

# Pennington County Human Service Committee

## Meeting Agenda

July 16, 2019

7:00 a.m.

### Members Present

\_\_\_\_\_ Bruce Lawrence

\_\_\_\_\_ Cody Hempel

\_\_\_\_\_ Don Jensen

\_\_\_\_\_ Neil Peterson

\_\_\_\_\_ Darryl Tveitbakk

### Section A

- I. Minutes: Review of June 16, 2019, HSC Meeting Minutes
- II. Personnel:
  - A. Social Service Supervisor hiring update
  - B. Request to refill Social Worker position
  - C. Fiscal Supervisor hiring update
  - D. Office Support Specialist hiring update
- III. General:
  - A. CaseWorks update
  - B. Application Xtender update
  - C. SUD (Substance Use Disorder Reform) update
  - 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:

08/20/2019

7:00 a.m.

09/17/2019

7:00 a.m.

10/15/2019

7:00 a.m.

## SECTION A

A regular meeting of the Pennington County Human Service Committee was held at 7:00 a.m., June 18, 2019, at Pennington County Human Services.

### COMMITTEE MEMBERS PRESENT:

Bruce Lawrence  
Cody Hempel  
Don Jensen  
Neil Peterson  
Darryl Tveitbakk

### STAFF MEMBERS PRESENT:

Ken Yutrzenka  
Scott Sommers  
Julie Sjostrand  
Kathleen Herring

- I. MINUTES: The May 21, 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. The Director and Social Service Supervisor/Incoming Director presented a plan for reorganization of the Social Services Unit and requested a second Social Service Supervisor position. After the presentation, the recommendation was to forward this item to the Consent Agenda.
  
- III. GENERAL:
  - A. The Director presented an ESSA (Every Student Succeeds Act) Agreement renewal. After the presentation, the recommendation was to forward this item to the Consent Agenda.
  - B. The Director presented a PMAP (Prepaid Medical Assistance Program) Procurement Resolution. After the presentation, the recommendation was to forward this to the Consent Agenda.
  - C. Committee members were provided an update on CaseWorks, an EDMS (electronic data management system).
  - D. The Out-of-Home Cost Report through May 2019 was presented for review.
  - E. Month's end cash balance for May 2019 stands at \$2,327,158.79.
  - F. The Social Service Supervisor/Incoming Director presented the agency results for the recent Blue Plus and UCare audits with a 100% compliance for each health plan.

**SECTION B**

- I. No Social Service cases were presented for special case review.
- II. The Income Maintenance Supervisor presented the Emergency Assistance/Emergency General Assistance May 2019 report of activity. The Supervisor also reported the Income Maintenance open case count stands at 1,737.
- III. No Income Maintenance cases were presented for special case consideration.
- IV. 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: July 16, 2019, at 7:00 a.m.

**Pennington County Human Services  
Income Maintenance Unit  
2019 Active Cases by Program**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Cash</b>												
MFIP	37	37	38	37	39	41						
DWP	11	11	8	9	7	8						
GA	44	41	39	38	38	38						
GRH	56	58	56	54	47	52						
MSA	62	63	67	67	65	64						
EA	2	0	0	1	2	4						
EGA	1	0	0	0	0	1						
<b>TOTAL</b>	<b>213</b>	<b>210</b>	<b>208</b>	<b>206</b>	<b>198</b>	<b>208</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Food</b>												
SNAP	488	495	501	491	483	460						
<b>TOTAL</b>	<b>488</b>	<b>495</b>	<b>501</b>	<b>491</b>	<b>483</b>	<b>460</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Health Care</b>												
MA (MAXIS)	538	519	519	521	521	522						
IMD	6	6	6	7	5	5						
QMB	242	236	243	242	238	239						
SLMB	70	70	65	63	70	70						
QI-1	12	13	12	12	11	11						
MA (METS/MNsure)	785	792	785	784	787	781						
MCRE (METS)	23	27	29	30	27	25						
<b>TOTAL</b>	<b>1,676</b>	<b>1,663</b>	<b>1,659</b>	<b>1,659</b>	<b>1,659</b>	<b>1,653</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Total Active Programs</b>												
	<b>2,377</b>	<b>2,368</b>	<b>2,368</b>	<b>2,356</b>	<b>2,340</b>	<b>2,321</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Total Active Cases</b>												
	<b>1,730</b>	<b>1,753</b>	<b>1,762</b>	<b>1,744</b>	<b>1,737</b>	<b>1,725</b>						

### 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	2,361,226.50
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	2,327,158.79
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	\$3,462,928.17
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**  
**June-19**

**Approvals**

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
X157535	5/24/2019	1037506	electric and natural gas	2 adults: 1 RSDI and 1 new part time job. Also receives Child Support.	3	\$758.74 to prevent electric disconnect. \$251.66 to prevent natural gas disconnect.	EA Approved for \$353 (electric) Salvation Army paid \$405.74. (electric) EA Approved \$251.66 (natural gas)	6/12/2019
X157535	6/3/2019	774556	rent, electric and natural gas	1 adult: Unemployment.	3	\$750 to prevent eviction. \$767 to prevent electric disconnect. \$195 to prevent natural gas disconnect.	EA Approved \$750. (rent) Salvation Army paid \$500. (electric) Client paid \$267. (electric) Client paid \$195. (natural gas)	0/06/2019
X157535	6/11/2019	1315696	electric and natural gas	2 adults: 1 full time and 1 part time.	3	\$351.79 to prevent electric disconnect. \$349.21 to prevent natural gas disconnect.	EA Approved \$50. (electric) Salvation Army paid \$301.79. (electric) EA Approved \$151. (natural gas) Salvation Army paid \$198.21. (natural gas)	06/14/219

X157535	6/12/2019	1596074	rental deposit, 1st month's rent and electric deposit	1 adult: part time. Also receives Child Support.	2	\$625 rental deposit. \$396 first month's pro- rated rent. \$200 electric deposit.	EA Approved \$750. (\$625 rental deposit and \$125 pro-rated first month's rent) Salvation Army paid \$271. (pro-rated first month's rent) Salvation Army paid \$179. (electric deposit) Client paid \$21. (electric deposit)	6/17/2019
X157554	6/25/2019	65462	rent	1 adult: SSI	0	\$540 to prevent electric disconnect.	EGA Approved \$540.	6/26/2019
<b>TOTAL</b>						<b>EA</b>	<b>\$2,305.66</b>	
						<b>EGA</b>	<b>\$540.00</b>	

**Denials**

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
X157535	5/29/2019	487137	electric	2 adults: unemployed	0	\$1,118.23 to reconnect electric service and \$1,000 electric deposit.	EGA Denied. Not cost effective.	6/3/2019
X157535	5/30/2019	1583318	electric deposit	1 adult: full time	2	\$400 electric deposit.	EA Denied. Failed to meet co-pay. Salvation Army paid \$400. (electric deposit)	6/4/2019
X157540	6/3/2019	2285514	rent	2 adults: 1 full time and 1 unemployed	2	\$1,818 to prevent eviction.	EA Denied. Failed to meet co-pay.	6/13/2019
X157540	6/19/2019	2275651	rent, electric and natural gas	1 adult: Unemployment	1	\$685 to prevent eviction. \$200 to change electric account name. \$400-500 to change natural gas account name.	EA Denied. No emergency. (No threat of eviction and no requirement to change account names - no threat of disconnect.)	6/24/2019
X157540	5/17/2019	1417941	unknown	1 adult: part time	0	unknown	EGA Denied. No emergency.	6/18/2019
X157540	5/24/2019	333063	unknown	1 adult: unemployed	0	unknown	EGA Denied. No emergency.	6/24/2019



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	\$ 4,346.82	\$ 4,591.20	\$ 6,249.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,233.37	\$ 109,342.91	-72.3%
Rule 4	\$ -	\$ 2,396.30	\$ 2,164.40	\$ 2,396.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,957.00	\$ 16,835.04	-58.7%
Rule 8	\$ -	\$ -	\$ -	\$ -	\$ 597.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 597.00	\$ 21,531.00	-97.2%
Rule 5	\$ 4,367.51	\$ 4,420.29	\$ 4,122.44	\$ -	\$ -	\$ 1,030.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,940.92	\$ -	#DIV/0!
Corrections	\$ 9,815.00	\$ 10,445.00	\$ 8,400.00	\$ 10,662.00	\$ 15,295.00	\$ 21,456.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 76,073.00	\$ 130,064.09	-41.5%
Adoption Aid	\$ -	\$ -	\$ -	\$ 2,377.58	\$ -	\$ 354.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,731.58	\$ 1,998.00	36.7%
<b>Totals</b>	<b>\$ 21,379.25</b>	<b>\$ 20,495.51</b>	<b>\$ 19,301.54</b>	<b>\$ 19,782.70</b>	<b>\$ 20,483.20</b>	<b>\$ 29,090.67</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 130,532.87</b>	<b>\$ 279,771.04</b>	<b>-53.3%</b>

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	\$ 923.97	\$ 911.88	\$ 911.88	\$ 72.88	\$ 864.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,575.78	\$ 12,200.95	-62.5%
MH Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
4E Recovery	\$ -	\$ 5,173.00	\$ -	\$ -	\$ 2,049.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,222.00	\$ 10,919.00	-33.9%
NFC Settlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,624.00	-
<b>Totals</b>	<b>\$ 891.17</b>	<b>\$ 6,096.97</b>	<b>\$ 911.88</b>	<b>\$ 911.88</b>	<b>\$ 2,121.88</b>	<b>\$ 864.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,797.78</b>	<b>\$ 41,743.95</b>	<b>-71.7%</b>

<b>Net Expense</b>	<b>\$ 20,488.08</b>	<b>\$ 14,398.54</b>	<b>\$ 18,389.66</b>	<b>\$ 18,870.82</b>	<b>\$ 18,361.32</b>	<b>\$ 28,226.67</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 118,735.09</b>	<b>\$ 238,027.09</b>	<b>-50.1%</b>
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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)	\$ (63,832.39)	\$ (107,231.55)	\$ (124,556.07)	\$ (130,039.87)	\$ (119,763.04)	\$ (130,455.34)	\$ (152,074.29)	\$ (171,297.62)	\$ (183,846.46)	\$ (204,519.88)	\$ (229,766.98)			

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	\$ 16,419.01	\$ 18,138.79	\$ 15,188.92	\$ 17,235.44	\$ 10,243.67	\$ 9,966.44	\$ 15,224.34	\$ 10,223.73	\$ 11,520.88	\$ 6,809.05	\$ 173,331.02
Rule 4	\$ 2,310.43	\$ 2,343.60	\$ 2,116.80	\$ 3,006.07	\$ 2,909.1	\$ 4,149.04	\$ 2,909.1	\$ 3,138.44	\$ 2,398.04	\$ -	\$ 2,361.89	\$ 2,285.7	\$ 29,928.21
Rule 8	\$ -	\$ 18,528.00	\$ 2,406.00	\$ -	\$ -	\$ 597	\$ -	\$ 995	\$ 995	\$ 995	\$ -	\$ 1,194	\$ 26,181.04
Rule 5	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,012.2	\$ 3,012.20
Corrections	\$ 13,041.00	\$ 23,798.00	\$ 43,146.09	\$ 16,791	\$ 17,470	\$ 15,818	\$ 8,900	\$ 9,402	\$ 2,406	\$ 2,724	\$ 11,732.16	\$ 13,090	\$ 178,318.25
Adoption Aid	\$ 1,998.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 1,998.00
<b>Totals</b>	<b>\$ 37,772.05</b>	<b>\$ 66,607.73</b>	<b>\$ 64,087.90</b>	<b>\$ 37,935.86</b>	<b>\$ 35,568.02</b>	<b>\$ 37,799.48</b>	<b>\$ 22,052.77</b>	<b>\$ 23,501.88</b>	<b>\$ 21,023.38</b>	<b>\$ 13,942.73</b>	<b>\$ 25,614.93</b>	<b>\$ 26,390.95</b>	<b>\$ 412,768.72</b>
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
<b>Totals</b>	<b>\$ 2,794.44</b>	<b>\$ 3,337.37</b>	<b>\$ 2,299.08</b>	<b>\$ 1,740.52</b>	<b>\$ 11,722.90</b>	<b>\$ 19,849.64</b>	<b>\$ 11,360.47</b>	<b>\$ 1,882.93</b>	<b>\$ 1,800.05</b>	<b>\$ 1,393.89</b>	<b>\$ 4,941.51</b>	<b>\$ 1,344.85</b>	<b>\$ 64,467.65</b>
<b>Net Expense</b>	<b>\$ 34,977.61</b>	<b>\$ 63,270.36</b>	<b>\$ 61,788.82</b>	<b>\$ 36,195.34</b>	<b>\$ 23,845.12</b>	<b>\$ 17,949.84</b>	<b>\$ 10,692.30</b>	<b>\$ 21,618.95</b>	<b>\$ 19,223.33</b>	<b>\$ 12,548.84</b>	<b>\$ 20,673.42</b>	<b>\$ 25,046.10</b>	<b>\$ 348,301.07</b>