

# Pennington County Human Service Committee Meeting Agenda

For October 15, 2013

7:00 pm

## Section A

Members Present:

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

- I. September 17, 2013 Meeting Minutes
- II. Personnel
  - A. Re-filling Social Worker position
- III. General
  - A. SNAP FSET Contract
  - B. MFIP Biennial Service Agreement
  - C. Copier for Child Support
  - D. Council of Collaboratives Annual Meeting (10/25/13)
  - 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:

11/19/2013	12/17/2013	01/21/2014
12:00 pm	12:00 pm	12:00 pm
- II. Adjournment Time

This Agenda Subject to Change

## SECTION A

The regular meeting of the Pennington County Human Service Committee was held September 17, 2013 at 7:00 pm. at Pennington County Human Services.

### COMMITTEE MEMBERS PRESENT:

Cody Hempel  
Don Jensen  
Oliver Swanson  
Neil Peterson

### STAFF MEMBERS PRESENT:

Ken Yutrzenka  
Scott Sommers  
Julie Sjostrand  
Kathleen Herring

- I. MINUTES: The August 14, 2013 Human Service Committee meeting minutes were read. Noting no changes, a recommendation was made to forward the minutes to the Consent Agenda.
  
- II. PERSONNEL:
  - A. Peggy Whitlow, Social Worker, submitted her resignation effective September 17, 2013. A recommendation to accept Ms. Whitlow's resignation was forwarded to the Consent Agenda.
  - B. Following the request to re-fill the vacancy created by Peggy Whitlow's resignation, a recommendation to post, interview and hire was forwarded to the Consent Agenda.
  - C. Carol Adair, Social Worker, announced her retirement effective October 31, 2013. A recommendation to accept Ms. Adair's resignation was forwarded to the Consent Agenda.
  - D. The Agency is interested in refilling the position being vacated by Ms. Adair; however, administrative staff wishes to explore options for this FTE. It is planned to revisit this item at the October committee meeting.
  - E. New hires were announced to the committee. Rachelle Ruegemer will begin employment as a Social Worker on September 23<sup>rd</sup> and Jennifer Booth, will begin work as an Eligibility Worker on September 30<sup>th</sup>.
  - F. Jason Thompson, Eligibility Worker, will complete his 6 month probation on October 4<sup>th</sup>, 2013. Jason is successfully fulfilling position expectations and supervisory staff recommends that he be granted permanent status. Recommendation was made to forward this item to the Consent Agenda.
  
- III. GENERAL:
  - A. Scott Sommers reported on the price quotes received for replacing one of the agency's automobiles. The low quote of \$12,500 plus trade-in was provided by Northern Motors for a 2014 Chevrolet Impala. A recommendation to accept the Northern Motors quote was forwarded to the Consent Agenda. Additional discussion was held concerning the replacement of the other 2009 Chevrolet Impala yet this budget year. Committee members directed the agency to obtain additional quotes for such consideration.
  - B. An amendment to the comprehensive mental health service contract between this agency and Sanford Health to add mental health in-patient stay for county holds as an identified service component was presented for consideration. Subsequent to the presentation, a recommendation was made to forward this item to the Consent Agenda.
  - C. Committee members were informed that the Minnesota Department of Human Services has selected UCare as the county's sole PMAP Managed Care Organization beginning in 2014. This is a departure from the current status of having both Blue Plus and UCare as PMAP MCO providers.
  - D. The Director presented a proposed Social Service fee schedule for use in determining out-of-home placement fees. Following committee discussion recommendation was made to forward this item to the Consent Agenda.
  - E. Committee members were informed that the Stadter Center, Grand Forks, ND. is interested in entering into a contract with Pennington County to provide 72 hour in-patient involuntary holds. The Director plans to meet with Stadter Center

- representatives and will update committee members on those discussions.
- F. The Director requested confirmation of the schedule for monthly Human Service Committee meetings for official posting. Per discussion, committee meetings will be held the third Tuesday each month. During the months of March through October, the meeting time will be 7:00pm. From November through December, the meeting time will be 12:00pm (noon).
  - G. Committee members were informed of the Northwest Council of Collaboratives annual meeting scheduled for October 25, 2013 in Crookston. County Commissioners are invited to attend.
  - H. Scott Sommers presented the Out-of-Home cost report through August 2013.
  - I. Month's end cash balance for August 2013 stands at \$1,636,358.69

## **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. Kathleen also reported the current Income Maintenance open case count stands at 1,467.
- 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: October 15, 2013 at 7:00 pm.

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

<b>Cash</b>	# Cases	## in HH	# Adults	# Children	
MFIP	30	78	21	57	Minnesota Family Investment Program
DWP	4	12	4	8	Diversionsary Work Program
WB	14	53	17	36	Work Benefit Program
GA	41	41	41	0	General Assistance
GRH	68	68	68	0	Group Residential Housing
MSA	71	71	71	0	Minnesota Supplement Aid
EA	3	8	5	3	Emergency Assistance
EGA	0	0	0	0	Emergency General Assistance
<b>TOTAL</b>	<b>231</b>	331	227	104	

<b>Food</b>					
SNAP	603	1153	736	417	Supplemental Nutrition Assistance Program
<b>TOTAL</b>	<b>603</b>				

<b>Health Care</b>					
MA	1,145	1,883	997	886	Medical Assistance
IMD	7	7	7	0	Institute for Mental Disease
QMB	283	287	287	0	Qualified Medicare Beneficiary (Medicare Savings Program)
SLMB	80	87	87	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
QI-1	17	18	18	0	QI-1 (Medicare Savings Program)
MN Care	103	---	---	---	Minnesota Care (10/02/2013)
<b>TOTAL</b>	<b>1,635</b>	2,282	1,396	886	

<b>Stand-Alone Health Care</b>				
MA	<b>1,113</b>	1,986	1,230	756

<b>TOTAL ACTIVE PROGRAMS:</b>	<b>2,469</b>
<b>TOTAL ACTIVE CASES:</b>	<b>1,358</b>
Cash, SNAP/Food, Health Care	1,255
MN Care	103
NOTE: MN Care contract ended 08/31/2013.	



**Pennington County Human Services**  
**Emergency Assistance/Emergency General Assistance**  
**Emergency Requests Related to Potential Evictions/Housing and Utilities**  
**Date: September 13, 2013 - October 10, 2013**

**Approvals**

Eligibility Worker	File Date	Case Number	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
JH	10/9/2013	174951	electric	full time	2	\$252 - restore electric service	EA Approved	10/9/2013
JH	10/9/2013	820858	electric	full time	2	\$115 - restore electric service. Client paid remaining balance due prior to approval.	EA Approved	10/9/2013
SAH	10/1/2013	475692	electric	part time	1	\$566.06 - initiate electric service	EA Approved	10/3/2013
SH	10/1/2013	266906	natural gas - heat	disabled	0	\$232.03 - past due	EGA Approved	10/1/2013
<b>TOTAL</b>					<b>EA</b>	<b>\$933.06</b>		
					<b>EGA</b>	<b>\$232.03</b>		

**Denials**

HS	9/24/2013	147380	rent	full time	0	\$600 - past due rent	EGA Denied. Client did not meet 30% co-pay.	9/25/2013
HS	10/9/2013	525810	electric	full time	0	\$528 - restore electric service	EGA Denied. Client did not meet 30% co-pay.	10/9/2013
SAH	10/9/2013	730277	electric	on FMLA	1	Amount unknown - restore electric service	EA Denied. Not cost effective.	10/9/2013

SAH	10/9/2013	774556	electric	part time	3	\$498 - restore electric service	EA Denied. Client was able to meet need on their own.	10/9/2013
SH	9/16/2013	649212	everything	unemployed	0	\$0	EGA Denied. Request for food and healthcare. No emergency need.	9/16/2013
SH	10/3/2013	1194938	everything	unemployed	0	\$0	EGA Denied. No emergency need.	10/3/2013

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	\$ 17,310.06	\$ 18,974.30				\$ 143,817.57	\$ 207,766.51	-30.8%
Rule 4	\$ 8,081.08	\$ 3,546.40	\$ 13,738.60	\$ 4,804.07	\$ 17,441.46	\$ 9,102.59	\$ 7,304.37	\$ 8,502.84	\$ 11,712.31				\$ 84,233.72	\$ 39,342.16	114.1%
Rule 8	\$ 19,623.00	\$ 10,080.00	\$ 21,420.00	\$ 8,640.00	\$ (1,010.31)	\$ 4,548.00	\$ 6,357.25	\$ 14,940.00	\$ 14,988.00				\$ 99,585.94	\$ 259,403.00	-61.6%
Rule 5	\$ 19,541.68	\$ 18,017.25	\$ 16,724.30	\$ 6,502.25	\$ -	\$ 5,305.08	\$ (3,822.28)	\$ 3,503.28	\$ 4,120.46				\$ 69,892.02	\$ 255,126.47	-72.6%
Corrections	\$ 50,279.08	\$ 57,358.19	\$ 56,287.72	\$ 51,175.61	\$ 45,782.20	\$ 52,353.44	\$ 41,507.57	\$ 40,388.97	\$ 31,059.67				\$ 426,192.45	\$ 436,193.94	-2.3%
<b>Totals</b>	\$ 112,104.94	\$ 104,752.05	\$ 123,941.08	\$ 88,029.38	\$ 76,848.90	\$ 86,659.90	\$ 65,885.56	\$ 84,645.15	\$ 80,854.74	\$ -	\$ -	\$ -	\$ 823,721.70	\$ 1,197,832.08	-31.2%
<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	\$ 1,271.49	\$ 1,944.49				\$ 37,989.74	\$ 10,259.37	270.3%
MH Recovery	\$ 1,821.31	\$ 2,563.00	\$ 844.00	\$ 844.00	\$ 844.00	\$ 844.00	\$ 1,983.19	\$ 844.00	\$ -				\$ 10,587.50	\$ 65,863.36	-83.9%
4E Recovery	\$ 1,869.36	\$ 10,778.34	\$ 473.34	\$ 473.34	\$ 7,709.34	\$ 473.34	\$ 473.34	\$ 4,174.34	\$ 473.34				\$ 26,898.08	\$ 57,397.00	-53.1%
<b>Totals</b>	\$ 4,992.64	\$ 39,739.88	\$ 2,555.93	\$ 3,137.64	\$ 9,889.74	\$ 2,565.82	\$ 3,886.01	\$ 6,289.83	\$ 2,417.83	\$ -	\$ -	\$ -	\$ 75,475.32	\$ 133,519.73	-43.5%
<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	\$ 78,355.32	\$ 78,436.91	\$ -	\$ -	\$ -	\$ 748,246.38	\$ 1,064,312.35	-29.7%
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)	\$ (11,345.73)	\$ (13,827.65)	\$ (96,051.55)	\$ (235,155.96)	\$ (316,065.97)			

## 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	1,636,358.00
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	1,468,683.30
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	