

**Pennington County Human Service Committee**

**Meeting Agenda**

**December 15, 2015**

**12:00 pm**

**Section A**

Members Present:

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

Reading of November 17, 2015 HSC Meeting Minutes

- I. Personnel
  - A. Hiring Update
  - B. Probationary action
- II. General
  - A. ODC Supported Employment Contract
  - B. Umbrella Tree Supervise Visitation
  - C. 24/7 Child Protection Response
  - D. Out-of-Home cost Report
  - E. Month's End Cash Balance
  - F. Other

**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

**Section C**

- I. Dates of Next Committee Meetings:

01/19/2016	02/16/2016	03/15/2016
12:00pm	12:00pm	12:00pm

## SECTION A

The regular meeting of the Pennington County Human Service Committee was held at 12:00 pm, November 17, 2015 at Pennington County Human Services.

### COMMITTEE MEMBERS PRESENT

Darryl Tveitbakk  
Don Jensen  
Oliver Swanson  
Cody Hempel  
Neil Peterson

### STAFF MEMBERS PRESENT:

Ken Yutrzenka  
Scott Sommers  
Julie Sjsotrand  
Kathleen Herring

- I. MINUTES: The October 20, 2015 Human Service Committee meeting minutes were read. A recommendation was made to forward the minutes, as corrected, to the Consent Agenda.
  
- II. PERSONNEL:
  - A. Committee members were informed that Elizabeth Madley, who had been hired for an Office Support Specialist vacancy, has declined her appointment. Committee members were informed that we will continue to work with the Minnesota Merit System to seek additional candidates for consideration.
  - B. The Director and Social Service Supervisor presented a request to extend the initial probationary period for Brenda Vizenor, Social Worker. It is anticipated that the length of extension will be for an additional month. The committee recommended this item be moved to the Consent Agenda.
  
- III. GENERAL
  - A. The Director presented for consideration the 2016 Lutheran Social Services Guardian and Conservator Purchase of Service Agreement. Lutheran Social Services is seeking a 2% hourly service rate increase. The Director recommended this Purchase of Service agreement be approved as presented. Upon completion of the presentation, the committee recommended this item be moved to the Consent Agenda.
  - B. The Director presented an amendment to the Family Service/Children's Mental Health Collaborative facilitation agreement with Northwestern Mental Health Center, Crookston, MN. The amendment calls for an extension to 12/31/2015 or until the contracted hours have been reached, whichever occurs sooner. The committee recommended this item be moved to the Consent Agenda.
  - C. The Director and Social Service Supervisor presented on recent discussions with Sanford Behavioral Health Center regarding Intensive In-Home services and of some of the restrictions being realized in that program. Committee members were apprised of our interest in entering into discussions with other providers to provide additional coverage and choice for our families. Committee members will be updated on those discussions.
  - D. The out-of-home cost report for October 2015 was presented for review.
  - E. Month's end cash balance for October 2015 stands at \$1,492,630.60.
  - F. The Director presented information on progress made toward obtaining estimates for a secure electronic access system for our building. Once received, cost estimates will be presented to the building committee.
  - G. The Director presented information concerning a billing received from Prairie St. John's, Fargo, ND about an individual who was hospitalized on hold orders several times during the past couple months and for whom our agency had no previous involvement. Discussions with this facility will continue toward a resolution in this matter.

## SECTION B

- I. No Social Service cases were presented for Special Case Review.
  
- II. Kathleen Herring presented the crisis assistance activity report and the most recent Income Maintenance caseload report.

- 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 moved 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: December 15, 2015 at 12:00pm.

**Pennington County Human Services  
Income Maintenance Unit  
2015 Active Cases by Program**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Cash</b>												
MFIP	29	32	27	32	31	32	35	45	50	50	50	
DWP	8	2	5	4	3	7	8	12	10	6	5	
GA	47	46	41	43	47	49	49	53	53	53	57	
GRH	59	58	54	55	52	54	56	55	55	56	56	
MSA	72	74	76	77	70	72	74	73	73	73	76	
EA	2	1	0	1	2	3	2	2	3	1	0	
EGA	0	0	0	1	1	1	2	1	1	0	0	
<b>TOTAL</b>	<b>217</b>	<b>213</b>	<b>203</b>	<b>213</b>	<b>206</b>	<b>218</b>	<b>226</b>	<b>241</b>	<b>245</b>	<b>239</b>	<b>244</b>	<b>0</b>

<b>Food</b>												
SNAP	508	490	507	502	493	479	482	466	465	450	461	
<b>TOTAL</b>	<b>508</b>	<b>490</b>	<b>507</b>	<b>502</b>	<b>493</b>	<b>479</b>	<b>482</b>	<b>466</b>	<b>465</b>	<b>450</b>	<b>461</b>	<b>0</b>

<b>Health Care</b>												
MA	963	947	923	894	875	917	843	833	830	826	816	
IMD	8	6	5	6	7	7	6	7	8	7	8	
QMB	275	277	274	275	283	278	270	266	265	271	272	
SLMB	79	77	72	79	74	74	75	79	83	74	73	
QI-1	11	11	11	10	10	12	9	9	9	11	12	
IMA	90	60	77	40	22	0	0	0	2	0	0	
MNsure *	500	574	642	720	775	837	528	549	551	575	592	
MNsure/MCRE *	0	0	0	0	0	0	52	55	59	65	64	
<b>TOTAL</b>	<b>1,926</b>	<b>1,952</b>	<b>2,004</b>	<b>2,024</b>	<b>2,046</b>	<b>2,125</b>	<b>1,783</b>	<b>1,798</b>	<b>1,807</b>	<b>1,829</b>	<b>1,837</b>	<b>0</b>

<b>Total Active Programs</b>												
	<b>2,651</b>	<b>2,655</b>	<b>2,714</b>	<b>2,739</b>	<b>2,745</b>	<b>2,822</b>	<b>2,491</b>	<b>2,505</b>	<b>2,515</b>	<b>2,518</b>	<b>2,542</b>	

<b>Total Active Cases</b>												
	<b>1,778</b>	<b>1,793</b>	<b>1,865</b>	<b>1,879</b>	<b>1,890</b>	<b>1,910</b>	<b>1,651</b>	<b>1,669</b>	<b>1,688</b>	<b>1,700</b>	<b>1,722</b>	

\* New report being generated by the Minnesota Department of Human Services. Adjusts totals beginning 07/2015.

Expense	January 2015	February 2015	March 2015	April 2015	May 2015	June 2015	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	YTD	2014	Change
Foster Care	\$ 5,764.88	\$ 4,985.52	\$ 4,596.48	\$ 4,786.71	\$ 4,632.30	\$ 7,634.91	\$ 6,644.19	\$ 9,449.67	\$ 14,488.19	\$ 13,068.11	\$ 13,313.39	\$ -	\$ 89,364.35	\$ 209,998.20	-57.4%
Rule 4	\$ 9,581.24	\$ 8,610.65	\$ 4,737.86	\$ 12,365.22	\$ 7,248.60	\$ 7,516.85	\$ 7,840.48	\$ -	\$ 2,827.98	\$ 25,211.11	\$ 4,122.95	\$ -	\$ 90,062.94	\$ 125,508.79	-28.2%
Rule 8	\$ 5,760.00	\$ 6,541.00	\$ 25,249.97	\$ 12,240.00	\$ -	\$ 3,964.04	\$ -	\$ -	\$ 15,776.00	\$ 49.63	\$ -	\$ -	\$ 69,580.64	\$ 173,574.11	-59.9%
Rule 5	\$ 7,522.47	\$ 13,118.88	\$ 5,092.60	\$ 37,755.47	\$ 13,289.66	\$ 20,659.09	\$ 3,508.50	\$ 3,625.45	\$ 25,935.92	\$ 10,975.20	\$ 13,544.87	\$ -	\$ 155,028.11	\$ 70,763.81	119.1%
Corrections	\$ 49,459.94	\$ 42,157.28	\$ 27,286.00	\$ 58,719.94	\$ 37,968.80	\$ 38,249.46	\$ 33,855.16	\$ 35,168.19	\$ 44,225.23	\$ 47,910.13	\$ 40,881.23	\$ -	\$ 455,881.36	\$ 343,786.03	32.6%
<b>Totals</b>	\$ <b>78,088.53</b>	\$ <b>75,413.33</b>	\$ <b>66,962.91</b>	\$ <b>125,867.34</b>	\$ <b>63,139.36</b>	\$ <b>78,024.35</b>	\$ <b>51,848.33</b>	\$ <b>48,243.31</b>	\$ <b>103,253.32</b>	\$ <b>97,214.18</b>	\$ <b>71,862.44</b>	\$ <b>-</b>	\$ <b>859,917.40</b>	\$ 923,630.94	-6.9%

Revenue															
Reimburse	\$ 3,015.30	\$ 1,865.48	\$ 1,370.14	\$ 674.84	\$ 620.70	\$ 679.77	\$ 488.67	\$ 488.67	\$ 498.95	\$ 488.67	\$ 1,320.94	\$ -	\$ 11,512.13	\$ 28,119.63	-59.1%
MH Recovery	\$ 970.00	\$ 2,295.20	\$ 1,792.00	\$ 2,545.00	\$ 3,432.06	\$ 2,515.00	\$ (1,595.00)	\$ 1,693.00	\$ 1,687.00	\$ 822.00	\$ 822.00	\$ -	\$ 16,978.26	\$ 50,308.76	-66.3%
4E Recovery	\$ -	\$ 22,220.00	\$ -	\$ -	\$ 19,674.00	\$ -	\$ -	\$ 27,094.76	\$ -	\$ -	\$ -	\$ -	\$ 68,988.76	\$ 52,851.00	30.5%
<b>Totals</b>	\$ <b>3,985.30</b>	\$ <b>26,380.68</b>	\$ <b>3,162.14</b>	\$ <b>3,219.84</b>	\$ <b>23,726.76</b>	\$ <b>3,194.77</b>	\$ <b>(1,106.33)</b>	\$ <b>29,276.43</b>	\$ <b>2,185.95</b>	\$ <b>1,310.67</b>	\$ <b>2,142.94</b>	\$ <b>-</b>	\$ <b>97,479.15</b>	\$ 131,279.39	-25.7%

<b>Net Expense</b>	\$ <b>74,103.23</b>	\$ <b>49,032.65</b>	\$ <b>63,800.77</b>	\$ <b>122,647.50</b>	\$ <b>39,412.60</b>	\$ <b>74,829.58</b>	\$ <b>52,954.66</b>	\$ <b>18,966.88</b>	\$ <b>101,067.37</b>	\$ <b>95,903.51</b>	\$ <b>69,719.50</b>	\$ <b>-</b>	\$ <b>762,438.25</b>	\$ 792,351.55	<b>-3.8%</b>
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2014 Totals	\$ 67,461.71	\$ 63,955.20	\$ 64,201.50	\$ 71,960.47	\$ 26,996.14	\$ 79,662.60	\$ 82,655.92	\$ 70,092.66	\$ 100,769.15	\$ 87,316.41	\$ 55,673.64	\$ 82,324.69	\$ 853,070.09	\$ 853,070.09	0.0%
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YTD Change	\$ 6,641.52	\$ (8,281.03)	\$ (8,681.76)	\$ 42,005.27	\$ 54,421.73	\$ 49,588.71	\$ 19,887.45	\$ (31,238.33)	\$ (30,940.11)	\$ (22,353.01)	\$ (8,307.15)	\$ (90,631.84)	\$ (27,888.55)		
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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
Foster Care	\$ 21,085.23	\$ 19,153.04	\$ 18,768.43	\$ 20,586.04	\$ 17,938.56	\$ 19,737.61	\$ 19,356.77	\$ 19,713.38	\$ 19,022.30	\$ 16,842.50	\$ 17,794.34	\$ 8,793.33	\$ 218,791.53
Rule 4	\$ 12,265.48	\$ 11,045.17	\$ 9,854.04	\$ 10,909.83	\$ 12,463.50	\$ 12,878.95	\$ 13,758.77	\$ 15,167.99	\$ 11,328.65	\$ 10,900.68	\$ 4,935.73	\$ 10,334.90	\$ 135,843.69
Rule 8	\$ 12,236.01	\$ 12,236.01	\$ 10,363.88	\$ 18,144.01	\$ 18,171.30	\$ 20,704.79	\$ 21,951.30	\$ 22,002.48	\$ 29,274.33	\$ 6,330.00	\$ 2,160.00	\$ 3,780.00	\$ 177,354.11
Rule 5	\$ 9,105.00	\$ 5,943.50	\$ 11,985.60	\$ 14,026.06	\$ 7,132.20	\$ 6,894.46	\$ -	\$ 950.96	\$ -	\$ 8,160.31	\$ 6,565.72	\$ 6,852.01	\$ 77,615.82
Corrections	\$ 18,999.00	\$ 26,938.72	\$ 17,815.99	\$ 29,507.00	\$ 21,869.00	\$ 21,540.00	\$ 29,349.18	\$ 40,572.00	\$ 43,674.24	\$ 47,696.90	\$ 45,824.00	\$ 56,558.60	\$ 400,344.63
<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>84,416.02</b>	\$ <b>98,406.81</b>	\$ <b>103,299.52</b>	\$ <b>89,930.39</b>	\$ <b>77,279.79</b>	\$ <b>86,318.84</b>	\$ <b>1,009,949.78</b>

Revenue													
Reimburse	\$ 6,241.51	\$ 1,637.24	\$ 1,685.36	\$ 1,607.69	\$ 5,342.24	\$ 2,093.21	\$ 1,730.10	\$ 3,086.15	\$ 2,230.15	\$ 2,465.98	\$ 3,994.15	\$ 3,846.15	\$ 35,959.93
MH Recovery	\$ (12.50)	\$ -	\$ 2,901.08	\$ 19,604.78	\$ 20,721.18	\$ -	\$ 30.00	\$ 6,616.00	\$ 300.22	\$ 148.00	\$ -	\$ 148.00	\$ 50,456.76
4E Recovery	\$ -	\$ 9,724.00	\$ -	\$ -	\$ 24,515.00	\$ -	\$ -	\$ 18,612.00	\$ -	\$ -	\$ 17,612.00	\$ -	\$ 70,463.00
<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>1,760.10</b>	\$ <b>28,314.15</b>	\$ <b>2,530.37</b>	\$ <b>2,613.98</b>	\$ <b>21,606.15</b>	\$ <b>3,994.15</b>	\$ <b>156,879.69</b>

<b>Net Expense</b>	\$ 67,461.71	\$ 63,955.20	\$ 64,201.50	\$ 71,960.47	\$ 26,996.14	\$ 79,662.60	\$ 82,655.92	\$ 70,092.66	\$ 100,769.15	\$ 87,316.41	\$ 55,673.64	\$ 82,324.69	\$ 853,070.09
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**Pennington County Human Services**  
**Emergency Assistance/Emergency General Assistance**  
**Emergency Requests Related to Potential Evictions/Housing and Utilities**  
**Date: November 12 - December 9, 2015**

**Approvals**

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
<b>TOTAL</b>						<b>EA</b>	<b>\$0.00</b>	
						<b>EGA</b>	<b>\$0.00</b>	

**Denials**

x157503	12/4/2015	1049053	rent	unemployed	0	\$900 - past due rent	EGA Denied. Not cost effective	12/7/2015
x157505	11/20/2015	1086321	unknown	full time	pregnant	unknown	EA Denied. No emergency.	11/23/2015
x157524	11/4/2015	1684976	electric	full time	2	past due electric	EA denied. ICCC Fuel Ass't funds resolved emergency.	11/19/2015
x157540	11/17/2015	551090	unknown	unemployed	0	unknown	EGA Denied. No emergency.	11/18/2015
x157540	12/4/2015	147450	unknown	unemployed	0	unknown	EGA Denied. No emergency	12/4/2015

## Human Service's Month End Balance

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
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	1,647,300.14
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	1,618,976.04
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	1,375,360.09
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	1,088,964.93
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	961,748.47
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	1,534,085.80	1,932,135.73
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	1,538,687.96	2,047,715.90
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	1,483,015.19	2,097,897.09
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	1,236,816.55	1,844,296.27
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	919,650.64	1,492,630.60
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	1,900,971.24	2,213,985.52
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	1,833,528.58	