

# Pennington County Human Service Committee Meeting Agenda

For March 19, 2013

12:00 pm

## Section A

Members Present:

\_\_\_\_\_ Neil Peterson                      \_\_\_\_\_ Don Jenson                      \_\_\_\_\_ Darryl Tvietbakk  
\_\_\_\_\_ Cody Hempel                      \_\_\_\_\_ County Attorney                      \_\_\_\_\_ Oliver Swanson

- I. Reading of Minutes of February 19, 2013 HSC Meeting
- II. Personnel
  - A. Eligibility/Financial Worker Hiring Update
- III. General
  - A. SNAP Bonus Funds
  - B. Affordable Care Act/Projected Increase in County MA caseload
  - C. DHS Human Service Financial Reporting
  - D. Out-of-Home Cost Report
  - E. Month's End Cash Balance

## Section B

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

## Section C

- I. Dates of Next Committee Meetings:

|            |            |            |
|------------|------------|------------|
| 04/16/2013 | 05/21/2013 | 06/18/2012 |
| 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 February 19, 2013 at 12:00 pm.

### COMMITTEE MEMBERS PRESENT:

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

### STAFF MEMBERS PRESENT:

Ken Yutzenka  
Julie Sjostrand  
Scott Sommers  
Kathleen Herring

- I. MINUTES: The January 15, 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, is scheduled to complete her six-month probation on 03/14/2013. Julie is successfully meeting all position expectations. The Director recommends Julie be allowed to obtain permanent status upon full completion of the probationary period. A recommendation was made to forward this item to the Consent Agenda.
  - B. The Director informed committee members of an upcoming FMLA leave and presented a request to bring on temporary Social Worker help. Before taking any action, the Director was directed to review the Collective Bargaining Agreement for any pertinent language that may come into play.
  - C. Committee members were updated on efforts to refill the vacant Eligibility Worker position.
  
- IV. GENERAL:
  - A. Committee members were provided an overview of the MnChoices assessment and service planning process scheduled for statewide implementation this summer. MnChoices will replace current Long Term Care, Waiver and disability assessment and service planning processes. Issues for the Agency to consider include staffing needs, training requirements, workload assignments and technology upgrades. Staff will keep Committee members updated as implementation plans are developed.
  - B. The Umbrella Tree Supervised Visitation/Visitation Exchange Purchase of Service contract was presented for renewal. There will be no change in contract terms and conditions. The annual reimbursement cap will continue at \$4,000.00. Recommendation was made to forward this item to the Consent Agenda.
  - C. Kathleen Herring, FAS, provided an update on the agency's document imaging activities. Clerical staff could use some assistance in keeping up with imaging of case file documents. A suggestion was made and Committee members supported the idea of researching the possibility of bringing in a temporary subsidized employee to provide imaging assistance. Staff will report back to the Committee on any progress in this endeavor.
  - D. Scott Sommers presented the out-of-home cost report for January 2013.
  
  - F. Month's end cash balance for January 2013 stands at \$1,271,780.24.

**SECTION B**

- I. No Social Service cases were presented for special case consideration. Julie Sjostrand, Social Service Supervisor reported on social worker case load size and target group activity. Julie will provide this information regularly.
- 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 1,381.
- 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: March 19, 2013 at 12:00 pm.

DRAFT

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

**Cash**

|              |            |                                     |
|--------------|------------|-------------------------------------|
| MFIP         | 51         | Minnesota Family Investment Program |
| DWP          | 4          | Diversionsary Work Program          |
| WB           | 5          | Work Benefit Program                |
| GA           | 41         | General Assistance                  |
| GRH          | 64         | Group Residential Housing           |
| MSA          | 73         | Minnesota Supplement Aid            |
| EA           | 0          | Emergency Assistance                |
| EGA          | 0          | Emergency General Assistance        |
| <b>TOTAL</b> | <b>238</b> |                                     |

**Food**

|              |            |   |
|--------------|------------|---|
| SNAP         | 625        | Supplemental Nutrition Assistance Program |
| <b>TOTAL</b> | <b>625</b> |   |

**Health Care**

|              |              |   |
|--------------|--------------|---|
| MA           | 1,187        | Medical Assistance  |
| IMD          | 6            | Institute for Mental Disease                                    |
| QMB          | 257          | Qualified Medicare Beneficiary (Medicare Savings Program)       |
| SLMB         | 91           | Service Limited Medicare Beneficiary (Medicare Savings Program) |
| QI-1         | 15           | QI-1 (Medicare Savings Program)                                 |
| <b>TOTAL</b> | <b>1,556</b> |   |

**TOTAL ACTIVE PROGRAMS: 2419**

**TOTAL ACTIVE CASES AS OF 03/14/2013: 1324**

3/14/2013

| Expense            | January<br>2013      | February<br>2013     | March<br>2013  | April<br>2013   | May<br>2013     | June<br>2013    | July<br>2013    | August<br>2013  | September<br>2013 | October<br>2013 | November<br>2013 | December<br>2013 | YTD                  | 2012                 | Change        |
|--------------------|----------------------|----------------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|-----------------|------------------|------------------|----------------------|----------------------|---------------|
| Foster Care        | \$ 14,580.10         | \$ 15,750.21         |                |                 |                 |                 |                 |                 |                   |                 |                  |                  | \$ 30,330.31         | \$ 192,407.39        | -84.2%        |
| Rule 4             | \$ 8,081.08          | \$ 3,546.40          |                |                 |                 |                 |                 |                 |                   |                 |                  |                  | \$ 11,627.48         | \$ 39,342.16         | -70.4%        |
| Rule 8             | \$ 19,623.00         | \$ 10,080.00         |                |                 |                 |                 |                 |                 |                   |                 |                  |                  | \$ 29,703.00         | \$ 322,935.71        | -90.8%        |
| Rule 5             | \$ 23,292.68         | \$ 22,093.75         |                |                 |                 |                 |                 |                 |                   |                 |                  |                  | \$ 45,386.43         | \$ 52,724.37         | -13.9%        |
| Corrections        | \$ 50,279.08         | \$ 57,358.19         |                |                 |                 |                 |                 |                 |                   |                 |                  |                  | \$ 107,637.27        | \$ 316,697.07        | -66.0%        |
| <b>Totals</b>      | <b>\$ 115,855.94</b> | <b>\$ 108,828.55</b> | \$ -           | \$ -            | \$ -            | \$ -            | \$ -            | \$ -            | \$ -              | \$ -            | \$ -             | \$ -             | <b>\$ 224,684.49</b> | <b>\$ 924,106.70</b> | <b>-75.7%</b> |
| <b>Revenue</b>     |                      |                      |                |                 |                 |                 |                 |                 |                   |                 |                  |                  |                      |                      |               |
| Reimburse          | \$ 1,301.97          | \$ 26,398.54         |                |                 |                 |                 |                 |                 |                   |                 |                  |                  | \$ 27,700.51         | \$ 9,176.04          | 201.9%        |
| MH Recovery        | \$ 1,821.31          | \$ 2,563.00          |                |                 |                 |                 |                 |                 |                   |                 |                  |                  | \$ 4,384.31          | \$ 2,290.27          | 91.4%         |
| 4E Recovery        | \$ 1,869.36          | \$ 10,778.34         |                |                 |                 |                 |                 |                 |                   |                 |                  |                  | \$ 12,647.70         | \$ 73,868.00         | -82.9%        |
| <b>Totals</b>      | <b>\$ 4,992.64</b>   | <b>\$ 39,739.88</b>  | \$ -           | \$ -            | \$ -            | \$ -            | \$ -            | \$ -            | \$ -              | \$ -            | \$ -             | \$ -             | <b>\$ 44,732.52</b>  | <b>\$ 85,334.31</b>  | <b>-47.6%</b> |
| <b>Net Expense</b> | <b>\$ 110,863.30</b> | <b>\$ 69,088.67</b>  | \$ -           | \$ -            | \$ -            | \$ -            | \$ -            | \$ -            | \$ -              | \$ -            | \$ -             | \$ -             | <b>\$ 179,951.97</b> | <b>\$ 838,772.39</b> | <b>-78.5%</b> |
| 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         | <b>1064839.27</b>    | 838,772.39           | <b>27.0%</b>  |
| YTD Change         | \$ 32,505.36         | \$ 40,222.03         | \$ (61,414.42) | \$ (168,910.84) | \$ (243,227.27) | \$ (346,803.41) | \$ (420,448.16) | \$ (501,730.15) | \$ (604,408.98)   | \$ (689,872.88) | \$ (803,977.29)  | \$ (884,887.30)  |                      |                      |               |

**Pennington County Human Services  
Social Services Unit**

**Social Worker Caseload  
14-Mar-13**

|                       | Child Protection | Mental Health | Child Welfare | Licensing | EW MSHO | Children's Mental Health Health | DD | Chemical Dependency | Cadi Waiver |
|-----------------------|------------------|---------------|---------------|-----------|---------|---------------------------------|----|---------------------|-------------|
| <b>Social Worker</b>  |                  |               |               |           |         |                                 |    |                     |             |
| Adair, Carol          |                  |               |               |           |         |                                 |    | 29                  |             |
| Anderson, Mitch       |                  | 18            |               |           | 36      |                                 |    |                     | 19          |
| Duray, Jena           | 5                |               | 11            |           |         |                                 |    |                     |             |
| Gonsorowski, Mauri    |                  |               |               |           |         |                                 | 35 |                     | 22          |
| Hamness, Laurie       |                  |               |               |           | 57      |                                 |    |                     | 3           |
| Haugen, Katie         | 5                |               | 6             | 16        |         |                                 |    |                     |             |
| Hruby, Alissa         | 11               |               | 4             |           |         |                                 |    |                     |             |
| Monson, Maureen       |                  |               |               |           | 58      |                                 |    |                     | 3           |
| Mumm, Sally           |                  | 56            |               | 20        |         |                                 |    |                     | 12          |
| Reuter, Melani        |                  |               |               |           |         |                                 | 27 |                     | 22          |
| Whitlow, Peggy        | 9                |               | 9             |           |         | 3                               |    | 2                   |             |
| <b>Total Per Type</b> | 30               | 74            | 30            | 36        | 151     | 3                               | 62 | 31                  | 81          |
| <b>Total</b>          | 498              |               |               |           |         |                                 |    |                     |             |

**Pennington County Human Services  
Emergency Assistance  
Emergency Requests Related to Potential Evictions/Housing and Utilities  
Date: February 16, 2013 - March 13, 2013**

**Approvals**

| Eligibility Worker | File Date | Case Number | Request  | Employment Status | Number of Children | Amount and Purpose           | Agency Action          | Date of Action |
|--------------------|-----------|-------------|----------|-------------------|--------------------|------------------------------|------------------------|----------------|
| Holly              | 3/5/2013  | 746944      | electric | near full time    | 0                  | \$165 to prevent disconnect. | EA approved for \$165. | 3/6/2013       |
| <b>TOTAL</b>       |           |             |          |                   |                    |                              | <b>\$165.00</b>        |                |

**Denials**

|         |           |         |          |            |   |  |  |           |
|---------|-----------|---------|----------|------------|---|--|--|-----------|
| Delaine | 2/1/2013  | 826738  | electric | unemployed | 1 | \$290 to prevent disconnect                  | EA denied. Used DWP funds to vendor pay electric.  | 2/25/2013 |
| Delaine | 2/25/2013 | 1504060 | electric | full time  | 2 | prevent disconnect                           | EA denied. Client failed to provide required verifications.  | 3/8/2013  |
| Holly   | 2/26/2013 | 662563  | rent     | part time  | 0 | \$300 for February rent.                     | EA denied. Not cost effective.   | 3/5/2013  |
| Shelly  | 2/4/2013  | 1517828 | rent     | unemployed | 1 | unknown amount needed for first month's rent | EA denied as client has not yet found a HUD apt. Inter-County to assist with deposit.  | 3/6/2013  |
| Shelly  | 2/15/2013 | 1815373 | electric | part time  | 1 | \$219.63 to prevent disconnect               | EA denied. Client did not meet 30% criteria. Client referred to Inter-County for assistance and utility company to attempt to work out a payment plan. | 2/28/2013 |