

Pennington County Human Service Committee Meeting Agenda

For June 17, 2014

7:00 pm

Section A

Members Present:

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

- I. Reading of May 20, 2014 Meeting Minutes
- II. Personnel
 - A. Personnel and hiring update
- III. General
 - A. Parental Fee Policy/Disclosure Statement
 - B. Clinical Supervision Contract- CD Assessor
 - C. Pathfinder's CY2013 Settle up.
 - D. Regional EDMS
 - E. Revation Communicator
 - F. Out-of-Home Cost Report
 - G. 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:
 - 07/15/2014 08/19/2014 09/16/2014
 - 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, May 20, 2014 at Pennington County Human Services.

COMMITTEE MEMBERS PRESENT:

Don Jensen
Oliver Swanson
Cody Hempel
Darryl Tveitbakk
Alan Rogalla

STAFF MEMBERS PRESENT:

Ken Yutrzenka
Julie Sjostrand
Kathleen Herring

- I. MINUTES: The April 15, 2014 Human Service Committee meeting minutes were read. A recommendation was made to forward the minutes to the Consent Agenda.

- II. PERSONNEL:
 - A. County Attorney Rogalla addressed the committee regarding the need for additional administrative presence in the social service unit providing assistance to and under the direction of the Social Service Supervisor. Mr. Rogalla suggested that a Lead Social Worker would be beneficial option. Following Mr. Rogalla's recommendations, Julie Sjostrand and Ken Yutrzenka presented a proposal to; establish a Social Work lead position to assist in adult services, add a Care Coordination Social Worker and incorporate a dedicated intake worker. These proposed positions would be funded, primarily, through Medica SNBC Care Coordination earnings. Immediate priority would be to bring on the Care Coordinator and lead worker positions. The lead position would most likely be filled by an existing staff. Upon conclusion of the presentation it was agreed that Julie and Ken will continue to work with the Personnel Committee on these proposed additions/staff changes.
 - B. Amy Nelson, Social Worker, is scheduled to complete probation on 06/09/2014. Amy is successfully fulfilling her job responsibilities and is a great addition to the Social Service unit. The Social Service Supervisor and Agency Director recommend Ms. Nelson be granted permanent status upon completion of the six month probationary period. Committee members recommended this item be forwarded to the Consent Agenda.
 - C. Clayton Griesbach, Social Worker, is scheduled to complete probation on 06/10/2014. Clayton is fulfilling his assigned job responsibilities and is proving himself an active team member of the children's services unit. The Social Service Supervisor and Agency Director recommend Mr. Griesbach be granted permanent status upon completion of the six month probationary period. Committee members recommended this item be forwarded to the Consent Agenda.

- III. GENERAL:
 - A. The Director presented a Coordination Agreement between this agency and Polk County Social Services allowing Polk County Social Services to continue to serve as the Fiscal Host for the Northwest 8 Adult Mental Health Initiative and Crisis Services funding grants. Recommendation was made to forward this item to the Consent Agenda.
 - B. The Director informed committee members of his exploration into contracting out case management duties for some of our out-of-county waiver cases. The Director has communicated with Thomas Allen, Inc. regarding this service. Committee members recommended the Director to continue in this pursuit.
 - C. A Memorandum of Understanding concerning the workings of the Labor/Management Committee was presented for consideration. The memorandum establishes mutual agreement on LMC meeting frequency, membership and allowance for meetings to occur during work hours. Recommendation was made to forward this item to the Consent Agenda.

- D. The out-of-home cost report for March 2014 was presented for review.
- E. Month's end cash balance for April stands at \$930,693.70.

Section B

- I. The Director informed committee members of a case whereby the County has learned it will be financially responsible for placement costs for a waiver recipient due to worker non-performance of assigned duties. The agency has conferred with DHS staff on this matter. It was learned there is retro-active remedies in this matter and the agency is currently responsible for approximately \$64,000.00 in residential costs. The Director is working with the service provider in efforts to mitigate these costs.
- 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 1,645.
- 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: May 20, 2014 at 7:00pm.

Human Service's Month End Balance

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
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	1,417,880.34
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	1,307,072.82
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	1,159,500.45
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	930,693.70
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	693,604.86
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	1,174,910.46	
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	1,756,882.42	
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	1,678,723.86	

**Pennington County Human Services
Income Maintenance Unit
2014 Active Cases by Program**

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

Food												
SNAP	539	543	556	541	542							
TOTAL	539	543	556	541	542	0						

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

Stand-Alone Health Care												
MA	1,079	1,062	1,065	1,061	1,064							

Total Active Programs												
	2,518	2,526	2,567	2,594	2,624	0						

Total Active Cases												
	1,541	1,558	1,609	1,645	1,674							

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 97,531.30	\$77,643.77	25.6%
Rule 4	\$ 12,265.48	\$ 11,045.17	\$ 9,854.04	\$ 10,909.83	\$ 12,463.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,538.02	\$47,611.61	18.7%
Rule 8	\$ 12,236.01	\$ 12,236.01	\$ 10,363.88	\$ 18,144.01	\$ 18,171.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,151.21	\$58,752.69	21.1%
Rule 5	\$ 9,105.00	\$ 5,943.50	\$ 11,985.60	\$ 14,026.06	\$ 7,132.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,192.36	\$60,785.48	-20.7%
Corrections	\$ 18,999.00	\$ 26,938.72	\$ 17,815.99	\$ 29,507.00	\$ 21,869.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,129.71	\$260,882.80	-55.9%
Totals	\$ 73,690.72	\$ 75,316.44	\$ 68,787.94	\$ 93,172.94	\$ 77,574.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 388,542.60	\$ 505,676.35	-23.2%

Revenue															
Reimburse	\$ 6,241.51	\$ 1,637.24	\$ 1,685.36	\$ 1,607.69	\$ 5,342.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,514.04	\$32,095.80	-48.5%
MH Recovery	\$ (12.50)	\$ -	\$ 2,901.08	\$ 19,604.78	\$ 20,721.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,214.54	\$6,916.31	524.8%
4E Recovery	\$ -	\$ 9,724.00	\$ -	\$ -	\$ 24,515.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,239.00	\$21,303.72	60.7%
Totals	\$ 6,229.01	\$ 11,361.24	\$ 4,586.44	\$ 21,212.47	\$ 50,578.42	\$ -	\$ 93,967.58	\$ 60,315.83	55.8%						

Net Expense	\$ 67,461.71	\$ 63,955.20	\$ 64,201.50	\$ 71,960.47	\$ 26,996.14	\$ -	\$ 294,575.02	\$ 445,360.52	-33.9%						
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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)	\$ (234,879.58)	\$ (296,879.13)	\$ (375,234.45)	\$ (453,671.36)	\$ (552,931.48)	\$ (622,357.08)	\$ (695,318.22)			
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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%
Totals	\$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	\$101,228.54	\$79,716.43	\$74,575.35	\$1,079,242.02	\$1,197,832.08	-9.90%

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%
Totals	\$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	\$1,968.42	\$10,290.83	\$1,614.21	\$89,348.78	\$133,519.73	-33.10%

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
Emergency Assistance/Emergency General Assistance
Emergency Requests Related to Potential Evictions/Housing and Utilities
Date: May 16 - June 10, 2014

Approvals

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
X157209	5/19/2014	1246703	rent	part time	3	\$750 - 1st month's rent (was homeless)	EA Approved	5/30/2014
X157503	5/15/2014	1593092	electric	full time	2	\$500 - electric deposit	EA Approved	5/23/2014
TOTAL						EA	\$1,250.00	
						EGA	\$0.00	

Denials

X157209	5/23/2014	433186	rent	part time	1	\$425 - to prevent eviction	EA Denied. Did not meet co-payment.	6/6/2014
X157503	4/23/2014	497858	unknown	disabled	0	unknown	EGA Denied. No emergency.	5/23/2014
X157535	5/16/2014	2085857	unknown	unemployed	0	unknown	EGA Denied. No emergency.	5/19/2014