

**Pennington County Human Service Committee**

**Meeting Agenda**

**August 16, 2016**

**7:00 pm**

**Section A**

Members Present:

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

- I. Reading of July 19, 2016 HSC Meeting Minutes
- II. Personnel
  - A. Hiring update
- III. General
  - A. Umbrella Tree-Supervised Visitation Services 7:15 pm
  - B. Pre-Petition Screening Team
  - C. Human Service Performance Management System-County Visit
  - D. Agency Vehicle Report
  - 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. Dates of Next Committee Meetings:

09/20/2016	10/18/2016	11/15/2016
7:00pm	7:00pm	12:00pm

## SECTION A

The regular meeting of the Pennington County Human Service Committee was held at 7:00 pm. July 19, 2016 at Pennington County Human Services.

### COMMITTEE MEMBERS PRESENT

Don Jensen	Darryl Tveitbakk
Oliver Swanson	Cody Hempel
Neil Peterson	

### STAFF MEMBERS PRESENT:

Ken Yutrzenka	Kathleen Herring
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- I. MINUTES: The June 21, 2016 Human Service Committee meeting minutes were read. Noting no changes a recommendation was made to forward the minutes to the consent Agenda.
  
- II. PERSONNEL:
  - A. Committee members were apprised that Erica Lozano was hired to fill the agency's Eligibility Worker vacancy. Ms. Lozano is scheduled to begin her employment in early August. This item was forwarded to the Consent Agenda.
  - B. Committee members were informed of the dismissal of a probationary employee effective 07/15/2016. This item was forwarded to the Consent Agenda.
  - C. Kathleen Herring presented an update of the MnSure and METS (health Care programs). Based upon expected workload demands (including a scheduled caseload migration from DHS) and for training of new staff coming onboard, Ms. Herring requested approval of temporary overtime hours for both her and one of the METS workers to address unit needs. After completion of discussion, recommendation to approve up to 5 hours/week for the METS worker and up to 10 hours/week for the supervisor was forwarded to the Consent Agenda conditional upon; such hours would only be activated when needed, the immediate supervisor will be apprised when overtime will be used and, the ongoing need for overtime be reviewed regularly.
  
- III. GENERAL
  - A. Agency staff revisited the need to create or secure additional building space for Human Services in order to proceed with the hiring of previously approved new staff positions. Discussion was held about the feasibility of finding temporary space solutions until Human Services and Public Health are able to re-locate to the courthouse as planned.
  - B. The Director presented an updated Pennington County Human Services Comprehensive Civil Rights Plan for approval. This plan affirms that the policy of Pennington County Human Services is to ensure that program benefits and services are available to everyone and provided to all eligible individuals without discrimination and, provides for procedures through which complaints can be addressed. Upon completion of the presentation, recommendation was made to forward this item to the Consent Agenda.
  - C. The Director introduced the idea of purchasing another vehicle for staff use. With the advent of adding new staff and the active use of current vehicles, there appears to be a practical need to add another vehicle at this time. To better review this request, committee members requested that the Director prepare a vehicle use and cost report for the August committee meeting.
  - D. The Out-of-Home cost report as of June 2016 was presented for review.
  - E. Month's end cash balance for June 2016 stands at \$2,330,176.40.

## 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. Current open case load count stands at 1,769.
  
- 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: August 16, 2016 at 7:00pm.

**Pennington County Human Services  
Income Maintenance Unit  
2016 Active Cases by Program**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Cash</b>												
MFIP	45	48	46	52	52	55	61					
DWP	6	3	2	4	6	3	3					
GA	59	53	50	49	50	50	52					
GRH	59	58	59	60	60	58	58					
MSA	73	72	69	68	68	68	64					
EA	0	1	0	1	1	1	1					
EGA	0	0	0	0	0	0	0					
<b>TOTAL</b>	<b>242</b>	<b>235</b>	<b>226</b>	<b>234</b>	<b>237</b>	<b>235</b>	<b>239</b>					

<b>Food</b>												
SNAP	477	468	470	469	459	472	471					
<b>TOTAL</b>	<b>477</b>	<b>468</b>	<b>470</b>	<b>469</b>	<b>459</b>	<b>472</b>	<b>471</b>					

<b>Health Care</b>												
MA (MAXIS)	805	799	786	779	781	768	755					
IMD	6	8	8	8	8	8	10					
QMB	265	269	266	265	273	270	269					
SLMB	88	85	85	88	89	92	91					
QI-1	14	13	13	12	12	8	9					
MA (METS/MNsure)	591	604	604	608	632	640	654					
MCRE (METS)	55	53	58	59	66	64	65					
<b>TOTAL</b>	<b>1,824</b>	<b>1,831</b>	<b>1,820</b>	<b>1,819</b>	<b>1,861</b>	<b>1,850</b>	<b>1,853</b>					

<b>Total Active Programs</b>												
	<b>2,543</b>	<b>2,534</b>	<b>2,516</b>	<b>2,522</b>	<b>2,557</b>	<b>2,557</b>	<b>2,563</b>					

<b>Total Active Cases</b>												
	<b>1,667</b>	<b>1,718</b>	<b>1,720</b>	<b>1,727</b>	<b>1,754</b>	<b>1,769</b>	<b>1,766</b>					



**Pennington County Human Services  
Emergency Assistance/Emergency General Assistance  
Emergency Requests Related to Potential Evictions/Housing and Utilities  
Jul-16**

**Approvals**

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
X157517	7/20/2016	1592548	rent	full time	1	\$750 - to avoid eviction	EA Approved - \$750	7/20/2016
<b>TOTAL</b>						<b>EA</b>	<b>\$750.00</b>	
						<b>EGA</b>	<b>\$0.00</b>	

**Denials**

X157503	7/14/2016	288816	unknown	self-employed	0	no emergency	EGA Denied. No emergency.	7/14/2016
X157540	7/13/2016	1857874	unknown	unemployed	0	no emergency	EGA Denied. No emergency.	7/18/2016
X157540	7/18/2016	276513	unknown	unemployed	0	no emergency	EGA Denied. Withdrawn.	7/18/2016
X157540	7/19/2016	2203801	unknown	unemployed	0	no emergency	EGA Denied. Withdrawn.	7/16/2016
X157540	7/20/2016	709840	unknown	unemployed	0	no emergency	EGA Denied. Withdrawn.	7/22/2016

