	42,681.65	199,430.56	593,168.00	34	42
			Net	11,857.03	41,579.76-	78,793.00	53-	42
485 DEPT	Environmental Health							
800 PROGRAM	Environmental		Revenue	5,008.82-	161,183.24-	229,000.00-	70	42
			Expend.	22,244.64	120,163.74	275,682.00	44	42
			Net	17,235.82	41,019.50-	46,682.00	88-	42
820 PROGRAM	Healthy Homes Grant		Revenue	0.00	0.00	20,000.00-	0	42
			Expend.	0.00	0.00	19,806.00	0	42
			Net	0.00	0.00	194.00-	0	42
830 PROGRAM	FDA Standardization Grant		Revenue	0.00	3,000.00-	0.00	0	42
			Expend.	0.00	11.88	0.00	0	42
			Net	0.00	2,988.12-	0.00	0	42
485 DEPT	Environmental Health	Totals:	Revenue	5,008.82-	164,183.24-	249,000.00-	66	42
			Expend.	22,244.64	120,175.62	295,488.00	41	42
			Net	17,235.82	44,007.62-	46,488.00	95-	42
1 FUND	Health Services Fund	Totals:	Revenue	123,035.76-	1,764,604.30-	3,799,964.00-	46	42
			Expend.	276,029.16	1,603,766.80	3,799,964.00	42	42
			Net	152,993.40	160,837.50-	0.00	0	42

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
5 FUND	Human Services Fund							
410 DEPT	General Administration							
0 PROGRAM	...		Revenue					42
			Expend.	16,309.47	69,795.14	83,935.00	83	42
			Net	16,309.47	69,795.14	83,935.00	83	42
410 DEPT	General Administration	Totals:	Revenue					42
			Expend.	16,309.47	69,795.14	83,935.00	83	42
			Net	16,309.47	69,795.14	83,935.00	83	42
420 DEPT	Income Maintenance							
600 PROGRAM	Income Maint Administrative/Overhea		Revenue	189,329.92-	294,788.75-	3,246,752.00-	9	42
			Expend.	126,579.13	685,859.93	1,666,654.00	41	42
			Net	62,750.79-	391,071.18	1,580,098.00-	25-	42
601 PROGRAM	Income Maint/Random Moment Payro		Revenue					42
			Expend.	202,403.82	1,065,710.38	2,562,216.00	42	42
			Net	202,403.82	1,065,710.38	2,562,216.00	42	42
602 PROGRAM	Income Maint FPI Investigator		Revenue	0.00	11,610.00-	50,000.00-	23	42
			Expend.	4,922.40	25,729.55	61,111.00	42	42
			Net	4,922.40	14,119.55	11,111.00	127	42
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		Revenue	5,639.44-	18,684.01-	28,000.00-	67	42
			Expend.	5,218.92	16,337.89	18,750.00	87	42
			Net	420.52-	2,346.12-	9,250.00-	25	42
610 PROGRAM	TANF(AFDC/MFIP/DWP)		Revenue	417.00-	7,978.39-	25,000.00-	32	42
			Expend.	769.80	1,110.88	19,550.00	6	42
			Net	352.80	6,867.51-	5,450.00-	126	42
620 PROGRAM	General Asst (GA)/General Relief/Burl.		Revenue	5,595.81-	18,016.05-	25,000.00-	72	42
			Expend.	18,057.60	115,659.59	251,250.00	46	42
			Net	12,461.79	97,643.54	226,250.00	43	42
630 PROGRAM	Food Support (FS)		Revenue	12,660.25-	155,184.25-	516,000.00-	30	42
			Expend.	4,014.71	14,143.23	7,500.00	189	42
			Net	8,645.54-	141,041.02-	508,500.00-	28	42
640 PROGRAM	Child Support (IVD)		Revenue	249,220.32-	524,060.97-	1,653,893.00-	32	42
			Expend.	90,015.75	488,505.66	1,153,303.00	42	42
			Net	159,204.57-	35,555.31-	500,590.00-	7	42

Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
650 PROGRAM	Medical Assistance (MA)		Revenue	482,759.23-	1,488,351.81-	3,350,000.00-	44	42
			Expend.	51,614.57	701,083.97	2,476,000.00	28	42
			Net	431,144.66-	787,267.84-	874,000.00-	90	42
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	0.00	0.00	1,000.00-	0	42
			Expend.					42
			Net	0.00	0.00	1,000.00-	0	42
420 DEPT	Income Maintenance	Totals:	Revenue	945,621.97-	2,518,674.23-	8,895,645.00-	28	42
			Expend.	503,596.70	3,114,141.08	8,216,334.00	38	42
			Net	442,025.27-	595,466.85	679,311.00-	88-	42
431 DEPT	Social Services							
700 PROGRAM	Social Service Administrative/Overhea		Revenue	911,432.31-	1,672,981.36-	9,991,780.00-	17	42
			Expend.	189,847.53	1,081,813.38	2,754,328.00	39	42
			Net	721,584.78-	591,167.98-	7,237,452.00-	8	42
701 PROGRAM	Social Services/SSTS		Revenue					42
			Expend.	563,586.39	3,025,535.70	7,149,115.00	42	42
			Net	563,586.39	3,025,535.70	7,149,115.00	42	42
710 PROGRAM	Children's Social Services Programs		Revenue	125,990.27-	584,597.18-	1,934,098.00-	30	42
			Expend.	324,769.32	1,568,253.97	3,619,941.00	43	42
			Net	198,779.05	983,656.79	1,685,843.00	58	42
712 PROGRAM	CIRCLE Program		Revenue	0.00	11,000.00-	5,000.00-	220	42
			Expend.	864.32	2,566.57	8,000.00	32	42
			Net	864.32	8,433.43-	3,000.00	281-	42
713 PROGRAM	"SELF Program" Grant		Revenue	7,303.00-	20,511.00-	54,100.00-	38	42
			Expend.	1,855.54	9,664.90	54,100.00	18	42
			Net	5,447.46-	10,846.10-	0.00	0	42
715 PROGRAM	Childrens Waivers		Revenue	4,306.72-	33,905.19-	105,000.00-	32	42
			Expend.	0.00	0.00	10,000.00	0	42
			Net	4,306.72-	33,905.19-	95,000.00-	36	42
716 PROGRAM	FGDM/Family Group Decision Making		Revenue	0.00	30,799.71-	56,914.00-	54	42
			Expend.	3,305.27	9,561.08	56,914.00	17	42
			Net	3,305.27	21,238.63-	0.00	0	42
717 PROGRAM	AR/Alternative Response Discretion F		Revenue	13,793.75-	27,178.75-	55,175.00-	49	42
			Expend.	858.94	5,850.35	55,175.00	11	42
			Net	12,934.81-	21,328.40-	0.00	0	42

Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
718 PROGRAM	PSOP/Parent Support Outreach Progra		Revenue	5,810.00-	17,382.00-	52,446.00-	33	42
			Expend.	77.78	2,759.70	40,446.00	7	42
			Net	5,732.22-	14,622.30-	12,000.00-	122	42
720 PROGRAM	Ch Care/Ch Prot		Revenue	2,450.00-	12,482.84-	30,000.00-	42	42
			Expend.	191.87	667.81	4,500.00	15	42
			Net	2,258.13-	11,815.03-	25,500.00-	46	42
721 PROGRAM	CC-Basic Slide Fee/Cty Match to DHS		Revenue	2,168.00-	11,784.45-	40,035.00-	29	42
			Expend.	0.00	16,087.83	40,035.00	40	42
			Net	2,168.00-	4,303.38	0.00	0	42
722 PROGRAM	Child Care/MFIP		Revenue	46.50-	271.50-	1,500.00-	18	42
			Expend.					42
			Net	46.50-	271.50-	1,500.00-	18	42
726 PROGRAM	MFIP/SW MN PIC		Revenue	1,059.00-	5,444.00-	13,000.00-	42	42
			Expend.					42
			Net	1,059.00-	5,444.00-	13,000.00-	42	42
730 PROGRAM	Chemical Dependency		Revenue	55,436.13-	149,499.94-	293,000.00-	51	42
			Expend.	44,961.19	206,244.02	434,000.00	48	42
			Net	10,474.94-	56,744.08	141,000.00	40	42
740 PROGRAM	Mental Health (Both Adults/Children)		Revenue	0.00	143.30-	0.00	0	42
			Expend.					42
			Net	0.00	143.30-	0.00	0	42
741 PROGRAM	Mental Health/Adults Only		Revenue	49,560.64-	518,630.19-	1,210,635.00-	43	42
			Expend.	80,506.41	667,413.46	1,598,082.00	42	42
			Net	30,945.77	148,783.27	387,447.00	38	42
742 PROGRAM	Mental Health/Children Only		Revenue	90,441.07-	409,339.27-	864,383.00-	47	42
			Expend.	148,466.71	571,533.34	1,405,984.00	41	42
			Net	58,025.64	162,194.07	541,601.00	30	42
750 PROGRAM	Developmental Disabilities		Revenue	67,653.29-	325,952.56-	856,835.00-	38	42
			Expend.	30,776.86	153,146.42	428,185.00	36	42
			Net	36,876.43-	172,806.14-	428,650.00-	40	42
760 PROGRAM	Adult Services		Revenue	112,517.10-	535,437.39-	1,355,500.00-	40	42
			Expend.	1,838.16	10,780.08	88,800.00	12	42
			Net	110,678.94-	524,657.31-	1,266,700.00-	41	42

Southwest Health and Human Services

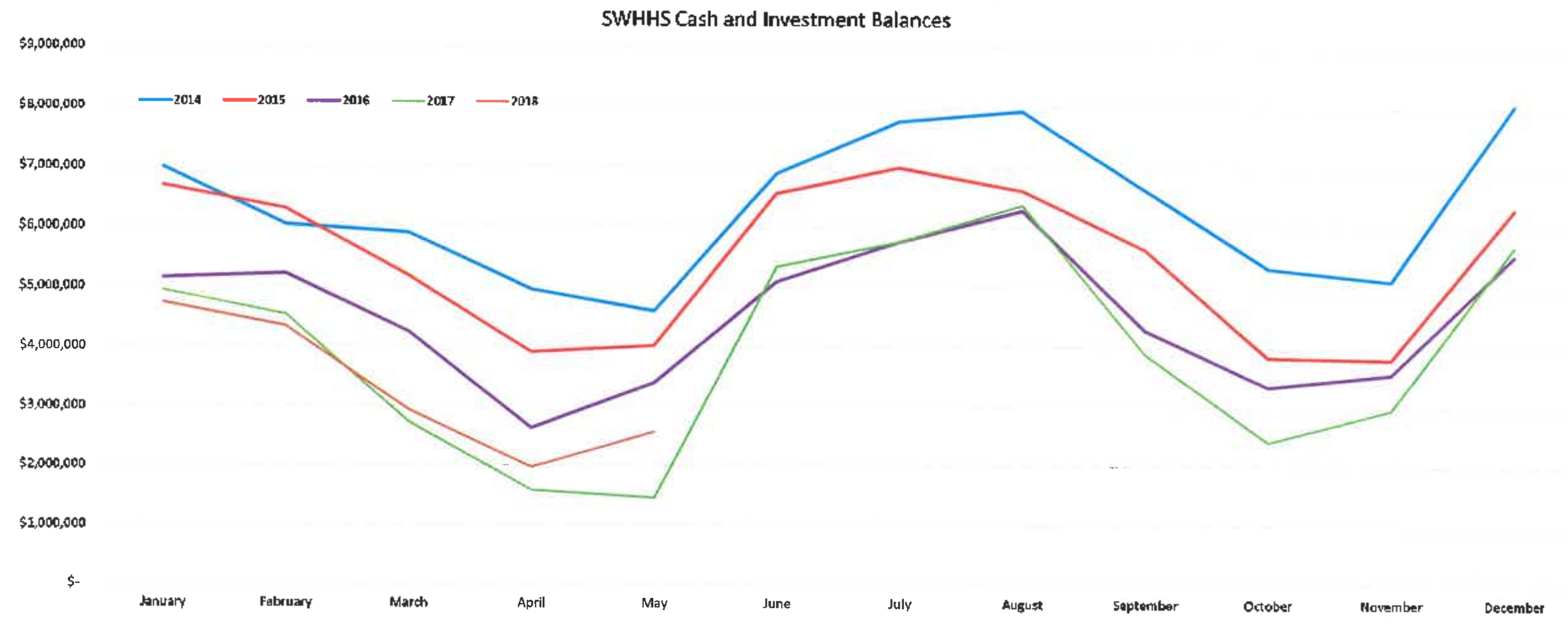
Revenues & Expend by Prog,Dept,Fund

Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
765 PROGRAM	Adults Waivers		Revenue	50,462.20-	285,546.06-	680,000.00-	42	42
			Expend.	9,050.47	39,454.81	81,250.00	49	42
			Net	41,411.73-	246,091.25-	598,750.00-	41	42
431 DEPT	Social Services	Totals:	Revenue	1,500,429.98-	4,652,886.69-	17,599,401.00-	26	42
			Expend.	1,400,956.76	7,371,333.42	17,828,855.00	41	42
			Net	99,473.22-	2,718,446.73	229,454.00	1,185	42
461 DEPT	Information Systems							
0 PROGRAM	...		Revenue	2,599.50-	18,580.43-	35,554.00-	52	42
			Expend.	27,320.96	151,078.84	401,476.00	38	42
			Net	24,721.46	132,498.41	365,922.00	36	42
461 DEPT	Information Systems	Totals:	Revenue	2,599.50-	18,580.43-	35,554.00-	52	42
			Expend.	27,320.96	151,078.84	401,476.00	38	42
			Net	24,721.46	132,498.41	365,922.00	36	42
471 DEPT	LCTS Collaborative Agency							
702 PROGRAM	LCTS		Revenue	56,026.00-	125,357.00-	0.00	0	42
			Expend.	0.00	69,331.00	0.00	0	42
			Net	56,026.00-	56,026.00-	0.00	0	42
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	56,026.00-	125,357.00-	0.00	0	42
			Expend.	0.00	69,331.00	0.00	0	42
			Net	56,026.00-	56,026.00-	0.00	0	42
5 FUND	Human Services Fund	Totals:	Revenue	2,504,677.45-	7,315,498.35-	26,530,600.00-	28	42
			Expend.	1,948,183.89	10,775,679.48	26,530,600.00	41	42
			Net	556,493.56-	3,460,181.13	0.00	0	42
FINAL TOTALS	991 Accounts		Revenue	2,627,713.21-	9,080,102.65-	30,330,564.00-	30	42
			Expend.	2,224,213.05	12,379,446.28	30,330,564.00	41	42
			Net	403,500.16-	3,299,343.63	0.00	0	42

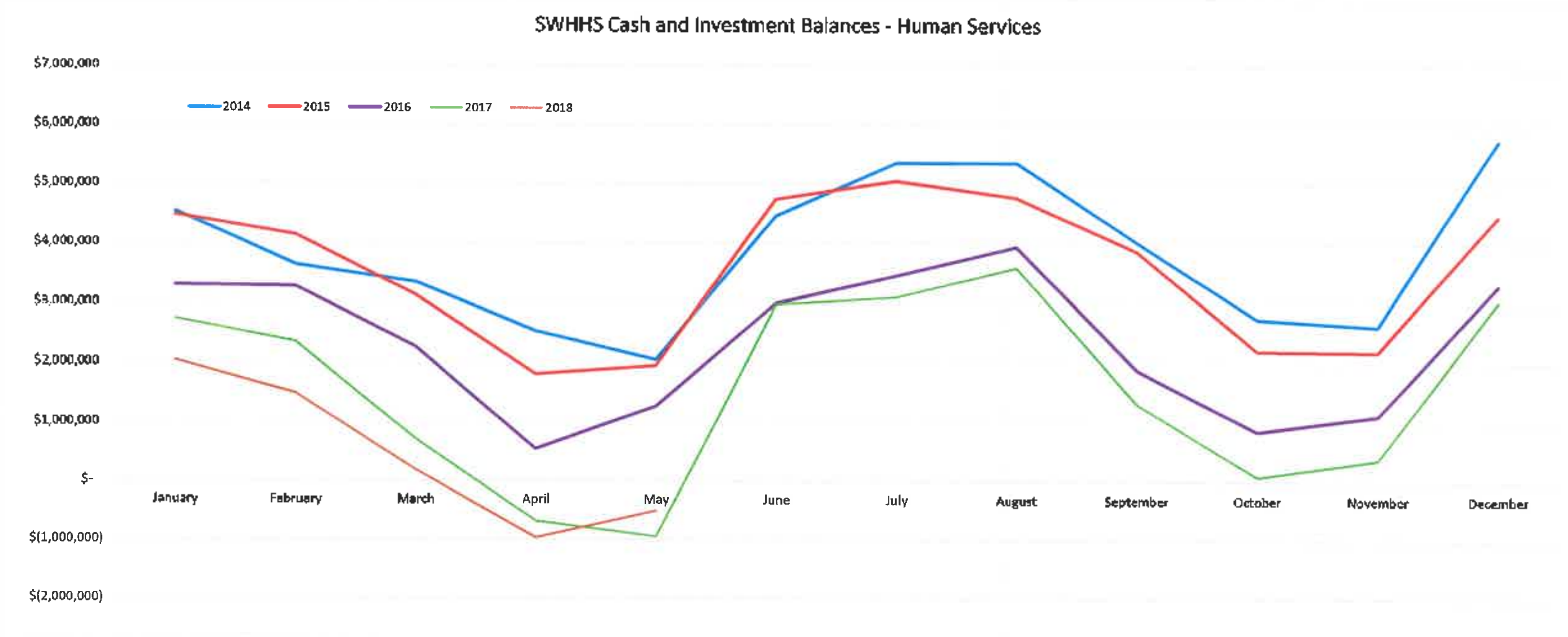
SWHHS
Total Cash and Investment Balance by Month - All Funds

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year	Average for Jan-Mar
2014	$ 6,981,225	$ 6,024,758	$ 5,889,424	$ 4,951,093	$ 4,596,515	$ 6,893,383	$ 7,769,372	$ 7,943,229	$ 6,629,326	$ 5,325,639	$ 5,113,269	$ 8,050,538	$ 6,347,314	$ 6,298,469
2015	6,677,478	6,283,515	5,177,700	3,907,689	4,019,147	6,560,423	6,992,523	6,614,414	5,631,268	3,840,913	3,805,455	6,311,344	5,485,156	6,046,231
2016	5,132,902	5,204,953	4,246,694	2,626,629	3,394,917	5,088,798	5,760,966	6,275,435	4,290,910	3,346,310	3,560,417	5,533,702	4,537,719	4,861,516
2017	4,926,902	4,524,066	2,727,751	1,578,174	1,451,586	5,337,554	5,754,867	6,366,565	3,893,362	2,417,548	2,962,222	5,684,747	3,968,779	4,059,573
2018	4,721,045	4,333,939	2,935,770	1,985,450	2,570,091								3,305,259	3,996,918



SWHHS
Total Cash and Investment Balance by Month - Human Services

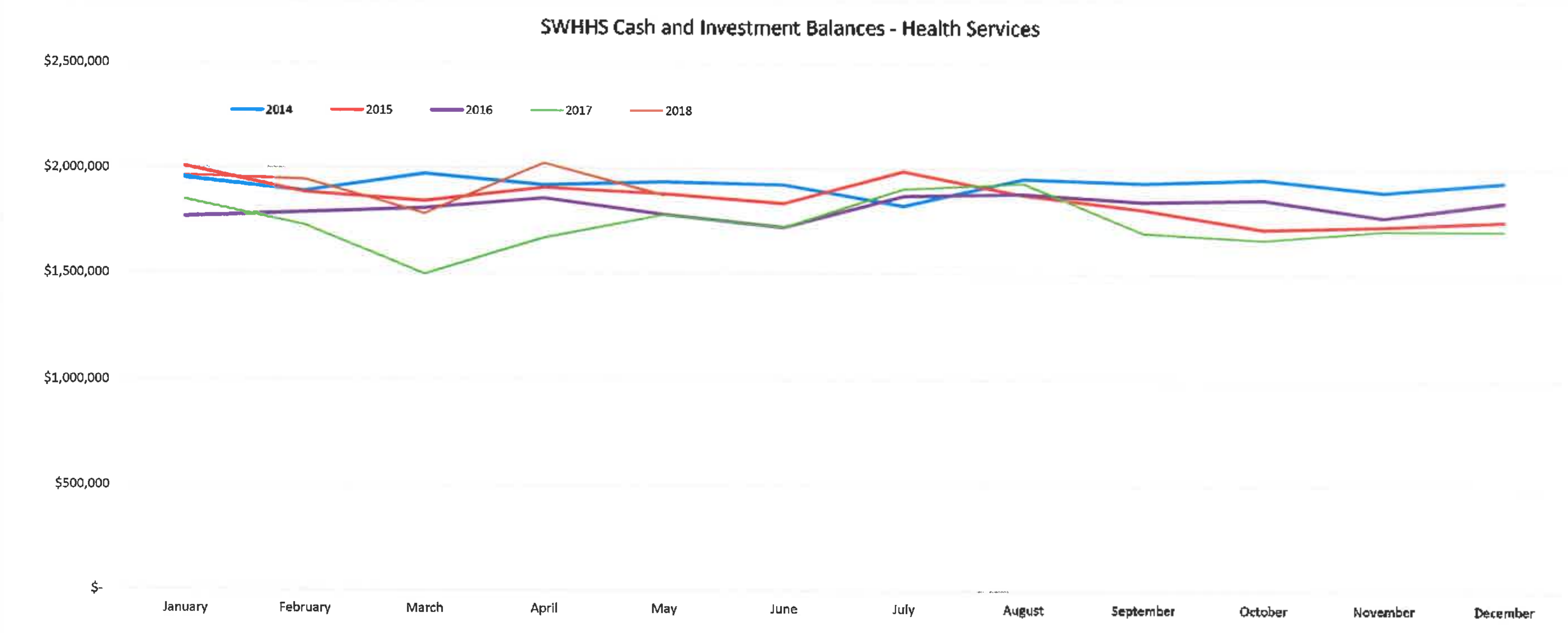
	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year	Average for Jan-Mar
2014	$ 4,524,112	$ 3,629,626	$ 3,337,291	$ 2,518,146	$ 2,049,973	$ 4,463,844	$ 5,363,273	$ 5,365,874	$ 4,025,227	$ 2,740,776	$ 2,617,746	$ 5,760,213	$ 3,866,342	$ 3,830,343
2015	4,463,245	4,128,666	3,114,956	1,805,843	1,946,746	4,743,406	5,052,793	4,776,069	3,868,017	2,206,083	2,192,119	4,467,384	3,563,944	3,902,289
2016	3.281,408	3,262,674	2,255,798	544,626	1,271,340	2,991,321	3,454,356	3,941,450	1,888,675	854,465	1,125,662	3,301,842	2,347,793	2,933,293
2017	2,721,514	2,337,060	710,989	(678,564)	(945,146)	2,972,036	3,096,421	3,693,642	1,322,586	84,999	377,553	3,035,264	1,652,363	1,923,188
2018	2,027,813	1,484,259	191,367	(965,732)	(501,975)								447,146	1,234,480



SWHHS

Total Cash and Investment Balance by Month - Public Health Services

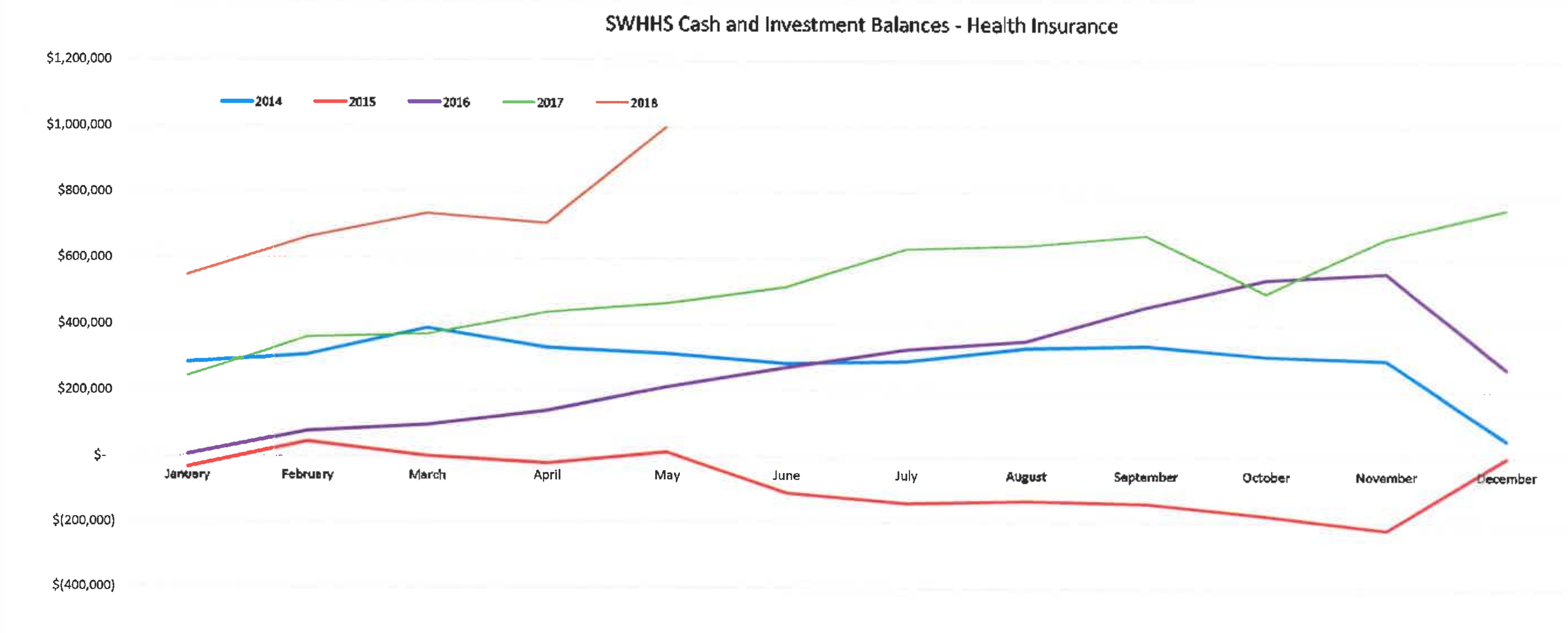
	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2014	$ 1,952,348	$ 1,889,115	$ 1,972,829	$ 1,919,041	$ 1,935,611	$ 1,923,131	$ 1,822,890	$ 1,953,891	$ 1,934,989	$ 1,954,397	$ 1,894,110	$ 1,942,821	$ 1,924,598
2015	2,005,575	1,882,682	1,841,150	1,906,755	1,876,427	1,832,808	1,987,157	1,874,490	1,806,827	1,714,863	1,730,381	1,755,463	1,851,215
2016	1,767,113	1,786,986	1,807,700	1,854,930	1,779,529	1,719,936	1,868,440	1,880,565	1,844,832	1,854,297	1,772,887	1,845,354	1,815,214
2017	1,847,930	1,726,464	1,494,924	1,667,704	1,778,697	1,720,045	1,903,355	1,930,710	1,695,806	1,663,861	1,709,269	1,709,425	1,737,349
2018	1,962,215	1,943,638	1,780,623	2,023,316	1,870,383								1,916,035



SWHHS

Total Cash and Investment Balance by Month - Health Insurance

	January	February	March	April	May	June	July	August	September	October	November	December	Average for Year
2014	$ 285,359	$ 306,046	$ 387,989	$ 330,279	$ 312,752	$ 283,536	$ 290,485	$ 330,402	$ 338,696	$ 307,535	$ 295,838	$ 52,722	$ 293,637
2015	(33,351)	43,793	830	(19,686)	13,869	(109,950)	(141,431)	(134,243)	(141,679)	(178,110)	(221,024)	-	(76,749)
2016	4,998	75,943	95,154	139,472	210,786	270,693	325,644	350,734	455,033	538,192	558,493	269,062	274,517
2017	243,432	360,090	369,064	436,168	465,169	514,005	629,735	640,875	673,434	497,528	665,075	753,857	520,703
2018	547,461	681,779	734,591	705,227	998,994								729,610



Social Services Caseload:

Yearly Averages	Adult Services	Children's Services	Total Programs
2015	2648	481	3129
2016	2669	518	3187
2017	2705	604	3308
2018			

2018	Adult Services	Children's Services	Total Programs
January	2647	604	3251
February	2650	627	3277
March	2662	632	3294
April	2699	660	3359
May	2702	651	3353
June			
July			
August			
September			
October			
November			
December			
	13360	3174	3307

Adult - Social Services Caseload

Average	Adult Brain Injury (BI)	Adult Community Alternative Care (CAC)	Adult Community Access for Disability Inclusion (CADI)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
2015	12	227	13		306	34	817	23	403	460	352	2652
2016	13	240	12	0	298	50	829	18	396	452	362	2669
2017	12	266	12	0	315	45	828	16	422	444	343	2705
2018												

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

2018	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
January	12	270	13	0	293	59	862	17	338	453	330	2647
February	12	268	13	0	293	49	856	17	366	453	323	2650
March	11	289	14	0	292	47	859	18	357	450	325	2662
April	11	293	14	0	302	45	866	19	375	453	321	2699
May	11	304	14	0	290	41	871	18	374	451	328	2702
June												
July												
August												
September												
October												
November												
December												
	11	285	14	0	294	48	863	18	362	452	325	2672

Children's - Social Services Caseload

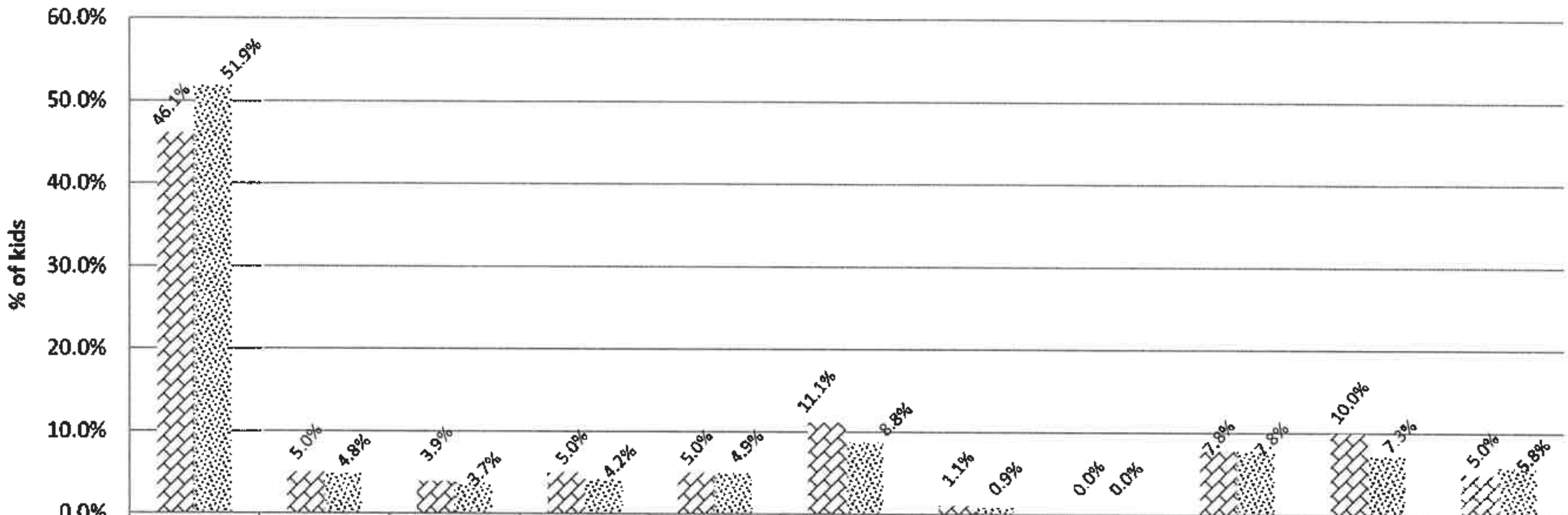
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Inter vention: Infants & Toddlers with Disabilities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

2018	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Inter vention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
January	46	20	0	10	34	188	184	104	0	0	18	604
February	46	20	0	10	36	194	196	109	0	0	16	627
March	47	21	0	10	39	194	190	113	0	0	18	632
April	46	23	0	10	39	218	204	107	0	0	13	660
May	46	26	0	11	39	203	192	115	0	0	19	651
June												
July												
August												
September												
October												
November												
December												
	46	22	0	10	37	199	193	110	0	0	17	635

2018 KIDS IN OUT OF HOME PLACEMENT - BY COUNTY

	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	YTD Average	2017 Average
Lincoln	6	7	9	9	9								8	7
Lyon	46	44	44	49	43								45	38
Murray	11	14	16	15	13								14	10
Pipestone	15	15	16	15	15								15	19
Redwood	96	92	88	85	83								89	95
Rock	14	16	16	17	17								16	16
Monthly Totals	188	188	189	190	180	0	0	0	0	0	0	0		

May 2018 - Placement by Category
180 Kids in Placement



	Foster home: 83	Foster home - corporate: 9	Group Home: 7	Residential treatment center: 9	Supervised independent living: 9	Pre-adoptive home: 20	Juvenile correctional facility (non-secure): 2	Non-custodial parent's home: 0	Child's reunification home: 14	Other: Pre-kinship home: 18	Probation Placement: 9
Month %	46.1%	5.0%	3.9%	5.0%	5.0%	11.1%	1.1%	0.0%	7.8%	10.0%	5.0%
Yearly Avg	51.9%	4.8%	3.7%	4.2%	4.9%	8.8%	0.9%	0.0%	7.8%	7.3%	5.8%

<u>May 2018:</u> Total kids in placement = 180

<u>Total of 5 Children entered placement</u>

3	Redwood	Foster Home
1	Redwood	Group Home
1	Rock	Foster Home

<u>Total of 15 Children were discharged from placement</u> (discharges from previous month)

3	Lyon	Adopted
3	Lyon	Child's Reunification Home
2	Murray	Adopted
5	Redwood	Child's Reunification Home
1	Redwood	Group Home
1	Rock	Group Home

SOUTHWEST HEALTH & HUMAN SERVICES

2018 Public Health Statistics

	WIC	Family Home Visiting	PCA Assessments	Managed Care	Dental Varnish	Refugee Health	Latent TB/DOT Medication Distribution
'12 Avg	1857	48	15	187	81		
'13 Avg	2302	37	21	211	90		
'14 Avg	2228	60	25	225	112	6	30
'15 Avg	2259	86	23	238	112	12	36
'16 Avg	2313	52	22	265	97	12	27
'17 Avg	2217	47	22	290	56	9	25

	WIC	Family Home Visiting	MnChoices PCA Assessments	Managed Care	Dental Varnish	Refugee Health	LTBI Medication Distribution	Water Tests	FPL Inspections	Immunizations	Car Seats
12/17	2187	52	16	283	24	7	18	n/a	n/a	n/a	n/a
1/18	2207	44	21	347	46	5	17	106	45	56	22
2/18	2166	42	20	308	6	7	15	96	46	70	13
3/18	2177	49	23	378	35	8	14	93	43	60	18
4/18	2167	69	21	357	30	1	10	96	42	48	21
5/18		62	22	347	21	2	9	80	46	44	30
6/18											
7/18											
8/18											
9/18											
10/18											
11/18											
12/18											

NON IVD COLLECTIONS

MAY 2018

PROGRAM		ACCOUNT	TOTAL
MSA/GRH		05-420-605.5802	5,639
TANF (MFIP/DWP/AFDC)		05-420-610.5803	417
GA		05-420-620.5803	273
FS		05-420-630.5803	1,265
CS	(PI Fee, App Fee, etc)	05-420-640.5501	1,975
MA	Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	88,089
REFUGEE		05-420-680.5803	0
CHILDRENS			
	Court Visitor Fee	05-431-700.5514	50
	Parental Fees, Holds	05-431-710.5501	3,375
	OOH/FC Recovery	05-431-710.5803	14,557
CHILDCARE			
	Licensing	05-431-720.5502	1,850
	Corp FC Licensing	05-431-710.5505	600
	Over Payments	05-431-721&722.5803	247
CHEMICAL DEPENDENCY			
	CD Assessments	05-431-730.5519	5,516
	Detox Fees	05-431-730.5520	5,441
	Over Payments	05-431-730.5803	0
MENTAL HEALTH			
	Insurance Copay	05-431-740.5803	3
	Over Payments	05-431-741 or 742.5803	0
DEVELOPMENTAL DISABILITIES			
	Insurance Copay/Overpayments	05-431-750.5803	0
ADULT			
	Court Visitor Fee	05-431-760.5803	0
	Insurance Copay/Overpayments	05-431-760.5803	0
TOTAL NON-IVD COLLECTIONS			129,297

HIGH POINT NETWORKS

2018 Mitel Gold Support Renewal

Quote Information:

Quote #: 070312
Version: 1
Delivery Date: 03/06/2018
Expiration Date: 03/30/2018

Prepared for:

SWMHHS - Marshall
Attn: Karri Harvey
607 W Main St
Marshall, 56258-3169

Prepared by:

High Point Networks, LLC
Talon Eich
Direct: (605) 553-1697
talon.eich@highpointnetworks.com

Coverage for Year Ending 12/31/2018

Support

Qty	Item	Description	Price	Recurring	Ext. Price	Ext. Recurring
13102	R-HPN-MITEL-GOLD	High Point Networks-Mitel Gold Support Coverage	$1.00	$1.00	$13,102.00	$13,102.00
125	R-54005193	Mitel Software Assurance, MiVoice Business	$0.00	$0.00	$0.00	$0.00
	APP. RECORD: 13695721 Redwood Falls-3300 Gateway / STANDARD					
265	R-54005217	Mitel Software Assurance, MiVoice Border Gateway	$0.00	$0.00	$0.00	$0.00
	APP. RECORD: 21394332 Marshall MBG / STANDARD					
125	R-54005193	Mitel Software Assurance, MiVoice Business	$0.00	$0.00	$0.00	$0.00
	APP. RECORD: 3011687 Pipestone-3300 Gateway / STANDARD					
125	R-54005193	Mitel Software Assurance, MiVoice Business	$0.00	$0.00	$0.00	$0.00
	APP. RECORD: 30435566 Ivanhoe-3300 Gateway / STANDARD					
3476.5	R-54005221	Mitel Software Assurance MiCollab	$0.00	$0.00	$0.00	$0.00
	APP. RECORD: 43497409 MAS / STANDARD					
386.4	R-54007294	Mitel Software Assurance, MiContact Center	$0.00	$0.00	$0.00	$0.00
	APP. RECORD: 52131563 SW MN Health and Human Services - MICC old site key38087 / STANDARD					
125	R-54005193	Mitel Software Assurance, MiVoice Business	$0.00	$0.00	$0.00	$0.00
	APP. RECORD: 68889361 3300 CXII Luverne MN / STANDARD					
1558	R-54005739	Mitel Software Assurance, Designated License Mgr	$0.00	$0.00	$0.00	$0.00
	APP. RECORD: 70285966 DLM for 3300's / STANDARD					
1639	R-54005193	Mitel Software Assurance, MiVoice Business	$0.00	$0.00	$0.00	$0.00
	APP. RECORD: 76655997 Marshall Main 3300 / STANDARD					
265	R-54005193	Mitel Software Assurance, MiVoice Business	$0.00	$0.00	$0.00	$0.00
	APP. RECORD: 78717843 Lyon County Public Works / STANDARD					

HIGH POINT NETWORKS

Quote Information:

Quote #: 070312

Version: 1

Delivery Date: 03/06/2018

Expiration Date: 03/30/2018

2018 Mitel Gold Support Renewal

Support

Qty	Item	Description	Price	Recurring	Ext. Price	Ext. Recurring
2814	R-54005826	Mitel Software Assurance, ULM Aggregate Enterprise	$0.00	$0.00	$0.00	$0.00
	APP. RECORD: 89543745 UCC License Manager / STANDARD					
125	R-54005193	Mitel Software Assurance, MiVoice Business	$0.00	$0.00	$0.00	$0.00
	APP. RECORD: 90320898 Slayton-3300 Gateway / STANDARD					

Recurring Subtotal: $13,102.00

Subtotal: $13,102.00

Quote Summary

Description	Amount
Support	$13,102.00

Total: $13,102.00

Recurring Expenses Summary

Description	Amount
Support	$13,102.00

Recurring Total: $13,102.00

For questions related to your quotation, please contact us using the information above. By signing below, the undersigned accepts High Point Networks Master Service Agreement and represents that he or she is authorized to execute the agreement on behalf of the customer. Acceptance of the quote online is considered acceptance of an offer and binding. All quotes are subject to shipping costs that may not be listed on the quote. Prices quoted are valid for 30 days from Quotation Date. Limitation of Liability for Consequential Damages. High Point Networks, LLC shall not be liable for any indirect, incidental, consequential, exemplary, or punitive damages of any kind or nature. All IP Telephony and projects exceeding 10 hours of service will require a 50% down payment of the total project due upon acceptance of the quotation and the remainder due within 30 days of completion. Payment for all other orders are due in 30 days subject to credit approval. Credit card usage as a form of payment may be accepted on pre-approval basis and may be subject to a convenience fee. "Optional" items on the above quote are not included in the total pricing at the bottom of the quote. Note: Once product is ordered and shipped there is NO right of return and may be subject to a restocking fee. Product cannot be returned if ordered in error. Product cannot be returned if next generation product has been released.

Signature

Date

Connect with Mitel | Gold Support

HIGH POINT NETWORKS™

CONTACT

WEST FARGO, ND
Corporate Headquarters
728 E. Beaton Dr., STE 200
West Fargo, ND 58078
Phone: 701.282.6459

BISMARCK, ND
4023 State St., STE 110
Bismarck, ND 58503
Phone: 701.223.4809

SIOUX FALLS, SD
2300 E. 54th St. N., STE 3
Sioux Falls, SD 57108
Phone: 605.789.5700

BROOKINGS, SD
422 4th St.
Brookings, SD 57006
Phone: 605.697.3060

MINNEAPOLIS, MN
7100 Northland Cir. N., STE 304
Minneapolis, MN 55428
Phone: 952.715.3490

DETROIT LAKES, MN
910 Lincoln Ave. #6
Detroit Lakes, MN 56501
Phone: 218.844.8767

BILLINGS, MT
1201 Grand Ave., STE 7
Billings, MT 59102
Phone: 406.281.7943

DENVER, CO
3450 Black Walnut Ct.
Loveland, CO 80538
Phone: 970.541.7887

www.HighPointNetworks.com

sales@highpointnetworks.com

Mitel

GOLD PARTNER SUPPORT | Partner Support Defined

HARDWARE

Advanced hardware replacement is vital to minimizing the customer's business-crippling downtime. In the unlikely event a High Point Network's customer experiences a hardware failure, our on-line request for a Mitel controller is immediately logged and shipped for next-business-day delivery to the address we designate.

- Next Business Day (best efforts) Replacement of Mitel Controllers
- Onsite Labor to Install Replacement Mitel Controllers
- Spare Equipment in Fargo, Bismarck, Grand Forks & Sioux Falls

SOFTWARE

Software updates and upgrades keep customers on the leading edge of technology. When new software is released, the detailed notes explaining the new features help customers & High Point Networks determine when to install the upgrade. Software files and documentation will be downloaded from the Mitel web site and distributed to customers under the terms of this support agreement.

- New Software Versions / Releases Plus Patches & Service Packs
- High Point Networks Remote Installation of Software Version / Release Upgrade (1 Per Year) (I.E. Major Releases 7.X To 8.X)
- All Minor Releases (X.1 To X.2) Remote Installation

TECHNICAL SUPPORT

All Technical Support is handled by High Point Networks Certified Mitel Engineers. High Point Networks Engineers are available via phone, email and our web portal 24 hours a day, 7 days a week. Major system issues are responded to within 4 hours. Minor issues are responded to by end of business day. In all support cases, software & hardware must be at manufacturer-supported levels.

- Technical Support on System Hardware And Software Problems (Diagnosis / Resolution)
- Programming Moves, Adds or Configuration Changes/Assistance (time & materials)
- Onsite Assistance by High Point Networks Technician (travel charges may apply)
- Emergency Issue Priority Response - (an emergency is an event that affects 25% or more of trunks and/or stations)

SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 7

existing policy

EFFECTIVE DATE: 01/01/11
REVISION DATE:
AUTHORITY: Southwest Health and Human Services Joint Governing Board

- - - INVESTMENT POLICY - - -

Section 1 - Purpose

a. It is the intent of this policy to define and standardize procedures to be used in the investment of Southwest Health and Human Services funds. This policy shall apply to all financial assets of the agency. Any new funds created by the Southwest Health and Human Services Governing Board shall be bound by this policy unless specifically exempted by the Southwest Health and Human Services Governing Board through resolution. These funds are accounted for in the agency's annual financial report and include General Revenue Funds.

Section 2 - Investment Objectives

a. The primary objectives of Southwest Health and Human Services, in priority order, of investment activities shall be safety, liquidity and yield.

b. Safety of Principal

The foremost objective of this investment policy is to ensure the safety of the principal of public funds. Investment transactions shall be undertaken in a manner to ensure the preservation of capital in the overall portfolio. This objective also includes minimizing credit and interest rate risk.

c. Custodial Credit Risk

Southwest Health and Human Services will minimize deposit Custodial Credit risk, which is the risk of loss of failure of the depository bank, by obtaining collateral or bond for all uninsured amounts on deposit, and obtaining necessary documentation to show compliance with state law and a perfected security interest under federal law.

Southwest Health and Human Services will minimize investment Custodial Credit Risk by permitting brokers that obtained investments for Southwest Health and Human Services to hold them only to the extend there is SIPC and excess SIPC coverage available. Securities purchased that exceed available SIPC coverage's shall be transferred to the Southwest Health and Human Services' custodian.

d. Concentration Credit Risk

Southwest Health and Human Services will minimize Concentration of Credit Risk, which is the risk of loss attributed to the magnitude of the Southwest Health and Human Services' investment in a single issuer, by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized. This will be based on the applicable opinion units.

e. Interest Rate Risk

Southwest Health and Human Services will minimize Interest Rate Risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by: 1) structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities in the open market; and 2) investing operating funds primarily in shorter-term securities, liquid asset funds, money market mutual funds, or similar investment pools and limiting the average maturity in accordance with the Southwest Health and Human Services' cash requirements.

f. Foreign Currency Risk

Southwest Health and Human Services is not authorized to invest in investments which have this type of risk.

g. Maintenance of Liquidity

Southwest Health and Human Services funds shall be managed such that they are available to meet reasonably anticipated cash flow requirements.

h. Yield/Return on Investment

The Southwest Health and Human Services investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the applicable investment risk constraints and liquidity needs. It is understood that return on investments is of secondary importance when compared to the safety of liquidity objectives described above.

Section 3 - Ethics and Conflicts of Interest

a. All officials and employees that are part of the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair one's ability to make impartial investment decisions. Also, the County Auditor/Treasurer shall disclose to the Southwest Health and Human

Services Joint Governing Board any material financial interests in financial institutions that conduct business with Southwest Health and Human Services or the County, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the Southwest Health and Human Services' investment program.

b. Standards of Prudence

The standard of prudence to be used by the County Auditor/Treasurer shall be the "Prudent Person" standard and shall be applied in the context of managing the overall investment program. The Prudent Person standard states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investments."

Section 4 - Delegation of Authority and Internal Controls

a. Responsibility for the operation of the investment program shall be the responsibility of the Director of Business Management, by the establishment of this policy shall determine standards and procedures for the operation of the investment program. For the purposes of investments the Director of Business Management will confer with the Agency Director, Board Chairperson, Board Vice-Chairperson, and Board Secretary of the Southwest Health and Human Services Governing Board; these five shall constitute an informal investment committee that will meet to discuss investment strategy and decisions as needed. However, for practical application in Southwest Health and Human Services the Lyon County Auditor/Treasurer shall only make investment transactions at the direction of the Director of Business Management or Agency Director.

When investment transactions occur the Director of Business Management shall provide the Lyon County Auditor/Treasurer (and vice versa) with all of the data necessary to update the county's financial system.

Certificates of deposit will be stored in the Lyon County vault until maturity and will be available for inspection during regular business hours. Such certificates will also be subject to verification by the issuing bank at any time.

b. Reporting

The Director of Business Management shall provide a written investment report to the Southwest Health and Human Services Governing Board at least quarterly. This report shall contain the following information:

- Size of investment portfolio, showing fund breakdown.
- Comparisons from previous reporting periods.
- Indications of current rates of return and maturities.
- Concerns for future investment transactions or cash management transactions.

In addition, the Lyon County Auditor/Treasurer may be asked to present information and or reports to Southwest Health and Human Services Governing Board upon request.

c. Authorized Investment Institutions and Dealers

Each depository used by the Southwest Health and Human Services must be one of the following

- a savings association;
- a commercial bank;
- a trust company;
- a credit union;
- an industrial loan and thrift company

d. Southwest Health and Human Services funds will be invested in instruments which meet at least one of the following criteria:

- In governmental bonds, notes, bills, mortgages, and other securities, which were direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress.
- In a general obligations of a state or local government with taxing powers which is rated "A" or better by a national bond rating service.
- In a revenue obligation of a state or local government with taxing powers which is rated "AA" or better by a national bond rating service.
- In a general obligations of the Minnesota Housing Finance Agency which was a moral obligation of the State of Minnesota and is rated "A" or better by a national bond rating service.
- In commercial paper issued by a United States corporation or its Canadian subsidiary and that:
  - Is rated in the highest quality category by at least two nationally recognized rating agencies, and
  - Matures in 270 days or less.
- In time deposits fully insured by the Federal Deposit Insurance Corporation.
- In bankers' acceptances issued by United States banks.

- In it's own temporary obligations issued under Minnesota Statute 429.091, subd. 7 (special assessments), 469.178, subd. 5 (tax increment bonds) or 475.61, subd. 6.
- Other investment instruments as allowed by Minnesota statutes (e.g. repurchase agreements, reverse repurchase agrees, mutual funds, and units of a short-term investment fund).

All brokers, dealers and other financial institutions approved by Southwest Health and Human Services shall be provided with current copies of this investment policy and shall provide in return to Southwest Health and Human Services, certifications of having read, understood and agreement to comply with this investment policy.

e. Competitive Selection of Investment Instruments

The County Auditor/Treasurer shall obtain bids from at least two (2) brokers or financial institutions on all purchases of investment instruments. When selecting the financial institutions the Auditor/Treasurer shall consider the credit worthiness, experience, and past performance of the institution. Overnight sweep investments instruments shall not be subject to this section.

f. Authorized Investments and Portfolio Composition

Investments and Depositories are restricted to those complying with the applicable sections of Minnesota Statutes 118A. Listed below are some specific examples:

- United States Government Securities
- United States Government Agencies
- Federal Instrumentalities (United States Government-Sponsored Enterprises)
- Certificates of Deposit
- Repurchase Agreements
- Commercial Paper
- Bankers' Acceptances
- Registered Investment Companies (Money Market Mutual Funds)
- MAGIC Fund
- Certain Mutual Funds

SOUTHWEST HEALTH AND HUMAN SERVICES
ADMINISTRATIVE POLICY NUMBER 7

EFFECTIVE DATE: 01/01/11
REVISION DATE: 06/20/18
AUTHORITY: Southwest Health and Human Services Joint Governing Board

- - - INVESTMENT POLICY - - -

Section 1 - Purpose

It is the intent of this policy to define and standardize procedures to be used in the investment of Southwest Health and Human Services funds. This policy shall apply to all financial assets of the agency. Any new funds created by the Southwest Health and Human Services Governing Board shall be bound by this policy unless specifically exempted by the Southwest Health and Human Services Governing Board through resolution. These funds are accounted for in the agency's annual financial report and include General Revenue Funds.

Section 2 - Investment Objectives

It is the policy of the Agency to invest public funds in a manner which provides for the following in order of importance: Safety, Liquidity, and Return on Investment (Yield), while conforming to all federal, state and local regulations governing the investment of public funds. All investments purchased by the Agency are expected to be held until maturity. The Agency will invest in securities that match the Agency's operational, short-term and longer-term core reserve needs.

a. Safety
Investments of the Agency shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

- *Credit Risk* – the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. It is the Agency's policy to invest only in securities that meet the ratings requirements set by state statute.

- *Interest Rate Risk* – the risk that changes in the market interest rates will adversely affect the fair value of an investment. The Agency's policy is to minimize interest rate risk by: (1) structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity; (2) investing operating funds in shorter-term securities, money market mutual funds, or similar investment pools; and (3) limiting the average maturity of the portfolio in accordance with the Agency's cash requirements.

- *Custodial Credit Risk* – for deposits is the risk that in the event of a financial institution failure, the Agency's deposits many not be returned to it. The Agency has adopted a policy for custodial credit risk of obtaining collateral or bond for all uninsured amounts on deposit and obtaining necessary documentation to show compliance with state law and perfected security interest under federal law.

- *Custodial Credit Risk* – for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities in the possession of an outside party. The Agency's policy to eliminate investment custodial credit risk by permitting brokers that obtain investments for the Agency to hold them only to the extent there is Securities Investor Protection Corporation (SIPC) coverage and excess SIPC coverage available or if the brokers otherwise comply with the requirements of Minn. Stat. § 118A.06.

- *Concentration of Credit Risk* – the risk of loss that may be caused by the Agency's investment is a single issuer. It is the Agency's policy to minimize this risk by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

b. Liquidity
The Agency's investment portfolio will remain liquid to enable the Agency to meet all operating requirements as reasonably anticipated. A portion of the portfolio may be placed in money market mutual funds or local government investment pools, which offer same day liquidity for short-term funds.

c. Return on Invest bet (Yield)
The Agency's investment portfolio shall be designed with the objective of attaining a market rate of return. The core of investments is limited to low-risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.

- Liquidity needs of the portfolio require that the security be sold.

d. Trading
Portfolio purchases will focus on holding investments until maturity to maintain securities at amortized cost. Excessive investment portfolio turnover commonly referred to as "trading" or "overtrading" to obtain short-term gains is not consistent with the Agency's stated investment objectives and is prohibited.

Section 3 - Ethics and Conflicts of Interest

a. All officials and employees that are part of the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair one's ability to make impartial investment decisions. Also, the Lyon County Auditor/Treasurer shall disclose to the Southwest Health and Human Services Joint Governing Board any material financial interests in financial institutions that conduct business with Southwest Health and Human Services or the County, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the Southwest Health and Human Services' investment program.

b. Standards of Prudence
The standard of prudence to be used by the Lyon County Auditor/Treasurer shall be the "Prudent Person" standard and shall be applied in the context of managing the overall investment program. The Prudent Person standard states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investments."

Section 4 - Delegation of Authority and Internal Controls

a. Responsibility for the operation of the investment program shall be the responsibility of the Fiscal Manager, by the establishment of this policy shall determine standards and procedures for the operation of the investment program. For the purposes of investments the Fiscal Manager will confer with the Agency Director, Chairperson of the Southwest Health and Human Services Finance Committee, and Lyon County Auditor/Treasurer; these four shall constitute an informal investment committee that will meet to discuss investment strategy and decisions as needed. However, for practical application in Southwest Health and Human Services the Lyon County Auditor/Treasurer shall only make investment transactions at the direction of the Fiscal Manager or Agency Director.

The Fiscal Manager, Deputy Director, and Director are responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Agency are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of the costs and benefits requires estimates and judgments by management.

Accordingly, the Fiscal Manager shall establish a process for an annual review of the procedures by the Investment Committee and an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion. Collusion is a situation where two or more employees are working in conjunction to defraud the employer.

- Separation of transaction authority from accounting and recordkeeping. By separating the person who authorizes the recording of the journal transaction from the person who performs the purchase of the transaction, a separation of duties is achieved.

- Custodial safekeeping. Securities purchased from any bank or dealer including appropriate collateral (as defined by State law) may be placed with an independent third party for custodial safekeeping.

- Avoidance of physical delivery of securities. Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.

- Clear delegation of authority to subordinate staff members.

Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.

When investment transactions occur the Fiscal Manager shall provide the Lyon County Auditor/Treasurer (and vice versa) with all of the data necessary to update the county's financial system.

Certificates of deposit will be stored in the Lyon County vault until maturity and will be available for inspection during regular business hours. Such certificates will also be subject to verification by the issuing bank at any time.

b. Reporting

The Fiscal Manager shall provide a written investment report to the Southwest Health and Human Services Governing Board and Finance Committee at least quarterly. This report shall contain the following information:

- Size of investment portfolio, showing fund breakdown.
- Comparisons from previous reporting periods.
- Indications of current rates of return and maturities.
- Concerns for future investment transactions or cash management transactions.

In addition, the Lyon County Auditor/Treasurer may be asked to present information and or reports to Southwest Health and Human Services Governing Board upon request.

The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the Agency's investment risk constraints and cash flow needs. The Agency will have a portion of its cash funds earning interest or on deposit to reduce bank fees. The investment portfolio will be structured to meet specific criteria addressing safety, liquidity and yield.

The Agency's investment strategy is conservative. The Investment Committee, based on appropriate current indexes and yields reported by similar entities with similar restrictions on investments, will review market yields.

c. Authorized Investment Institutions and Dealers

Southwest Health and Human Services will conduct investment transactions only with authorized broker/dealers that have met the following criteria:

- They act as primary or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1(Uniform Net Capital Rule).
- Submit annually to the Auditor/Treasurer a Minnesota State Auditor Broker Certification Form.

All broker/dealers relationships, providing they meet the above requirements, will be approved by the Investment Committee and maintained at the discretion of the Fiscal Manager and Lyon County Auditor/Treasurer. The Agency will seek to diversify and allow for comparable quotes on investment transactions. The purchase of all investments must be from institutional brokers.

d. Authorized and Suitable Investments

Based on the investment objectives as defined in section III of this policy, the Agency will limit its investments to the following types of securities:

- Savings accounts and time deposits at authorized depositories of Agency funds and collateralized.

- United States Securities including bonds, notes, bills, mortgages or other securities which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress. Mortgage-backed securities that are defined as high risk or in certificates of deposit secured by letters of credit issued by federal home loan banks are not permissible investments.

- General obligation bonds of state or local governments rated A or better by a national bond rating service.

- Revenue obligations of state or local governments rated AA or better by a national bond rating service.

- A general obligation of the Minnesota housing finance agency which is a moral obligation of the state of Minnesota and is rated A or better by a national bond rating agency.

- Certificates of Deposits (Time Deposits) that are fully insured by the Federal Deposit Insurance Corporation. For time deposits above FDIC coverage, collateral must meet the requirements of Section e.

- Bankers' acceptances of United States banks, eligible for purchase by the Federal Reserve System, that mature in 270 days or less. Evaluation of the financial strength of the accepting bank is necessary through purchasing acceptances only from banks with a minimum A (very strong bank) rating by a nationally recognized rating agency.

- Commercial paper issued by United States corporations or their Canadian subsidiaries that is rated in the highest quality category by at least two nationally recognized rating agencies and matures in 270 days or less.

- Money Market Mutual Funds which are rated Aa or higher, by at least one nationally recognized statistical rating organization, invests in securities with a final maturity no longer than 13 months, are generally government backed and do not have a floating Net Asset Value (NAV).

- The Minnesota Association of Governments Investing for Counties (MAGIC) is a local government investment pool that is a joint powers entity for the purpose of allowing Minnesota Counties and instrumentalities of Counties to pool their investment funds to seek the highest possible investment yield, while maintaining liquidity and preserving capital.

- Repurchase agreements consisting of collateral allowable in Minnesota Statute, section 118A.04, and reverse repurchase agreements may be entered into with any of the following entities:

  (1) A financial institution qualified as a "depository" of public funds of the government entity.

  (2) Any other financial institution which is a member of the Federal Reserve System and whose combined capital and surplus equals or exceeds $10,000,000.

  (3) A primary reporting dealer in the United States government securities to the Federal Reserve Bank of New York.

  (4) A securities broker-dealer licensed pursuant to chapter 80A, or an affiliate of it, regulated by the Securities and Exchange Commission and maintaining a combined capital and surplus

of $40 million or more, exclusive of subordinated debt.

- Reverse agreements may only be entered into for a period of 90 days or less and only to meet short-term cash flow needs. In no event may reverse repurchase agreements be entered into for the purpose of generating cash for investments, except as stated in Minnesota Statute, section 118.05, subdivision 3.

- Securities lending agreements. Securities lending agreements, including custody agreements, may be entered into with a financial institution meeting the qualifications of Minnesota Statute 118A.05, subdivision 2, clause (1) or (2), and having an office located in Minnesota. Securities lending transactions may be entered into with entities meeting the qualifications of subdivision 2 and the collateral for such transactions shall be restricted to the securities described in section 118A.05 subdivision 3 and section 118A.04.

Diversification
Investments shall be diversified by:

- Limiting investments to avoid over-concentration in securities from a specific issuer,
- Limiting investment in securities that have higher credit risks,
- Investing in securities with varying maturities.

Appropriate asset diversification can help reduce the risk of loss resulting from the over-concentration of assets in a specific maturity, issuer, institution, or class of securities.

Maturities
The Agency shall structure the maturity of investments as follows:

- A majority of the Agency's reserve funds will be invested in securities maturing in ten years or less, with no more than 20% of the County's reserve funds being invested in securities maturing in more than ten years,
- Maturities will be diversified to avoid undue concentration of assets in a specific sector,
- Maturities selected shall provide for stability of income and reasonable liquidity. Because of the inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

e. Safekeeping and Custody

Eligible Institutions

Investments, contracts, and agreements may be held in safekeeping with:

- Any Federal Reserve Bank.
- Any bank authorized under the laws of the United States or any state to exercise corporate trust powers including, but not limited to, the bank from which the investment is purchased.
- Primary reporting dealer in the United States government securities to the Federal Reserve Bank of New York.
- A securities broker/dealer licensed under chapter 80A, or an affiliate of it, and regulated by the Securities and Exchange Commission; provided that the government entity's ownership of all securities is evidenced by written acknowledgements identifying the securities by the names of the issuers, maturity dates, interest rates, CUSIP number, or other distinguishing marks.
- The Agency's ownership of all securities in which the fund is invested should be evidenced by written acknowledgements identifying the securities by:

  (1) The names of the issuers.
  (2) The maturity dates.
  (3) The interest rates.
  (4) Any serial numbers or other distinguishing marks.

The Agency may not invest in securities that are both uninsured and not registered in the name of the Agency and are held by either the counterparty or the counterparty's trust department or agent, but not in the name of the Agency.

Public deposit shall be made in a qualified public depository as established by state laws.

Investment Advisors

The Agency may enter into contracts with third-party investment advisory firms when their services are deemed beneficial to the County. The advisor must comply with this Investment Policy and may have authority to transact investments on behalf of the Agency. The advisor may act on a discretionary basis if they are hired to provide transactional services on behalf of the Agency.

Collateral

In accordance with Minn. Stat. § 118A, the total amount of the collateral computed at its market value shall be at least ten percent more than the amount on deposit at the close of the financial institution's banking day, except that where the collateral is irrevocable standby letters of credit issued by Federal Home Loan Banks, the amount of collateral shall be at least equal to the amount on deposit at the close of the financial institution's banking day. The financial institution may furnish both a surety bond and collateral aggregating the required amount.

Collateralization will be required on the following types of investments:
- Certificates of Deposit (Time Deposits) and Demand Deposits in excess of FDIC coverage
- Repurchase agreements for investment held beyond 7 days
- Bank deposits held over FDIC coverage in each institution.

Collateral is limited to securities allowable pursuant to Minn. Stat. § 118A.03.

For cash deposits on hand, collateralization shall be in the form of specific securities with an active secondary market for the County held by an independent third party. The only exceptions are Federal Depository Insurance Corporation (FDIC), Securities Investor Protection Corporation (SIPC) and pre-approved insurance coverage.

In order to anticipate market change and provide a level of security for all funds, the collateralization level will be 110% of market value of principal and accrued interest. The underlying securities will be subject to periodic (monthly) market valuations to ensure there is no market exposure.

f. Policy Exceptions

The Finance Committee will review all exceptions to this investment policy. Exceptions may include the following instances:
- A security whose rating falls below the minimum rating criteria specified in this policy will be reviewed within a reasonable time by the Investment Committee to determine the appropriate course of action. A security may be purchased if at least one rating meets the minimum ratings criteria set forth herein.
- Security and portfolio allocation limits will be determined at the time of purchase. If an asset class surpasses the appropriate allocation limit due to changes in portfolio composition, the Finance Committee shall be notified and will review the portfolio to determine what action, if any, should be taken.

SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 26

EFFECTIVE DATE: 06/20/18
REVISION DATE:
AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- PHASED RETIREMENT OPTION (PRO) ---

Section 1 - Policy Statement

a. Legislation passed in 2009 allows employers the option to offer a Phased Retirement Option (PRO) to employees who are members of the Public Employees Retirement Association of MN (PERA) Coordinated and Basic plans if they meet specific eligibility requirements. When PRO is offered, this allows members the option to begin receiving PERA pension without formally resigning and promotes efficient operations of the Agency by retaining experienced workforce talent.

b. The choice to offer a PRO agreement is at the sole discretion of the employer. Southwest Health and Human Services (SWHHS) recognizes the PRO program can provide a mutual benefit to SWHHS and the eligible employee dependent on a variety of factors unique to each situation and will offer PRO agreements only in those cases warranted by business need as determined by the Director, Human Resources and the SWHHS Governing Board. The Governing Board will regard each request individually that has been forwarded by the Director. Any prior determination will not set precedence for future requests. Terms and conditions of employment, including but not limited to benefits, hours of work, job duties and rate of pay will be set forth by SWHHS specific to the PRO arrangement.

Section 2 - Eligibility and Requirements

a. SWHHS retains sole discretion in offering the Phased Retirement Option (PRO) to an employee. Initial PRO offers must not exceed one year, but can be renewed for periods of up to a year for a total of five years. SWHHS, the employer, is under no obligation to renew a PRO Agreement. To qualify, a member must:

- Agree to a reduction of hours worked of at least 25 percent, per pay period, not to exceed 1,040 hours per year;
- Meet all other requirements for a pension from PERA;
- Be at least 62 years of age;
- Have worked at least half time, 1040 hours per year, in a PERA-covered position for a minimum of five years immediately prior to beginning Phased Retirement; and
- Not be eligible for the State Employee Postretirement Option program.

b. If mutually agreeable between the member and his or her employer, the member may begin collecting a PERA benefit without the normally required 30-day break in service and prohibition against having any agreement to return to work with the current employer. Participants are also exempt from PERA's earnings limits that apply prior to full Social Security retirement age. In addition, neither the member nor the employer is required to make any further contributions to PERA.

c. Since the member is now receiving a pension, he or she will cease to earn service credits and there will be no future adjustment to the high-five average salary for PERA purposes. Employee will be eligible for increases either negotiated through collective bargaining or approved by the Governing Board.

d. Upon the completion of the phased retirement, a member must meet the requirements normally applied to someone who is terminating public service, including the prohibition of any future employment agreement, and the minimum 30-day break in public service. If the retiree later returns to PERA-covered employment, the earnings limits would apply.

e. To participate, the employee must make a request in writing to their supervisor, the Director and Human Resources. The Director will determine if the request will be taken to the Governing Board. If approved by the Governing Board, the member and employer must file a Phased Retirement Agreement form with PERA.

f. A current retiree cannot participate in the program.

g. The option is set to sunset June 30, 2019. Continuation of the option would require legislative action.

Additional information, guidelines and frequently asked questions relating to the Phased Retirement Option program can be found on the Public Employees Retirement Association of Minnesota website at http://www.mnpera.org.

JUNE 2018

GRANTS ~ AGREEMENTS ~ CONTRACTS

Board review/approval

- ☐ **Lutheran Social Services of SD (Sioux Falls, SD)** – 07/01/18 to 06/30/19; Rule 5 Mental health residential treatment services, $254.70/day (2% increase) (renewal).
  Fiscal Note: 2017 - $36,955

- ☐ **Mary Rademacher (Marshall, MN)** – 01/01/18 to 12/31/18; Family Group Decision Making, purchased services not to exceed $53/hour (no rate change) (renewal).
  Fiscal Note: 2017 - $987

- ☐ **Child Welfare Disparities Grant (DHS)** – 04/15/16 to ~~06/30/18~~ 06/30/19; An amendment in cooperation with the Lower Sioux Tribe to provide child welfare services to at risk children of the Lower Sioux with an extension to the term and increased allocation; new SFY19 allocation of $37,205.70 (original $313,851 allocated as $34,432 SFY16, $137,728 SFY17, and $141,691 SFY18) (amendment).
  Fiscal Note: 2017 – expenses reimbursed through grant

- ☐ **Lower Sioux Indian Community- Child Welfare Disparities Grant (Morton, MN)** – 04/15/16 to ~~06/30/18~~ 06/30/19; An amendment in cooperation with DHS to provide child welfare services to at risk children of the Lower Sioux with an extension to the term and increased allocation; new SFY19 allocation of $37,205.70 (original $313,851 allocated as $34,432 SFY16, $137,728 SFY17, and $141,691 SFY18) (amendment).
  Fiscal Note: 2017 – expenses reimbursed through grant

- ☐ **Pipestone Publishing (Pipestone, MN)** – 07/01/18 to 06/30/19; Contract for media consultation services for the Planning and Implementation grant to complete its Positive Community Norms (PCN) media campaign, $1,250/mo for a total of $15,000 (no change) (renewal).
  Fiscal Note: 2017 – expenses reimbursed through grant

- ☐ **Prairie Five Community Action Council Inc (Montevideo, MN)** – 05/04/18 to 12/31/18; client transportation services, rate of $.83/mile (.55 IRS rate + .28 administrative fee) (no rate change) (renewal).
  Fiscal Note: 2017 - $1,208