

Pennington County Human Service Committee

Meeting Agenda

October 18, 2016

7:00 pm

Section A

Members Present:

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

- I. Reading of September 20, 2016 HSC Meeting Minutes
- II. Personnel
 - A. Office Support Specialist vacancy refill
 - B. Social Worker vacancy refill
- III. General
 - A. Agency Vehicles
 - B. Carole DeMars (LSS Senior Meals) 7:30pm
 - C. Tri-Valley Transportation Business Contract
 - D. NW Council of Collaboratives Bi-Annual meeting invitation
 - E. 24/7 Child Protection Response
 - 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:

11/15/2016	12/20/2016	01/17/2017
12:00pm	12:00pm	12:00pm

SECTION A

The regular meeting of the Pennington County Human Service Committee was held at 7:00 pm. September 20, 2016 at Pennington County Human Services.

COMMITTEE MEMBERS PRESENT

Don Jensen
Oliver Swanson
Cody Hempel

STAFF MEMBERS PRESENT:

Ken Yutrzenka
Kathleen Herring
Julie Sjostrand

- I. MINUTES: The August 16, 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. Maureen Monson, Social Worker, is scheduled to complete probation on 10/04/2016. The Social Service Supervisor and Agency Director recommend that Ms. Monson be granted permanent status upon completion of the six-month probationary period. Committee members recommended this item be forwarded to the Consent Agenda.
 - B. The Director updated committee members on vacant/open staff positions.

- III. GENERAL
 - A. A report entitled "Minnesota Child Welfare Workforce Stabilization Study" as prepared by the Center for Advanced Studies in Child Welfare, the Minnesota Association of County Social Service Administrators and the Minnesota Department of Human Services was presented as an informational item and discussed.
 - B. The Director and Social Service Supervisor presented information concerning 24/7 Child Protection Response requirements effective 01/01/2017. Administrative staff recommend establishing an on-call system to address Social Service requirements and to ensure 24/7 response coverage. The Director requested to schedule a meeting with the Personnel Committee as this item will likely have Collective Bargaining Agreement implications.
 - C. The committee re-visited the agency vehicle agenda item brought over from the August Human Service Committee meeting. After discussion concerning current and anticipated need, committee members directed the agency to obtain, from local auto dealers, price quotes on a cross-over style vehicle. Cost information will be presented at the October Human Service Committee meeting.
 - D. The Out-of-Home cost report, year-to-date through August 2016, was presented for review.
 - E. Month's end cash balance as of August 31, 2016 stands at \$2,427,610.70.
 - F. Discussion was held regarding the county's plan for Human Services to occupy the space currently housing Inter-County Nursing Service. Anticipated timelines were discussed in order that the hiring of new staff can be coordinated with the availability of work space.

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 1,773.

- 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 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: October 18, 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			
DWP	6	3	2	4	6	3	3	4	8			
GA	59	53	50	49	50	50	52	52	47			
GRH	59	58	59	60	60	58	58	62	66			
MSA	73	72	69	68	68	68	64	65	66			
EA	0	1	0	1	1	1	1	3	2			
EGA	0	0	0	0	0	0	0	2	0			
TOTAL	242	235	226	234	237	235	239	255	256			

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

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

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

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

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	2,367,725.88
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	2,427,610.70
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	2,121,578.06
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	

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

Approvals

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
X157517	9/29/2016	993933	rent	full time	1	\$500 - to prevent eviction.	EA Approved - \$500.	9/29/2016
X157546	9/30/2016	1362283	rent & utilities	part time & disability	2	\$ 470 - rent. \$408.37 - electric. Had house fire. Secured new housing.	EA Approved \$470 - rent and \$280 - electric. Salvation Army Approved \$128.37 - electric.	9/30/2016
TOTAL						EA	\$1,250.00	
						EGA	\$0.00	

Denials

X157505	9/27/2016	925535	electric	part time	0	\$351.09 - to prevent electric disconnect.	EGA Denied. Did not meet co-pay.	9/27/2016
X157524	8/17/2016	895157	unknown	full time	3	unknown	EA Denied. No emergency.	9/6/2016
X157524	8/31/2016	2211306	unknown	unemployed	pregnant	unknown	EA Denied. No emergency.	9/15/2016
X157524	8/23/2016	1168187	unknown	part time	1	unknown	EA Denied. No emergency.	9/21/2016
X157540	9/1/2016	1913473	rent	unemployed	0	\$700 - to prevent eviction.	EGA Denied. Not cost effective.	9/1/2016
X157546	9/9/2016	375086	rent and deposit	disability	0	\$470 - rent and \$150 deposit.	EGA Denied. Client able to meet needs with income.	9/12/2016

	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	\$ 12,290.73	\$ 8,871.13	\$ 9,489.44			\$ -	\$ 104,508.13	\$ 62,982.85	65.9%
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			\$ -	\$ 29,413.77	\$ 60,728.88	-51.6%
Rule 8	\$ -	\$ 561.00	\$ 3,366.00		\$ 2,006.28	\$ 11,033.00	\$ 748.00	\$ -			\$ -	\$ -	\$ 17,714.28	\$ 69,531.01	-74.5%
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			\$ -	\$ 150,750.47	\$ 130,508.04	15.5%
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			\$ -	\$ 177,389.87	\$ 367,090.00	-51.7%
Adoption Aid	\$ 26,993.00						\$ 20,113.00	\$ 13,171.00				\$ -	\$ 60,277.00	\$ -	
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	\$ 37,419.57	\$ -	\$ -	\$ -	\$ 540,053.52	\$ 690,840.78	-21.8%
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	\$ 9,702.52	54.6%
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	\$ 15,334.26	39.8%
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	\$ 94,025.54	-57.7%
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	\$ 35,825.18	\$ -	\$ -	\$ -	\$ 500,319.93	\$ 596,815.24	-16.2%
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)	\$ (96,495.31)	\$ (192,398.82)	\$ (262,118.32)	\$ (313,803.09)	\$ (1,125,587.25)		

	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													\$ -
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