

# Pennington County Human Service Committee Meeting Agenda

For May 21, 2013

7:00 pm

## Section A

Members Present:

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

- I. Reading of April 16, 2013 Meeting Minutes
- II. Personnel
  - A. Request for Adult Services Social Worker
  - B. Request for Eligibility Worker
  
- III. General
  - A. 2013-2015 EEO/AA Guidelines
  - B. UCare TCM Provider Service Agreement
  - C. Blue Plus TCM Provider Service Agreement
  - D. Homemaking Services update
  - 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:

06/18/2013	07/16/2013	08/20/2013
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 April 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  
Scott Sommers

- I. MINUTES: The March 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 Jason Thompson was hired for the vacant Eligibility Worker position. Jason met all hiring conditions and started his employment on April 4, 2013.
  - B. Kathleen Herring, Financial Assistance Supervisor, will be completing her 6 month probation on May 19<sup>th</sup> 2013. Kathleen's work performance is satisfactory and she is meeting position expectations. The Director recommends that Kathleen be granted permanent status upon fulfillment of probation. Recommendation was made to forward this item to the Consent Agenda.
  - C. Alissa Hruby, Social Worker, is requesting a 30 day medical Leave of Absence. Time away from the agency will be intermittent during this leave. The Agency supports the requested leave. Recommendation was made to forward this item to the Consent Agenda.
  - D. Julie Sjostrand, Social Service Supervisor and the Director presented a request to re-classify one of the adult Social Worker positions to a Lead Social Worker position. This change would provide some relief for the Social Service Supervisor and also provide additional oversight in the Adult Services area. Committee members directed staff to continue exploring the matter and to subsequently report back to the Committee.
  
- IV. GENERAL:
  - A. Committee members were informed that Pennington County had high performance in processing SNAP (Supplemental Nutrition Assistance Program) applications. For the four quarters of CY2012, Pennington County achieved a 99% performance rating for timely issuance of SNAP and MFIP food benefits.
  - B. Committee members were informed that Tri-Valley Opportunity Council will be discontinuing their housekeeping service program effective June 30, 2013. The Agency intends to explore the availability of other providers to backfill this need. Committee members expressed interest in trying to secure a local provider(s) if at all possible.
  - C. Committee members were informed of a proposal received from AdCom to distribute magnets containing local emergency response telephone numbers to the public. There would be no cost to the Agency for these informational products however, we would have to agree to serve as a distribution site for making them available to the public. The committee will revisit this item after the County Attorney reviews the proposal.
  - D. Scott Sommers reviewed the Out-Of-Home Cost report for March 2013.
  - E. Month's end cash balance for March 2013 stands at \$1,062,709.62.

**SECTION B**

- I. No Social Service cases were presented for special case consideration.
- II. The Director 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.  
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: May 21, 2013 at 7:00 pm.

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

<b>Cash</b>		## in HH	# Adults	# Children	
MFIP	57	155	52	103	Minnesota Family Investment Program
DWP	1	3	1	2	Diversionsary Work Program
WB	11	31	13	18	Work Benefit Program
GA	43	44	44	0	General Assistance
GRH	70	70	70	0	Group Residential Housing
MSA	73	73	73	0	Minnesota Supplement Aid
EA	3	13	6	7	Emergency Assistance
EGA	0	0	0	0	Emergency General Assistance
<b>TOTAL</b>	<b>258</b>	389	259	130	

<b>Food</b>					
SNAP	626	1246	767	479	Supplemental Nutrition Assistance Program
<b>TOTAL</b>	<b>626</b>				

<b>Health Care</b>					
MA	1,179	1,980	1,043	937	Medical Assistance
IMD	4	4	4	0	Institute for Mental Disease
QMB	258	258	258	0	Qualified Medicare Beneficiary (Medicare Savings Program)
SLMB	95	101	101	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
QI-1	18	19	19	0	QI-1 (Medicare Savings Program)
MN Care	193				Minnesota Care (05/02/2013)
<b>TOTAL</b>	<b>1,747</b>				

<b>Stand-Alone Health Care</b>					
MA	1,151	2,048	1,243	805	

<b>TOTAL ACTIVE PROGRAMS:</b>	<b>2,631</b>
<b>TOTAL ACTIVE CASES AS OF 05/16/2013:</b>	<b>1,527</b>

Cash, SNAP/Food, Health Care	1,334
Minnesota Care	193



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									\$ 63,008.22	\$ 192,407.39	-67.3%
Rule 4	\$ 8,081.08	\$ 3,546.40	\$ 13,738.60	\$ 4,804.07									\$ 30,170.15	\$ 39,342.16	-23.3%
Rule 8	\$ 19,623.00	\$ 10,080.00	\$ 21,420.00	\$ 8,640.00									\$ 59,763.00	\$ 322,935.71	-81.5%
Rule 5	\$ 19,541.69	\$ 18,017.25	\$ 16,724.30	\$ 6,502.25									\$ 60,785.49	\$ 52,724.37	15.3%
Corrections	\$ 50,279.08	\$ 57,358.19	\$ 56,287.72	\$ 51,175.61									\$ 215,100.60	\$ 316,697.07	-32.1%
<b>Totals</b>	\$ 112,104.95	\$ 104,752.05	\$ 123,941.08	\$ 88,029.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 428,827.46	\$ 924,106.70	-53.6%
<b>Revenue</b>															
Reimburse	\$ 1,301.97	\$ 26,398.54	\$ 1,238.59	\$ 1,820.30									\$ 30,759.40	\$ 9,176.04	235.2%
MH Recovery	\$ 1,821.31	\$ 2,563.00	\$ 844.00	\$ 844.00									\$ 6,072.31	\$ 2,290.27	165.1%
4E Recovery	\$ 1,869.36	\$ 10,778.34	\$ 473.34	\$ 473.34									\$ 13,594.38	\$ 73,868.00	-81.6%
<b>Totals</b>	\$ 4,992.64	\$ 39,739.88	\$ 2,555.93	\$ 3,137.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,426.09	\$ 85,334.31	-40.9%
<b>Net Expense</b>	\$ 107,112.31	\$ 65,012.17	\$ 121,385.15	\$ 84,891.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 378,401.37	\$ 838,772.39	-54.9%
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	\$ 28,754.37	\$ 32,394.54	\$ 52,143.24	\$ 29,538.56	\$ (44,777.87)	\$ (148,354.01)	\$ (221,998.76)	\$ (303,280.75)	\$ (405,959.58)	\$ (491,423.48)	\$ (605,527.89)	\$ (686,437.90)			

**Pennington County Human Services  
Emergency Assistance  
Emergency Requests Related to Potential Evictions/Housing and Utilities  
Date: April 11, 2013 - May 15, 2013**

**Approvals**

Eligibility Worker	File Date	Case Number	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
Delaine	4/25/2013	1904956	rent	part time now; full time as of 05/13/2013	1	\$600 - past due rent.	EA approved for vendor payment of \$600. Inter County Community Council not able to assist.	4/25/2013
Delaine	5/14/2013	36693	rental deposit	full time	1	\$586 - deposit	EA approved for vendor payment of \$586. Inter County Community Council not able to assist. Client paid total rent due.	5/14/2013
Junelle	5/2/2013	476353	electric	disabled	2	\$658.44 - electric disconnect	EA approved for vendor payment of \$508.44. Salvation Army approved for vendor payment of \$150. Inter County Community Council Energy Assistance monies have been exhausted for this household for this winter season.	5/14/2013



## 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	
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	