

**Pennington County Human Service Committee**

**Meeting Agenda**

**September 15, 2015**

**7:00 pm**

**Section A**

Members Present:

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

Reading of August 18, 2015 HSC Meeting Minutes

- I. Personnel
  - A. OSS Hiring Update
- II. General
  - A. Cell Phones
  - B. 24 Hour Response-Child Protection
  - C. HSPM Program Improvement Plan
  - D. MFIP Biennial Service Agreement (10/14/2015)
  - E. Sanford Behavioral Health Center- open house
  - F. Out-of-Home Cost Report
  - G. Month's End Cash Balance
  - H. 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:

10/20/2015	11/17/2015	12/15/2015
7:00 pm	12:00pm	12:00pm

## SECTION A

The regular meeting of the Pennington County Human Service Committee was held at 7:00 pm, August 18, 2015 at Pennington County Human Services.

### COMMITTEE MEMBERS PRESENT

Oliver Swanson

### STAFF MEMBERS PRESENT:

Ken Yutrzenka

Julie Sjsotrand

Kathleen Herring

- I. MINUTES: The July 21, 2015 Human Service Committee meeting minutes were read and forwarded to the Consent Agenda.
  
- II. PERSONNEL:
  - A. Marcie Wallace, Social Worker, is scheduled to complete probation on 09/09/2015. The Social Service Supervisor and Agency Director recommend Ms. Wallace be allowed to move from probationary status to permanent status, as scheduled. Recommendation was made to forward this item to the Consent Agenda.
  - B. Roxane Gilbertson, Social Worker, is scheduled to complete probation on 09/10/2015. The Social Service Supervisor and Agency Director recommend Ms. Gilbertson be allowed to move from probationary status to permanent status, as scheduled. Recommendation was made to forward this item to the Consent Agenda.
  - C. Judy Graff, Social Worker, is scheduled to complete probation on 09/23/2015. The Social Service Supervisor and Agency Director recommend Ms. Graff be allowed to move from probationary status to permanent status, as scheduled. Recommendation was made to forward this item to the Consent Agenda.
  - D. The Committee was updated on re-filling of the Office Support Specialist vacancy.
  
- III. GENERAL
  - A. A proposed VCAA budget and recommendation for use of new state allocated child protection funds was presented for consideration. It is recommended that funds be utilized to hire an additional Child Protection Social Worker. Recommendation was made to forward the amended budget to the Consent Agenda.
  - B. The Director reported on the work being undertaken to prepare the 2016-2017 Child Care Assistance Plan. The plan will be brought before the August 8<sup>th</sup> County Board meeting for approval.
  - C. The Out-of-Home cost report through July 2015 was presented for review.
  - D. Month's end cash balance for July 2015 stands at \$2,047,715.90.

## SECTION B

- I. No Social Service cases were presented for Special Case Review.
  
- II. Kathleen Herring presented the crisis assistance activity report and the 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 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: September 15, 2015 at 7:00pm.

**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				
DWP	8	2	5	4	3	7	8	12				
GA	47	46	41	43	47	49	49	53				
GRH	59	58	54	55	52	54	56	55				
MSA	72	74	76	77	70	72	74	73				
EA	2	1	0	1	2	3	2	2				
EGA	0	0	0	1	1	1	2	1				
<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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Food</b>												
SNAP	508	490	507	502	493	479	482	466				
<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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Health Care</b>												
MA	963	947	923	894	875	917	843	833				
IMD	8	6	5	6	7	7	6	7				
QMB	275	277	274	275	283	278	270	266				
SLMB	79	77	72	79	74	74	75	79				
QI-1	11	11	11	10	10	12	9	9				
IMA	90	60	77	40	22	0	0	0				
MNsure *	500	574	642	720	775	837	528	528				
MNsure/MCRE *	0	0	0	0	0	0	52	52				
<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>1,774</b>	<b>0</b>	<b>0</b>	<b>0</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>2,481</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>1,645</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	\$ -	\$ -	\$ -	\$ -	\$ 48,494.66	\$ 156,339.06	-69.0%
Rule 4	\$ 9,581.24	\$ 8,610.65	\$ 4,737.86	\$ 12,365.22	\$ 7,248.60	\$ 7,516.85	\$ 7,840.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,900.90	\$ 98,343.73	-41.1%
Rule 8	\$ 5,760.00	\$ 6,541.00	\$ 25,249.97	\$ 12,240.00	\$ -	\$ 3,964.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,755.01	\$ 135,809.78	-60.4%
Rule 5	\$ 7,522.47	\$ 11,793.68	\$ -	\$ 37,755.47	\$ 13,289.66	\$ 20,659.09	\$ 3,508.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 94,528.87	\$ 56,037.78	68.7%
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	\$ -	\$ -	\$ -	\$ -	\$ 322,864.77	\$ 206,590.89	56.3%
<b>Totals</b>	\$ <b>78,088.53</b>	\$ <b>74,088.13</b>	\$ <b>61,870.31</b>	\$ <b>125,867.34</b>	\$ <b>63,139.36</b>	\$ <b>78,024.35</b>	\$ <b>51,848.33</b>	\$ <b>44,617.86</b>	\$ -	\$ -	\$ -	\$ -	\$ <b>577,544.21</b>	\$ <b>653,121.24</b>	-11.6%

Revenue															
Reimburse	\$ 3,133.30	\$ 2,354.15	\$ 3,162.14	\$ 674.84	\$ 620.70	\$ 379.77	\$ 488.67	\$ 488.67	\$ -	\$ -	\$ -	\$ -	\$ 11,302.24	\$ 23,423.50	-51.7%
MH Recovery	\$ 852.00	\$ 970.00	\$ -	\$ 2,545.00	\$ 3,432.06	\$ 2,515.00	\$ 1,693.00	\$ 1,693.00	\$ -	\$ -	\$ -	\$ -	\$ 13,700.06	\$ 49,860.54	-72.5%
4E Recovery	\$ -	\$ 22,963.00	\$ -	\$ -	\$ 19,764.00	\$ -	\$ -	\$ 27,094.76	\$ -	\$ -	\$ -	\$ -	\$ 69,821.76	\$ 52,851.00	32.1%
<b>Totals</b>	\$ <b>3,985.30</b>	\$ <b>26,287.15</b>	\$ <b>3,162.14</b>	\$ <b>3,219.84</b>	\$ <b>23,816.76</b>	\$ <b>2,894.77</b>	\$ <b>2,181.67</b>	\$ <b>29,276.43</b>	\$ -	\$ -	\$ -	\$ -	\$ <b>94,824.06</b>	\$ 126,135.04	-24.8%

<b>Net Expense</b>	\$ <b>74,103.23</b>	\$ <b>47,800.98</b>	\$ <b>58,708.17</b>	\$ <b>122,647.50</b>	\$ <b>39,322.60</b>	\$ <b>75,129.58</b>	\$ <b>49,666.66</b>	\$ <b>15,341.43</b>	\$ -	\$ -	\$ -	\$ -	\$ <b>482,720.15</b>	\$ <b>526,986.20</b>	<b>-8.4%</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	\$ (9,512.70)	\$ (15,006.03)	\$ 35,681.00	\$ 48,007.46	\$ 43,474.44	\$ 10,485.18	\$ (44,266.05)	\$ (145,035.20)	\$ (232,351.61)	\$ (288,025.25)	\$ (370,349.94)	\$ (960,257.18)		
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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>	\$ <b>67,461.71</b>	\$ <b>63,955.20</b>	\$ <b>64,201.50</b>	\$ <b>71,960.47</b>	\$ <b>26,996.14</b>	\$ <b>79,662.60</b>	\$ <b>82,655.92</b>	\$ <b>70,092.66</b>	\$ <b>100,769.15</b>	\$ <b>87,316.41</b>	\$ <b>55,673.64</b>	\$ <b>82,324.69</b>	\$ <b>853,070.09</b>
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**Pennington County Human Services**  
**Emergency Assistance/Emergency General Assistance**  
**Emergency Requests Related to Potential Evictions/Housing and Utilities**  
**Date: August 13 - September 9, 2015**

**Approvals**

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
X157517	8/19/2015	112608	electric	disabled	2	\$612.71 - to prevent disconnect	EA approved for \$612.71.	8/19/2015
X157524	8/17/2015	1593092	electric	fulltime	2	\$370.79 - to restore service	EA approved for \$370.79.	8/18/2015
X157524	9/2/2015	691786	rent	parttime	1	\$390.00 - for 1st month's rent	EA approved for \$390.00.	9/4/2015
X157540	9/2/2015	1913473	electric	fulltime	0	\$202.00 - to prevent disconnect.	EGA approved for \$202.00.	9/3/2015
<b>TOTAL</b>						<b>EA</b>	<b>\$1,373.50</b>	
						<b>EGA</b>	<b>\$202.00</b>	

**Denials**

X157503	9/2/2015	1226621	electric	full time	3	\$500 - to prevent disconnect	EA denied. EA used within previous 12 months.	9/2/2015
X157535	8/11/2015	24018	rent/deposit	unemployed	0	unknown	EGA denied. Failed to provide proof of emergency.	9/9/2015
X157540	8/17/2015	1895414	unknown	unemployed	0	unknown	EGA denied. No emergency.	8/17/2015
X157540	8/17/2015	1716719	unknown	unemployed	0	unknown	EGA denied. No emergency.	8/20/2015
X157540	8/20/2015	2155501	unknown	unemployed	0	unknown	EGA denied. Not a MN resident.	8/20/2015

X157540	8/27/2015	16031	electric	Unemployment Insurance Benefits (UIB)	0	\$200.38 - to prevent disconnect	EGA denied. Did not meet co-pay.	9/10/2015
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## 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	
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	