

# Pennington County Human Service Committee Meeting Agenda

For August 14, 2013

1:00 pm

## Section A

Members Present:

\_\_\_\_\_ Cody Hempel                      \_\_\_\_\_ Don Jensen                      \_\_\_\_\_ Darryl Tveitbakk  
\_\_\_\_\_ Neil Peterson                      \_\_\_\_\_ County Attorney                      \_\_\_\_\_ Oliver Swanson

- I. Reading of July 16, 2013 Human Service Committee Meeting Minutes
- II. Personnel
  
- III. General
  - A. Fee Schedule
  - B. Car replacement
  - C. Blue Plus and UCare Audits
  - 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:

09/17/2013	10/15/2013	11/19/2013
7:00 pm	7:00 pm	12:00 pm
- II. Adjournment Time

**Pennington County Human Services  
Financial Assistance Unit  
Active Cases by Program  
Jul-13**

<b>Cash</b>			## in HH	# Adults	# Children	
	MFIP	41	113	34	79	Minnesota Family Investment Program
	DWP	6	13	6	7	Diversionary Work Program
	WB	9	26	9	17	Work Benefit Program
	GA	45	45	45	0	General Assistance
	GRH	67	67	67	0	Group Residential Housing
	MSA	71	71	71	0	Minnesota Supplement Aid
	EA	3	9	4	5	Emergency Assistance
	EGA	0	0	0	0	Emergency General Assistance
	<b>TOTAL</b>	<b>242</b>	344	236	108	

<b>Food</b>						
	SNAP	583	1149	725	424	Supplemental Nutrition Assistance Program
	<b>TOTAL</b>	<b>583</b>				

<b>Health Care</b>						
	MA	1,229	2,007	1,098	909	Medical Assistance
	IMD	6	6	6	0	Institute for Mental Disease
	QMB	281	284	284	0	Qualified Medicare Beneficiary (Medicare Savings Program)
	SLMB	88	95	95	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
	QI-1	17	18	18	0	QI-1 (Medicare Savings Program)
	MN Care	197	---	---	---	Minnesota Care (06/02/2013)
	<b>TOTAL</b>	<b>1,818</b>	2,410	1,501	909	

<b>Stand-Alone Health Care</b>					
	MA	<b>1,135</b>	2,029	1,247	782

<b>TOTAL ACTIVE PROGRAMS:</b>	<b>2,643</b>
<b>TOTAL ACTIVE CASES:</b>	<b>1,454</b>
Cash, SNAP/Food, Health Care	1,257
MN Care	197



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	\$ 16,907.45	\$ 14,635.55	\$ 15,350.79	\$ 14,538.65						\$ 107,533.21	\$ 207,766.51	-48.2%
Rule 4	\$ 8,081.08	\$ 3,546.40	\$ 13,738.60	\$ 4,804.07	\$ 17,441.46	\$ 9,102.59	\$ 7,304.37						\$ 64,018.57	\$ 39,342.16	62.7%
Rule 8	\$ 19,623.00	\$ 10,080.00	\$ 21,420.00	\$ 8,640.00	\$ (1,010.31)	\$ 4,548.00	\$ 6,357.25						\$ 69,657.94	\$ 259,403.00	-73.1%
Rule 5	\$ 19,541.68	\$ 18,017.25	\$ 16,724.30	\$ 6,502.25	\$ -	\$ 5,305.08	\$ (3,822.28)						\$ 62,268.28	\$ 255,126.47	-75.6%
Corrections	\$ 50,279.08	\$ 57,358.19	\$ 56,287.72	\$ 51,175.61	\$ 45,782.20	\$ 52,353.44	\$ 41,507.57						\$ 354,743.81	\$ 436,193.94	-18.7%
<b>Totals</b>	\$ 112,104.94	\$ 104,752.05	\$ 123,941.08	\$ 88,029.38	\$ 76,848.90	\$ 86,659.90	\$ 65,885.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 658,221.81	\$ 1,197,832.08	-45.0%
<b>Revenue</b>															
Reimburse	\$ 1,301.97	\$ 26,398.54	\$ 1,238.59	\$ 1,820.30	\$ 1,336.40	\$ 1,248.48	\$ 1,429.48						\$ 34,773.76	\$ 10,259.37	238.9%
MH Recovery	\$ 1,821.31	\$ 2,563.00	\$ 844.00	\$ 844.00	\$ 844.00	\$ 844.00	\$ 1,983.19						\$ 9,743.50	\$ 65,863.36	-85.2%
4E Recovery	\$ 1,869.36	\$ 10,778.34	\$ 473.34	\$ 473.34	\$ 7,709.34	\$ 473.34	\$ 473.34						\$ 22,250.40	\$ 57,397.00	-61.2%
<b>Totals</b>	\$ 4,992.64	\$ 39,739.88	\$ 2,555.93	\$ 3,137.64	\$ 9,889.74	\$ 2,565.82	\$ 3,886.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,767.66	\$ 133,519.73	-50.0%
<b>Net Expense</b>	\$ 107,112.30	\$ 65,012.17	\$ 121,385.15	\$ 84,891.74	\$ 66,959.16	\$ 84,094.08	\$ 61,999.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 591,454.15	\$ 1,064,312.35	-44.4%
2012 Totals	83237.47	68262.07	81227.92	106195.87	87,818.50	101287.13	73644.25	79481.99	80918.83	82223.9	139104.41	80910.01	1064839.27	1,064,312.35	0.0%
YTD Change	\$ 23,874.83	\$ 20,624.93	\$ 60,782.16	\$ 39,478.03	\$ 18,618.69	\$ 1,425.64	\$ (10,219.06)	\$ (89,701.05)	\$ (170,619.88)	\$ (252,843.78)	\$ (391,948.19)	\$ (472,858.20)			

**Pennington County Human Services**  
**Emergency Assistance/Emergency General Assistance**  
**Emergency Requests Related to Potential Evictions/Housing and Utilities**  
**Date: July 12 - August 8, 2013**

**Approvals**

Eligibility Worker	File Date	Case Number	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
Shelly	7/15/2013	786532	electric	full time	4	\$851.83 - to avoid electric disconnect	EA Approved	7/17/2013
Shelly	7/16/2013	1978402	electric	part time	1	\$200 - electric service deposit	EA Approved	7/17/2013
Shelly	7/23/2013	1120397	electric	full time	1	\$250 - to restore electric service	EA Approved	7/23/2013
<b>TOTAL</b>						<b>\$1,301.83</b>		

**Denials**

Holly	7/14/2013	251850	no emergency	unemployed	0	no emergency	EGA Denied - no emergency	7/14/2013
Steve	7/10/2013	1256995	rent/deposit	full time	0	\$800	EGA Denied - not cost effective	8/9/2013
Steve	7/11/2013	894058	rent	unemployed	0	unknown	EGA Denied - client did not have a housing plan	8/10/2013
Steve	7/11/2013	1914991	rent	full time	0	no emergency	EGA Denied - no emergency	8/10/2013
Steve	8/6/2013	817123	no emergency	unemployed	0	no emergency	EGA Denied - no emergency	8/8/2013

## 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	808,225.65
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	552,664.08
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	336,353.50
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	1,693,689.91
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	

## SECTION A

The regular meeting of the Pennington County Human Service Committee was held July 16, 2013 at 7:00 pm. at Pennington County Human Services.

### COMMITTEE MEMBERS PRESENT:

Cody Hempel  
Don Jensen  
Oliver "Skip" Swanson  
Neil Peterson  
Darryl Tveitbakk

### STAFF MEMBERS PRESENT:

Ken Yutrzenka  
Julie Sjostrand  
Kathleen Herring

- I. MINUTES: The June 18, 2013 Human Service Committee meeting minutes were read. Recommendation was made to forward the minutes to the Consent Agenda.
  
- III. PERSONNEL:
  - A. There were no personnel items presented for consideration.
  
- IV. GENERAL:
  - A. The Occupational Development Center (ODC) recently met with the agency to discuss Supported Employment/Job Coaching services. ODC program staff report that the CY2013 contract cap will soon be exhausted, however, due to the amount of work available, the ODC intends to continue providing services through year's end. For CY2014 the ODC is requesting a \$15,000 increase to the current \$45,000 cap. Due to the agency's budget projections and decrease in funding, the Director recommends that next year's Supported Employment service contract remain at \$45,000.00.
  - D. Tom Schuett and Danica Robson representing Schuett Companies came before the committee to request a Home and Community-Based Waiver contract to provide home care services that would be available to residents at the company's Riverside Terrace facility located in Thief River Falls. Upon completion of the presentation and follow-up discussion, a recommendation to enter into a HCBS waiver service contract with Schuett Companies was forwarded to the Consent Agenda.
  - C. The Director presented a recommendation to amend Home and Community-Based Waiver Service contracts with those service providers eligible for the .5% service rate restore allowed for by the 2011 Minnesota Legislature. Amendments would be effective 07/01/2013. Recommendation was made to forward this item to the Consent Agenda.
  - D. Discussion was held regarding the agency's MNCare processing contract with the Minnesota Department of Human Services. With the upcoming statewide expansion of Medical Assistance and an anticipated increase in the number of new MA applications Pennington County is expected to receive, staff recommends that the agency discontinue processing MNCare applications, returning that responsibility to the state. The MNCare processing contract allows for a 30 day out clause. Concluding discussion, a recommendation was made to forward this item to the Consent Agenda.
  - E. Kathleen Herring and the Director presented an opportunity to bring on a Work Experience participant to assist with imaging the backlog of case file documents. Sponsored by the North West Private Industry Council (PIC), a participant would be allowed to work up to 499 hours at no cost to the agency. Upon conclusion of the presentation, recommendation was made to forward this request to the Consent Agenda.
  - F. Discussion was held regarding the immediate need for additional office space. This is necessitated by recent approvals to hire both a new Social Worker and new Eligibility Worker. Upon concluding this discussion the committee recommended

that the Director and the Building Committee explore options for accessing additional office space.

- G. The Out-of-Home cost report was presented for review
- H. Month's end cash balance for June 2013 stands at \$336,353.50.

**SECTION B**

- I. There were no Social Service cases presented for special case consideration.
- II. Kathleen Herring presented the Crisis Assistance Monthly Report of Activity.
- III. There were no Income Maintenance cases presented for Special Case consideration.
- IV. A listing of bills presented for payment was circulated and reviewed. A 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: August 14, 2013 at 1:00 pm.