

# Pennington County Human Service Committee Meeting Agenda

For June 18, 2013

7:00 pm

## Section A

Members Present:

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

- I. Reading of May 21, 2013 Human Service Committee Meeting Minutes
- II. Personnel
  - A. Children's Services/CPS Social Worker hiring update
  
- III. General
  - A. Compassion Care (Housing with Services) Request for Host County Contract
  - B. 2013-2015 EEO/AA Guidelines
  - C. PMAP Re-Procurement
  - D. Group Residential Housing Agreements
  - E. Out-of-Home Cost Report
  - F. 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:

07/16/2013	08/20/2013	09/17/2013
7:00 pm	7:00 pm	7:00 pm
- II. Adjournment Time

## 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	
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	

**Pennington County Human Services**  
**Emergency Assistance/Emergency General Assistance**  
**Emergency Requests Related to Potential Evictions/Housing and Utilities**  
**Date: May 16, 2013 - June 12, 2013**

**Approvals**

Eligibility Worker	File Date	Case Number	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
Holly	5/17/2013	758764	Electric disconnect	32 hours per week	0	\$352	Approved EGA	5/28/2013
Holly	6/10/2013	937030	Electric deposit	32 hrs a week	0	\$200	Approved EGA	6/11/2013
<b>TOTAL</b>						<b>\$552</b>		

**Denials**

Steve	5/22/2013	649212	Electric disconnect	unemployed	0	\$700	Denied. Not cost effective.	6/11/2013
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## SECTION A

The regular meeting of the Pennington County Human Service Committee was held May 21, 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  
Scott Sommers  
Julie Sjostrand  
Kathleen Herring

- I. MINUTES: The April 16, 2013 Human Service Committee meeting minutes were read. Recommendation was made to forward the minutes to the Consent Agenda.

III. PERSONNEL:

- A. Julie Sjostrand, Social Services Supervisor and the Director presented a request to add a Social Worker in the Adult Services unit. Information was shared concerning the consistent caseload growth to individuals age 65 and older and of the upcoming implementation of the MNChoices assessment protocol that will require additional attention and increase the county's adult and disability services caseloads. Information was also shared of the anticipated revenues that are available to offset some of the costs for this position.
- B. Kathleen Herring, Financial Assistance Supervisor and the Director presented a request to add an Eligibility Worker to the Income Maintenance Unit. Information was shared concerning the anticipated caseload growth due to implementation of the Affordable Care Act and expanded eligibility in the Medical Assistance program. MA expansion in Pennington County is expected to result in well over 200 additional Medical Assistance cases. Committee members were also provided information on the expanded FFP that will be available; however, for budgeting purposes the agency is approaching this in a conservative manner.

Upon completion of discussion, the Committee tabled the requests until after the upcoming AMC meeting. This will allow Commissioners an opportunity to gauge what other counties will be doing to address increased workloads. It was subsequently decided to have the agency present a formal request at the upcoming County Board meeting scheduled for Tuesday June 11, 2013.

IV. GENERAL:

- A. The agency's Equal Employment Opportunity/Affirmative Action (EEO/AA) action plan is soon due for 2013-2015. In order to comply with Minnesota Merit System Rules Pennington County Human Services must choose one of two courses of action; these being either (A) adopt the Minnesota Merit System EEO/AA guidelines as the agency's EEO/AA plan, or (B) adopt an existing EEO/AA county plan that is certified by the Minnesota Department of Human Rights which would then meet Merit System requirements. The Director informed Committee members that he is communicating with the Auditor's office to ascertain if the County has a certified EEO/AA plan. The Director is not asking for a recommendation at present but plans to revisit this item at the June 2013 Human Service Committee meeting.
- B. The Director presented the Blue Plus Targeted Case Management and Provider service agreement for renewal. Recommendation was made to forward this item to the Consent Agenda.
- C. The Director presented a Provider Agreement renewal between UCare and this agency including the Targeted Case Management addendum and the Business

Associate Agreement. Recommendation was made to forward this item to the Consent Agenda.

- D. The Director presented the regional Fraud Prevention Investigation grant renewal for approval. The FPI grant covers services provided in Region 1. Marshall County Social Services serves as grant host.
- D. The Director provided a brief Homemaking services provider update. With Tri-Valley Opportunity Council discontinuing this service, our agency has spoken with other regional providers to fill this service need in Pennington County.
- D. Scott Sommers reviewed the Out-Of-Home Cost report for April 2013.
- E. Month's end cash balance for March 2013 stands at \$808,225.65.

### **SECTION B**

- I. Julie Sjostrand informed Committee members of recent involvement by agency staff in response to a report of alleged maltreatment and license violation by a licensed child care provider.
- II. Kathleen Herring presented the Crisis Assistance Monthly Report of Activity. Kathleen also presented a report describing historical case worker and caseload statistics.
- 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: June 18, 2013 at 7:00 pm.

DRAFT