SOUTHWEST
HEALTH & HUMAN
SERVICES

Southwest Health and Human Services
Board Agenda
Wednesday, July 18, 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 06/20/18 board minutes

D. Introduce New Staff: None

E. Employee Recognition:
- Kelly Kaare, 1 year, Social Worker, Redwood
- Beth Wilms, 1 year, Director, Marshall
- Ann Abraham, 5 years, Public Health Nurse, Marshall
- Krista Kopperud, 5 years, Health & Human Services Planner, Slayton
- Angela Voss, 20 years, Case Aide, Pipestone

F. Financial

HUMAN SERVICES (cont.)

G. Caseload

	06/18	*06/17*	05/18	04/18
Social Service	3,780	*3,807*	3,805	3,816
Licensing	450	*473*	452	457
Out-of-Home Placements	168	*190*	180	190
Income Maintenance	12,008	*12,134*	12,046	11,985
Child Support Cases	3,303	*3,395*	3,282	3,277
Child Support Collections	$810,131	*$826,682*	$835,772	$833,082
Non IV-D Collections	$61,343	*$56,410*	$129,297	$197,038

H. Discussion/Information
1. CADI/BI & DD Work- Jenifer Klein, Julie Schuelke & Sherri Pickthorn

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 06/20/18 board minutes

L. Financial

COMMUNITY HEALTH (cont.)

M. Caseload

	06/18	05/18	04/18
WIC	N/A	2196	2167
Family Home Visiting	55	62	69
PCA Assessments	21	22	21
Managed Care	287	347	357
Dental Varnishing	16	21	30
Refugee Health	8	2	1
Latent TB Medication Distribution	9	9	10
Water Tests	119	80	96
FPL Inspections	76	46	42
Immunizations	88	44	48
Car Seats	16	30	21

N. Discussion/Information

1.

O. Decision Items

1.

GOVERNING BOARD

P. Call to order

Q. Consent Agenda

1. Amend/Approval of Agenda
2. Identification of Conflict of Interest
3. Approval of 06/20/18 board minutes

R. Financial

S. Discussion/Information

1. Update from Finance Committee- Charlie Sanow
2. SEED Update- Krista Kopperud

T. Decision Items

1. Leave without pay request
2. Private Auditor Quotes for Professional Services
3. Request for Positions:
    a. County Agency Social Worker- Child Protection
    b. County Agency Social Worker
    c. Collections Officer
    d. Eligibility Worker
    e. Public Health Nurse
4. Donations:
    - Bethany Lutheran Churches (Arco & Ivanhoe) donated children's clothes, blankets and diapers to children in need
    - Good Shepherd Lutheran Sunday School donated bags for children moving into foster care
5. Contracts
6. Closed Session- Director Wilms' 12-month evaluation

U. Adjournment

Next Meeting Dates:

- **Wednesday, August 15, 2018 – Marshall (meeting location in SWHHS 1 & 2)**
- **Wednesday, September 19, 2018 – Marshall**
- **Wednesday, October 17, 2018 – Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

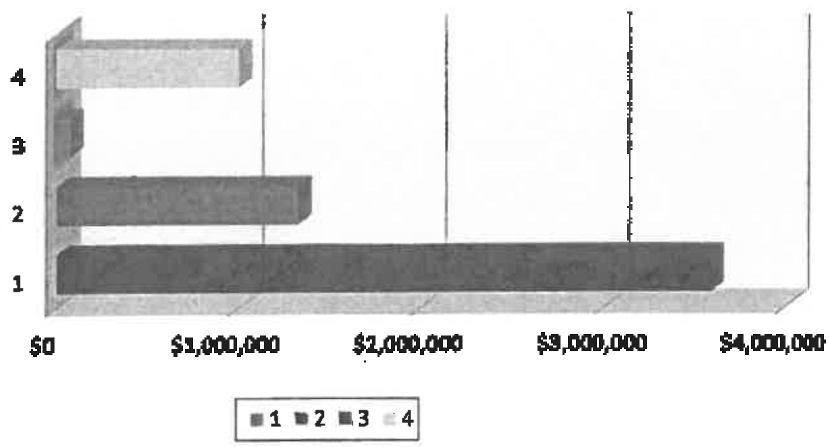
Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne Offices

SUMMARY OF FINANCIAL ACCOUNTS REPORT For the Month Ending: **June 30, 2018**

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

Description	Month	Running Balance	
BEGINNING BALANCE		**$1,672,162**	
RECEIPTS			
Monthly Receipts	2,666,537		
County Contribution	4,972,742		
Interest on Savings	1,312		
TOTAL MONTHLY RECEIPTS		7,640,591	
DISBURSEMENTS			
Monthly Disbursements	5,734,586		
TOTAL MONTHLY DISBURSEMENTS		5,734,586	
ENDING BALANCE		**$3,578,167**	
REVENUE			
Checking/Money Market	*$3,578,167*		
Bremer Savings	*$1,323,632*		
Great Western Bank Savings	*$75,608*		
Investments - MAGIC Fund	*$1,000,000*		**June 2017 Ending Balance**
ENDING BALANCE		**$5,977,407**	**$5,338,528**
DESIGNATED/RESTRICTED FUNDS			
Agency Health Insurance		$688,218	
LCTS Lyon Murray Collaborative		$89,601	
LCTS Rock Pipestone Collaborative		$65,038	
LCTS Redwood Collaborative		$9,201	
Local Advisory Council		$1,216	
AVAILABLE CASH BALANCE		**$5,124,133**	

REVENUE DESIGNATION



SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER

June 2018

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	BALANCE FORWARD				1,672,162.25
6/1/18	4237 ACH	Disb		46.78	1,672,115.47
6/1/18	89171-89194	Disb		15,438.17	1,656,677.30
6/1/18	4238-4251 ACH	Disb		6,073.30	1,650,604.00
6/1/18	89195-89236	Disb		125,480.47	1,525,123.53
6/1/18	29652-29674	Dep	96,248.70		1,621,372.23
6/4/18	9706	Disb		303,100.32	1,318,271.91
6/5/18	29675-29722	Dep	1,995,020.36		3,313,292.27
6/6/18	VOID 87786	Disb		(270.00)	3,313,562.27
6/7/18	9707	Disb		3,065.07	3,310,497.20
6/8/18	8345-8362	Payroll		140,654.61	3,169,842.59
6/8/18	51195-51440 ACH	Payroll		492,465.37	2,677,377.22
6/8/18	89237-89303	Disb		9,005.09	2,668,372.13
6/8/18	4252 ACH	Disb		30.36	2,668,341.77
6/8/18	89304-89384	Disb		365,898.67	2,302,443.10
6/8/18	4253-4315 ACH	Disb		71,182.72	2,231,260.38
6/8/18	29723-29779	Dep	1,698,473.31		3,929,733.69
6/11/18	9708	Disb		24,062.96	3,905,670.73
6/12/18	29780-29817	Dep	5,097.50		3,910,768.23
6/13/18	9709	Disb		12,609.18	3,898,159.05
6/14/18	9710	Disb		42,418.94	3,855,740.11
6/15/18	89385-89424	Disb		6,693.84	3,849,046.27
6/15/18	89425-89509	Disb		311,461.13	3,537,585.14
6/15/18	4316-4352 ACH	Disb		86,480.08	3,451,105.06
6/15/18	29818-29880	Dep	288,359.38		3,739,464.44
6/18/18	9711	Disb		115,525.89	3,623,938.55
6/18/18	Transfer to Savings	Transfer		1,500,000.00	2,123,938.55
6/19/18	29881-29919	Dep	9,770.43		2,133,708.98
6/20/18	9712	Disb		8,650.39	2,125,058.59
6/22/18	89510-89607	Disb		13,772.80	2,111,285.79
6/22/18	89608-89783	Disb		84,467.79	2,026,818.00
6/22/18	4353-4354 ACH	Disb		799.06	2,026,018.94
6/22/18	89784-89832	Disb		4,663.05	2,021,355.89
6/22/18	4355-4356 ACH	Disb		254.86	2,021,101.03
6/22/18	89833-89882	Disb		131,721.54	1,889,379.49
6/22/18	4357-4368 ACH	Disb		1,177.34	1,888,202.15
6/22/18	8363-8380	Payroll		138,286.48	1,749,915.67
6/22/18	51441-51685 ACH	Payroll		484,429.91	1,265,485.76
6/21/18	Transfer from Savings	Disb	1,000,000.00		2,265,485.76
6/22/18	9713	Disb		885.90	2,264,599.86
6/22/18	29920-29982	Dep	1,495,417.83		3,760,017.69
6/25/18	9714	Disb		47,143.76	3,712,873.93
6/25/18	VOID 89491	Disb		(26.00)	3,712,899.93
6/25/18	VOID 89516	Disb		(261.00)	3,713,160.93
6/25/18	VOID 89700	Disb		(1,851.97)	3,715,012.90
6/25/18	JE455 Investment-Magic	Disb		1,000,000.00	2,715,012.90
6/27/18	9715	Disb		10,109.01	2,704,903.89
6/26/18	29983-29988, 29993-30020	Dep	52,431.29		2,757,335.18
6/28/18	29989-29992,30021-30061	Dep	999,772.25		3,757,107.43
6/29/18	89883-89900	Disb		1,607.40	3,755,500.03
6/29/18	89901-89971	Disb		173,739.11	3,581,760.92
6/29/18	4369-4387 ACH	Disb		3,593.86	3,578,167.06
					3,578,167.06
					3,578,167.06
					3,578,167.06
					3,578,167.06
	Balanced 07/02/18 LMD	TOTALS	7,640,591.05	5,734,586.24	

Savings - Bremer	1,323,632.36
Savings - Great Western	75,607.98
Investments - Magic Fund	1,000,000.00
TOTAL BALANCE	[illegible]

SOUTHWEST HEALTH AND HUMAN SERVICES BREMER BANK SAVINGS REGISTER

June 2018

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	DISBURSEMENTS	BALANCE
	BALANCE FORWARD				822,376.94
6/5/2018	35684	Interest	1,255.42		823,632.36
6/18/2018	Transfer from Checking	Transfer	1,500,000.00		2,323,632.36
6/25/2018	Transfer to Checking	Transfer		1,000,000.00	1,323,632.36
					1,323,632.36
					1,323,632.36
					1,323,632.36
					1,323,632.36
					1,323,632.36
					1,323,632.36
					1,323,632.36
					1,323,632.36
					1,323,632.36
					1,323,632.36

SOUTHWEST HEALTH AND HUMAN SERVICES GREAT WESTERN BANK SAVINGS REGISTER

JUNE 2018

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	DISBURSEMENTS	BALANCE
	BALANCE FORWARD				75,551.52
6/5/2018	35885	Interest	56.46		75,607.98
					75,607.98
					75,607.98
					75,607.98
					75,607.98
					75,607.98
					75,607.98
					75,607.98
					75,607.98
					75,607.98
					75,607.98
					75,607.98
					75,607.98

SOUTHWEST HEALTH AND HUMAN SERVICES MAGIC FUND REGISTER

JUNE 2018

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	DISBURSEMENTS	BALANCE
	BALANCE FORWARD				0.00
6/25/2018	Investment		1,000,000.00		1,000,000.00
					1,000,000.00
					1,000,000.00
					1,000,000.00
					1,000,000.00
					1,000,000.00
					1,000,000.00
					1,000,000.00
					1,000,000.00
					1,000,000.00
					1,000,000.00
					1,000,000.00
					1,000,000.00

Fund		Dept	Beginning Balance	This Month	YTD	Current Balance
1	Health Services Fund					
			1,709,545.07			
	Receipts			203,306.94	1,967,960.50	
	Disbursements			57,393.49-	435,226.95-	
	Payroll			222,951.96-	1,449,020.76-	
	Journal Entries			160,000.00-	159,913.80-	
	Fund Total			237,038.51-	76,201.01-	1,633,344.06
5	Human Services Fund	410 General Administration				
			189,947.30			
	Receipts			53,845.59	312,953.17	
	Disbursements			60,172.90-	309,767.32-	
	Payroll			15,980.47-	95,288.07-	
	Dept Total			22,307.78-	92,102.22-	97,845.08
5	Human Services Fund	420 Income Maintenance				
			2,690,331.05-			
	Receipts			1,950,785.26	4,469,773.53	
	Disbursements			280,805.76-	1,551,384.78-	
	Payroll			350,229.98-	2,270,834.75-	
	Journal Entries			290,000.00-	290,030.22-	
	Dept Total			1,029,749.52	357,523.78	2,332,807.27-
5	Human Services Fund	431 Social Services				
			8,275,091.90			
	Receipts			4,142,081.92	8,819,444.07	
	Disbursements			96,828.21-	666,888.20-	
	SSIS			797,831.71-	4,053,719.32-	
	Payroll			640,422.28-	4,210,229.58-	
	Journal Entries			550,000.00-	550,055.98-	
	Dept Total			2,056,999.72	661,447.01-	7,613,644.89
5	Human Services Fund	461 Information Systems				
			2,739,744.12-			
	Receipts			11,086.13	29,741.18	
	Disbursements			486.13-	1,237.42-	

Southwest Health and Human Services

INTEGRATED FINANCIAL SYSTEMS

Treasurer's Cash Trial Balance

As of 06/2018

Fund			Beginning Balance		This Month	YTD	Current Balance
		Payroll			26,251.68-	176,853.85-	
		Dept Total			15,651.68-	148,150.09-	2,887,894.21-
5	Human Services Fund			471	LCTS Collaborative Agency		
			0.00				
		Receipts			0.00	125,357.00	
		Disbursements			56,026.00-	125,357.00-	
		Dept Total			56,026.00-	0.00	0.00
		Fund Total	3,034,964.03		2,992,763.78	544,175.54-	2,490,788.49
61	Agency Health Insurance						
			753,857.36				
		Receipts			221,855.07	1,843,563.08	
		Disbursements			532,630.65-	1,909,201.98-	
		Fund Total			310,775.58-	65,638.90-	688,218.46
71	LCTS Lyon Murray Collaborative Fund			471	LCTS Collaborative Agency		
			93,353.73				
		Receipts			25,012.00	56,047.00	
		Disbursements			9,125.00-	59,800.00-	
		Dept Total			15,887.00	3,753.00-	89,600.73
		Fund Total	93,353.73		15,887.00	3,753.00-	89,600.73
73	LCTS Rock Pipestone Collaborative Fund			471	LCTS Collaborative Agency		
			44,725.46				
		Receipts			11,026.00	22,947.00	
		Disbursements			0.00	2,634.00-	
		Dept Total			11,026.00	20,313.00	65,038.46
		Fund Total	44,725.46		11,026.00	20,313.00	65,038.46
75	Redwood LCTS Collaborative			471	LCTS Collaborative Agency		
			46,722.12				

Southwest Health and Human Services

Treasurer's Cash Trial Balance As of 06/2018

Fund		Beginning Balance	This Month	YTD	Current Balance
	Receipts		22,904.00	49,929.00	
	Disbursements		87,450.00-	87,450.00-	
	Dept Total......		64,546.00-	37,521.00-	9,201.12
	Fund Total.....	46,722.12	64,546.00-	37,521.00-	9,201.12
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		6,641,902.93	17,697,715.53	
	Disbursements		1,180,918.16-	5,149,128.43-	
	SSIS		797,831.71-	4,053,719.32-	
	Payroll		1,255,836.37-	8,202,027.01-	
	Journal Entries		1,000,000.00-	1,000,000.00-	
	Total		2,407,316.69	707,159.23-	4,977,407.40

Southwest Health and Human Services

INTEGRATED FINANCIAL SYSTEMS

Trial Balance
As of 06/2018

Report Basis: Cash

1 Health Services Fund

Account			Beginning Balance	Actual This- Month	Actual Year- To- Date	Current Balance
		------------- Assets-------------				
1001	Cash in Bank - Checking		1,709,545.07	237,038.51-	76,201.01-	1,833,344.06
1080	Investments		0.00	160,000.00	160,000.00	160,000.00
		Total Assets	1,709,545.07	77,038.51-	83,798.99	1,793,344.06
		--- Liabilities and Balance-----				
		Liabilities				
		Total Liabilities	0.00	0.00	0.00	0.00
		Fund Balance				
2881	Unassigned Fund Balance		1,709,545.07-	0.00	0.00	1,709,545.07-
2886	Revenue Control		0.00	203,306.94-	1,967,911.24-	1,967,911.24-
2887	Expenditure Control		0.00	280,345.45	1,884,112.25	1,884,112.25
		Total Fund Balance	1,709,545.07-	77,038.51	83,798.99-	1,793,344.06-
		Total Liabilities and Balance	1,709,545.07-	77,038.51	83,798.99-	1,793,344.06-
410	General Administration					
		------------- Assets-------------				
		Total Assets	0.00	0.00	0.00	0.00
		--- Liabilities and Balance-----				
		Liabilities				
		Total Liabilities	0.00	0.00	0.00	0.00
		Total Liabilities and Balance	0.00	0.00	0.00	0.00
1	Health Services Fund		0.00	0.00	0.00	0.00

Southwest Health and Human Services

INTEGRATED FINANCIAL SYSTEMS

Trial Balance
As of 06/2018
Report Basis: Cash

Account		Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
410	General Administration				
	------------- Assets -------------				
1001	Cash In Bank - Checking	189,947.30	22,307.78-	92,102.22-	97,845.08
	Total Assets	189,947.30	22,307.78-	92,102.22-	97,845.08
	--- Liabilities and Balance -----				
	Liabilities				
2090	Due To Flexible Plan Employees	220.17	646.63-	647.33-	427.16-
	Total Liabilities	220.17	646.63-	647.33-	427.16-
	Fund Balance				
2650	Assigned for Software Purchases	64,377.00	0.00	0.00	64,377.00
2881	Unassigned Fund Balance	254,544.47-	0.00	0.00	254,544.47-
2887	Expenditure Control	0.00	22,954.41	92,749.55	92,749.55
	Total Fund Balance	190,167.47-	22,954.41	92,749.55	97,417.92-
	Total Liabilities and Balance	189,947.30-	22,307.78	92,102.22	97,845.08-
420	Income Maintenance				
	------------- Assets -------------				
1001	Cash In Bank - Checking	2,690,331.05-	1,029,749.52	357,523.78	2,332,807.27-
1090	Investments	0.00	290,000.00	290,000.00	290,000.00
	Total Assets	2,690,331.05-	1,319,749.52	647,523.78	2,042,807.27-
	--- Liabilities and Balance -----				
	Liabilities				
2020	Accounts Payable	0.00	76,758.89-	0.00	0.00
	Total Liabilities	0.00	76,758.89-	0.00	0.00
	Fund Balance				
2881	Unassigned Fund Balance	2,690,331.05	0.00	0.00	2,690,331.05
2885	Revenue Control	0.00	1,950,785.28-	4,469,459.51-	4,469,459.51-
2887	Expenditure Control	0.00	707,794.65	3,821,935.73	3,821,935.73
	Total Fund Balance	2,690,331.05	1,242,990.63-	647,523.78-	2,042,807.27
	Total Liabilities and Balance	2,690,331.05	1,319,749.52-	647,523.78-	2,042,807.27
431	Social Services				

Southwest Health and Human Services

INTEGRATED FINANCIAL SYSTEMS

Trial Balance
As of 06/2018 Report Basis: Cash

5 Human Services Fund

Account		Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
	------------- Assets -------------				
1001	Cash In Bank - Checking	8,275,091.90	2,056,999.72	661,447.01-	7,613,644.89
1060	Investments	0.00	550,000.00	550,000.00	550,000.00
1205	County Advances - MFIP (Chippewa Cty)	80,749.47	0.00	0.00	80,749.47
	Total Assets	8,355,841.37	2,606,999.72	111,447.01-	8,244,394.36
	--- Liabilities and Balance -----				
	Liabilities				
	Total Liabilities	0.00	0.00	0.00	0.00
	Fund Balance				
2881	Unassigned Fund Balance	8,355,841.37-	0.00	0.00	8,355,841.37-
2885	Revenue Control	0.00	4,139,424.92-	8,792,187.45-	8,792,187.45-
2887	Expenditure Control	0.00	1,532,425.20	8,903,634.46	8,903,634.46
	Total Fund Balance	8,355,841.37-	2,606,999.72-	111,447.01	8,244,394.36-
	Total Liabilities and Balance	8,355,841.37-	2,606,999.72-	111,447.01	8,244,394.36-

461 Information Systems

Account		Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
	------------- Assets -------------				
1001	Cash In Bank - Checking	2,739,744.12-	15,651.68-	148,150.09-	2,887,894.21-
	Total Assets	2,739,744.12-	15,651.68-	148,150.09-	2,887,894.21-
	--- Liabilities and Balance -----				
	Liabilities				
	Total Liabilities	0.00	0.00	0.00	0.00
	Fund Balance				
2881	Unassigned Fund Balance	2,739,744.12	0.00	0.00	2,739,744.12
2885	Revenue Control	0.00	11,086.13-	29,666.56-	29,666.56-
2887	Expenditure Control	0.00	26,737.81	177,816.65	177,816.65
	Total Fund Balance	2,739,744.12	15,651.68	148,150.09	2,887,894.21
	Total Liabilities and Balance	2,739,744.12	15,651.68	148,150.09	2,887,894.21

471 LCTS Collaborative Agency

Account		Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
	------------- Assets -------------				
1001	Cash In Bank - Checking	0.00	56,026.00-	0.00	0.00
	Total Assets	0.00	56,026.00-	0.00	0.00
	--- Liabilities and Balance -----				

Southwest Health and Human Services

Trial Balance
As of 06/2018 | Report Basis: Cash

5 Human Services Fund

Account		Beginning Balance	Actual This- Month	Actual Year- To- Date	Current Balance
	Liabilities				
	Total Liabilities	0.00	0.00	0.00	0.00
	Fund Balance				
2886	Revenue Control	0.00	0.00	125,357.00-	125,357.00-
2887	Expenditure Control	0.00	56,026.00	125,357.00	125,357.00
	Total Fund Balance	0.00	56,026.00	0.00	0.00
	Total Liabilities and Balance	0.00	56,026.00	0.00	0.00
5	Human Services Fund	0.00	0.00	0.00	0.00

Southwest Health and Human Services

RM-Stmt of Revenues & Expenditures

As Of 06/2018 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	50
INTERGOVERNMENTAL REVENUES	3,450.64-	180,816.45-	187,300.00-	97	50
STATE REVENUES	72,947.64-	453,146.05-	855,647.00-	53	50
FEDERAL REVENUES	85,885.51-	552,282.41-	1,362,742.00-	48	50
FEES	40,764.96-	206,177.90-	454,980.00-	45	50
EARNINGS ON INVESTMENTS	209.89-	2,126.80-	1,600.00-	133	50
MISCELLANEOUS REVENUES	58.30-	8,965.13-	8,900.00-	101	50
TOTAL REVENUES	203,306.94-	1,967,911.24-	3,799,964.00-	52	50
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	50
PAYROLL AND BENEFITS	222,951.96	1,448,934.56	2,907,719.00	50	50
OTHER EXPENDITURES	57,393.49	435,177.69	892,245.00	49	50
TOTAL EXPENDITURES	280,345.45	1,884,112.25	3,799,964.00	50	50

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Southwest Health and Human Services

RM-Stmt of Revenues & Expenditures

As Of 06/2018 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2018 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	4,972,742.08-	5,814,812.60-	10,127,818.00-	57	50
INTERGOVERNMENTAL REVENUES	418.99-	20,418.99-	109,907.00-	19	50
STATE REVENUES	196,896.45-	1,728,020.14-	5,343,608.00-	32	50
FEDERAL REVENUES	591,129.14-	3,883,056.67-	7,756,313.00-	50	50
FEES	268,204.38-	1,154,423.61-	2,191,354.00-	53	50
EARNINGS ON INVESTMENTS	1,101.99-	10,136.84-	8,400.00-	121	50
MISCELLANEOUS REVENUES	70,803.32-	805,801.67-	993,200.00-	81	50
TOTAL REVENUES	6,101,296.33-	13,416,670.52-	26,530,600.00-	51	50
EXPENDITURES					
PROGRAM EXPENDITURES	1,124,523.87	5,167,840.57	10,064,471.00	51	50
PAYROLL AND BENEFITS	1,039,858.35	6,751,141.37	13,733,885.00	49	50
OTHER EXPENDITURES	181,555.85	1,202,511.45	2,732,244.00	44	50
TOTAL EXPENDITURES	2,345,938.07	13,121,493.39	26,530,600.00	49	50

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					50
			Expend.	4,929.43	24,740.22	160.00	15,463	50
			Net	4,929.43	24,740.22	160.00	15,463	50
930 PROGRAM	Administration		Revenue	432.02-	497,582.67-	939,995.00-	53	50
			Expend.	44,741.34	299,919.32	614,515.00	49	50
			Net	44,309.32	197,663.35-	325,480.00-	61	50
410 DEPT	General Administration	Totals:	Revenue	432.02-	497,582.67-	939,995.00-	53	50
			Expend.	49,670.77	324,659.54	614,675.00	53	50
			Net	49,238.75	172,923.13-	325,320.00-	53	50
481 DEPT	Nursing							
100 PROGRAM	Family Health		Revenue	845.00-	11,059.50-	18,160.00-	61	50
			Expend.	1,123.89	12,227.88	14,764.00	83	50
			Net	278.89	1,168.38	3,396.00-	34-	50
103 PROGRAM	Follow Along Program		Revenue	0.00	12,287.47-	26,966.00-	46	50
			Expend.	1,357.51	15,513.33	35,676.00	43	50
			Net	1,357.51	3,225.86	8,710.00	37	50
110 PROGRAM	TANF		Revenue	0.00	36,675.41-	127,876.00-	29	50
			Expend.	0.00	73,350.82	127,876.00	57	50
			Net	0.00	36,675.41	0.00	0	50
130 PROGRAM	WIC		Revenue	65,698.00-	300,746.00-	435,696.00-	69	50
			Expend.	36,791.13	306,351.21	467,435.00	66	50
			Net	28,906.87-	5,605.21	31,739.00	18	50
140 PROGRAM	Peer Breastfeeding Support Program		Revenue	0.00	30,406.00-	78,244.00-	39	50
			Expend.	3,578.57	26,915.04	78,244.00	34	50
			Net	3,578.57	3,490.96-	0.00	0	50
210 PROGRAM	CTC Outreach		Revenue	17,260.68-	143,259.45-	271,412.00-	53	50
			Expend.	18,080.28	117,123.82	271,412.00	43	50
			Net	819.60	26,135.63-	0.00	0	50
270 PROGRAM	Maternal Child Health		Revenue	17,646.31-	81,728.23-	334,648.00-	24	50
			Expend.	17,380.52	127,703.58	315,553.00	40	50
			Net	265.79-	45,975.35	19,095.00-	241-	50

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	410.00-	22,333.88-	70,300.00-	32	50
			Expend.	1,424.31	11,938.27	48,549.00	25	50
			Net	1,014.31	10,395.59-	21,751.00-	48	50
285 PROGRAM	MCH Blood Lead		Revenue	0.00	0.00	1,000.00-	0	50
			Expend.	99.04	815.66	0.00	0	50
			Net	99.04	815.66	1,000.00-	82-	50
295 PROGRAM	MCH Car Seat Program		Revenue	1,501.38-	7,452.61-	33,200.00-	22	50
			Expend.	3,406.75	15,590.11	41,745.00	37	50
			Net	1,905.37	8,137.50	8,545.00	95	50
300 PROGRAM	Case Management		Revenue	29,991.57-	186,837.53-	368,800.00-	51	50
			Expend.	31,170.03	205,800.49	361,007.00	57	50
			Net	1,178.46	18,962.96	7,793.00-	243-	50
330 PROGRAM	MNChoices		Revenue	20,719.76-	127,488.63-	171,500.00-	74	50
			Expend.	20,714.69	139,410.08	293,918.00	47	50
			Net	5.17-	11,921.45	122,418.00	10	50
603 PROGRAM	Disease Prevention And Control		Revenue	19,151.68-	75,209.78-	157,292.00-	48	50
			Expend.	17,368.94	108,271.53	240,454.00	45	50
			Net	1,782.74-	33,061.75	83,162.00	40	50
960 PROGRAM	MIIC		Revenue	0.00	0.00	1,500.00-	0	50
			Expend.	3.82	659.41	0.00	0	50
			Net	3.82	659.41	1,500.00-	44-	50
481 DEPT	Nursing	Totals:	Revenue	173,224.38-	1,035,484.47-	2,096,594.00-	49	50
			Expend.	152,499.38	1,161,671.23	2,296,633.00	51	50
			Net	20,725.00-	126,186.76	200,039.00	63	50
483 DEPT	Health Education							
500 PROGRAM	Direct Client Services		Revenue	1,145.17-	4,893.91-	2,770.00-	177	50
			Expend.	1,825.87	7,349.25	61,613.00	12	50
			Net	680.70	2,455.34	58,843.00	4	50
510 PROGRAM	SHIP		Revenue	23,943.73-	146,247.22-	224,631.00-	65	50
			Expend.	14,383.08	99,829.11	220,396.00	45	50
			Net	9,560.65-	46,418.11-	4,235.00-	1,096	50
550 PROGRAM	P&I Grant		Revenue	0.00	63,478.00-	188,679.00-	34	50
			Expend.	32,613.49	95,251.25	186,869.00	51	50
			Net	32,613.49	31,773.25	1,810.00-	1,755-	50

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
900 PROGRAM	Emergency Preparedness		Revenue	0.00	51,480.09-	98,295.00-	52	50
			Expend.	7,421.15	52,204.96	124,290.00	42	50
			Net	7,421.15	724.87	25,995.00	3	50
901 PROGRAM	Med Reserve Corps		Revenue					50
			Expend.	0.00	1,039.58	0.00	0	50
			Net	0.00	1,039.58	0.00	0	50
483 DEPT	Health Education	Totals:	Revenue	25,088.90-	266,099.22-	514,375.00-	52	50
			Expend.	56,243.59	255,674.15	593,168.00	43	50
			Net	31,154.69	10,425.07-	78,793.00	13-	50
485 DEPT	Environmental Health							
800 PROGRAM	Environmental		Revenue	4,561.64-	165,744.88-	229,000.00-	72	50
			Expend.	21,931.71	142,095.45	275,682.00	52	50
			Net	17,370.07	23,649.43-	46,682.00	51-	50
820 PROGRAM	Healthy Homes Grant		Revenue	0.00	0.00	20,000.00-	0	50
			Expend.	0.00	0.00	19,806.00	0	50
			Net	0.00	0.00	194.00-	0	50
830 PROGRAM	FDA Standardization Grant		Revenue	0.00	3,000.00-	0.00	0	50
			Expend.	0.00	11.88	0.00	0	50
			Net	0.00	2,988.12-	0.00	0	50
485 DEPT	Environmental Health	Totals:	Revenue	4,561.64-	168,744.88-	249,000.00-	68	50
			Expend.	21,931.71	142,107.33	295,488.00	48	50
			Net	17,370.07	26,637.55-	46,488.00	57-	50
1 FUND	Health Services Fund	Totals:	Revenue	203,306.94-	1,967,911.24-	3,799,964.00-	52	50
			Expend.	280,345.45	1,884,112.25	3,799,964.00	50	50
			Net	77,038.51	83,798.99-	0.00	0	50

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					50
			Expend.	22,954.41	92,749.55	83,935.00	111	50
			Net	22,954.41	92,749.55	83,935.00	111	50
410 DEPT	General Administration	Totals:	Revenue					50
			Expend.	22,954.41	92,749.55	83,935.00	111	50
			Net	22,954.41	92,749.55	83,935.00	111	50
420 DEPT	Income Maintenance							
600 PROGRAM	Income Maint Administrative/Overhea		Revenue	1,325,590.09-	1,620,378.84-	3,246,752.00-	50	50
			Expend.	121,382.63	807,242.56	1,666,654.00	48	50
			Net	1,204,207.46-	813,136.28-	1,580,098.00-	51	50
601 PROGRAM	Income Maint/Random Moment Payro		Revenue					50
			Expend.	197,464.67	1,263,175.05	2,562,216.00	49	50
			Net	197,464.67	1,263,175.05	2,562,216.00	49	50
602 PROGRAM	Income Maint FPI Investigator		Revenue	13,495.00-	25,105.00-	50,000.00-	50	50
			Expend.	5,139.45	30,869.00	61,111.00	51	50
			Net	8,355.55-	5,764.00	11,111.00	52	50
605 PROGRAM	MN Supplemental Aid (MSA)/GRH		Revenue	1,473.88-	20,157.89-	28,000.00-	72	50
			Expend.	0.00	16,337.89	18,750.00	87	50
			Net	1,473.88-	3,820.00-	9,250.00-	41	50
610 PROGRAM	TANF(AFDC/MFIP/DWP)		Revenue	597.00-	8,575.39-	25,000.00-	34	50
			Expend.	0.00	1,110.88	19,550.00	6	50
			Net	597.00-	7,464.51-	5,450.00-	137	50
620 PROGRAM	General Asst (GA)/General Relief/Buri		Revenue	1,709.36-	19,725.41-	25,000.00-	79	50
			Expend.	6,000.00	121,659.59	251,250.00	48	50
			Net	4,290.64	101,934.18	226,250.00	45	50
630 PROGRAM	Food Support (FS)		Revenue	125,005.90-	280,190.15-	516,000.00-	54	50
			Expend.	392.15	14,535.38	7,500.00	194	50
			Net	124,613.75-	265,654.77-	508,500.00-	52	50
640 PROGRAM	Child Support (IVD)		Revenue	265,442.12-	789,503.09-	1,653,893.00-	48	50
			Expend.	87,168.40	575,674.06	1,153,303.00	50	50
			Net	178,273.72-	213,829.03-	500,590.00-	43	50

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
650 PROGRAM	Medical Assistance (MA)		Revenue	217,471.93-	1,705,823.74-	3,350,000.00-	51	50
			Expend.	290,247.35	991,331.32	2,476,000.00	40	50
			Net	72,775.42	714,492.42-	874,000.00-	82	50
680 PROGRAM	Refugee Cash Assistance (RCA)		Revenue	0.00	0.00	1,000.00-	0	50
			Expend.					50
			Net	0.00	0.00	1,000.00-	0	50
420 DEPT	Income Maintenance	Totals:	Revenue	1,950,785.28-	4,469,459.51-	8,895,645.00-	50	50
			Expend.	707,794.65	3,821,935.73	8,216,334.00	47	50
			Net	1,242,990.63-	647,523.78-	679,311.00-	95	50
431 DEPT	Social Services							
700 PROGRAM	Social Service Administrative/Overhea		Revenue	3,599,007.59-	5,271,988.95-	9,991,780.00-	53	50
			Expend.	183,134.20	1,264,947.58	2,754,328.00	46	50
			Net	3,415,873.39-	4,007,041.37-	7,237,452.00-	55	50
701 PROGRAM	Social Services/SSTS		Revenue					50
			Expend.	544,809.52	3,570,345.22	7,149,115.00	50	50
			Net	544,809.52	3,570,345.22	7,149,115.00	50	50
710 PROGRAM	Children's Social Services Programs		Revenue	92,832.51-	677,305.53-	1,934,098.00-	35	50
			Expend.	302,871.14	1,871,000.95	3,619,941.00	52	50
			Net	210,038.63	1,193,695.42	1,685,843.00	71	50
712 PROGRAM	CIRCLE Program		Revenue	0.00	11,000.00-	5,000.00-	220	50
			Expend.	768.01	3,334.58	8,000.00	42	50
			Net	768.01	7,665.42-	3,000.00	256-	50
713 PROGRAM	"SELF Program" Grant		Revenue	0.00	20,511.00-	54,100.00-	38	50
			Expend.	4,102.02	13,766.92	54,100.00	25	50
			Net	4,102.02	6,744.08-	0.00	0	50
715 PROGRAM	Childrens Waivers		Revenue	4,841.64-	38,746.83-	105,000.00-	37	50
			Expend.	0.00	0.00	10,000.00	0	50
			Net	4,841.64-	38,746.83-	95,000.00-	41	50
716 PROGRAM	FGDM/Family Group Decision Making		Revenue	10,074.99-	40,874.70-	56,914.00-	72	50
			Expend.	1,148.76	10,709.84	56,914.00	19	50
			Net	8,926.23-	30,164.86-	0.00	0	50
717 PROGRAM	AR/Alternative Response Discretion F		Revenue	0.00	27,178.75-	55,175.00-	49	50
			Expend.	2,608.36	8,458.71	55,175.00	15	50
			Net	2,608.36	18,720.04-	0.00	0	50

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
718 PROGRAM	PSOP/Parent Support Outreach Progra		Revenue	371.00-	17,753.00-	52,446.00-	34	50
			Expend.	492.85	3,252.55	40,446.00	8	50
			Net	121.85	14,500.45-	12,000.00-	121	50
720 PROGRAM	Ch Care/Ch Prot		Revenue	2,750.00-	15,232.84-	30,000.00-	51	50
			Expend.	906.75	1,574.56	4,500.00	35	50
			Net	1,843.25-	13,658.28-	25,500.00-	54	50
721 PROGRAM	CC-Basic Slide Fee/Cty Match to DHS		Revenue	2,034.00-	13,818.45-	40,035.00-	35	50
			Expend.	0.00	16,087.83	40,035.00	40	50
			Net	2,034.00-	2,269.38	0.00	0	50
722 PROGRAM	Child Care/MFIP		Revenue	0.00	271.50-	1,500.00-	18	50
			Expend.					50
			Net	0.00	271.50-	1,500.00-	18	50
726 PROGRAM	MFIP/SW MN PIC		Revenue	826.00-	6,270.00-	13,000.00-	48	50
			Expend.					50
			Net	826.00-	6,270.00-	13,000.00-	48	50
730 PROGRAM	Chemical Dependency		Revenue	9,881.25-	159,381.19-	293,000.00-	54	50
			Expend.	49,120.60	255,364.62	434,000.00	59	50
			Net	39,239.35	95,983.43	141,000.00	68	50
740 PROGRAM	Mental Health (Both Adults/Children)		Revenue	0.00	143.30-	0.00	0	50
			Expend.					50
			Net	0.00	143.30-	0.00	0	50
741 PROGRAM	Mental Health/Adults Only		Revenue	108,739.82-	627,370.01-	1,210,635.00-	52	50
			Expend.	216,737.18	884,150.64	1,598,082.00	55	50
			Net	107,997.36	256,780.63	387,447.00	66	50
742 PROGRAM	Mental Health/Children Only		Revenue	89,365.41-	498,704.68-	864,383.00-	58	50
			Expend.	171,419.26	742,952.60	1,405,984.00	53	50
			Net	82,053.85	244,247.92	541,601.00	45	50
750 PROGRAM	Developmental Disabilities		Revenue	50,411.55-	376,364.11-	856,835.00-	44	50
			Expend.	30,360.99	183,507.41	428,185.00	43	50
			Net	20,050.56-	192,856.70-	428,650.00-	45	50
760 PROGRAM	Adult Services		Revenue	107,877.99-	643,315.38-	1,355,500.00-	47	50
			Expend.	3,113.79	13,893.87	88,800.00	16	50
			Net	104,764.20-	629,421.51-	1,266,700.00-	50	50

Southwest Health and Human Services

Revenues & Expend by Prog,Dept,Fund

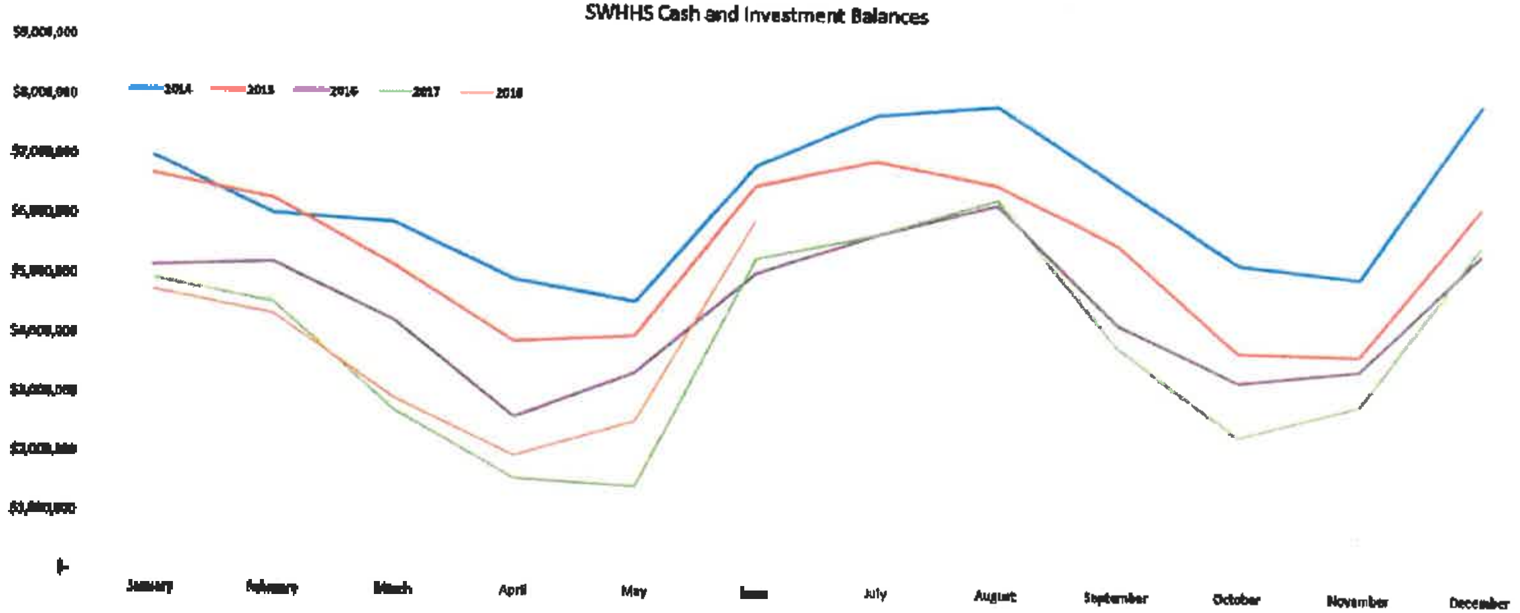
Report Basis: Cash

Element	Description	Account Number		Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
765 PROGRAM	Adults Waivers		Revenue	60,411.17-	345,957.23-	680,000.00-	51	50
			Expend.	20,831.77	60,286.58	81,250.00	74	50
			Net	39,579.40-	285,670.65-	598,750.00-	48	50
431 DEPT	Social Services	Totals:	Revenue	4,139,424.92-	8,792,187.45-	17,599,401.00-	50	50
			Expend.	1,532,425.20	8,903,634.46	17,828,855.00	50	50
			Net	2,606,999.72-	111,447.01	229,454.00	49	50
461 DEPT	Information Systems							
0 PROGRAM	...		Revenue	11,086.13-	29,666.56-	35,554.00-	83	50
			Expend.	26,737.81	177,816.65	401,476.00	44	50
			Net	15,651.68	148,150.09	365,922.00	40	50
461 DEPT	Information Systems	Totals:	Revenue	11,086.13-	29,666.56-	35,554.00-	83	50
			Expend.	26,737.81	177,816.65	401,476.00	44	50
			Net	15,651.68	148,150.09	365,922.00	40	50
471 DEPT	LCTS Collaborative Agency							
702 PROGRAM	LCTS		Revenue	0.00	125,357.00-	0.00	0	50
			Expend.	56,026.00	125,357.00	0.00	0	50
			Net	56,026.00	0.00	0.00	0	50
471 DEPT	LCTS Collaborative Agency	Totals:	Revenue	0.00	125,357.00-	0.00	0	50
			Expend.	56,026.00	125,357.00	0.00	0	50
			Net	56,026.00	0.00	0.00	0	50
5 FUND	Human Services Fund	Totals:	Revenue	6,101,296.33-	13,416,670.52-	26,530,600.00-	51	50
			Expend.	2,345,938.07	13,121,493.39	26,530,600.00	49	50
			Net	3,755,358.26-	295,177.13-	0.00	0	50
FINAL TOTALS	999 Accounts		Revenue	6,304,603.27-	15,384,581.76-	30,330,564.00-	51	50
			Expend.	2,626,283.52	15,005,605.64	30,330,564.00	49	50
			Net	3,678,319.75-	378,976.12-	0.00	0	50

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	$ 6,961,225	$ 6,024,756	$ 5,889,424	$ 4,951,093	$ 4,596,515	$ 6,893,383	$ 7,769,372	$ 7,943,229	$ 6,629,326	$ 5,326,639	$ 5,113,269	$ 8,060,538	$ 6,347,314	$ 6,298,469
2015	6,677,476	6,283,515	5,177,700	3,907,689	4,019,147	6,660,423	6,992,523	6,614,414	5,631,266	3,840,913	3,805,456	6,311,344	5,485,156	6,046,231
2016	5,132,902	5,204,953	4,246,694	2,629,629	3,394,917	5,068,798	5,750,966	6,275,435	4,290,910	3,348,310	3,560,417	5,533,702	4,537,719	4,861,516
2017	4,926,902	4,524,086	2,727,751	1,578,174	1,451,686	5,387,654	5,754,867	6,366,665	3,893,362	2,417,548	2,962,222	5,664,747	3,968,779	4,059,573
2018	4,721,045	4,333,939	2,936,770	1,965,450	2,570,091	5,977,467							3,750,617	3,996,918

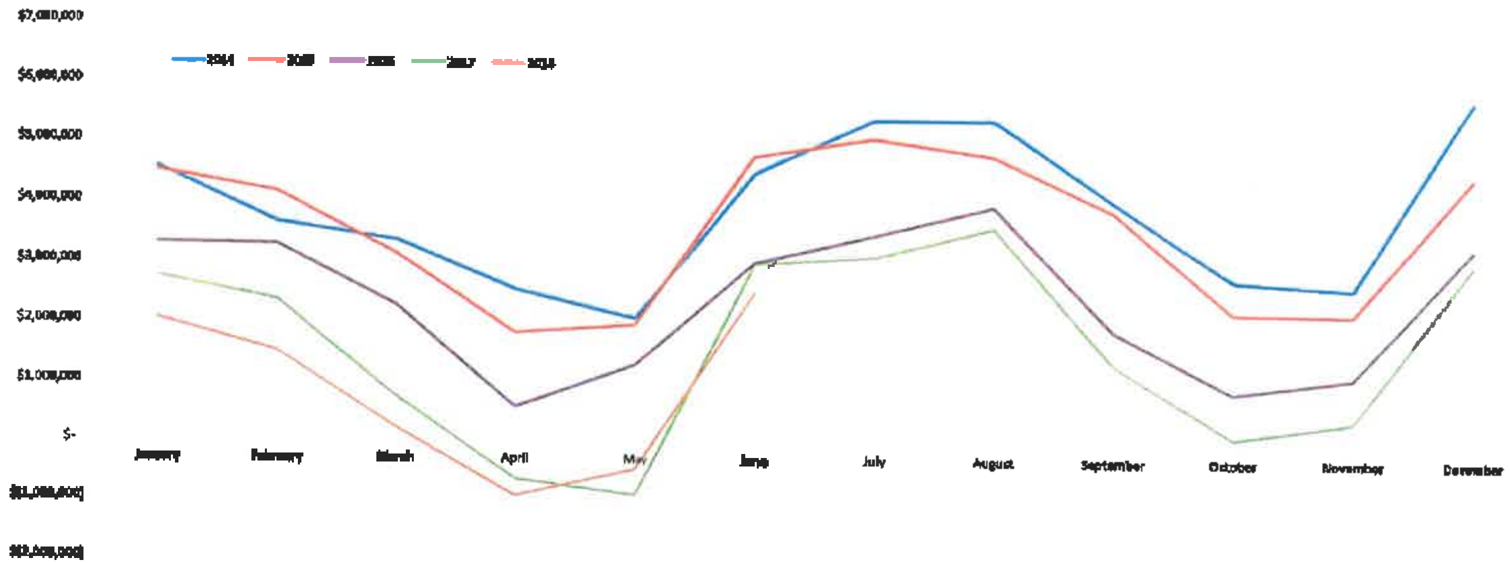
SWHHS Cash and Investment Balances



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	$ 4,624,112	$ 3,629,628	$ 3,337,291	$ 2,518,146	$ 2,049,973	$ 4,483,644	$ 5,363,273	$ 5,366,874	$ 4,026,227	$ 2,740,778	$ 2,617,746	$ 5,780,213	$ 3,866,342	$ 3,830,343
2015	4,453,245	4,128,668	3,114,956	1,805,643	1,946,746	4,743,406	5,052,793	4,776,069	3,868,017	2,206,083	2,192,119	4,467,394	3,563,944	3,902,289
2016	3,261,406	3,262,674	2,256,798	544,626	1,271,340	2,991,321	3,454,358	3,941,450	1,868,675	654,465	1,125,682	3,301,842	2,347,793	2,939,293
2017	2,721,314	2,337,068	710,989	(678,564)	(645,148)	2,972,036	3,098,421	3,593,842	1,322,586	84,999	377,863	3,035,294	1,552,363	1,923,188
2018	2,027,813	1,484,259	191,367	(966,732)	(501,976)	2,490,788							767,753	1,234,460

SWHHS Cash and Investment Balances - Human Services

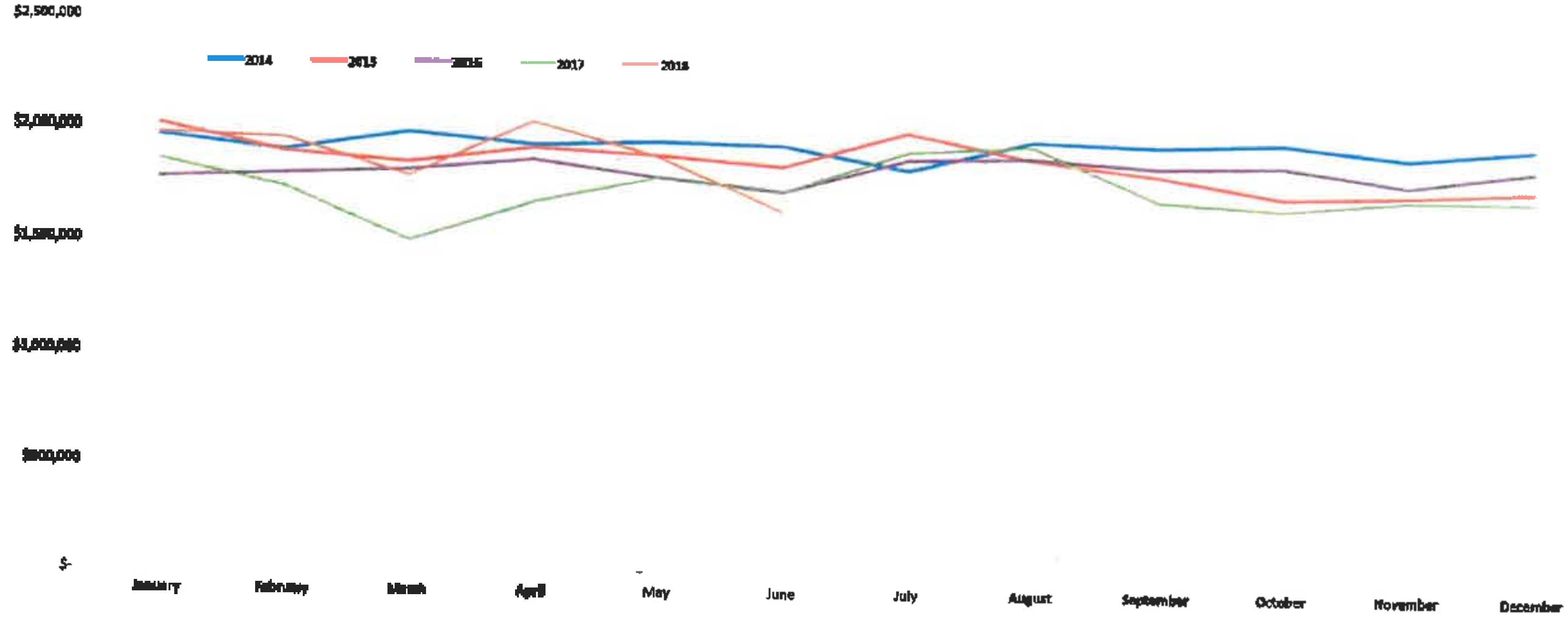


SWHHS

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	$ 1,952,349	$ 1,889,116	$ 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	$ 1,842,821	$ 1,924,598
2015	2,006,575	1,882,882	1,841,150	1,906,755	1,878,427	1,832,808	1,987,157	1,874,490	1,806,827	1,714,863	1,730,381	1,755,483	1,851,215
2016	1,767,113	1,786,988	1,807,700	1,854,930	1,779,529	1,719,938	1,868,440	1,880,565	1,844,832	1,854,297	1,772,867	1,845,354	1,815,214
2017	1,847,930	1,726,464	1,494,924	1,667,704	1,778,667	1,720,045	1,903,355	1,930,710	1,895,806	1,663,661	1,709,269	1,709,425	1,737,349
2018	1,982,215	1,843,638	1,760,623	2,023,316	1,870,383	1,633,344							1,888,920

SWHHS Cash and Investment Balances - Health Services

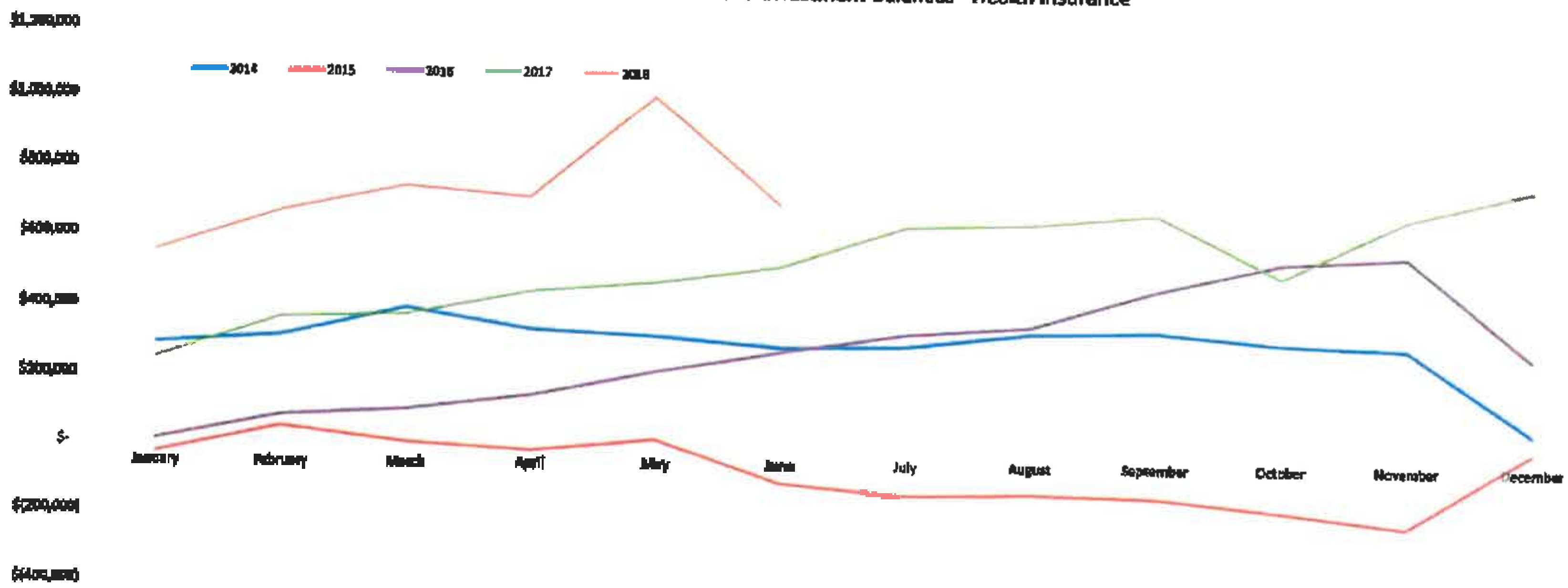


SWHHS

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	$ 265,359	$ 308,046	$ 367,989	$ 330,279	$ 312,752	$ 283,536	$ 290,465	$ 330,402	$ 338,696	$ 307,535	$ 296,838	$ 52,722	$ 293,637
2015	(33,351)	43,793	830	(19,686)	13,869	(109,950)	(141,431)	(134,243)	(141,879)	(178,110)	(221,024)	-	(76,749)
2016	4,996	75,943	95,154	139,472	210,786	270,683	325,644	350,784	455,033	538,192	558,493	269,062	274,517
2017	243,432	360,090	369,064	436,168	465,169	514,005	629,736	640,875	673,434	497,528	665,075	753,867	520,703
2018	547,461	661,779	734,591	705,227	898,994	688,218							722,712

SWHHS Cash and Investment Balances - Health Insurance



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	2721	609	3330
July			
August			
September			
October			
November			
December			
	16081	**3783**	**3311**

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	11	307	14	0	296	37	882	20	370	447	337	2721
July												
August												
September												
October												
November												
December												
	11	289	14	0	294	46	866	18	363	451	327	2680

Children's - Social Services Caseload

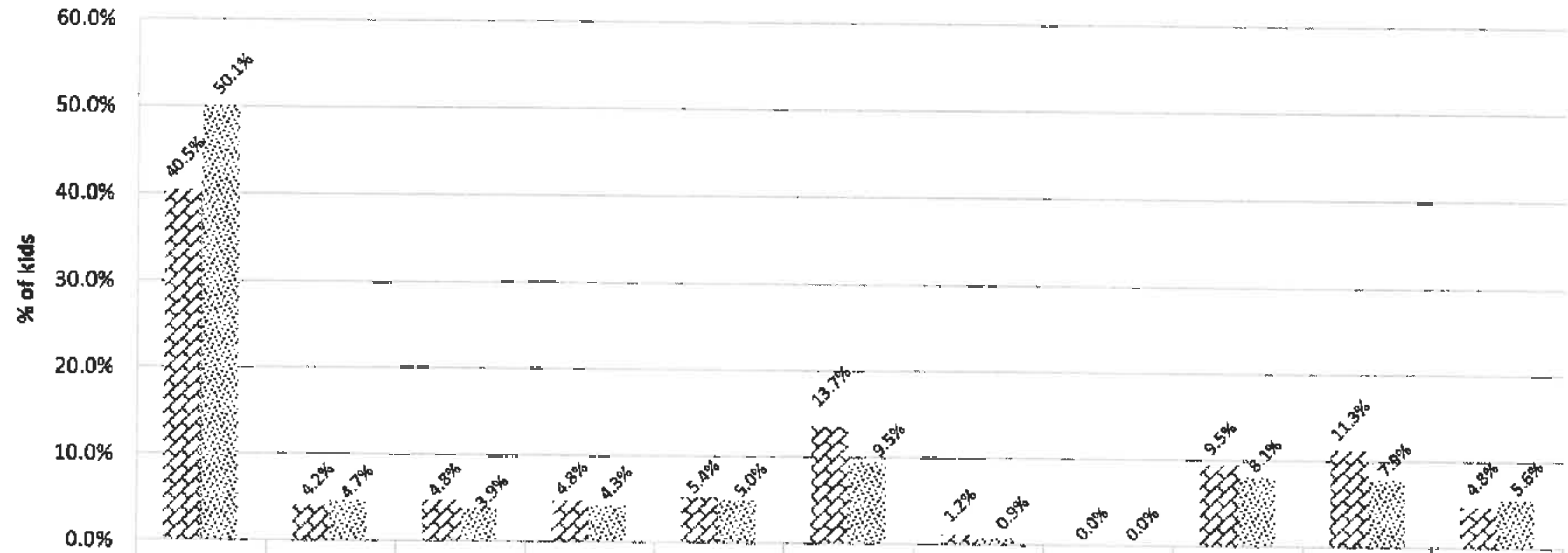
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Inter vention: Infants & Toddlers with Disabilities	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	46	26	0	11	41	170	176	115	0	0	24	609
July												
August												
September												
October												
November												
December												
	46	23	0	10	38	195	190	111	0	0	18	631

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	9							8	7
Lyon	46	44	44	49	43	43							45	38
Murray	11	14	16	15	13	9							13	10
Pipestone	15	15	16	15	15	13							15	19
Redwood	96	92	88	85	83	77							87	95
Rock	14	16	16	17	17	17							16	16
Monthly Totals	188	188	189	190	180	168	0	0	0	0	0	0		

June 2018 - Placement by Category
168 Kids in Placements



	Foster home: 68	Foster home - corporate: 7	Group Home: 8	Residential treatment center: 8	Supervised independent living: 9	Pre-adoptive home: 23	Juvenile correctional facility (non-secure): 2	Non-custodial parent's home: 0	Child's reunification home: 16	Other: Pre-kinship home: 19	Probation Placement: 8
Month %	40.5%	4.2%	4.8%	4.8%	5.4%	13.7%	1.2%	0.0%	9.5%	11.3%	4.8%
Yearly Avg	50.1%	4.7%	3.9%	4.3%	5.0%	9.5%	0.9%	0.0%	8.1%	7.9%	5.6%

June 2018: Total kids in placement = 168

Total of 7 Children entered placement

1	Lyon	Foster Home
2	Pipestone	Residential Treatment Center
2	Redwood	Foster Home
1	Redwood	Group Home
1	Redwood	Probation

Total of 19 Children were discharged from placement (discharges from previous month)

1	Lyon	Pre-Kinship Home
3	Murray	Child's Reunification Home
1	Murray	Pre-Kinship Home
2	Pipestone	Residential Treatment Center
1	Pipestone	Foster Home
1	Pipestone	Corporate Foster Home
5	Redwood	Foster Home
2	Redwood	Probation
1	Redwood	Residential Treatment Center
1	Redwood	Child's Reunification Home
1	Redwood	Corporate Foster Home

NON IVD COLLECTIONS
JUNE 2018

PROGRAM		ACCOUNT	TOTAL
MSA/GRH		05-420-605.5802	1,474
TANF (MFIP/DWP/AFDC)		05-420-610.5803	597
GA		05-420-620.5803	50
FS		05-420-630.5803	254
CS	(PI Fee, App Fee, etc)	05-420-640.5501	928
MA	Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	28,754
REFUGEE		05-420-680.5803	0
CHILDRENS			
	Court Visitor Fee	05-431-700.5514	0
	Parental Fees, Holds	05-431-710.5501	4,512
	OOH/FC Recovery	05-431-710.5803	14,877
CHILDCARE			
	Licensing	05-431-720.5502	1,850
	Corp FC Licensing	05-431-710.5505	900
	Over Payments	05-431-721&722.5803	0
CHEMICAL DEPENDENCY			
	CD Assessments	05-431-730.5519	3,783
	Detox Fees	05-431-730.5520	754
	Over Payments	05-431-730.5803	0
MENTAL HEALTH			
	Insurance Copay	05-431-740.5803	0
	Over Payments	05-431-741 or 742.5803	2,609
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 **61,343**

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	2168	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	98	42	48	21
5/18	2196	62	22	347	21	2	9	80	46	44	30
6/18		55	21	287	16	8	9	119	76	88	16
7/18											
8/18											
9/18											
10/18											
11/18											
12/18											

UNIVERSITY OF MINNESOTA
EXTENSION

Post Survey Report:
ULEAD Organizational Leadership

Program Name: SWHHS Leadership Program[1]

Program Staff: Christy Kallevig

Date Administered: January 10, 2018

Number of Survey Respondents: 20

University of Minnesota Extension Leadership Program
Summary of Findings

The pre-survey was conducted on May 10, 2017 (N= 21). The post-survey was administered January 10, 2018 (N= 20). The post-survey received 1 participant who did not provide pre-survey responses and the post-survey saw 2 participants drop from the pre-survey.

Data marked *before* denotes respondent's retrospective evaluation of before the survey, data marked *after* denotes respondent's evaluation of after the survey. Data marked *pre* refers to surveys collected before the program, data marked *post* refers to data collected after the survey.

SECTION 1: DEMOGRAPHIC RESPONSES

Percentages may not total 100 due to rounding. The age of the Respondents ranged from 24 to 55, with an average of 37 years. The years spent in the community ranged from 1 to 51, with an average of 20 years.

Table 1
Gender of Respondents

Gender	Count	Percent
Male	0	0%
Female	20	100%
Total	20	
Missing	0	

Table 2
Respondents Job Title

- Eligibility Worker
- Collections Officer
- PHN
- RN
- Social Worker
- Licensed Social Worker
- County Agency Social Worker
- Eligibility Work
- Social Worker
- DD Case Manager
- Emergency Preparedness Coordinator
- Child Support Officer
- Fiscal Officer
- PHN
- PHN
- Public Health Nurse
- Public health Nurse
- Lead County Agency Social Worker
- Children's Services Social Worker
- Fiscal Manager

Table 3

Highest Level of Education of Respondents

Education Level	Count	Percent
8th Grade or Less	0	0%
Some high school, didn't graduate	0	0%
High school graduate or GED	0	0%
Vocational, technical, or business school	1	5%
Some college	1	5%
College graduate	14	70%
Post college/graduate work	4	20%
Total	20	
Missing	0	

Table 4

Household Income for Last Calendar Year

Income	Count	Percent
Up to $24,999	0	0%
At least $25,000; less than $49,999	3	15%
$50,000 or more	17	85%
Total	20	
Don't know / Not Sure	0	
Refused	0	
Missing	0	

Table 5

Race/Ethnicity of Respondents

Ethnicity	Count
African-American, African	0
Asian-American, Asian, or Pacific Islander	0
White, European-American, European	20
Latino-American, Latino, or Hispanic	0
Native American, Alaskan, Hawaiian Native	0

Table 6

Immigrant Status of Respondents

Citizen	Count	Percent
Native born US citizen	18	90%
Not native born US citizen	2	10%
Total	20	100%
Missing	0	

SECTION 2: LEADERSHIP COMPETENCIES

The following tables contain the survey questions grouped by Competency and Core Area. The responses range from 1 (Strongly Disagree) to 6 (Strongly Agree). Those responding "Not Sure" were removed from the analysis. All figures were calculated, and then rounded to two decimal places. Table 7 contains a summary of all leadership skill factors, with Table 8 reporting individual questions, the change between pre and post-test, and statistical significance (*) at the .05 level of confidence.

Table 7
Summary of Competency Scores by Core Area

Core Area	Competency	Mean Pre	Mean Post	Change
Leader Attributes	Personal Visioning	3.46	4.62	1.16
	Valuing Diversity	4.04	4.72	0.68
	Positive Psychology	4.04	5.12	1.08
	Ethical Leadership	4.33	5.08	0.75
Relationship	Effective Communication	3.88	4.98	1.11
	Leadership & Followership	3.96	4.93	0.98
	Motivating Others	4.50	5.24	0.74
	Group Dynamics	4.50	5.28	0.78
Contextual	Mapping the Environment	3.79	4.67	0.88
	Utilizing Processes	4.63	5.00	0.38
	Defining Strategic Direction	4.08	4.75	0.67
Cognitive	Framing	4.30	4.73	0.42
	Questioning Skills	4.21	4.75	0.54
	Decision Making Skills	4.33	5.08	0.75
Core	Reflect & Feedback Loop	4.32	5.07	0.75
	Transform Self	4.19	5.10	0.91
	Transform Other	4.29	4.98	0.70

Table 8
Summary of Questions by Competency

Competency	Question	Mean Pre	Mean Post	Change
Personal Visioning	I communicate a compelling and inspired vision for my organization.	3.38	4.60	1.23*
	I revisit and examine my personal vision for my organization on a regular basis.	2.88	4.45	1.58*
	I monitor progress towards my personal vision.	4.13	4.80	0.68
Valuing Diversity	I seek and attract diverse thoughts and perspectives.	4.25	4.90	0.65
	I use diversity as an opportunity to create an opportunity where people can thrive.	4.13	4.90	0.78
	I relate well to people from varied backgrounds.	3.75	4.70	0.95*
Positive Psychology	I reframe negative dialogue and views to positive ones.	4.00	4.95	0.95*
	I establish daily habits that are positive and meaningful.	4.00	5.00	1*
	I recognize my own strengths.	4.13	5.40	1.28*
Ethical Leadership	I act consistently with ethical values.	4.38	5.25	0.88*
	I have courage to challenge situations that seem unfair or unjust.	4.13	4.90	0.78
	I am able to remain true to my values during periods of chaos and change.	4.50	5.10	0.6
Effective Communication	I use asset-based verbal communication practices.	3.75	4.58	0.83*
	I adapt my form of communication to differing audiences.	4.13	5.35	1.23*
	I read and practice effective nonverbal communication.	3.75	5.00	1.25*
Leadership & Followership	I facilitate development of clear and common goals between leaders and followers.	3.88	4.80	0.93*
	I build positive two-way communication among my group members.	4.13	5.10	0.98*
	I model positive affirmation techniques within my organization.	3.88	4.90	1.03*
Motivating Others	I encourage others to reach their goals.	4.88	5.35	0.48
	I incorporate others' strengths in meaningful ways.	4.25	5.00	0.75
	I nurture a culture of energy and optimism.	4.38	5.15	0.78
Group Dynamics	I serve as an effective group member.	4.63	5.45	0.83*
	I model effective group relationship behaviors.	4.50	5.40	0.9*
	I am adept resolving conflicts within group situations.	4.38	5.00	0.63
Mapping the Environment	I take into account the opinions and ideas from organizational stakeholders so that decisions are supported widely.	4.00	5.00	1*
	I identify key developments and trends that are likely to have impact in my organization.	3.75	4.65	0.9*
	I monitor the political context of my organization in order to reach desired goals.	3.63	4.35	0.73
Utilizing Processes	I implement processes that reach intended results.	4.50	4.90	0.4
	I measure progress toward intended results.	4.63	5.05	0.43
	I actively incorporate technology to improve a process.	4.75	5.05	0.3

Table 8
Summary of Questions by Competency (continued)

Competency	Question	Mean Pre	Mean Post	Change
Defining Strategic Direction	I facilitate strategic action to move forward in a defined direction.	4.00	4.85	0.85*
	I lead with a strategy that is clear and time-oriented.	4.38	4.95	0.58
	I lead with a strategy that takes power structure into account.	3.88	4.45	0.58
Framing	I frame concepts or solutions in an insightful way.	4.50	4.75	0.25
	I explore the context of a problem or dialogue.	4.57	4.90	0.33
	I use asset-based language to frame issues or ideas.	3.88	4.53	0.65
Questioning Skills	I employ multiple questioning techniques.	4.00	4.55	0.55
	I practice strategic questioning to come to collective understanding.	4.25	4.75	0.5
	I use questions to draw out meaning and determine a resolution.	4.38	4.95	0.58
Decision Making Skills	I gather and use sufficient data to make decisions.	4.00	4.95	0.95*
	I make timely decisions.	4.63	5.15	0.53
	I employ multiple decision making strategies.	4.38	5.15	0.78
Reflect & Feedback Loop	I seek constructive feedback from trusted peers and supervisors so that I may continually improve my leadership.	4.50	5.45	0.95*
	I provide feedback to others in the organization when I feel it can aid a discussion or resolve a problem.	4.43	4.85	0.42
	I identify times when I need to reflect on a process or problem instead of acting.	4.00	4.90	0.9*
Transform Self	When under pressure, I prioritize tasks in order to successfully deal with the most urgent situation confidently.	4.43	5.50	1.07*
	I am able to prevent distorted thinking from affecting my decision making.	4.14	4.80	0.66
	I manage factors that create stress for me.	4.00	5.00	1*
Transform Other	I am able to transform my organization to be more productive.	4.29	4.95	0.66
	I empower others in my organization to increase their capacities.	4.14	4.90	0.76
	I take advantage of opportunities for organizational change when they arise.	4.43	5.10	0.67

SECTION 3: ORGANIZATIONAL ANALYSIS

The survey asked respondents to indicate their role within community organizations. Potential responses included Inactive, Active, and Leadership. This section will examine this level of organizational involvement at the beginning and end of the leadership program.

- Participants are involved in a total of 55 organizations, averaging 2.8 per participant
- There are a total of 14 leadership positions held by participants
- There are 46 (2.3 per participant) active and leadership positions held by the participants

Table 9
Involvement in Organizational Positions by Type

Organization Type	Count	Percent
Educational / Youth Organization	8	14.5%
Economic Organization	3	5.5%
Government Organization	5	9.1%
Civic Organization	5	9.1%
Faith Organization	24	43.6%
Political Organization	0	0.0%
Agricultural Organization	1	1.8%
Other	9	16.4%
Total	55	

Table 10
Organizational Involvement by Level

Level	Count	Percent
City	25	46.3%
County	9	16.7%
Regional - Multi-City	16	29.6%
State	1	1.9%
National	2	3.7%
International	1	1.9%
Total	54	

SECTION 4: COMMENTS

Looking back on this leadership development program, what aspects were most beneficial to you and your organization?

- Strength Finder. Personality Test. Generation Bridging
- Learning strengths of others. Networking
- Time spent together with peers. Problem solving techniques. Myers-Briggs
- The tools and speakers. Self-awareness
- Strength finder, learning new skills, learning and respecting other's differences
- Learning the personalities are different
- All of it was great. Learning how to work with other personalities. Finding our strengths
- Personal strengths, conflict styles and being aware of why people do what they do
- All of it was great. Learning how to work with other personalities. Finding our strengths
- I found all of the sessions presented by the U of M to be helpful and useful. The assessments helped me learn more about myself and how to build on and utilize my strengths
- I learned more about myself and how I learn different ideas. I am also very happy I learned more about the counties we cover

- Topics of personalities, strengths, conflict styles, decision making
- Meyer-Briggs indicator, 5 personality strengths, 6 hats, generational differences, ethical issues, dynamics of change
- Personality traits, strength finder, knowledge of community, team building
- Learning my personality type and my strengths
- I loved the extension educators and their topics they taught on. I enjoyed the lecture style with activities throughout
- Everything but especially like learning about my strengths, conflict style, and tools for managing change
- Strengths finder, it put areas that I would have thought of as weaknesses before as a strength
- Bridging the gap, Myers-Briggs, leadership in action. Learning about myself has helped me become a better leader within the organization
- The education sessions

Why or why wasn't this worth your time?

- Helped me learn more about myself and how to bring out my best self
- Great development. Great network
- Eye opening, life changing experience, motivational, moving
- Learned new skills and perspectives
- I like to further my career and education
- Develop as a person
- Both personally and professional I am more aware of personality type, conflict styles and problem solving techniques
- Great skills learned
- It was very beneficial and I do feel like I have changed for the better from SEED with personal and work life
- My whole way of thinking about leadership was backwards prior to SEED. The focus is not on others, the focus is on me. How can I think differently to effectively lead a team towards a common goal
- It has helped me grow personally, meet others within my organization, and how to be a better leader
- Absolutely, great program, good timing
- It helped me better understand myself but also look at the positives of others that have different personalities and strengths. It also helped me to work with conflict in a professional manner
- I learned so much from the educators, it helped develop my workplace confidence
- Sustainable, 9 month training that involved many aspects of being a leader
- Looking at myself and situations in a different way. Thinking about the things I do on a day to day basis and how I can make them more positive
- I enjoyed it and like learning about my personality type and strengths
- Better define project work and expectations

What should the University of Minnesota, Extension consider changing about the program?

- It was great!
- More skill building please, less projects
- More time for project work/ defining the project or making it more shared concern in our current group our concerns don't overlap
- Interruptions of working with groups. It was hard to stay focused as a group when we kept being interrupted
- How our groups decide on a project, too vague, maybe narrow down to certain areas to focus on. Trying to work on our project and also answering worksheet questions was difficult. Sometimes we weren't even at a point where we could apply the questions
- Project time should be dedicated for project and not learning. Felt rushed
- It was great. Maybe at each session start do a follow up on previous sessions and how we can tie them all together
- At the beginning and for the first 2-3 sessions it was unclear what was expected for the project work
- I would think to create a more sustainable program to integrate the tools from each session there would have been 1-2 hours each month of follow up reading/discussion questions. Also less time each afternoon action group and more time in the morning to revisit last month's topic
- The project. Felt that it was not a huge priority of the program. Felt that took away from the rest of the program
- Got to know other well

How did participation in the group project contribute to your learning/experience?

- Different personality types brought different ideas to the team
- So many ways
- The project was my least favorite part. Felt defeated before done because of crisis we couldn't implement or projects at this time
- Worked with others
- I grew as a person
- I was able to put the learned activity into action for the month and better understand the practice
- We created a beneficial and working committee
- Could put to use information right away. Practicing what we learned
- I gained more relationships outside of public health and learned more about how to work effectively in a group
- Gave me a chance to utilize my strengths
- It was good to work with others on a possible enhancement to our org
- Team strength finding, bonding, community awareness
- I did enjoy it but after we found out it may not be incorporated due to budget I didn't have much desire to continue as I felt other job priorities mattered more
- I built partnerships and learned how to work well in a group

- Learning new tools for becoming a better and stronger person in my career and professional life. Development of courage and resiliency
- I did not feel it was the most beneficial part of SEED
- It has impacted me in a positive way by helping understand others and their way of leadership and roles as a team

Additional Comments

- Please make SEED a tradition at SWHHS! I hope this program continues. Less post survey please
- Hope this can continue and really would like to see alumni piece

Private Auditor Quotes for Professional Services - 7/10/2018

Abdo, Eick & Meyers, LLP - Mankato	2018	2019	2020
Financial Statement Audit	$35,000	$35,500	$36,100
Single Audit	$3,000	$3,075	$3,150
Reimbursable Expenses	-	-	-
Total	**$38,000**	**$38,575**	**$39,250**

Baker Tilly Virchow Krause, LLP - Msp	2018	2019	2020
Financial Statement Audit	$32,500	$33,700	$34,900
Single Audit	$9,000	$9,300	$9,600
Reimbursable Expenses	$1,500	$1,500	$1,500
Total	**$43,000**	**$44,500**	**$46,000**

Clifton Larson Allen, LLP - Baxter	2018	2019	2020
Financial Statement Audit	$23,000	$23,000	$23,000
Single Audit	$6,000	$6,000	$6,000
Reimbursable Expenses	-	-	-
Total	**$29,000**	**$29,000**	**$29,000**

Redpath and Company, LTD - St. Paul	2018	2019	2020
Financial Statement Audit	$35,000	$35,500	$36,000
Single Audit	$6,000	$6,250	$6,500
Reimbursable Expenses	$3,500	$3,600	$3,700
Total	**$44,500**	**$45,350**	**$46,200**

Eide Bailly, LLP - Mankato	No Response

Office of the State Auditor - Actual	2015	2016	2017 - to date
Total	**$48,485.00**	**$58,397.50**	**$35,664.29**

SOUTHWEST
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Position Request Form

SECTION 1: Process

1. Supervisors will complete the internal position justification form and submit to their Division Director.
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SECTION 2: New Position Information

New Position Title: Child Protection Worker **Division/Unit:** Social Services

New Position ☐ Replacement X Permanent ☐ Temporary ☐ Promotion ☐

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

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

*Attached additional sheets if necessary.

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

The primary purpose of this position is to provide child protection services to ongoing child protection cases. Duties include case planning, referral for services, initiating court actions, ongoing court activities, coordinate and supervise placements, completion of relative searches, back up assessments of maltreatment reports, provide intake and on call, and other responsibilities related to protection vulnerable children. This worker will be based out of Redwood County and therefore will work closely with Lower Sioux Social Services and carry cases involving tribal affiliation.

2. Why are you recommending this position be authorized?

Child protection services are mandated in Minnesota. We also have obligations to our partners such as the courts, county attorney, community partners, and Lower Sioux Social Services. MN continues to implement the 93 recommendations from the Governor's Child Protection Task Force of 2014 and we are not in compliance with some of the recommendations. These include the caseload size as well as meeting certain standards such as timeliness of victim contacts and monthly contact with children in foster care. The overall goal of child protection is to protect children and increase their wellbeing. Because of the high caseloads, some standards are not being met and most work is being completed on a crisis basis instead of prevention of abuse and out of home placements. Staff need additional support and time in order to provide quality case management services. Also many cases in Redwood involve the tribe and therefore active efforts are required, a higher standard and level of service.

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

We are currently down 2 child protection workers (1 in Redwood and 1 in Lyon) and cases are being assigned to other workers. Cases are also being assigned to staff in Murray and Pipestone and all 3 child protection supervisors are carrying a small caseload. Case aides are assisting in many ways but caseloads in Redwood are still at an average of 15. Other programs within children's services have assisted with tasks such as supervising visits, transporting children, taking intake, and helping in any way they can.

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

- ☐ 100% Levy
- X☐ Part Levy/Part Grant or Reimbursement
- ☐ 100% Grant or Reimbursement
- X☐ Other: Click or tap here to enter text.

This position is funded through a combination of sources including targeted case management, random moments, state and federal revenue through the VCAA block grant, county levy, and the MN child protection allocation.
County Agency Social Worker CP - $58,938 – $90,716 (salary, fica, pera and insurance contribution)
Approximately half of the salary can be reimbursed through targeted case management.

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

What is the ROI?

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

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

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

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

SECTION 3: Signatures

Completed by: Cindy Nelson **Date:**

Division Director Signature:Cindy Nelson **Date: July 11, 2018**

Director Signature: Beaham **Date:** 7·12·18

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SECTION 2: New Position Information

New Position Title: **County Agency Social Worker/CAC/CADI/BI/DD** **Division/Unit:** **Social Services**

New Position Replacement ☒ Permanent ☐ Temporary ☐ Promotion ☐

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

Desired hire date: **Immediately** **FTE Requested:** **Yes**

*Attached additional sheets if necessary.

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

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

2. Why are you recommending this position be authorized?

The adult services unit is down 4 positions due to vacancies created in the past year and workloads are high. Case managers have multiple duties related to their program and clients are entitled to receive all services for which they are eligible. Staff having less time to dedicate to each client creates a barrier in locating adequate services, researching providers, identifying needed supplies and equipment, and staying updated on an individual's health and wellbeing. DHS sets timelines that we must adhere to for the client's rights and service needs. Due to the high caseloads and increasing expectations from the waiver programs, some time lines are not being met and standards are not achieved in some cases. We continue to see a high number of new referrals and, more importantly, increasing difficulties of the clients we need to serve. With limited access to both providers and services in some of our service area, we continue to have to look outside of our 6 counties to get people the help they need, while also providing choices. This creates barriers to response time due to traveling farther distances and exploring alternative options throughout Minnesota. For example we have several people we are serving in Northern Minnesota and those people need the same amount of visits and same response times as the people living in our six county area. Case management services provided by our agency also helps to reduce costs that would otherwise need to be provided at a much higher cost and using more tax dollars. (cost of nursing home @ $5500 per month)

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

When positions have been vacated, cases have been transferred to other workers and new referrals are assigned to the workers in all 6 counties. Public health has agreed to take on the MN Choices assessments for about 40 clients on the Consumer Support Grant, this will help with the time management of waiver cases, relieving social workers and allowing them time to dedicate to other case management duties. Other units that are fully staffed have stepped up to assist with duties such as covering intake or taking new assessments. Workers have been willing to be cross trained to assist with new program areas. Due to caseloads, for example, it is not uncommon for a worker in Rock or Redwood to take a case in Lyon or Murray; this is not the best use of time but it is the only way to get the work done. This has also resulted in supervisors taking on additional duties that were once handled by staff as well as managing cases. At times staff are not able to respond as quickly to providers or clients.

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

☐ 100% Levy

☐ Part Levy/Part Grant or Reimbursement

☐ 100% Grant or Reimbursement

X Other: case management revenue

This position can be fully funded through case management revenue. DD reimbursement for case management is $23.19 per 15 minute unit. CAC/CADI/BI reimbursement for case management is $24.47 per 15 minute unit. For example, one DD worker claiming just 30 hours of time each week would generate about $2782 per week or close to $140,000 per year in revenue. This is not a one time a month hit as it is with the targeted case management programs. This is reimbursement for every 15 minute unit for each client. As the caseloads increase the time for documentation decreases and therefore some billable time may not be claimed or it may not be claimed on a timely basis, but workers do their very best to capture all revenue. County Agency Social Worker - $58,938 – $90,716 (salary, fica, pera and insurance contribution)

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

What is the ROI?

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

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

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

Adding a position in adult services supports the mission of the agency by supporting individuals through services that help them remain in their home and in their community.

SECTION 3: Signatures

Completed by: Cindy Nelson ____________ **Date:** July 9, 2018

Division Director Signature: ____________ **Date:** ____________

Director Signature: Bethm ____________ **Date:** 7·12·18

SOUTHWEST
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Position Request Form

SECTION 1: Process

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SECTION 2: New Position Information

New Position Title: Collections Officer **Division/Unit:** Fiscal

New Position ☐ Replacement ☒ Permanent ☐ Temporary ☐ Promotion ☐

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

Desired hire date: Immediately **FTE Requested:** Yes

*Attached additional sheets if necessary.

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

The primary purpose of this position is to collect fee income and collect on overpayments and recoveries that are mandated, which the agency receives incentive payments for.

2. Why are you recommending this position be authorized?

The Fiscal Unit is currently down two full-time, permanent positions, as well as a temporary absence due to FMLA.

Much of the Collections Officer duties cannot be completed by Accounting Technicians as it is a union position. With the position currently being vacant for less than three months we are dealing with comp time being maxed out for one Accounting Technician, delayed response to phone inquiries, parental fee updates being delayed, delays in attorney correspondence.

This is a necessary position and the only other option would be to hire another Accounting Technician; however, the preference is to keep the position separate to avoid working outside of class.

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

It would be necessary to continue to delegate duties, as possible, to Accounting Technicians and the Fiscal Manager. If staffing capacity is not available, the collections tasks would be prioritized and the work would get completed when staff had extra time. Another alternative would be to pay overtime to those staff completing the work.

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 annual pay range for this postion is $46,242-$71,896, inclusive of Salary, FICA, PERA and Insurance Contribution.

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

N/A

What is the ROI?

This position reduces the county costs passed on to taxpayers through the collection of fees for service.

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

If the position is not authorized, there will be delayed responses in correspondence and an increase in county costs.

This position reduces the county costs passed on to taxpayers through the collection of fees for service.

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

SWHHS has come a long way in maximizing collection efforts and streamling processes, becoming paperless and having the ability to work this position from multiple locacations. As a result, we have continued to see increases in revenues for fees including Chemical Dependency (CD) Assessments, Detoxification, Parental Fes/Cost of Care, Medical Assistance (MA) Estate Claims, County Burial Recoveries, MA Overpayments, MAXIS Claims for Overpayments, Childcare Overpayments (MEC2 Claims) and more.

Total Non IVD Collections

2015	2016	2017	2018 through June
$959,623	$1,035,419	$1,257,890	$774,004

SECTION 3: Signatures

Completed by: APPROVED By sarah.kirchner at 11:37 am, Jul 11, 2018 Date: July 11, 2018

Division Director Signature: ____________ Date: ____________

Director Signature: Beth Wilms Beth Wilms Date: July 11, 2018

SOUTHWEST HEALTH & HUMAN SERVICES

Position Request Form

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SECTION 2: New Position Information

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

New Position ☐ Replacement ☒ Permanent ☐ Temporary ☐ Promotion ☐

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

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

*Attached additional sheets if necessary.

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

This position's purpose is to provide for the needs of various individuals by providing information, determine initial and ongoing eligibility of customers for all Income Maintenance Programs (IM) administered by Human Services as outlined in Federal Regulations and rules, State Statutes, and local rules and policies pertaining to those IM programs. This position would process health care, SNAP (Supplemental Nutrition Assistance Program), cash and emergency applications

2. Why are you recommending this position be authorized?

The Income Maintenance unit is currently down three positions. Of these three positions, two have been absorbed by the other employees in both Redwood County and Lyon County. We have identified a need to fill at least one of the positions to ensure that casework is being done effectively and efficiently. Currently we are running extremely high caseloads. The Lyon County singles unit and all of the Redwood County workers are averaging 276 cases per person, when ideally a reasonable caseload would be around 150 to 175, for single workers and 100 for family workers. Please note that when the date was requested from eight other counties, all eight supervisors stated that they do have a case load of 25 to 50 cases. Currently the supervisor for this unit caseload is at 123 cases. Even the supervisor's caseload is on the high side. Whereas having supervisors maintain a small caseload is a best practice, having too high of caseload does not leave time for supervision, case reviews, and training of staff.

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

When positions have been vacated in this department, cases have been transferred to other workers. Our last separation occurred in May 2018 and until that time the caseload was being handled relatively well. However, this last separation has made this option no longer viable. As stated previously, the supervisor is also caring a higher than normal caseload taking on additional duties that were once handled by staff as well as managing cases. Income Maintenance rules have strict rules as far as timeliness. Failing to meet those guidelines could result in not receiving additional SNAP Enhancement dollars or even worse sanction. In addition, failing to meet timelines for clients who are in need in also not acceptable and raises safety and lack of basic needs concerns.

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

- ☐ 100% Levy
- ☒ Part Levy/Part Grant or Reimbursement
- ☐ 100% Grant or Reimbursement
- ☐ Other: Click or tap here to enter text.

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

Salary range $47,339 – $74,294 (salary, fica, pera and insurance contribution)

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

What is the ROI?

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

Due to the immediate needs of clients for items such as food or shelter, without this position some clients may not be served timely or receive the best service from our agency. Failing to meet a client's basic needs may cause for other actions/services that have additional costs to agency such as child welfare or child protection. We also need to ensure we are meeting the standards as set by the Minnesota Department of Human Services and the program rules of the assistance programs.

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

Adding a position in income maintenance supports the mission of the agency by assisting individuals through public assistance services that help them work towards self-sufficiency.

SECTION 3: Signatures

Completed by: Nancy Walker **Date:** 7-12-18

Division Director Signature: [signature] **Date:** 7-12-18

Director Signature: Bowman **Date:** 7.12.18

SOUTHWEST
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Position Request Form

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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

*Attached additional sheets if necessary.

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

The position will perform the grant duties for the Child & Teen Check-up (C&TC) program at about 60% of the time and Women, Infants and Children (WIC) approximately 40% of the time.

2. Why are you recommending this position be authorized?

SWHHS is not currently utilizing all of the grant funding due to the open position.

Both C&TC and WIC funding will be immediate return through the grants.

Public Health (PH) staff often work in multiple programs and when there is one staff person missing, it essentially affects the entire PH Department. Having this position will allow the other staff who are currently picking up (some) of that work to complete revenue generating work through Family Home Visiting.

SWHHS is not currently fulfilling our contractual obligations related to the C&TC grant contract. Some required grant duties are not getting done or are not being done at the required level. If the position is not filled, grant funding through C&TC will likely be unspent, which could trigger a decrease in future grant amounts.

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

All staff time is documented in Nightingale Notes and, as a PH Supervisory Team, we evaluated all PH programs and where staff are spending their time.

C&TC is integrated into our WIC clinics on a daily basis. There is extensive program cross-over, it would be difficult to do one program without the other (C&TC funds part of the WIC time during clinic visits – coordinating medical/dental transportation, health/dental referrals and follow up). The integration of our PH programs is essential to ensure staff are aware of referral possibilities and for a better continuity of care.

Other employees could possibly absorb this position, but current staffing would not allow us to complete all of the grant duties. In addition, other PH programs would be negatively impacted. Many of the indirects (rent, phone, maintenance contracts, etc.) that are reimbursed through grant are constant. Having less FTE's creates more of a burden on other programs. If those programs don't have the ability to absorb the additional costs, it gets paid through the Administrative budget.

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.

Public Health Nurse - $64,525 - $95,705 (salary, fica, pera and insurance contribution)

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

What is the ROI?

This would not be new funding, but bringing the programs back up to the previous level before the position was vacated.

Each of the programs involved in this proposal has positive health implications in our communities. Data indicates that these services reduce obesity, child protection rates, and chronic disease. They also improve pregnancy outcomes and other health outcomes in children. In general, the cost savings to the community are seen for years beyond when the service occurs.

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

Less Family Home Visits would occur if the position is not replaced. Each of the programs involved in this proposal has positive health implications in our communities.

In addition to our grant requirements, we have relationships with medical providers, Univesity of Minnesota Extension, Head Start, and several other community partners. These relationships would suffer if the position isn't filled. The work we do with providers gives those we serve the needed services. We assist the providers in capturing additional revenue.

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: Carol Biren **Date:** 7-6-18

Division Director Signature: Carol Biren **Date:** 7-11-18

Director Signature: Bethm **Date:** 7.12.18

JULY 2018

GRANTS ~ AGREEMENTS ~ CONTRACTS

Board review/approval

- [ ] **MDH Follow Along Program (FAP)** - 04/01/14 – ~~06/30/18~~ 03/31/19; third amendment to the original contract to extend the program again for an additional year, $3,888/qtr or $11,664 (small increase $66) (amendment).
  Fiscal Note: grant funded