

Pennington County Human Service Committee

Meeting Agenda

March 19, 2019

12:00 pm

Members Present

_____ Bruce Lawrence

_____ Don Jensen

_____ Cody Hempel

_____ Neil Peterson

_____ Darryl Tveitbakk

Section A

- I. Minutes: Review of 02/19/2019 HSC Meeting minutes
- II. Personnel:
 - A. Probationary Action
- III. General:
 - A. Data Practices Guidelines
 - B. Updated Organizational Chart
 - C. State of the City Event (03/21/2019)
 - 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

SECTION A

A regular meeting of the Pennington County Human Service Committee was held at 12:00 pm, February 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
Julie Sjostrand
Kathleen Herring

- I. MINUTES: The January 15, 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. Scott Sommers, Fiscal Supervisor, submitted his written notice of retirement planned for no later January 31, 2020. Early submission of Scott's notice is to provide enough lead time to hire and train a successor. Upon conclusion of follow-up discussion, a recommendation was made to move this item to the Consent Agenda.
 - B. Ken Yutrzenka, Director, submitted his written notice of retirement effective June 28, 2019. A recommendation was made to forward this item to the Consent Agenda.

- III. GENERAL:
 - A. The Clinic Behavioral/Community-Based Services Purchase of Service Agreement between Sanford Behavioral Health Center and Pennington County Human Services was presented for consideration. This agreement addresses outpatient services provided under the Mental Health Fee Subsidy program and for Community Support Program (CSP) and Adult Rehabilitative Mental Health Services (ARMHS). CY 2019 proposed service costs will remain unchanged from CY 2018. Upon conclusion of the presentation and follow-up discussion a recommendation was made to forward this item to the Consent Agenda.
 - B. The Residential Services Purchase of Service Agreement between Sanford Behavioral Health Center and Pennington County Human Services was presented for consideration. This agreement addresses services provided through Pathfinders Children's Treatment Center and through Northern Lights Intensive Residential Treatment and Crisis Stabilization services. The CY 2019 proposed service costs for Pathfinders will remain unchanged from CY 2018 while the per diem costs for Northern Lights will again be set by the Minnesota Department of Human Services. Upon conclusion of the presentation and follow-up discussion a recommendation was made to forward this item to the Consent Agenda.
 - C. The Director informed committee members of the receipt of a CY 2019 Children's Mental Health screening grant from the Minnesota Department of Human Services. Intended usage of the \$1,565.00 grant will be toward In-home

family-based treatment services. Receipt of the grant requires County Board approval and submission of a grant budget. The Director recommends acceptance and approval of this grant. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.

- D. An updated brochure entitled “Pennington County Licensed Family Child Care Variance Guidelines” was presented for consideration. Upon conclusion of follow-up discussion, a recommendation was made to forward this item to the Consent Agenda.

SECTION B

- I. No social service cases were presented for special case review.
- II. The Income Maintenance crisis assistance activity report and the Income Maintenance caseload report were reviewed. Current open IM caseload count stands at 1,730.
- III. No Income Maintenance cases were presented for Special Case consideration. Kathleen Herring, FAS, provided Committee members an update on the Salvation Army’s recent Red Kettle campaign.
- 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: March 19, 2019 at 12:00 pm.

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,430.66	\$ 42,360.75	-75.4%
Rule 4	\$ -	\$ 2,396.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,396.30	\$ 4,654.03	-48.5%
Rule 8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,999.04	-100.0%
Rule 5	\$ 4,367.51	\$ 4,420.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,787.80	\$ -	#DIV/0!
Corrections	\$ 9,815.00	\$ 10,445.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,260.00	\$ 36,839.00	-45.0%
Adoption Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,998.00	-100.0%
Totals	\$ 21,379.25	\$ 20,495.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,874.76	\$ 104,850.82	-60.1%

Revenue															
Reimburse	\$ 891.17	\$ 3,163.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,054.17	\$ 5,957.81	-32.0%
MH Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
4E Recovery	\$ -	\$ 174.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174.00	\$ 174.00	0.0%
NFC Settlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Totals	\$ 891.17	\$ 3,337.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,228.17	\$ 6,131.81	-31.0%

Net Expense	\$ 20,488.08	\$ 17,158.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,646.59	\$ 98,719.01	-61.9%
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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)	\$ (61,072.42)	\$ (122,861.24)	\$ (159,056.58)	\$ (182,901.70)	\$ (200,851.54)	\$ (211,543.84)	\$ (233,162.79)	\$ (252,386.12)	\$ (264,934.96)	\$ (285,608.38)	\$ (310,855.48)			

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

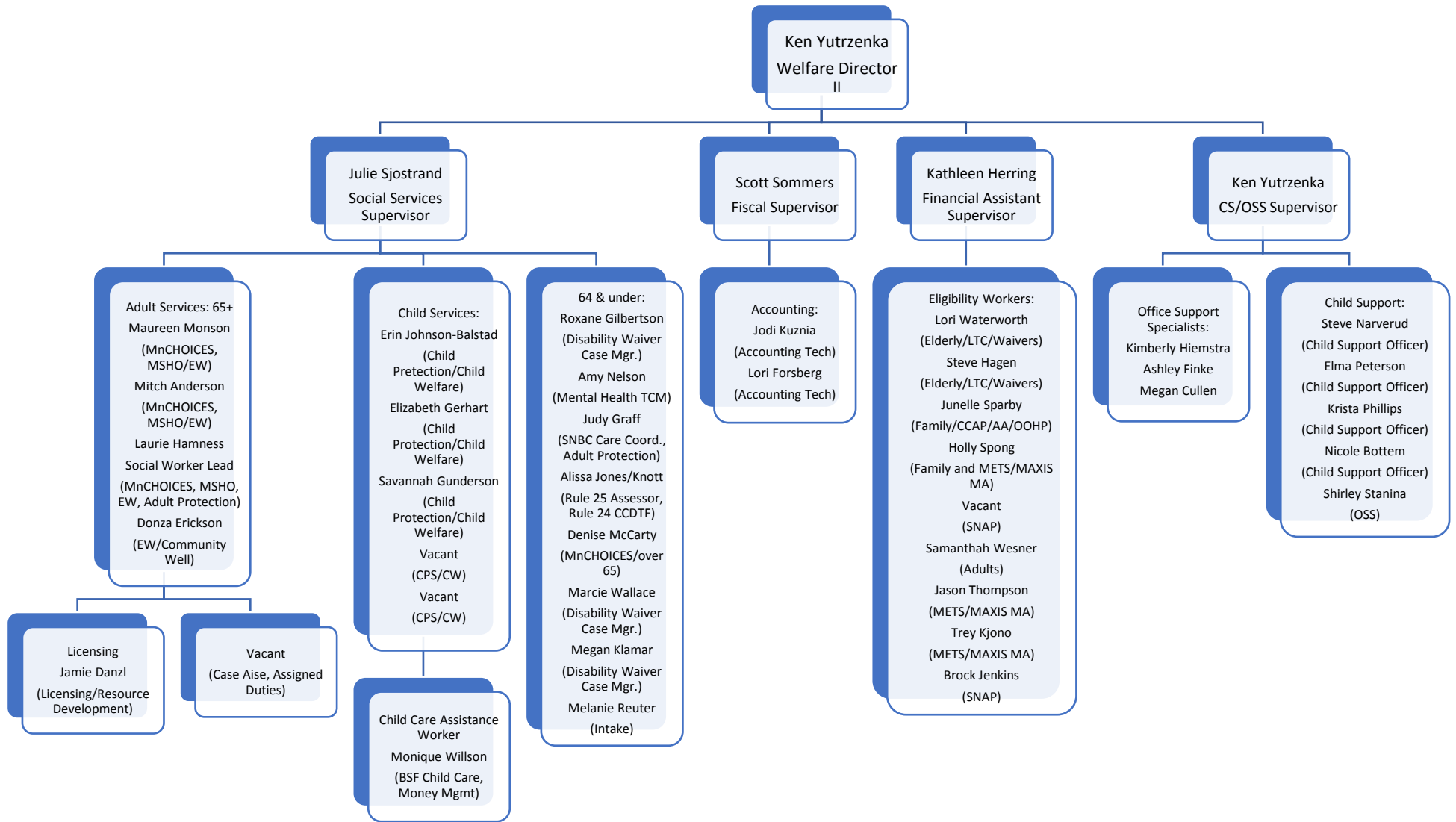
Revenue													
Reimburse	\$ 2,794.44	\$ 3,163.37	\$ 2,299.08	\$ 1,740.52	\$ 977.90	\$ 1,225.64	\$ 2,006.47	\$ 1,882.93	\$ 1,800.05	\$ 1,393.89	\$ 554.51	\$ 1,143.85	\$ 20,982.65
MH Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4E Recovery	\$ -	\$ 174.00	\$ -	\$ -	\$ 10,745.00	\$ -	\$ 9,354.00	\$ -	\$ -	\$ 4,387.00	\$ -	\$ -	\$ 24,660.00
NFC Settlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 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	
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

Organizational Chart



Pennington County Human Services Data Practices Guidelines

Data is any piece of information collected, created, maintained, or disseminated, regardless of physical form or storage (paper, computer, voice mail, electronic, microfiche etc.) or which is maintained and accessed from various information systems (MAXIS, PRISM, SSIS, DVS, MMIS, etc.). Pennington County Human Services also works with service providers, managed care organizations and data clearinghouses that require the agency to follow prescribed data practices by contract or agreement. Unauthorized use of not-public data which includes accessing or releasing information without consent, or when such disclosure is unauthorized by law, may create liability for Pennington County, Pennington County Human Services and employees.

Protection of data from unauthorized use or disclosure is dependent upon and requires the cooperation of every data user. It is your responsibility to understand what types of information are protected and the proper care and use of that information.

I. TYPES OF NOT PUBLIC DATA

Not Public Data is a broad term that includes private, nonpublic, confidential, and/or protected nonpublic data.

A. Private Data: The subject of private data is a human being including persons who receive services connected with state DHS and/or Pennington County Human Services. Some data about employees are also private data, such as the employee's home address, telephone number, social security number, performance appraisals or reasons for requesting sick leave.

Generally, if the data you work with identifies a person, it is private data and it cannot be released without the consent of the data subject, via court order, and/or authorized by specific law.

- The subject of the data may see and have copies of the data and can authorize anyone else to see/have the data by providing a consent for release of information. Staff must follow agency procedure when the client requests written/hard copy data. Confer with your Supervisor to check on what is appropriate to copy. Photocopying charges may apply per Agency policy.
- The public may NOT see or have copies of the data.
- Access and use within the Agency is restricted to those *who need the data to do their jobs.*

B. Nonpublic Data: The subject of the nonpublic data is generally a corporation, vendor, or governmental agency. Examples of nonpublic data include security information, trade secret information, and some data on facilities licensed by the Department of Human Services. Examples of security information are passwords to access computer data, photocopy machines, and

combinations to safes. Security information may also be designed to prevent individuals from access to unauthorized areas of County/Agency buildings.

- The subject of the data, if any, has the right to see and have copies of the data, and the subject of the data can authorize anyone else to see the data by signing a consent for release of the information. The public may not see or have copies of the data.
- Access within the Agency is limited to those *who need the data to do their jobs.*

Trade secret information means information that may include a formula, program, pattern, device, compilation, method, technique or process that:

- Derives independent economic value, actual or potential, from not being generally known to and not readily ascertainable by others who can obtain economic value from its disclosure or use; and,
- Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy

The use of or the disclosure of trade secret information contained in software and related materials are usually restricted by terms of a license agreement. These license agreements vary in scope and should be referred to for exact prohibitions regarding use. Such information is maintained by Agency management staff.

C. Confidential and Protected Not Public Data: The subject of Confidential Information is a human being, and the subject of Protected Not Public data is usually a corporation, vendor, or a government agency. Confidential data include adoptions data and the names of individuals who report child or vulnerable adult abuse. Some medical data are Confidential if the medical care provider deems that access to the data will be harmful to the patient. Most investigations (maltreatment, vulnerable adult, criminal, personnel-related issues) of individuals and facilities are Confidential. Other investigations involving corporations, agencies or vendors are typically Protected Not Public.

- The subject of the data CANNOT see or receive copies of the data;
- The general public does NOT have the right to access the data;
- The subject of the data CANNOT authorize anyone else to see or receive copies of the data by signing consent for the release of information.
- Access within the agency is restricted to those *who need the data to do their jobs.*

D. Copyrighted Computer Information: A copyright protects written and artistic expressions that are valuable because of the way in which the information

is expressed. Examples of types of data, which may qualify for copyright, are poems, books, computer programs, instruction manuals, photographs or paintings. Data that are copyrighted have restrictions on copying and use of the information. The Agency may obtain copyrights for its own data. Most copyrighted data are public; however, copyrighted data that are computer-related are treated as trade secret and are classified as **Nonpublic**.

Much of the software and other computer-related material acquired by the DHS and Pennington County Human Services is copyrighted and is subject to a licensing agreement that restricts the use of the data. Therefore, any employee or contractor who has access to, or occasion to use such software, is subject to the license and restrictions. Such restrictions may include prohibition on

- Copying the software or other computer related material for use other than on the specific computer(s) or projects for which it was licensed.
- Disclosing any technical information about the software based upon access to it, or disclosing any related manuals to anyone except a DHS employee, another Social Service employee, and/or contracted staff who has:
 1. authorization to use this product; and
 2. has also read the license agreement and signed the nondisclosure agreement, if any;
- Reproducing either the software, copyrighted material, or documentation and making it:
 1. available to any third party; or
 2. available for use on any non-DHS or non-Pennington County Human Services owned or operated computer;
- Altering the software or copyrighted material for purposes not directly related to their work or their employment by Pennington County Human Services.
- Using the software or copyrighted material for purposes not directly related to their work or their employment by Pennington County Human Services.

Since license agreements governing computer software vary in what they allow to be copied and disclosed, to whom they allow copying and disclosure, and for what purpose copying and disclosure is permitted, you should read the license agreement carefully or consult your supervisor.

II. LIMITATIONS ON DISCLOSURE

Simply because data are accessible for review does not mean that the data are disclosable to you. The disclosure of private data to anyone is limited by whether the individual's work assignment reasonably requires access to the private data.

There are several instances, for example, where disclosures to anyone other than your direct supervisor would be "unauthorized disclosure of data." An individual/worker CANNOT look at a relative's or friend's case file or computer records. An individual/worker CANNOT look at data that is not on their caseload unless authorized

by a supervisor. An individual/worker may not request another worker to access or disclose data for them on cases they would not otherwise have access to.

An individual/worker who finds they are assigned a caseload or work assignment which includes the employee, a family member, relative or friend, as a participant, must report the conflict to their supervisor for resolution of the conflict.

III. PENALTIES FOR UNLAWFUL USE OF DATA

A. Data Practices Act Penalties

Also known as the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, provides for disciplinary action for any government employee who knowingly violates the provisions of the Act. Any person, even those who are not employees, who willfully violate the provisions of the Act may be charged with a misdemeanor.

B. Income Tax Data

Internal Revenue Code (IRC) section 7213 specifies that willful unauthorized disclosure of returns or return information by an employee to someone not authorized to receive it is a felony.

Internal Revenue Code 7213A, specifies that willful unauthorized access or inspection of taxpayer records by an employee is a misdemeanor

C. Computer Crime

Minnesota Statutes 609.87 – 609.8913 defines varying types of computer crime including unauthorized access, computer/computer network/computer system damage or destruction, computer theft, etc. and specifies penalties ranging from misdemeanors to felonies for commission of such crimes.

**PENNINGTON COUNTY HUMAN SERVICES
DATA PRIVACY ACKNOWLEDGEMENT**

Responsibilities:

I understand that as an employee, volunteer, or intern with Pennington County Human Services, I may be working with various types of data which are described in the attached document/handout.

I agree and acknowledge that: (please enter initials as acknowledgement of the following conditions)

_____ 1. I will use all private, non-public, confidential, protected non-public data for official work purposes only and specifically agree to not look or request another worker to access or disclose to me data involving:

- A. cases in which I am a participant;
- B. cases in which an immediate family member, relative or friend is a participant;
- C. cases that have not been assigned to my caseload except when specifically authorized by my supervisor;
- D. cases I would not otherwise have access to.

_____ 2. If I have questions about the classification of any data or any restriction on their use or disclosure, I will discuss these concerns with my supervisor.

_____ 3. I will not copy, reproduce or alter computer programs or parts of computer programs that belong to DHS and/or Pennington County Human Services, without the knowledge and consent of my supervisor, or to release information gained in the use of any such program(s) to anyone not authorized by law to have such access.

_____ 4. I will not remove "Not Public Data" from the Agency premises except as is necessary to administer the program with which I am working, and only with my supervisor's knowledge and consent.

_____ 5. I agree to use keys, badges, or any other security device which is/are in my possession, only for my work purposes, and will not allow anyone else to use or copy them, except with my supervisor's knowledge and consent. I will notify my supervisor when I lose any security information or device. In addition, I will surrender any keys, badges, cards, or other security devices issued to me, upon request from my supervisor or immediately upon separation from employment or termination of my work relationship with Pennington County Human Services.

_____ 6. All my use and restrictions on the data described in the attached document/handout are understood to continue after my relationship with Pennington County Human Services ends, unless otherwise allowed by law.

I hereby acknowledge that I have read and understand the conditions stated in the Pennington County Human Services Data Practices Guidelines and agree to comply with those conditions. I understand that if I violate said conditions, I may be subject to disciplinary action by my employer, as well as prosecution under applicable statutes.

Print name: _____ Title: _____

Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____