

Pennington County Human Service Committee

Meeting Agenda

June 18, 2019

7:00 am

Members Present

_____ Bruce Lawrence

_____ Don Jensen

_____ Cody Hempel

_____ Neil Peterson

_____ Darryl Tveitbakk

Section A

- I. Minutes: Review of 05/21/2019 HSC Meeting minutes
- II. Personnel:
 - A. Social Service Supervisor capacity
- III. General:
 - A. ESSA Agreement renewal
 - B. PMAP Procurement Board Resolution
 - C. Caseworks EDMS 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:

07/16/2019
7:00 am

08/20/2019
7:00 am

09/17/2019
7:00 am

SECTION A

A regular meeting of the Pennington County Human Service Committee was held at 7:00 am, May 21, 2019 at Pennington County Human Services.

COMMITTEE MEMBERS PRESENT:

Bruce Lawrence
Darryl Tveitbakk
Don Jensen

STAFF MEMBERS PRESENT:

Ken Yutrzenka
Julie Sjostrand
Kathleen Herring
Scott Sommers

- I. MINUTES: The April 16, 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. Savannah Gunderson, Social Worker, is scheduled to complete probation on June 10, 2019. Administrative staff indicate Ms. Gunderson is meeting expectations and recommends that she be granted permanent status at that time. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
 - B. The Director presented a recommendation to fill an upcoming vacancy in the Child Support unit. The Director recommends this position remain at the Office Support Specialist classification. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
 - C. Inquiry was made on posting for the Fiscal Supervisor position pending the current Fiscal Supervisor's January 2020 planned retirement. Committee members recommended that this item be presented at the May 21, 2019 County Board meeting.

- III. GENERAL:
 - A. Committee members were informed that the Agency's child protection unit met required Child Protection Funding performance targets. As a result, the agency earned its full 2018 allocation plus bonus funds.
 - B. Committee members were informed of the statewide underspending in the Emergency General Assistance (EGA) program. DHS is informing counties that if they overspend assigned allocations, it is likely that such overspending will be made whole. Based on this information Committee members approved some limited overspending authority to address additional emergencies.
 - C. A brief discussion was held regarding any suggested changes, going forward, to the Human Service Committee meeting format. Committee members voiced (1) their wish to occasionally invite staff members to meet and share program

information and (2) to periodically hold a committee meeting at the Northwest Minnesota Juvenile Center, of which Pennington is one of the member counties.

- D. The Out-of-Home cost report through April 2019 was presented for review.
- E. Month's end cash balance for April 2019 stands at \$2,361,226.50.
- F. A follow-up discussion was held regarding a request from Sanford Behavioral Health to assist in funding of Children's Therapeutic Supports and Services, which are currently being provided at Challenger Elementary School. This request was presented at the April 2019 Committee meeting and initially taken under advisement. Upon further consideration committee members directed that a letter be provided to Sanford with the position to not provide funding.
- G. Committee members were provided a brief update on the Caseworks Electronic Data Management System.

SECTION B

- I. No social service cases were presented for special case review.
- II. No Income Maintenance cases were presented for Special Case consideration. Kathleen Herring presented the Emergency Assistance report of activity since the last meeting. Ms. Herring also reported that the Income Maintenance open case count stands at 1744.
- 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: June 18, 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	\$ 4,346.82	\$ 4,591.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,983.38	\$ 92,107.47	-74.0%
Rule 4	\$ -	\$ 2,396.30	\$ 2,164.40	\$ 2,396.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,957.00	\$ 12,686.00	-45.2%
Rule 8	\$ -	\$ -	\$ -	\$ -	\$ 597.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 597.00	\$ 20,934.00	-97.1%
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	\$ 10,662.00	\$ 15,295.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,617.00	\$ 114,246.09	-52.2%
Adoption Aid	\$ -	\$ -	\$ -	\$ 2,377.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,377.58	\$ 1,998.00	19.0%
Totals	\$ 21,379.25	\$ 20,495.51	\$ 19,301.54	\$ 19,782.70	\$ 20,483.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 101,442.20	\$ 241,971.56	-58.1%

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,711.78	\$ 10,975.31	-66.2%
MH Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
4E Recovery	\$ -	\$ 5,173.00	\$ -	\$ -	\$ 2,049.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,222.00	\$ 10,919.00	-33.9%
NFC Settlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Totals	\$ 891.17	\$ 6,096.97	\$ 911.88	\$ 911.88	\$ 2,121.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,933.78	\$ 21,894.31	-50.1%

Net Expense	\$ 20,488.08	\$ 14,398.54	\$ 18,389.66	\$ 18,870.82	\$ 18,361.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,508.42	\$ 220,077.25	-58.9%
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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)	\$ (147,989.71)	\$ (158,682.01)	\$ (180,300.96)	\$ (199,524.29)	\$ (212,073.13)	\$ (232,746.55)	\$ (257,993.65)			

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
Totals	\$ 37,772.05	\$ 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	\$ 34,977.61	\$ 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	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	
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	