

Pennington County Human Service Committee

Meeting Agenda

April 16, 2019

7:00 am

Members Present

_____ Bruce Lawrence

_____ Don Jensen

_____ Cody Hempel

_____ Neil Peterson

_____ Darryl Tveitbakk

Section A

- I. Minutes: Review of 03/19/2019 HSC Meeting minutes
- II. Personnel:
 - A. Notice of Resignation
 - B. Notice of Retirement
 - C. Lead Eligibility Worker update
 - D. Other
- III. General:
 - A. Sanford Behavioral Health (CTSS program funding)
 - B. Behavioral Health Purchase of Service Agreement
 - C. Access to Comprehensive Assessment Services
 - D. Out-of-Home Cost Report
 - E. Month's End Cash Balance
 - F. Other

Section B

- I. Special Case Situations (Social Services)
- II. Income Maintenance Update
- III. Special Case Situations (Public Assistance)
- IV. Payment of Bills

Section C

- I. Dates of Upcoming Committee Meetings:

04/16/2019

7:00 am

05/21/2019

7:00 am

06/18/2019

7:00 am

DRAFT

SECTION A

A regular meeting of the Pennington County Human Service Committee was held at 12:00 pm, March 19, 2019 at Pennington County Human Services.

COMMITTEE MEMBERS PRESENT:

Bruce Lawrence
Darryl Tveitbakk
Neil Peterson
Don Jensen

STAFF MEMBERS PRESENT:

Ken Yutrzenka
Scott Sommers

- I. MINUTES: The February 19, 2019 Human Service Committee meeting minutes were electronically posted for review. Noting no corrections or changes, a recommendation was made to forward the minutes to the Consent Agenda.

- II. PERSONNEL:
 - A. Denise McCarty, Social Worker, is scheduled to complete probation on 04/01/2019. It is reported that Ms. McCarty is performing well in her assigned duties and her supervisor recommends she be granted permanent status. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
 - B. Committee members were updated on efforts to fill the Adult Mental Health Social Worker position.
 - C. Discussion was held regarding succession planning for the positions of Fiscal Supervisor and Agency Director.

- III. GENERAL:
 - A. The Pennington County Human Services Data Practices Guidelines (draft) was presented for consideration. Upon conclusion of review and discussion a recommendation was made to forward this item to the Consent Agenda.
 - B. An updated Organizational Chart prepared by our current Social Worker intern was distributed for review.
 - C. Committee members were informed of our planned participation in the upcoming State of the City event scheduled for 03/21/2019 at Northland Community and Technical College.
 - D. The Out-of-Home cost report year-to-date through February 2019 was presented for review.
 - E. Month's end cash balance through February 2019 stands at \$2,732,919.27.
 - F. Committee members were informed of the receipt of a letter from DHS Commissioner, Tony Lourey, commending agency staff on their perfect performance in meeting the Department of Human Services financial reporting requirements for calendar year 2018. During this time all key quarter fiscal reports were submitted on or before the report deadlines and in perfect order. Upon conclusion of the presentation committee members expressed their

appreciation to the staff and asked that this item also be presented at the County Board.

SECTION B

- I. No social service cases were presented for special case review.
- II. No Income Maintenance cases were presented for Special Case consideration.
- III. A listing of bills presented for payment was reviewed. A 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: April 16, 2019 at 7:00am.

DRAFT

Expense	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	YTD	2018	Change
Foster Care	\$ 7,196.74	\$ 3,233.92	\$ 4,614.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,045.36	\$ 58,779.76	-74.4%
Rule 4	\$ -	\$ 2,396.30	\$ 2,164.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,560.70	\$ 6,770.83	-32.6%
Rule 8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,405.04	-100.0%
Rule 5	\$ 4,367.51	\$ 4,420.29	\$ 4,122.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,910.24	\$ -	#DIV/0!
Corrections	\$ 9,815.00	\$ 10,445.00	\$ 8,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,660.00	\$ 79,985.09	-64.2%
Adoption Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,998.00	-100.0%
Totals	\$ 21,379.25	\$ 20,495.51	\$ 19,301.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,176.30	\$ 168,938.72	-63.8%

Revenue	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	YTD	2018	Change
Reimburse	\$ 891.17	\$ 3,163.00	\$ 911.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,966.05	\$ 8,256.89	-39.9%
MH Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
4E Recovery	\$ -	\$ 174.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174.00	\$ 174.00	0.0%
NFC Settlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Totals	\$ 891.17	\$ 3,337.00	\$ 911.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,140.05	\$ 8,430.89	-39.0%

Net Expense	\$ 20,488.08	\$ 17,158.51	\$ 18,389.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,036.25	\$ 160,507.83	-65.1%
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2018 Totals	\$ 35,448.65	\$ 63,270.36	\$ 61,788.82	\$ 36,195.34	\$ 23,845.12	\$ 17,949.84	\$ 10,692.30	\$ 21,618.95	\$ 19,223.33	\$ 12,548.84	\$ 20,673.42	\$ 25,247.10			
YTD Change	\$ (14,960.57)	\$ (61,072.42)	\$ (104,471.58)	\$ (140,666.92)	\$ (164,512.04)	\$ (182,461.88)	\$ (193,154.18)	\$ (214,773.13)	\$ (233,996.46)	\$ (246,545.30)	\$ (267,218.72)	\$ (292,465.82)			

Expense	2018 January	2018 February	2018 March	2018 April	2018 May	2018 June	2018 July	2018 August	2018 September	2018 October	2018 November	2018 December	YTD
Foster Care	\$ 20,422.62	\$ 21,938.13	1641901.0%	18138.79	15188.92	17235.44	10243.67	9966.44	15224.34	10223.73	11520.88	6809.05	\$ 173,331.02
Rule 4	\$ 2,310.43	\$ 2,343.60	211680.0%	3006.07	2909.1	4149.04	2909.1	3138.44	2398.04		2361.89	2285.7	\$ 29,928.21
Rule 8	\$ 471.04	\$ 18,528.00	240600.0%			597		995	995	995		1194	\$ 26,181.04
Rule 5					0	0						3012.2	\$ 3,012.20
Corrections	\$ 13,041.00	\$ 23,798.00	4314609.0%	16791	17470	15818	8900	9402	2406	2724	11732.16	13090	\$ 178,318.25
Adoption Aid	\$ 1,998.00											0	\$ 1,998.00
Totals	\$ 38,243.09	\$ 66,607.73	\$ 64,087.90	\$ 37,935.86	\$ 35,568.02	\$ 37,799.48	\$ 22,052.77	\$ 23,501.88	\$ 21,023.38	\$ 13,942.73	\$ 25,614.93	\$ 26,390.95	\$ 412,768.72
Revenue	2018 January	2018 February	2018 March	2018 April	2018 May	2018 June	2018 July	2018 August	2018 September	2018 October	2018 November	2018 December	YTD
Reimburse	\$ 2,794.44	\$ 3,163.37	\$ 2,299.08	\$ 1,740.52	\$ 977.90	\$ 1,225.64	\$ 2,006.47	\$ 1,882.93	\$ 1,800.05	\$ 1,393.89	\$ 554.51	\$ 1,143.85	\$ 20,982.65
MH Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4E Recovery	\$ -	\$ 174.00	\$ -	\$ -	\$ 10,745.00	\$ -	\$ 9,354.00	\$ -	\$ -	\$ 4,387.00	\$ -	\$ -	\$ 24,660.00
NFC Sewettlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,624.00	\$ -	\$ -	\$ -	\$ -	\$ 201.00	\$ -	\$ 18,825.00
Totals	\$ 2,794.44	\$ 3,337.37	\$ 2,299.08	\$ 1,740.52	\$ 11,722.90	\$ 19,849.64	\$ 11,360.47	\$ 1,882.93	\$ 1,800.05	\$ 1,393.89	\$ 4,941.51	\$ 1,344.85	\$ 64,467.65
Net Expense	\$ 35,448.65	\$ 63,270.36	\$ 61,788.82	\$ 36,195.34	\$ 23,845.12	\$ 17,949.84	\$ 10,692.30	\$ 21,618.95	\$ 19,223.33	\$ 12,548.84	\$ 20,673.42	\$ 25,046.10	\$ 348,301.07

Human Service's Month End Balance

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
January	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	2,182,630.66	2,271,729.26	2,772,063.80
February	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	2,138,616.83	2,176,762.19	2,732,919.27
March	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	1,800,227.71	1,844,672.30	2,547,429.81
April	506,305.55	825,804.92	819,532.72	808,225.65	930,693.70	1,088,964.93	1,347,248.60	1,539,707.40	1,525,256.03	
May	447,916.22	768,561.39	678,196.10	552,664.08	693,604.86	961,748.47	1,294,231.42	1,426,858.37	1,528,544.15	
June	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	2,576,374.42	2,692,513.93	
July	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	2,650,496.79	2,874,408.12	
August	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	2,600,332.14	2,749,859.99	
September	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	2,362,913.96	2,518,750.84	
October	954,484.86	1,188,529.69	1,116,275.87	1,174,910.46	919,650.64	1,492,630.60	1,866,987.16	2,133,041.74	2,198,557.64	
November	1,422,560.89	1,732,295.38	877,736.63	1,756,882.42	1,900,971.24	2,213,985.52	2,638,930.35	2,642,643.71	3,070,756.97	
December	1,377,405.92	1,588,551.10	1,485,681.91	1,678,723.86	1,833,528.58	2,083,484.81	2,395,704.36	2,513,770.14	2,970,003.64	

Pennington County Human Services
Emergency Assistance/Emergency General Assistance
Emergency Requests Related to Potential Evictions/Housing and Utilities
March-19

Approvals

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
NONE								
TOTAL						EA	\$0.00	
						EGA	\$0.00	

Denials

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
X157540	2/1/2019	1464314	rent	2 adults: both unemployed	0	\$675 for past due rent to prevent eviction.	EGA Denied. Not cost effective.	3/6/2019
X157540	2/13/2019	1651024	unknown	2 adults: both unemployed	1	unknown	EA Denied. emergency.	3/15/2019
X157540	3/15/2019	551090	unknown	1 adult: unemployed	1	unknown	EA Denied. emergency.	3/25/2019
X157540	2/15/2019	1355792	utilities	2 adults: both unemployed	3	\$781.29 electric to prevent disconnect. \$700 natural gas to prevent disconnect.	EA Denied. Client failed to complete the application process.	3/18/2019
X157554	3/17/2019	2341859	unknown	2 adults: 1 full time and 1 part time	0	unknown	EGA Denied. No emergency.	3/18/2019
X157554	3/19/2019	2342116	unknown	3 adults: 1 SSI and 2 employed full time	0	unknown	EGA Denied. No emergency.	3/21/2019

X157554	3/20/2019	2023681	first month rent	3 adults: 1 part time, 1 unemployed, and 1 RSDI	1	unknown	EA Denied. emergency.	No	3/20/2019
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