

# Pennington County Human Service Committee Meeting Agenda

For July 15, 2014

7:00 pm

## Section A

Members Present:

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

- I. Reading of June 17, 2014 Meeting Minutes
- II. Personnel
  - A. Personnel and hiring update
- III. General
  - A. DHS transition Plan for HCBS
  - B. Out-of-Home Cost Report
  - C. Month's end Cash Balance

## Section B

- I. Special Case Situations (Social Services)
- II. Income Maintenance Update
- III. Special Case Situations (Public Assistance)
- IV. Payment of Bills

## Section C

- I. Dates of Next Committee Meetings:

08/19/2014	09/16/2014	10/21/2014
7:00 pm	7:00 pm	7:00 pm

## SECTION A

The regular meeting of the Pennington County Human Service Committee was held at 7:00 pm, June 17, 2014 at Pennington County Human Services.

### COMMITTEE MEMBERS PRESENT:

Neil Peterson  
Don Jensen  
Oliver Swanson  
Cody Hempel

### STAFF MEMBERS PRESENT:

Ken Yutrzenka  
Julie Sjostrand  
Kathleen Herring

- I. MINUTES: The May 20, 2014 Human Service Committee meeting minutes were read. Recommendation was made to forward the minutes, as read, to the Consent Agenda.
  
- II. PERSONNEL:
  - A. Clayton Griesbach, Social Worker, tendered his resignation dated 06/16/2014. Clayton's final day of employment with our agency will be July 25, 2014. Recommendation was made to forward this item to the Consent Agenda.
  - B. Committee members were updated on the hiring process to refill the Child Protection Social Worker vacancy. Five candidates are scheduled for interviews. A hiring progress report will be presented at the next Human Service Committee meeting.
  
- III. GENERAL:
  - A. The Director presented updated Parental Fee Policy/Disclosure statements for children placed in out-of-home care and for youth placed on Electronic Home Monitoring. The Director is requesting these policies be forwarded for county board authorization. Recommendation was made to forward these items to the Consent Agenda.
  - B. The Director informed Committee members of the need to provide clinical supervision for Alissa Jones, the agency's new Rule 25 Assessor. Plans are to enter into discussions with Sanford Health as a provider for this service.
  - C. Committee members were informed that the annual Pathfinder's settle-up report has been received. Under the current contractual arrangement, Pennington County owes \$16,647 to Sanford Health covering CY2013 program operations.
  - D. Committee members were informed of an opportunity to enter into a regional shared Electronic Data Management System. Polk County is exploring implementation of an EDMS system for their county and is offering an opportunity for other counties to join and share expenses. Committee consensus is that the timing is not right, at present, for our agency to consider this.
  - E. Committee members were informed of an opportunity for the agency to install the Revation Communicator software. This software would allow staff to receive and share information concerning OBRA Level 1 screenings conducted by our Area Agency on Aging. The impetus for considering software installation is that it is presently being made available at no charge to our agency. The director indicated that he would follow-up with Insight Technologies to garner additional information and recommendation.
  - F. The out-of-home cost report for services paid through May 2014 was presented for review.
  - G. Month's end cash balance for May 2014 stands at \$693,604.86.

## **Section B**

- I. No Social Service cases were presented for special case consideration.
  
- II. Kathleen Herring presented the Crisis Assistance Monthly Report of Activity. Kathleen also reported that the end of month Income Maintenance open case count for April stands at 1,674.

- III. No Income Maintenance cases were presented for Special Case consideration.
- IV. A listing of bills presented for payment was 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: July 15, 2014 at 7:00pm.

Expense	January 2014	February 2014	March 2014	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	YTD	2013	Change
Foster Care	\$ 21,085.23	\$ 19,153.04	\$ 18,768.43	\$ 20,586.04	\$ 17,938.56	\$ 19,737.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117,268.91	\$92,994.56	26.1%
Rule 4	\$ 12,265.48	\$ 11,045.17	\$ 9,854.04	\$ 10,909.83	\$ 12,463.50	\$ 12,878.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,416.97	\$56,714.20	22.4%
Rule 8	\$ 12,236.01	\$ 12,236.01	\$ 10,363.88	\$ 18,144.01	\$ 18,171.30	\$ 20,704.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,856.00	\$63,300.69	45.1%
Rule 5	\$ 9,105.00	\$ 5,943.50	\$ 11,985.60	\$ 14,026.06	\$ 7,132.20	\$ 6,894.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,086.82	\$66,090.56	-16.6%
Corrections	\$ 18,999.00	\$ 26,938.72	\$ 17,815.99	\$ 29,507.00	\$ 21,869.00	\$ 21,540.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 136,669.71	\$313,236.24	-56.4%
<b>Totals</b>	<b>\$ 73,690.72</b>	<b>\$ 75,316.44</b>	<b>\$ 68,787.94</b>	<b>\$ 93,172.94</b>	<b>\$ 77,574.56</b>	<b>\$ 81,755.81</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 470,298.41</b>	<b>\$ 592,336.25</b>	<b>-20.6%</b>

Revenue															
Reimburse	\$ 6,241.51	\$ 1,637.24	\$ 1,685.36	\$ 1,607.69	\$ 5,342.24	\$ 2,093.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,607.25	\$33,344.28	-44.2%
MH Recovery	\$ (12.50)	\$ -	\$ 2,901.08	\$ 19,604.78	\$ 20,721.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,214.54	\$7,760.31	456.9%
4E Recovery	\$ -	\$ 9,724.00	\$ -	\$ -	\$ 24,515.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,239.00	\$21,777.06	57.2%
<b>Totals</b>	<b>\$ 6,229.01</b>	<b>\$ 11,361.24</b>	<b>\$ 4,586.44</b>	<b>\$ 21,212.47</b>	<b>\$ 50,578.42</b>	<b>\$ 2,093.21</b>	<b>\$ -</b>	<b>\$ 96,060.79</b>	<b>\$ 62,881.65</b>	<b>52.8%</b>					

Net Expense	January 2014	February 2014	March 2014	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	YTD	2013	Change
	\$ 67,461.71	\$ 63,955.20	\$ 64,201.50	\$ 71,960.47	\$ 26,996.14	\$ 79,662.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 374,237.62	\$ 529,454.60	-29.3%

2013 Totals	107112.3	65012.17	121385.15	84891.74	66,959.16	84094.08	61999.55	78355.32	78436.91	99260.12	69425.6	72961.14	\$ 989,893.24	\$ 989,893.24	0.0%
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YTD Change	\$ (39,650.59)	\$ (40,707.56)	\$ (97,891.21)	\$ (110,822.48)	\$ (150,785.50)	\$ (155,216.98)	\$ (217,216.53)	\$ (295,571.85)	\$ (374,008.76)	\$ (473,268.88)	\$ (542,694.48)	\$ (615,655.62)			
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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	\$20,340.41	\$20,513.32	\$21,024.89	\$205,696.19	\$207,766.51	-1.00%
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	\$11,420.54	\$9,613.48	\$9,866.16	\$115,133.90	\$39,342.16	192.60%
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	\$19,260.00	\$7,664.13	\$14,361.30	\$140,871.37	\$259,403.00	-45.70%
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	\$16,421.64	\$3,029.75	\$ -	\$89,343.41	\$255,126.47	-65.00%
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	\$33,785.95	\$38,895.75	\$29,323.00	\$528,197.15	\$436,193.94	21.10%
<b>Totals</b>	<b>\$112,104.94</b>	<b>\$104,752.05</b>	<b>\$123,941.08</b>	<b>\$88,029.38</b>	<b>\$76,848.90</b>	<b>\$86,659.90</b>	<b>\$65,885.56</b>	<b>\$84,645.15</b>	<b>\$80,854.74</b>	<b>\$101,228.54</b>	<b>\$79,716.43</b>	<b>\$74,575.35</b>	<b>\$1,079,242.02</b>	<b>\$1,197,832.08</b>	<b>-9.90%</b>

Revenue															
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	\$1,495.08	\$1,482.60	\$1,140.87	\$42,108.29	\$10,259.37	310.40%
MH Recovery	\$1,821.31	\$2,563.00	\$844.00	\$844.00	\$844.00	\$844.00	\$1,983.19	\$844.00	\$ -	\$ -	\$2,299.89	\$ -	\$12,887.39	\$65,863.36	-80.40%
4E Recovery	\$1,869.36	\$10,778.34	\$473.34	\$473.34	\$7,709.34	\$473.34	\$473.34	\$4,174.34	\$473.34	\$473.34	\$6,508.34	\$473.34	\$34,353.10	\$57,397.00	-40.10%
<b>Totals</b>	<b>\$4,992.64</b>	<b>\$39,739.88</b>	<b>\$2,555.93</b>	<b>\$3,137.64</b>	<b>\$9,889.74</b>	<b>\$2,565.82</b>	<b>\$3,886.01</b>	<b>\$6,289.83</b>	<b>\$2,417.83</b>	<b>\$1,968.42</b>	<b>\$10,290.83</b>	<b>\$1,614.21</b>	<b>\$89,348.78</b>	<b>\$133,519.73</b>	<b>-33.10%</b>

Net Expense	\$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	\$99,260.12	\$69,425.60	\$72,961.14	\$989,893.24	\$1,064,312.35	-7.00%
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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	\$983,402.34	\$1,064,312.35	-7.60%
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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)	\$3,208.57	(\$66,470.24)	(\$74,419.11)			
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**Pennington County Human Services  
Income Maintenance Unit  
2014 Active Cases by Program**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Cash</b>												
MFIP	30	28	26	30	32	34						
DWP	2	3	1	2	1	0						
WB	7	17	6	6	5	7						
GA	44	45	45	43	46	42						
GRH	64	58	58	59	61	65						
MSA	68	66	67	67	67	68						
EA	0	0	4	1	6	4						
EGA	0	0	0	4	1	0						
<b>TOTAL</b>	<b>215</b>	<b>217</b>	<b>207</b>	<b>212</b>	<b>219</b>	<b>220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Food</b>												
SNAP	539	543	556	541	542	519						
<b>TOTAL</b>	<b>539</b>	<b>543</b>	<b>556</b>	<b>541</b>	<b>542</b>	<b>519</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Health Care</b>												
MA	1,115	1,101	1,097	1,095	1,095	1,089						
IMD	5	5	5	5	4	5						
QMB	286	284	288	289	296	293						
SLMB	74	71	74	78	72	73						
QI-1	15	15	15	15	14	16						
IMA	200	200	200	200	200	200						
Mnsure	69	90	125	159	182	201						
<b>TOTAL</b>	<b>1,764</b>	<b>1,766</b>	<b>1,804</b>	<b>1,841</b>	<b>1,863</b>	<b>1,877</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Stand-Alone Health Care</b>												
MA	1,079	1,062	1,065	1,061	1,064	1,057						

<b>Total Active Programs</b>												
	<b>2,518</b>	<b>2,526</b>	<b>2,567</b>	<b>2,594</b>	<b>2,624</b>	<b>2,616</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Total Active Cases</b>												
	<b>1,541</b>	<b>1,558</b>	<b>1,609</b>	<b>1,645</b>	<b>1,674</b>	<b>1,680</b>						

**Pennington County Human Services**  
**Emergency Assistance/Emergency General Assistance**  
**Emergency Requests Related to Potential Evictions/Housing and Utilities**  
**Date: June 11th - July 8th, 2014**

**Approvals**

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
X157209	6/16/2014	2063550	rent	medical leave	1	\$586 - 1st month's rent	EA Approved	6/27/2014
X157209	6/6/2014	1168513	rent	full time	2	\$462 - 1st month's rent	EA Approved	6/17/2014
X157503	6/17/2014	1527520	electric	full time	0	\$169.90 - to restore electric service	EA Approved	6/18/2014
X157524	6/17/2014	1446031	rent	full time	1	\$750 - permanent housing	EA Approved. Client paid \$400. Salvation Army paid \$250.	6/17/2014
<b>TOTAL</b>						<b>EA</b>	<b>\$1,967.90</b>	
						<b>EGA</b>	<b>\$0.00</b>	

**Denials**

X157209	6/16/2014	730410	electric	full time	1	\$1052 - to avoid electric disconnect	Denied. Did not meet 30% co-pay.	6/27/2014
X157503	5/19/2014	438766	whatever available	unemployed	0	unknown	Denied. No emergency.	9/19/2014

X157503	5/20/2014	1148600	whatever available	unemployed	0	unknown	Denied. No emergency.	6/20/2014
X157505	7/7/2014	2091910	unknown	RSDI/SSI	0	unknown	Denied. No emergency.	7/7/2014
X157535	5/16/2014	82757	rent	part time & RSDI	0	unknown	Denied. Client failed to provide needed verifications.	6/16/2014
X157535	6/17/2014	1070505	electric	part time	1	\$300 - to avoid electric disconnect	Denied. Salvation Army paid \$300.	6/17/2014