

Pennington County Human Service Committee Meeting Agenda

For April 16, 2013

7:00 pm

Section A

Members Present:

_____ Neil Peterson _____ Don Jenson _____ Darryl Tvietbakk
_____ Cody Hempel _____ County Attorney _____ Oliver Swans

- I. Reading of March 19, 2013 Meeting Minutes
- II. Personnel
 - A. Hiring of Eligibility Worker
 - B. Completion of Probation: KPH
 - C. Leave Request
 - D. Proposed Position Re-Classification
- III. General
 - A. SNAP Performance Report
 - B. TVOC-Homemaking Services
 - C. AdCom
 - D. Out-of-Home Cost Report
 - E. Month's End Cash Balance

Section B

- I. Special Case Situations for Case Review (Social Services)
- II. Income Maintenance Update
- III. Special Case Situations (Public Assistance)
- IV. Payment of Bills
- V. Director's Items

Section C

- I. Dates of Next Committee Meetings:

05/21/2013	06/18/2013	07/16/2013
7:00 pm	7:00 pm	7:00 pm
- II. Adjournment Time

SECTION A

The regular meeting of the Pennington County Human Service Committee was held March 19, 2013 at 12:00 pm. at the Northwest Minnesota Juvenile Center, Bemidji, MN.

COMMITTEE MEMBERS PRESENT:

Don Jensen
Oliver "Skip" Swanson
Neil Peterson

STAFF MEMBERS PRESENT:

Ken Yutrzenka
Julie Sjostrand
Kathleen Herring

I. MINUTES: The February 19, 2013 Human Service Committee meeting minutes were read. Recommendation was made to forward the minutes to the Consent Agenda.

III. PERSONNEL:

A. Committee members were informed that interviews for the vacant Eligibility Worker position were conducted on March 13th and 14th. Eleven candidates were interviewed. With the interview process completed, a candidate has been selected and the Agency is ready to make a job offer.

IV. GENERAL:

- A. Minnesota has qualified for a Supplemental Nutrition Assistance Program performance bonus earning \$1,226,789 for increased participation in the program. Pennington County Human Services will be receiving \$6,269 in performance bonus funds. Bonus funds must be used to maintain or improve administration of SNAP. Within these parameters counties may use the money in whatever way best meets their needs. Counties must report to DHS by April 30, 2013 on how they spent or intend to spend the bonus monies.
- B. Committee members were informed of the MA expansion as part of the Affordable Care Act. With an expansion of the eligibility guidelines, it is anticipated that Pennington County will experience an increase of just over 500 new clients. This will equate to about 200 to 250 new MA cases. With this anticipated caseload increase, staff explained that additional Eligibility staff will likely be needed. The Agency is not presenting a request for additional staff at this time, but believed it important for Committee members to be aware of that possibility.
- C. The Director presented a letter received from DHS Commissioner, Lucinda Jesson, commending staff for perfect performance in Human Service Financial Reporting. Committee members recommended that the letter be entered into the minutes. The letter reads as follows:

March 4, 2013

Pennington County Board of Commissioners
221 West 6th Street
Thief River Falls, MN 56701

Dear Commissioner Hempel:

It is my pleasure to commend you and your staff for perfect performance in meeting DHS Human Service financial reporting requirements for calendar year 2012. All key quarterly fiscal reports for programs your county participates in were submitted to our Financial Operations Division on or before the report deadlines and in perfect order. This effort required submission of 32 major reports covering the four calendar quarters of 2012. These reports are:

- LCTS Cost Report
- Income Maintenance
- MFIP Consolidated Fund
- Social Service Fund
- Client Statistics

- Title IV-E
- SEAGR
- BRASS-Based Grant Fiscal Report

*If your county participates in a “local collaborative”, submission of this report may require the collection of multiple local partner reports for consolidated submission to DHS.

I know this accomplishment requires planning, an efficient operation, and teamwork within your county Human Services Department. The result is timely revenue for your county and compliance with federal reporting for us at the State. Please congratulate your management and staff on this superb effort.

Sincerely

Lucinda Jesson
Commissioner

- D. The out-of-home cost report for February 2013 was presented for review.
- E. Month’s end cash balance for January 2013 stands at \$1,198,866.82.

SECTION B

- I. No Social Service cases were presented for special case consideration. Julie Sjostrand, Social Service Supervisor reported on the current social worker case load count and target group activity.
- II. Kathleen Herring, Financial Assistance Supervisor, presented the Crisis Assistance Monthly Report of Activity. Kathleen also reported on numbers of cases per program type. Current open case count stands at 1,324.
- III. There were no Income Maintenance cases presented for Special Case consideration.
- IV. A listing of bills presented for payment was circulated and reviewed. Recommendation for payment of the bills was forwarded to the Consent Agenda

SECTION C

Be it resolved that the foregoing record is a true and accurate recording of the official actions and recommendations of the Human Service Committee for Pennington County and, as such, constitutes the official minutes thereof.

Chair: _____

Attest: _____

NEXT COMMITTEE MEETING: April 16, 2013 at 7:00 pm.

Expense	January 2013	February 2013	March 2013	April 2013	May 2013	June 2013	July 2013	August 2013	September 2013	October 2013	November 2013	December 2013	YTD	2012	Change
Foster Care	\$ 14,580.10	\$ 15,750.21	\$ 15,770.46										\$ 46,100.77	\$ 192,407.39	-76.0%
Rule 4	\$ 8,081.08	\$ 3,546.40	\$ 13,738.60										\$ 25,366.08	\$ 39,342.16	-35.5%
Rule 8	\$ 19,623.00	\$ 10,080.00	\$ 21,420.00										\$ 51,123.00	\$ 322,935.71	-84.2%
Rule 5	\$ 23,292.68	\$ 22,093.75	\$ 16,724.30										\$ 62,110.73	\$ 52,724.37	17.8%
Corrections	\$ 50,279.08	\$ 57,358.19	\$ 56,287.72										\$ 163,924.99	\$ 316,697.07	-48.2%
Totals	\$ 115,855.94	\$ 108,828.55	\$ 123,941.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 348,625.57	\$ 924,106.70	-62.3%
Revenue															
Reimburse	\$ 1,301.97	\$ 26,398.54	\$ 1,238.59										\$ 28,939.10	\$ 9,176.04	215.4%
MH Recovery	\$ 1,821.31	\$ 2,563.00	\$ 844.00										\$ 5,228.31	\$ 2,290.27	128.3%
4E Recovery	\$ 1,869.36	\$ 10,778.34	\$ 473.34										\$ 13,121.04	\$ 73,868.00	-82.2%
Totals	\$ 4,992.64	\$ 39,739.88	\$ 2,555.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,288.45	\$ 85,334.31	-44.6%
Net Expense	\$ 110,863.30	\$ 69,088.67	\$ 121,385.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 301,337.12	\$ 838,772.39	-64.1%
2012 Totals	78357.94	61372.00	101636.45	107496.42	74,316.43	103576.14	73644.75	81281.99	102678.83	85463.9	114104.41	80910.01	1064839.27	838,772.39	27.0%
YTD Change	\$ 32,505.36	\$ 40,222.03	\$ 59,970.73	\$ (47,525.69)	\$ (121,842.12)	\$ (225,418.26)	\$ (299,063.01)	\$ (380,345.00)	\$ (483,023.83)	\$ (568,487.73)	\$ (682,592.14)	\$ (763,502.15)			

**Pennington County Human Services
Emergency Assistance
Emergency Requests Related to Potential Evictions/Housing and Utilities
Date: March 14, 2013 - April 10, 2013**

Approvals

Eligibility Worker	File Date	Case Number	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
TOTAL							\$0	

Denials

Holly	3/13/2013	1610391	City of TRF utility bill	terminated/not employed	0	\$112	Denied. No disconnect notice. No emergency.	3/28/2013
Holly	3/19/2013	2001056	City of TRF utility bill	full time	0	\$1,073	Denied. Not cost-effective.	3/20/2013
Holly	3/28/2013	1792088	Bus ticket or help with housing.	unemployed	0	Bus ticket out-of-state for housing.	Denied. Used Salvation Army funds for bus ticket to out-of-state for housing to live with relative.	4/9/2013
Holly	4/8/2013	2003848	Wasn't sure what EA was.	workstudy	0	No emergency.	Denied. No emergency.	4/8/2013
Shelly	3/18/2013	2001086	Damage Deposit	two jobs	1	\$566 deposit.	Denied. Did not meet 30% criteria.	3/22/2013
Steve	3/8/2013	152001	Rent or Deposit	disabled	0	\$350 rent or deposit.	Denied. Client did not secure permanent housing. Referred to shelter.	4/8/2013

Human Service's Month End Balance

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
January	1,097,173.67	1,309,156.86	1,237,104.03	1,122,389.02	771,407.81	701,564.42	929,075.49	1,197,979.30	1,389,512.16	1,271,780.24
February	1,010,675.68	1,147,870.39	1,104,373.70	1,022,585.37	607,319.40	635,264.10	903,465.27	1,157,578.43	1,331,478.96	1,198,866.83
March	892,266.12	1,029,374.21	908,840.83	705,442.69	428,905.97	463,085.65	810,094.43	1,096,732.38	1,165,062.80	1,062,709.62
April	624,411.63	788,416.16	747,437.52	467,998.34	262,762.58	310,616.16	506,305.55	825,804.92	819,532.72	
May	560,618.15	653,690.74	691,752.23	382,551.08	142,246.78	161,895.69	447,916.22	768,561.39	678,196.10	
June	1,185,103.58	1,122,336.68	1,156,696.29	856,293.17	748,735.68	813,433.08	1,253,180.74	1,615,579.53	1,560,001.28	
July	1,303,439.41	1,425,888.93	1,429,151.24	1,073,512.78	906,246.71	925,265.96	1,327,951.41	1,313,679.13	1,659,331.53	
August	1,270,258.47	1,295,253.41	1,253,678.57	887,436.09	751,562.11	882,810.00	1,312,090.88	1,599,387.92	1,694,786.46	
September	1,053,129.16	1,073,403.66	1,006,514.93	700,638.09	633,565.54	726,047.54	1,094,067.41	1,349,316.27	1,431,613.15	
October	778,866.94	897,378.14	846,958.68	534,556.62	500,741.08	525,397.26	954,484.86	1,188,529.69	1,116,275.87	
November	774,986.11	765,995.33	1,307,027.10	892,920.21	422,625.48	1,261,703.28	1,422,560.89	1,732,295.38	877,736.63	
December	1,317,868.82	1,415,786.24	1,320,805.76	877,663.14	907,713.54	1,119,405.06	1,377,405.92	1,588,551.10	1,485,681.91	