

Pennington County Human Service Committee Meeting Agenda

For May 19, 2015

7:00 pm

Section A

Members Present:

_____ Darryl Tveitbakk

_____ Don Jensen

_____ Neil Peterson

_____ Cody Hempel

_____ County Attorney

_____ Oliver Swanson

- I. Reading of April 21, 2015 HSC Meeting Minutes.
- II. Personnel
 - A. Hiring updates
 - B. Probationary actions
- III. General
 - A. PMAP Procurement/County Board Resolution
 - B. Single Audit Report CY2013
 - C. Information Privacy and Business Associate Agreement
 - D. Resource Development update
 - E. Out-of-Home Cost Report
 - F. Month's End Cash Balance
 - G. 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. Upcoming Committee Meetings:

06/16/2015	07/21/2015	08/18/2015
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, April 21, 2015 at Pennington County Human Services.

COMMITTEE MEMBERS PRESENT:

Darryl Tveitbakk
Don Jensen
Oliver Swanson
Cody Hempel
Neil Peterson

STAFF MEMBERS PRESENT:

Ken Yutrzenka
Julie Sjostrand
Kathleen Herring

I. MINUTES: The March 17, 2015 Human Service Committee meeting minutes were read. Recommendation was made to forward the minutes to the Consent Agenda.

II. PERSONNEL:

- A. Committee members were provided an update on hiring for current agency vacancies. The agency conducted Merit System Testing on April 14th and 20th for the Eligibility Worker, Social Worker and Office Support Specialist examinations. Subsequent to the testing process, requisition lists will be requested and interest inquiries will be sent to selected candidates.
- B. An updated Organizational Chart including recent hires was presented for review.

III. GENERAL

- A. The Guardian/Conservator Purchase of Service Agreement with Lutheran Social Services of Minnesota was presented for consideration. Under the proposal, LSS will provide court appointed Guardian and Conservator services to agency referred clients. Services will be provided at the hourly rate of \$52.00. Upon completion of the presentation, recommendation was made to forward this item to the Consent Agenda.
- B. An Application for Need Determination on behalf of Falls DAC to establish a satellite program site was presented for consideration. The satellite location would be to accommodate Falls DAC's recent acquisition of the Northern Lights bookstore. The Director recommended this application be forwarded to the Minnesota Department of Human Services with Pennington County's support. Upon completion of the presentation, recommendation was made to forward this item to the Consent Agenda.
- C. Performance data for Pennington County on processing timeliness for the Supplemental Nutrition Assistance Program and for cash assistance as it relates to the Human Service Performance Management System was shared with committee members. The county's performance on the percent of Expedited SNAP applications processed within one business day stands at 81% while the Percent of Cash Assistance and SNAP applications processed timely stands at 94.2%. With these performance ratings, Pennington County is both above the performance threshold and above the high performance standard. Due to these strong performance measures Pennington County will not be required to develop and implement a Performance Improvement Plan.
- D. The Director read a letter received from DHS Commissioner Lucinda Jesson, commending the agency and staff for perfect performance in meeting all DHS Human Services financial reporting requirements for CY2014.
- E. The Director presented the Fraud Prevention Intervention Administrative contract covering CY2015-16. Marshall County Social Services continues to serve as the fiscal host for this DHS grant. Committee members recommended this item be forwarded to the Consent Agenda.
- F. Julie Sjostrand informed Committee members on the just completed HCBS Waiver Review. Julie reported that during the exit interview, program reviewers were impressed with our case files and that all program requirements were met. Due to our performance, no Program Improvement Plan is indicated or required.
- G. The out-of-home cost report for March 2015 was presented for review.
- H. Month's end cash balance for March 2015 stands at \$1,375,360.93.

Section B

- I. Julie Sjostrand updated committee members on the circumstances concerning the efforts and difficulties of trying to program for a young child with serious needs. A statewide search has resulted in zero residential opportunities. Case managers are continuing to diligently work on this case and are requesting DHS approval for a variance to allow development of additional residential capacity.
- II. Kathleen Herring presented an updated crisis assistance activity report. Kathleen also reported the end of month Income Maintenance open case count for March stands at 1,865.
- 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 19, 2015 at 7:00pm.

**Pennington County Human Services
Income Maintenance Unit
Active Cases by Program
Apr-15**

Cash	# Cases	## in HH	# Adults	# Children	
MFIP	32	68	23	45	Minnesota Family Investment Program
DWP	4	9	6	3	Diversionary Work Program
GA	43	44	44	0	General Assistance
GRH	55	55	55	0	Group Residential Housing
MSA	77	77	77	0	Minnesota Supplement Aid
EA	1	3	2	1	Emergency Assistance
EGA	1	1	1	0	Emergency General Assistance
TOTAL	213	257	208	49	

Food					
SNAP	502	997	611	386	Supplemental Nutrition Assistance Program
TOTAL	502				

Health Care					
MA	894	1,419	799	620	Medical Assistance
IMD	6	6	6	0	Institute for Mental Disease
QMB	275	277	277	0	Qualified Medicare Beneficiary (Medicare Savings Program)
SLMB	79	83	83	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
QI-1	10	10	10	0	QI-1 (Medicare Savings Program)
IMA	40	---	---	---	Interim Medical Assistance (estimate as of 05/13/2015)
MNsure	720	---	---	---	Medical Assistance in the New Eligibility System (actual as of 05/11/2015)
TOTAL	2,024	1,795	1,175	620	

TOTAL ACTIVE PROGRAMS:	2,739
TOTAL ACTIVE CASES:	1,879

Pennington County Human Services
Emergency Assistance/Emergency General Assistance
Emergency Requests Related to Potential Evictions/Housing and Utilities
Date: April 16 - May 12, 2015, 2015

Approvals

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
X157209	4/21/2015	730277	electric	1 parent full time and the other is medically unable to work	1	\$750 to prevent electric disconnect	EA Approved - \$750	4/28/2015
TOTAL						EA	\$750.00	
						EGA	\$0.00	

Denials

X157503	5/7/2015	579419	electric	3/4 time	2	electric	EA Denied. No threat of disconnect.	5/8/2015
X157540	4/16/2015	958706	money	unemployed	0	no emergency	EGA Denied. No emergency.	4/16/2015
X157540	4/17/2015	510057	help with housing currently homeless	unemployed; quit job	0	housing	EGA Denied. No permanent housing secured by client.	4/17/2015
X157540	4/23/2015	1764395	money	receives disability and has part time job	0	help with paying bills	EGA Denied. ICCC was able to meet client need.	4/23/2015
X157540	4/24/2015	1983392	money	unemployed	0	unspecified	EGA Denied. No emergency.	4/24/2015
X157540	5/12/2015	147380	rent	unemployed; receiving General Assistance	0	rent	EGA application withdrawn. Not eligible due to housing not cost effective.	5/12/2015

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	
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	
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	
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	
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	
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	
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	
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	

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,133.59	\$ 79,592.74	-74.7%
Rule 4	\$ 9,602.93	\$ 8,610.65	\$ 4,737.86	\$ 12,365.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,316.66	\$ 44,074.52	-19.9%
Rule 8	\$ 5,760.00	\$ 6,541.00	\$ 25,249.97	\$ 15,633.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,184.29	\$ 52,979.91	0.4%
Rule 5	\$ 7,522.47	\$ 11,793.68	\$ -	\$ 34,362.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,678.30	\$ 41,060.16	30.7%
Corrections	\$ 49,459.94	\$ 42,157.28	\$ 27,286.00	\$ 58,719.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 177,623.16	\$ 93,260.71	90.5%
Totals	\$ 78,110.22	\$ 74,088.13	\$ 61,870.31	\$ 125,867.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 339,936.00	\$ 310,968.04	9.3%

Revenue															
Reimburse	\$ 3,133.30	\$ 2,354.15	\$ 3,162.14	\$ 674.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,324.43	\$ 11,171.80	-16.5%
MH Recovery	\$ 852.00	\$ 970.00	\$ -	\$ 2,545.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,367.00	\$ 22,493.36	-80.6%
4E Recovery	\$ -	\$ 22,963.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,963.00	\$ 9,724.00	136.1%
Totals	\$ 3,985.30	\$ 26,287.15	\$ 3,162.14	\$ 3,219.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,654.43	\$ 22,176.69	65.3%

Net Expense	\$ 74,124.92	\$ 47,800.98	\$ 58,708.17	\$ 122,647.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 303,281.57	\$ 288,791.35	5.0%
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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	\$ 6,663.21	\$ (9,491.01)	\$ (14,984.34)	\$ 35,702.69	\$ 8,706.55	\$ (70,956.05)	\$ (153,611.97)	\$ (223,704.63)	\$ (324,473.78)	\$ (411,790.19)	\$ (467,463.83)	\$ (549,788.52)	\$ (2,175,191.87)		
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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
Totals	\$ 73,690.72	\$ 75,316.44	\$ 68,787.94	\$ 93,172.94	\$ 77,574.56	\$ 81,755.81	\$ 84,416.02	\$ 98,406.81	\$ 103,299.52	\$ 89,930.39	\$ 77,279.79	\$ 86,318.84	\$ 1,009,949.78

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
Totals	\$ 6,229.01	\$ 11,361.24	\$ 4,586.44	\$ 21,212.47	\$ 50,578.42	\$ 2,093.21	\$ 1,760.10	\$ 28,314.15	\$ 2,530.37	\$ 2,613.98	\$ 21,606.15	\$ 3,994.15	\$ 156,879.69

Net Expense	\$ 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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