

Pennington County Human Service Committee

Meeting Agenda

November 15, 2016

12:00 pm

Section A

Members Present:

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

- I. Reading of October 18, 2016 HSC Meeting Minutes
- II. Personnel
- III. General
 - A. VIP: Umbrella Tree Supervised Visitation Service Agreement
 - B. ODC: Supported Employment Services Contract
 - C. Sanford Behavioral Health Contract
 - D. Update on 24/7 Child Protection Response
 - E. Technology/Remote Access
 - 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:
 - 12/20/2016 01/17/2016 02/21/2017
 - 12:00 pm 12:00 pm 12:00 pm

SECTION A

The regular meeting of the Pennington County Human Service Committee was held at 7:00 pm. October 18, 2016 at Pennington County Human Services.

COMMITTEE MEMBERS PRESENT

Don Jensen
Darryl Tveitbakk
Oliver Swanson
Neil Peterson

STAFF MEMBERS PRESENT:

Ken Yutrzenka
Scott Sommers
Julie Sjostrand

- I. MINUTES: The minutes from the September 20th, 2016 Human Service Committee meeting were read. Noting no changes, a recommendation was made to forward the minutes to the Consent Agenda.

- II. PERSONNEL:
 - A. The Director announced that Samantha Carlson has been hired to fill the Office Support Specialist vacancy. Ms. Carlson joined the agency on 10/03/2016. A recommendation was made to forward this item to the Consent Agenda.
 - B. The Director announced that Elizabeth Gerhart has been hired to fill the Social Worker vacancy. This position will be responsible for licensing of Family Foster Care, Adult Foster Care and Family Child Care homes. Ms. Gerhart is scheduled to join the agency on 10/24/2016. A recommendation was made to forward this item to the Consent Agenda.
 - C. The Director and Social Service Supervisor presented a proposal to re-classify one of the new Social Worker positions from that of Children's Mental Health case manager to a Disability/Waivered Services case manager. It is believed this change will better address current workload needs. Committee members were in support of this recommendation.

- III. GENERAL
 - A. Discussion was held regarding the proposal to purchase a fourth vehicle for agency use. Price quotes were received from Westside Motors for a 2017 Dodge Journey and from Northern Motors for a 2017 Chevrolet Equinox. Discussion was also held relative to replacing the two 2014 Chevrolet Impalas. Upon completion of discussion a recommendation to purchase one new vehicle consisting of either the Dodge Journey or Chevrolet Equinox and to replace one of the current 2014 Impalas for a similar type sedan were forwarded to the Consent Agenda. Committee members further directed staff to further evaluate the vehicles being considered and to present purchasing recommendations at the October 25th 2016 County Board meeting.
 - B. Carole DeMars, representing Lutheran Social Services visited with committee members to provide an update on that organization's Senior Meals program.
 - C. The transportation business contract between this agency and Tri-Valley Opportunity Council establishing transportation rates for T.H.E. (Tri-Valley Heartland Express) Bus was presented for consideration. Upon completion of the presentation, recommendation was made to forward this item to the Consent Agenda.
 - D. Committee members were apprised of and invited to attend the Bi-Annual meeting of the Northwest Minnesota Council of Collaboratives scheduled for October 26, 2016 at the University of Minnesota-Crookston.
 - E. A request was made on behalf of the Director and Social Service Supervisor to meet with the Personnel Committee to discuss implementation of an on-call system addressing legislation surrounding 24/7 Child Protection Response requirements.
 - F. The Director presented the Region 1 SNAP E&T grant proposal for consideration and approval. Upon completion of the presentation a recommendation was made to forward this item to the Consent Agenda.
 - G. Committee members were provided a copy of Governor Dayton's Proclamation recognizing Wednesday October 19, 2016 as "County Financial Worker and Case Aide Day".
 - H. The out-of-home cost report through September 2016 was presented for review.
 - I. Month's end cash balance as of September 30, 2016 stands at \$2,121,578.06.

SECTION B

- I. No Social Service cases were presented for special case review.
- II. The Director presented the crisis assistance activity report and the most recent Income Maintenance caseload report. Current open case load count stands at 1,773.
- 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: November 15, 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	61	67	67	70		
DWP	6	3	2	4	6	3	3	4	8	5		
GA	59	53	50	49	50	50	52	52	47	44		
GRH	59	58	59	60	60	58	58	62	66	64		
MSA	73	72	69	68	68	68	64	65	66	64		
EA	0	1	0	1	1	1	1	3	2	2		
EGA	0	0	0	0	0	0	0	2	0	2		
TOTAL	242	235	226	234	237	235	239	255	256	251		

Food												
SNAP	477	468	470	469	459	472	471	478	490	486		
TOTAL	477	468	470	469	459	472	471	478	490	486		

Health Care												
MA (MAXIS)	805	799	786	779	781	768	755	747	738	713		
IMD	6	8	8	8	8	8	10	9	9	9		
QMB	265	269	266	265	273	270	269	268	278	270		
SLMB	88	85	85	88	89	92	91	95	89	86		
QI-1	14	13	13	12	12	8	9	9	9	9		
MA (METS/MNsure)	591	604	604	608	632	640	654	656	630	665		
MCRE (METS)	55	53	58	59	66	64	65	65	54	59		
TOTAL	1,824	1,831	1,820	1,819	1,861	1,850	1,853	1,849	1,807	1,811		

Total Active Programs												
	2,543	2,534	2,516	2,522	2,557	2,557	2,563	2,582	2,553	2,548		

Total Active Cases												
	1,667	1,718	1,720	1,727	1,754	1,769	1,766	1,773	1,749	1,775		

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	\$ 12,290.73	\$ 8,871.13	\$ 9,489.44	\$ 11,293.17	\$ -	\$ -	\$ 115,801.30	\$ 76,050.96	52.3%
Rule 4	\$ 7,241.53	\$ -	\$ 5,421.60	\$ 2,801.16	\$ 2,710.80	\$ 2,801.16	\$ 2,710.80	\$ 946.68	\$ 4,780.04	\$ 8,525.92	\$ -	\$ -	\$ 37,939.69	\$ 85,939.99	-55.9%
Rule 8	\$ -	\$ 561.00	\$ 3,366.00	\$ -	\$ 2,006.28	\$ 11,033.00	\$ 748.00	\$ -	\$ -	\$ 2,642.00	\$ -	\$ -	\$ 20,356.28	\$ 69,580.64	-70.7%
Rule 5	\$ 22,359.43	\$ 12,299.90	\$ 19,251.80	\$ 23,436.71	\$ 17,051.69	\$ 17,725.18	\$ 17,153.40	\$ 12,361.18	\$ 9,111.18	\$ 20,489.83	\$ -	\$ -	\$ 171,240.30	\$ 141,483.24	21.0%
Corrections	\$ 26,936.19	\$ 12,780.00	\$ 32,872.03	\$ 20,030.88	\$ 17,022.92	\$ 19,317.00	\$ 19,329.99	\$ 15,061.95	\$ 14,038.91	\$ 13,386.00	\$ -	\$ -	\$ 190,775.87	\$ 415,000.13	-54.0%
Adoption Aid	\$ 26,993.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,113.00	\$ 13,171.00	\$ 4,052.00	\$ -	\$ -	\$ -	\$ 64,329.00	\$ -	-
Totals	\$ 95,651.17	\$ 35,363.67	\$ 69,762.88	\$ 54,463.72	\$ 53,170.99	\$ 71,463.66	\$ 72,345.92	\$ 50,411.94	\$ 41,471.57	\$ 56,336.92	\$ -	\$ -	\$ 600,442.44	\$ 788,054.96	-23.8%
Revenue															
Reimburse	\$ 2,286.03	\$ 503.35	\$ 503.35	\$ 488.67	\$ 488.67	\$ 519.24	\$ 9,214.56	\$ 488.67	\$ 503.35	\$ -	\$ -	\$ -	\$ 14,995.89	\$ 10,191.19	47.1%
MH Recovery	\$ 822.00	\$ 822.00	\$ 822.00	\$ 822.00	\$ 5,510.15	\$ 8,159.56	\$ 3,385.95	\$ -	\$ 1,091.04	\$ -	\$ -	\$ -	\$ 21,434.70	\$ 16,156.26	32.7%
4E Recovery	\$ -	\$ 3,303.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,303.00	\$ 68,988.76	-95.2%
Totals	\$ 3,108.03	\$ 4,628.35	\$ 1,325.35	\$ 1,310.67	\$ 5,998.82	\$ 8,678.80	\$ 12,600.51	\$ 488.67	\$ 1,594.39	\$ -	\$ -	\$ -	\$ 39,733.59	\$ 95,336.21	-58.3%
Net Expense	\$ 92,543.14	\$ 30,735.32	\$ 68,437.53	\$ 53,153.05	\$ 47,172.17	\$ 62,784.86	\$ 59,745.41	\$ 49,923.27	\$ 39,877.18	\$ 56,336.92	\$ -	\$ -	\$ 560,708.85	\$ 692,718.75	-19.1%
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)	\$ (62,209.51)	\$ (31,253.12)	\$ (92,443.31)	\$ (132,009.90)	\$ (201,729.40)	\$ (253,414.17)	\$ (940,368.49)	\$ -	-

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 Housing, Potential Evictions, and Utilities
Oct-16

Approvals

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
X157503	10/26/16	516591	electric	other	0	\$114.00 - to prevent electric disconnect	EGA Approved - \$114.	10/26/16
X157524	10/07/16	1557428	electric	full time	1	\$472.64 - to prevent electric disconnect	EA Approved - \$472.64.	10/07/16
X157535	10/12/16	2218319	rent	full time	0	\$695.00 - to prevent eviction	EGA Approved - \$695.	10/27/16
X157546	10/14/16	2046620	rent	full time	1	\$539.85 - to prevent eviction	EA Approved - \$539.85.	10/17/16
TOTAL						EA	\$1,012.49	
						EGA	\$809.00	

Denials

X157503	09/27/16	2215537	rent deposit	unemployed	0	unknown	EGA Denied. No emergency.	10/11/16
X157503	10/24/16	2130792	unknown	RSDI	0	unknown	EGA Denied. No emergency.	10/24/16
X157546	09/20/16	112608	lot rent	RSDI and part time	3	\$375 - to prevent eviction	EA Denied. Landlord unwilling to stop eviction process.	10/03/16
X157546	09/06/16	1548114	unknown	unemployed	3	unknown	EA Denied. Client failed to follow through with interview/application process.	10/03/16

