

**Pennington County Human Service Committee**

**Meeting Agenda**

**July 19, 2016**

**7:00 pm**

**Section A**

Members Present:

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

- I. Reading of June 21, 2016 HSC Meeting Minutes
- II. Personnel
  - A. Hiring update
- III. General
  - A. Office space update
  - B. Pennington County Human Services Civil Rights Plan
  - C. Out of Home Cost Report
  - D. Month's End Cash Balance
  - E. 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:

08/16/2016	09/20/2016	10/18/2016
7:00pm	7:00pm	7:00pm

## SECTION A

The regular meeting of the Pennington County Human Service Committee was held at 7:00 pm. June 21, 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 May 17, 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. Kassandra Herbst, Social Worker, is scheduled to complete probation as of 07/11/2016. The Social Service Supervisor and Director report that Ms. Herbst is fulfilling position responsibilities and they recommend Ms. Herbst be granted permanent status at the conclusion of the initial probationary period. Committee members recommended this item be forwarded to the Consent Agenda.
  - B. Laurie Hamness, Social Worker-Team leader is scheduled to complete her probation as of 07/21/2016. Ms. Hamness is fulfilling position responsibilities and the Social Service Supervisor and Director recommend that she be granted permanent status at conclusion of the probationary period. The Committee recommended this item be forwarded to the Consent Agenda.
  - C. Sarah Burthwick, Office Support Specialist, is scheduled to complete probation as of 08/01/2016. Ms. Burthwick is fulfilling assigned responsibilities and the Financial Assistance Supervisor and Director recommend that Ms. Burthwick be granted permanent status at conclusion of the probationary period. The Committee recommended this item be forwarded to the Consent Agenda.
  - D. Committee members were updated on efforts to refill the Eligibility Worker vacancy.
  
- III. GENERAL
  - A. The Director inquired and discussion was held as to securing additional office space to allow the agency to proceed with the hiring of the earlier approved 4 new staff positions.
  - B. Kathleen Herring updated Committee members on the status of METS (formerly known as MnSure) and of the agency's anticipation of additional/new program responsibilities coming our way.
  - C. The Director informed Committee members of the Agency being served with a litigation hold relative to the agency's involvement in a case concerning a licensed child care home.
  - D. The Director presented an updated Social Service Fee Schedule modified to reflect current Federal Poverty Guidelines. Recommendation was made to forward this item to the Consent Agenda.
  - E. Director informed Committee members that updated agency signage being developed for the front and South sides of the building.
  - F. The Out-of-Home cost report as of May 2016 was presented for review.
  - G. Month's end cash balance for May 2016 stands at \$1,294,231.42

## 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 1,754.
  
- 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: July 19, 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						
DWP	6	3	2	4	6	3						
GA	59	53	50	49	50	50						
GRH	59	58	59	60	60	58						
MSA	73	72	69	68	68	68						
EA	0	1	0	1	1	1						
EGA	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>Food</b>												
SNAP	477	468	470	469	459	472						
<b>TOTAL</b>	<b>477</b>	<b>468</b>	<b>470</b>	<b>469</b>	<b>459</b>	<b>472</b>						

<b>Health Care</b>												
MA (MAXIS)	805	799	786	779	781	768						
IMD	6	8	8	8	8	8						
QMB	265	269	266	265	273	270						
SLMB	88	85	85	88	89	92						
QI-1	14	13	13	12	12	8						
MA (METS/MNsure)	591	604	604	608	632	640						
MCRE (METS)	55	53	58	59	66	64						
<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>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>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>						



	January	February	March	April	May	June	July	August	September	October	November	December	YTD	2015	Change
Expense	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016			
Foster Care	\$ 12,121.02	\$ 9,722.77	\$ 8,851.45	\$ 8,194.97	\$ 14,379.30	\$ 20,587.32						\$ -	\$ 73,856.83	\$ 32,400.80	127.9%
Rule 4	\$ 7,241.53		\$ 5,421.60	\$ 2,801.16	\$ 2,710.80	\$ 2,801.16						\$ -	\$ 20,976.25	\$ 50,060.42	-58.1%
Rule 8	\$ -	\$ 561.00	\$ 3,366.00		\$ 2,006.28	\$ 11,033.00						\$ -	\$ 16,966.28	\$ 53,755.01	-68.4%
Rule 5	\$ 22,359.43	\$ 12,299.90	\$ 19,251.80	\$ 23,436.71	\$ 17,051.69	\$ 17,725.18		\$ -				\$ -	\$ 112,124.71	\$ 97,438.17	15.1%
Corrections	\$ 26,936.19	\$ 12,780.00	\$ 32,872.03	\$ 20,030.88	\$ 17,022.92	\$ 19,317.00						\$ -	\$ 128,959.02	\$ 253,841.42	-49.2%
Adoption Aid	\$ 26,993.00											\$ -	\$ 26,993.00	\$ -	
<b>Totals</b>	\$ <b>95,651.17</b>	\$ <b>35,363.67</b>	\$ <b>69,762.88</b>	\$ <b>54,463.72</b>	\$ <b>53,170.99</b>	\$ <b>71,463.66</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ <b>379,876.09</b>	\$ <b>487,495.82</b>	-22.1%
<b>Revenue</b>															
Reimburse	\$ 2,286.03	\$ 503.35	\$ 503.35	\$ 488.67	\$ 488.67	\$ 519.24						\$ -	\$ 4,789.31	\$ 8,226.23	-41.8%
MH Recovery	\$ 822.00	\$ 822.00	\$ 822.00	\$ 822.00	\$ 5,510.15	\$ 8,159.56						\$ -	\$ 16,957.71	\$ 13,549.26	25.2%
4E Recovery	\$ -	\$ 3,303.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,303.00	\$ 41,894.00	-92.1%
<b>Totals</b>	\$ <b>3,108.03</b>	\$ <b>4,628.35</b>	\$ <b>1,325.35</b>	\$ <b>1,310.67</b>	\$ <b>5,998.82</b>	\$ <b>8,678.80</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ <b>25,050.02</b>	\$ <b>63,669.49</b>	-60.7%
<b>Net Expense</b>	\$ <b>92,543.14</b>	\$ <b>30,735.32</b>	\$ <b>68,437.53</b>	\$ <b>53,153.05</b>	\$ <b>47,172.17</b>	\$ <b>62,784.86</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ <b>354,826.07</b>	\$ <b>423,826.33</b>	-16.3%
2015 Totals	\$ 74,103.23	\$ 49,032.65	\$ 63,800.77	\$ 122,647.50	\$ 39,412.60	\$ 74,829.58	\$ 52,954.66	\$ 18,966.88	\$ 101,067.37	\$ 95,903.51	\$ 69,719.50	\$ 51,684.77	\$ 814,123.02	\$ 814,123.02	0.0%
YTD Change	\$ 18,439.91	\$ 142.58	\$ 4,779.34	\$ (64,715.11)	\$ (56,955.54)	\$ (69,000.26)	\$ (121,954.92)	\$ (140,921.80)	\$ (241,989.17)	\$ (337,892.68)	\$ (407,612.18)	\$ (459,296.95)	\$ (1,876,976.78)		

	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Expense	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	
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	\$ 12,071.40	\$ 101,435.75
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
Rule 8	\$ 5,760.00	\$ 6,541.00	\$ 25,249.97	\$ 12,240.00	\$ -	\$ 3,964.04	\$ -	\$ -	\$ 15,776.00	\$ 49.63	\$ -	\$ 5,236.00	\$ 74,816.64
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	\$ 22,046.40	\$ 177,074.51
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	\$ 26,993.00	\$ 482,874.36
Adoption Aid													\$ -
<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>66,346.80</b>	\$ <b>926,264.20</b>
<b>Revenue</b>													
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	\$ 1,340.03	\$ 12,852.16
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	\$ 822.00	\$ 17,800.26
4E Recovery	\$ -	\$ 22,220.00	\$ -	\$ -	\$ 19,674.00	\$ -	\$ -	\$ 27,094.76	\$ -	\$ -	\$ -	\$ 12,500.00	\$ 81,488.76
<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>14,662.03</b>	\$ <b>112,141.18</b>
<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>51,684.77</b>	\$ <b>814,123.02</b>

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

**Approvals**

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
X157517	6/3/2016	1080907	rent	full time as of 07/01/2016	2	\$750 - rent \$648 for past due June rent and \$102 towards July rent.	EA Approved - \$750	6/3/2016
<b>TOTAL</b>						<b>EA</b>	<b>\$750.00</b>	
						<b>EGA</b>	<b>\$0.00</b>	

**Denials**

X157540	6/7/2016	464636	unknown	work study	0	No emergency	EGA Denied - No funds	6/9/2016
X157540	6/13/2016	489870	unknown	unemployed	0	No emergency	EGA Denied - No funds	6/17/2016
X157540	6/20/2016	1512175	rent	unemployed	0	Unknown amount - past due rent	EGA Withdrawn	6/20/2016
X157540	6/27/2016	2200413	unknown	unemployed	0	No emergency	EGA Withdrawn	6/27/2016
X157546	6/21/2016	1184271	rent	employed	3	\$834 - past due rent.	EA Denied. Failed to meet co-pay.	6/22/2016





## Human Service's Month End Balance

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January	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	1,814,014.90
February	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	1,801,985.24
March	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	1,655,070.89
April	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	1,347,248.60
May	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	1,294,231.42
June	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	2,330,176.40
July	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	1,295,253.41	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	1,073,403.66	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	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	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	1,415,786.24	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	2,083,484.81	