

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
---------------	------------------

- 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
Cash												
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						
TOTAL	242	235	226	234	237	235						

Food												
SNAP	477	468	470	469	459	472						
TOTAL	477	468	470	469	459	472						

Health Care												
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						
TOTAL	1,824	1,831	1,820	1,819	1,861	1,850						

Total Active Programs												
	2,543	2,534	2,516	2,522	2,557	2,557						

Total Active Cases												
	1,667	1,718	1,720	1,727	1,754	1,769						

Expense	January 2016	February 2016	March 2016	April 2016	May 2016	June 2016	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	YTD	2015	Change
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	\$ -	
Totals	\$ 95,651.17	\$ 35,363.67	\$ 69,762.88	\$ 54,463.72	\$ 53,170.99	\$ 71,463.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 379,876.09	\$ 487,495.82	-22.1%
Revenue															
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%
Totals	\$ 3,108.03	\$ 4,628.35	\$ 1,325.35	\$ 1,310.67	\$ 5,998.82	\$ 8,678.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,050.02	\$ 63,669.49	-60.7%
Net Expense	\$ 92,543.14	\$ 30,735.32	\$ 68,437.53	\$ 53,153.05	\$ 47,172.17	\$ 62,784.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 354,826.07	\$ 423,826.33	-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)		

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
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													\$ -
Totals	\$ 78,088.53	\$ 75,413.33	\$ 66,962.91	\$ 125,867.34	\$ 63,139.36	\$ 78,024.35	\$ 51,848.33	\$ 48,243.31	\$ 103,253.32	\$ 97,214.18	\$ 71,862.44	\$ 66,346.80	\$ 926,264.20
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	\$ 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
Totals	\$ 3,985.30	\$ 26,380.68	\$ 3,162.14	\$ 3,219.84	\$ 23,726.76	\$ 3,194.77	\$ (1,106.33)	\$ 29,276.43	\$ 2,185.95	\$ 1,310.67	\$ 2,142.94	\$ 14,662.03	\$ 112,141.18
Net Expense	\$ 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

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
TOTAL						EA	\$750.00	
						EGA	\$0.00	

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	